

REPUBLIC OF MACEDONIA
State statistical officer

**CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS
IN THE REPUBLIC OF MACEDONIA, 2002**

MANUAL

FOR REGIONAL INSTRUCTOR AND ENUMERATOR

Skopje, September 2002

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Pursuant to Article 18, Paragraph 1, Item 1 of the Law on Census of Population, Households and Dwellings in the Republic of Macedonia, 2002 ("Official Gazette of the Republic of Macedonia" no. 16/2001, 37/2001, 70/2001 and 43/2002), aiming to obtain unique principles for organizing the census and the unique application of the methodology while proceeding the census, the Director of the State Statistical Office of Macedonia is issuing the following:

MANUAL FOR REGIONAL INSTRUCTOR AND ENUMERATOR

I GENERAL PART

1. UNITS COVERED WITH THE CENSUS

The following units will be covered with the Census:

- Persons (individuals)
- Households
- Dwellings

1.1. Persons

The census will cover:

1. Persons who have place of usual residence in the Republic of Macedonia, regardless of whether at the time of the Census they are present at their place of usual residence or elsewhere in the Republic of Macedonia;

2. Foreigners who have a residence permit in the Republic of Macedonia and they are temporarily present in the Republic of Macedonia at least 12 months (one year), but who have a place of usual residence outside the Republic of Macedonia;

3. Persons who have place of usual residence in the Republic of Macedonia, who at the time of the Census, and for a maximum of 12 months (one year) prior to its conducting, are working abroad, as well as the members of their households;

4. Persons who have place of usual residence in the Republic of Macedonia, and during the time of the Census are working abroad at the diplomatic and consular representative offices of the Republic of Macedonia, the United Nations and its organisations, representative offices or being representatives of the Chamber of Commerce abroad, business offices abroad, military representatives of the Army of the Republic of Macedonia abroad, and citizens engaged on the bases of international, technical and other kinds of co-operation, education, as well as the members of their households who are staying abroad with the aforesaid persons;

5. Persons who have place of usual residence in the Republic of Macedonia, but are not in possession of the documents pursuant to Article 39, item 1 from the Law on Census of the population (i.e. the documents listed in part II.4.1 and II.4.2. from this Manual), but if they present the documents stated with Article 39, item 3 from the Law on Census of the population (i.e. the documents listed in part II. 4.3. from this Manual).

6. Besides previously mentioned persons, the Census will cover the following persons:

- foreigners with acknowledged status of refugee who at the time of the Census are present in the Republic of Macedonia;

- foreigners with acknowledged status of a temporal humanitarian protection who at the time of the Census are present in the Republic of Macedonia, and

- other persons who at the time of the Census are present on the territory of the Republic of Macedonia, except persons mentioned in the previous two items.

1.2. Households

The Census will cover all households (according to the definition of households) of the persons who are units of enumeration.

The Census will cover collective households (consisting of persons who live in institutions for permanent care of children and adults, monasteries and hospitals for incurable persons and similar).

1.3. Dwellings

The Census will cover all dwellings in the country, intended for habitation, regardless that they are used for a permanent or temporary living (for vacation and recreation, seasonal activities) or vacant dwellings.

The Census will also cover other inhabited premises or buildings that are not intended for habitation, but at the time of the Census are used for living, inhabited business premises, improvised living quarter or collective living quarter.

2. UNITS THAT ARE NOT COVERED WITH THE CENSUS

The Census will not cover:

2.1. Persons

- Diplomatic personnel of the foreign diplomatic and consular representative offices in the Republic of Macedonia as well as the members of their families;
- Foreign military personnel and the members of their families, located in the Republic of Macedonia, as well as the members and representatives of the international organizations and communities who at the time of the Census are staying in the Republic of Macedonia;
- Foreign citizens who at the time of the Census are present in the Republic of Macedonia due to business trip, private visit, seasonal holiday, medical treatment, excursion, tourist or other travels;
- Citizens of the Republic of Macedonia who at the time of the Census are absent from the Republic of Macedonia more than 12 months.

2.2. Dwellings

- Dwellings of the diplomatic and consular foreign country representatives and dwellings owned by other countries;
- Not occupied (vacant) dwellings that have been moved out due to their demolishing;
- Vacant dwellings in buildings where it is still not permitted to move in;
- Buildings in the villages that are used fully for storage of agricultural work tools and appliances, agricultural products, heating material and similar, or they are used for processing of agricultural products;
- Collective dwellings (centres and hotels for single persons, homes for retired persons, aged and feeble persons, students' dormitories, monasteries and convent inns and the like).

3. CENSUS REFERENCE DATE (MOMENT)

The data should be recorded in the census forms according to the state on the day of 31st October 2002 at 24:00 hrs, namely at midnight between 31st of October and 1st of November 2002. This date is census reference date.

The Census is carried out according to the state at date (moment) that is defined as census reference date.

All changes occurred after the census reference date will not be recorded in the census forms (will not be taken into consideration).

For example:

a. Children born after the census reference date should not be enumerated (31st of October 2002 at 24:00 hrs) namely, in the period of 1st of November 2002 until the arrival of the enumerator. Children born at the very census reference date should be enumerated;

b. If a person has died after the census reference date, namely in the period of the 1st of November 2002 until the arrival of the enumerator in the household where the person was living, the person should be enumerated, as the person was alive at the census reference date (31st October 2002 at 24:00 hrs); if a person has died before the census reference date or at the very census reference date (31st October 2002 at 24:00 hrs), should not be enumerated, namely the data should not be collected;

c. If a person has a residence permit and at the census reference date is temporary present in the Republic of Macedonia in duration of 11 months and 29 days, the person will be enumerated as a person present less than a year.

A person whose residence permit in the Republic of Macedonia has been approved after the census reference date, and at the census reference date the person resided abroad, the person will not be enumerated, although the enumerator at the time of carrying out of the Census will find him/her on the territory of the Republic of Macedonia.

4. TIME (PERIOD) OF ENUMERATION

The enumeration of the population, households and dwellings on the whole territory of the Republic of Macedonia and the enumeration of the persons abroad is going to start on the 1st of November at 08:00 a.m., and will end up on 15th of November 2002 at 20:00 p.m.

The enumeration of persons with a place of usual residence in the Republic of Macedonia, who at the time of the Census are absent from their place of usual residence due to the military service, as well as persons being in pre-trial confinement, or serving a sentence on prison or reformatory, will be carried out in the period as of 1st of October until 15th of October 2002.

5. PLACE OF ENUMERATION

Place of usual residence is the geographic place where the enumerated person usually resides; this may be the same as, or different from, the place where the person actually is at the time of the Census, or it may be his/her legal residence. A person's usual residence should be that at which he/she spends most of his/her daily or night rest.

For **official place of residence** in the Republic of Macedonia is considered the place where the person resides in accordance with the regulations of the Republic of Macedonia.

Place of staying is settlement place where the person is temporarily staying, outside of the settlement place which is his/her place of residence.

The enumeration of persons covered with the Census is carried out:

- For persons with a place of usual residence in the Republic of Macedonia the enumeration is carried out at the place where the person usually resides;

- For foreigners who have permit for residence in the Republic of Macedonia the enumeration is carried out at the approved place of residence;

- The enumeration of foreigners with acknowledged status of refugees and foreigners with acknowledged status of a temporal humanitarian protection who at the time of the Census are present in the Republic of Macedonia, will be carried out at the place of their approved stay, namely where the humanitarian protection is provided for them;

- The enumeration of persons with a place of usual residence in the Republic of Macedonia, who at the time of the Census are absent abroad no more than 12 months, the enumeration, according to the rules, is carried out abroad in the diplomatic and consular representative offices, other representative offices of the Republic of Macedonia, as well as at the census sites that will be defined by the diplomatic and consular representative offices;

Other persons, except from the above mentioned, which the Census of the population of the Republic of Macedonia covers, are enumerated at the place where they are found.

Place of usual residence could be:

1. The same or different from the person's official place of residence;
2. The same or different from the place of work or place of school attendance;
3. The same or different from the place where the person is found at the time of the Census.
4. A person could have two or more places of residence.

How the enumerator should act in such cases:

1. If the person's place of usual residence (and address) is different from his/her official place of residence (and address), the person should be enumerated in his/her place of usual residence (address). For example: A person has an official place of residence (registered permanent place of residence) in Skopje, in the part called Jane Sandanski. However, the person has a dwelling where he lives with his household in Skopje, in the part Center, Mito Hadzivasilev-Jasmin Street. In such a case, the person should be enumerated in Skopje - Center, Mito Hadzivasilev-Jasmin Str.

The enumerator will apply the same procedure if the person has an official place of residence in another settlement place. For example, the person has an official place of residence in the city of Skopje, the Center municipality, but his/her place of residence is in the settlement place Pobožje, the Cucer Sandevo municipality (he/she lives there with his/her household). The person should be enumerated at the settlement place Pobožje (his/her place of residence).

2. If the person works or attends school outside his/her place of usual residence, in another place in the Republic of Macedonia, he/she should be enumerated at the place of usual residence, together with his/her household. For example, a person has a place of usual residence in Shtip, where he/she has a dwelling and lives with his/her household, but he/she works in Veles and is returning home once a week. The person should be enumerated in Shtip, together with his household, but also should be recorded that he works in another place in the Republic of Macedonia. This person should be also enumerated in the place of work, in Veles, and should be recorded that he/she is present in Veles because of work.

3. If a person at the time of the Census happens to be outside his/her place of usual residence, (on a visit, on a business trip, medical treatment, and the like), he/she should be enumerated together with his household at his place of usual residence, but it should be recorded that at the census reference date he/she was absent, in some other place in the Republic of Macedonia.

4. In case when a person has two or more places of residence, the person will be enumerated in the place where he/she spends greater part of the year, and this place would be considered to be his place of usual residence. For example, some households own a dwelling in the town, but in the village also. During the winter period they stay in town, and during the summer time in the village. The household will be enumerated at that place where the household spends most of the time during the year.

6. WAY OF ENUMERATION AND INSTRUMENTS FOR FIELD DATA COLLECTION

The field data collection will be done by authorized enumerators by interviewing (face to face interview) and the data will be recorded in printed census forms (questionnaires).

One or more enumerators are appointed for each census district, depending on the characteristics of the census district and on the population structure.

The following census forms (questionnaires) will be used for field data collection in the Republic of Macedonia:

- **Enumeration form (Census Form P-1)** that is filled in for each person being enumerated;
- **Questionnaire for household and dwelling (Census Form P-2)** that is filled in for each dwelling and each household being enumerated;
- **Control Form (Census Form P-4)** used for evidencing all enumerated units in the Census district and making a review of the results per households, as well as a review of the census district for the total number of the enumerated households, dwellings and persons.

The fulfilment of the forms is made **exclusively by a blue ball-pen.**

7. LANGUAGE OF ENUMERATION

The enumerator is obliged to inform the enumerated persons that they have the freedom to choose whether they would be enumerated in official Macedonian language and its Cyrillic alphabet or in other official language which is spoken by at least 20% of the population of the Republic of Macedonia; in official Macedonian language and its Cyrillic alphabet and in the other official language which is spoken by at least 20% of the population from the units of local self-government; as well as , in official Macedonian language and its Cyrillic alphabet and in the language and the alphabet of the community to which belong the persons that are enumerated (Turkish, Vlach, Serbian, Roma etc).

Pursuant to Article 36 from the Law on Census:

- the Census is carried out in the official Macedonian language and its Cyrillic alphabet;

- In cases where the enumerating is carried out in the official language that is spoken by at least 20% of the population of the Republic of Macedonia, the census form is filled in that language and additionally on Macedonian language and its Cyrillic alphabet;

- In cases where the enumerating is carried out in Turkish, Vlach, Roma or Serbian language, the form is filled in the language the person has chosen and additionally on Macedonian language and its Cyrillic alphabet.

When filling the forms P-1, P-2 and PD-1 (in cases when they are filled), for the persons that have chosen to be enumerated in one of the languages of the communities (Albanian, Turkish, Vlach, Roma, Serbian) for the questions that have textual answer, the enumerator is obliged , first, to enter the data in the language and the alphabet that person has chosen, and than in the official Macedonian language and its Cyrillic alphabet.

8. OBLIGATIONS OF THE DISTRICT INSTRUCTORS AND ENUMERATORS

Pursuant to Articles 32 and 33 of the Census Law, the regional instructors and enumerators have the following obligations:

The regional instructors:

- to follow up the enumeration of population that the enumerators are carrying out and to control and organise their work in the census districts where they are in charged of;

- currently-daily to inform the regional census commission and the State Instructor about the census districts where they are in charged of;

- to control the census material of the enumerators and to participate in the preparation of the first results obtained from the data from the Control Form (P-4) together with the state instructors and enumerators.

Enumerators:

- to carry out direct enumeration on field, and they are obliged to fill in the census forms according to the Manual for the regional instructor and enumerator.

9. CENSUS DATA PROTECTION

Personal data that are to be collected with the Census are official secret - strictly confidential data and subject of a special protection provided through all the phases of the Census realization (collection, control, processing and publishing of the results), and in accordance with the regulations of the Law on Census of Population, Households and Dwellings ("Official Gazette of the Republic of Macedonia" no. 16/2001), also the State Statistics Law ("Official Gazette of the Republic of Macedonia" no. 54/97) and the Protection of the personal data Law ("Official Gazette of the Republic of Macedonia" no. 12/94).

Obligations for protection of the personal data refer to all persons who on any bases participate in the Census:

Obligations of the regional instructors and enumerators in reference to Census personal data protection:

1. They should study and respect the obligations in reference to the Census personal data protection determined with the above mentioned laws and this Manual;

2. Prior to the beginning of the enumeration, they should present the Authorisation for regional instructor i.e. enumerator issued by the Director of the State Statistical Office together with his/her identity card, and to inform everyone that:

- Personal data that will be collected with the Census, represent an official secret - strictly confidential and protected by Law and they could be used for statistical purposes only;

- Personal data collected with the Census, can not be used in any case for making any kind of decisions and by anyone, in connection to the person they refer to;

- Every participant in the Census who has an access to those data is obliged to keep them as strictly confidential data during the Census and after its completion;

- Publishing of the results of the Census will be in a way that identification of the person they refer to will not be possible;

- In the course of the Census and afterwards, the regulated organizational-technical measures will be taken in reference to the storage and protection of the data collected from the Census;

3. The census material and instruments of the Census should be handed over to the State Instructor and the member of the Regional Census Commission after the completion of the enumeration, in accordance with this Manual.

4. To respect all regulated organisational and technical measures in reference to the protection of the Census data.

10. INTERNATIONAL OBSERVERS, EXPERT GROUPS AND OTHER OBSERVERS

According to the Law on Census, in the process of preparation, organization and conducting the Census, as well as in the data processing and publishing of the results from the Census, observations and monitoring may be done by appropriate expert groups from the European Council and from other international organizations competent for issues related to Census.

Regional instructors and enumerators are obliged to provide for the international observers, after their identification, undisturbed conduct of the monitoring, in accordance with their authorizations.

II. WORK OF THE ENUMERATOR

1. OBLIGATIONS OF THE ENUMERATOR BEFORE COMENSING THE ENUMERATION

The enumerators are conducting the enumeration according to the Manual for the regional instructor and enumerator.

Prior to the beginning of the enumeration, the enumerator should make a tour of the census district boundaries where he/she is appointed to conduct the enumeration. He uses the map and description of the census district boundaries. If during the tour and based on the map and the description, he/she notices that can not determine with certainty the terrain where the enumeration will be carried out (some or a group of object are missing), he/she should inform the regional instructor and the member of the Regional Census Commission, specialist in the field of geodesy.

When he/she gets familiar with the census district boundaries, the enumerator together with the regional instructor makes a plan for the activities within the district, paying attention not to omit a single unit that should be enumerated. In the settlement places where the census districts are determined according to blocks of buildings, the enumerator at first should go around the streets at the periphery of his census district (bordering streets), and then on the streets within the district itself. In the streets where he/she should carry out the enumeration on both sides, the enumerator at first should move on one side of the street, and when he/she should come to the end of the street, to cross over on the other side of the street, to return in the opposite direction, and then to move to another street.

The enumerator will not make districts of the dwellings of the diplomatic and consular foreign country representatives and dwellings owned by other countries.

2. WAY OF ADDRESSING AND BEHAVIOUR OF THE ENUMERATOR

WHILE ENUMERATING PERSONS

Citizens/persons will be informed about the Census, about the time of the Census, the way of carrying out the Census, and similar.

After the arrival of the enumerator in the household, it is necessary:

- **To make a good first impression.** The enumerator should make the first contact with a smile and greeting like "good afternoon" and to continue to behave in good manner. At the same time, the enumerator should look descent and tidy.

- **To introduce and identify himself/ herself.** The enumerator should introduce himself/ herself showing up the authorisation for proceeding the census along with his/her identity card.

- **To explain the purpose of the visit.**

- **To inform persons who will be enumerated about the confidentiality of the Census data.** The enumerator should inform persons being enumerated that personal data that will be collected with the Census represent an official secret - strictly confidential data protected with law, and that they exclusively will be used for statistical purposes only.

- **Not to make any influence on answers that gives the person being enumerated.** It is strictly important to be neutral when asking questions. Not even with the expression of the face, and voice, the enumerator should give the idea to the person being enumerated that he/she gives right or wrong answer.

Not to change the words or order of the questions. The words in the questions must be sustainable and the order in the questionnaire. If the person does not understand the question, it should be repeated slowly and clearly. If, again he/she does not understand the question, then the question could be put in other words, paying attention not to lose the sense of the original question. He could only give necessary information in order to receive an appropriate answer.

3. PERSONS WHO SHOULD GIVE ANSWERS ON QUESTIONS

WHILE ENUMERATING

The enumerator should require the answers to the questions in the census forms, from the person they are referring to.

In case of absence of a member of the household, a full age member of the household who is the most familiar with the data for the person absent should give the information. Information about children up to 15 years of age will give one of the parents, the adopter, or the tutor.

The enumeration of foreigners with acknowledged status of refugee, and of foreigners with acknowledged status of temporal humanitarian protection, who at the time of the Census happen to be in the Republic of Macedonia, will be carried out based on physical presence of the person being enumerated and the available documentation, besides the document of his/her approved status.

The data about the households are given by the head of the household, and in his absence, the full age member of the household gives data he's most familiar with.

The head of the household which occupied the dwelling at the time of the Census gives data about the dwelling, and in his absence, a full age member of the household gives data he's most familiar with.

After the enumeration, the enumerated person signs the filled Census form P-1. For the rest of the members of the household and for the children under 15 years of age, the form P-1 is signed by the person that has given the data.

4. DOCUMENTS THAT ARE PRESENTED AND RECORDED WHILE ENUMERATING

The person who gives answers for the purpose of the Census, is obliged to give right and complete answers to all questions of the census forms, as well as he/she should present the necessary documents based on which the enumerator will fill in the census forms.

In order to establish and record accurate data about the person being enumerated, and in accordance to the Census Law, the enumerator will require the following documents:

**1. For persons having place of usual residence in the Republic of Macedonia, regardless whether at the time of the Census they are present at that place or at some other place in the Republic of Macedonia, or in abroad
(Article 6, item 1, 3 and 4 from the Law on Census)**

a) Identity card issued after 1st April 1993 or passport issued by the authorised institution according to the Law on travel documents for the citizens of the Republic of Macedonia ("Official Gazette of the Republic of Macedonia" no. 67/92), or passport issued after the 11th of November 1992 , from which the following data are to be taken:

- Name, surname, date, place of birth and municipality
- Unique personal (record book) number of the citizens,
- Address of the official place of residence (name of the settlement place, municipality, street and number of the dwelling);

Information about the address where the minor children live in (if there are any) will be taken from the identity card or the passport of the person being enumerated. Information about citizenship's certificate of the person being enumerated and his minor children (identity card issued after 1st April 1993 and passport issued after 11th November 1992, issued by Ministry of Internal Affairs of the Republic of Macedonia, they are also evidence for regulated status of the citizen of the Republic of Macedonia).

If the person that gives the data for himself and for the other persons, has no possession of the documents listed in item a), then for the data mentioned in this item he has to present:

b) Identity card issued before 1st April 1993 and Citizenship Certificate, or Document on Decision for issuing or establishing citizenship of the Republic of Macedonia, issued according to the Citizenship Law ("Official Gazette of the Republic of Macedonia" no. 67/92) or the Birth Certificate.

The documents listed in item a) and b) are mutually interchangeable.

c) The following data are to be taken from the Birth Certificate:

- for full age persons:
 - Name of one of the parents, and
 - Place of permanent residence of the mother at the moment when the person was born;
- for minor children:
 - Name, surname and name of one of the parents,
 - Sex, date, place and municipality of birth, unique personal (register book) number of the citizen, and
 - Place of permanent residence of the mother at the moment when the person was born.

2. For foreigners who have residence permit in the Republic of Macedonia and are temporarily present in the Republic of Macedonia more than 1 year (Article 6, item 3 from the Law on Census)

a) **Valid foreign passport together with residence permit for Republic of Macedonia (for permanent or temporary stay)** issued according to the Law on movement and residence of foreigners ("Official Gazette of the Republic of Macedonia" no. 36/92, 66/92- and the supplement 26/93), **and**

1. Identity card for foreigner issued according to the Law on movement and residence of foreigners stated in part II.4 item 2 ("Official Gazette of the Republic of Macedonia" no. 36/92, 66/92 and the supplement 26/93).

The documents from which the data is collected are recorded in the Census form (Form P-1). For every separate document is recorded: the kind of the document, document number, date of issuing the document and the authorized institution that issued the document.

3. For persons that have place of usual residence in the Republic of Macedonia, and who have no possession of the aforementioned documents (Article 6, item 5 from the Law on Census)

For every person that has a place of usual residence in the Republic of Macedonia and lives here more than one year, and has no possession of the documents listed in the previous items, but has got the following documents, except for the Census form, a special Form PD-1 has to be filled in which are recorded:

a) Valid (notarised at the authorized institution) document for ownership of a house or apartment or rental agreement for house or dwelling (for the head or for a member of the family);

b) Bills for paid electricity, fix telephone line, water or heating;

c) For minor children: pupil's booklet/ certificate for finished grade in the school year, in a year prior to the Census;

d) Medical-care booklet;

e) For employed persons, working agreement recorded in an authorised institution;

f) For unemployed persons, document for registering in the Bureau for employment;

g) For retired persons, cheque for received pensions at the address of residence;

h) For beneficiaries of public welfare from the Republic of Macedonia, confirmation for received public welfare at the address of residence.

The listed documents, should apply to a period from one year and over before conducting the Census.

In the special Form PD-1, for each of the presented documents, must be recorded: the kind of document, period to which the document applies, issuing date and institution where is issued.

The documents from this item are requested for every person individually and they are appropriately recorded in Form PD-1 which is placed in Form P-1 for enumerated person.

4. For foreigners with acknowledged status of refugees who at the time of the Census happen to be in the Republic of Macedonia (Article 6, item 6 a) from the Law on Census)

a) **Certificate - Statement for acknowledged status of refugee and identity card for foreigner**, issued by the Ministry of Internal Affairs, according to the to the Law on movement and residence of foreigners ("Official Gazette of the Republic of Macedonia": no. 36/92,66/92, and the supplement 26/93), or

b) Certificate - Statement for acknowledged status of a refugee (issued according to the Law on movement and residence of foreigners, "Official Gazette of the Republic of Macedonia": no. 36/92, 66/92, and the supplement 26/93) and valid foreign passport or document for acknowledged refugee, issued by the Ministry of Internal Affairs.

5. For foreigners with acknowledged status of a temporal humanitarian protection who, at the time of the Census, happen to be in the Republic of Macedonia (Article 6, item 6 b) from the Law on Census)

a) Document for acknowledged status of a temporal humanitarian protection, issued by the Ministry of Internal Affairs.

6. For other persons who at the time of the Census happen to be on the territory of the Republic of Macedonia (Article 6, item 6 c) from the Law on Census)

a) Document containing identification data, issued by the Ministry of Internal Affairs, according to the Law on movement and residence of foreigners ("Official Gazette of the Republic of Macedonia" no. 36/92, 66/92, and the supplement 26/93).

The document/s on the bases of which the enumeration is done i.e. the data is collected, is recorded in Enumeration form P-1, and also the kind of document, period to which the document applies, issuing date and institution where is issued.

7. For dwellings and real estate properties that are enumerated on the territory of the Republic of Macedonia

a) Deed or land-register certificate about the real estate properties, or

b) A Contract as an evidence for acquired real estate property, or

c) Certificate - Decision on the inheritance procedure

5. WHAT THE ENUMERATOR SHOULD DO BEFORE FILLING IN THE CENSUS FORMS

Prior to filling in the census forms in the households, the enumerator should have a conversation with the person, (the head of the household, or some other full age member), who is giving information, in order to create confidence in enumeration, and to receive information about:

- How many persons reside (permanently or staying temporarily) or happen to be found at the Census reference date at the address of enumeration;

- Who of them are members of the household (in accordance to the definition of household);

- How many households are there in that dwelling;

- Are there any absent members from the household;

- Documents that the members of the family have possession of, from the documents listed in part 4 from this Manual;

- If there are absent members of the household due to the military service, or members being in pre-trial confinement, or serving a sentence in prison or reformatory, the enumerator should check about that person whether there has already been received a filled in Enumeration form.

After the discussion is open, and prior to filling the forms, the enumerator has to ask for the documents that the person is obliged to present in the enumeration.

If the enumerator cannot complete the enumeration at his first visit (due to some open questions or lack of time), he is to schedule the exact date and time when he will come again as to end up the enumeration.

If the enumerator does not find in a dwelling any members of the household when he/she arrives, or meets persons who are under the age of 15 or persons who are not in the position to give him/her the necessary

complete replies, he/she is to fill in and hand over an announcement for his repeated visit for enumeration. In that announcement he/she is to inform the members of the household that the aim of his/her visit is enumeration and he/she is to schedule the exact date and time when will come again as to end up the enumeration.

If the person being enumerated, has chosen the enumeration to be done in a some of the languages of the communities mentioned in Article 36 from the Law on Census, and the enumerator cannot speak that language and its alphabet, he is to inform the enumerated person that there will be additional enumeration, i.e. he/she will come again with an other authorised enumerator who speaks that language and knows the alphabet of that language.

The enumerator is to write the address, where the enumerator who is familiar with the appropriate language that the person has chosen to be enumerated in, down in the Census Form (P-4), in the appropriate List and he will also inform the Regional Instructor, and later will further inform the Regional Census Commission that an appropriate person who speaks that language will be sent to that address.

6. ORDER FOR FILLING IN THE CENSUS FORMS IN THE HOUSEHOLD

The enumerator is to fill in the census forms according to the following order:

1. First, he fills in the Census Form (P-4), i.e. the part "List of Enumerated Units" (the columns 1-5), and if there is some remark, then he also fills in the column 18.

2. The enumerator fills in the remaining columns from 6 to 17 as soon as he has filled in the forms P-1 (Enumeration Form) and P-2 (Questionnaire for Households and Dwellings).

3. After filling in the part in the Control Form, the enumerator fills in a part in the Questionnaire for Households and Dwellings, the address on the first page, and on the second page he fills in the "List of persons who reside at this address".

4. The next step is filling in the separate Enumeration forms for each person who should be enumerated in accordance with this Manual;

5. As soon as the enumerator has filled in the enumeration forms, he returns with the Questionnaire for Households and Dwellings (P-2 form) and fills in the third and fourth page, i.e. writes down the data about the household and dwelling (depending on what is being enumerated).

6. After the enumerator has filled in all the forms, he returns with the Control Form and fills in the remaining columns (from 6 to 17).

7. As soon as the enumerator has completely finished the enumeration in the census district, he fills in the review "The First Results of the Census District" in the Control Form.

8. After filling in the Enumeration Form, it is obligatory to be signed by the person that has given the data.

7. PROCEDURE FOR FORMS ALREADY BEING FILLED IN

During the period from 1st of October to 15th of October 2002, in accordance with certain regulated instructions, there will be initial enumeration of persons with place of usual residence in the Republic of Macedonia and who are absent from their place of usual residence during the Census due to:

- Military service, or
- being in pre-trial confinement, or serving a sentence on prison or reformatory

The already filled in enumeration forms for these persons are to be sent to the address of their place of usual residence. The enumerator is to sign in the person in the "List of persons who reside at this address" in the Form P-2 and to attach the Enumeration form in the household. He is to fill in the identification data in the Enumeration form and to write in the ordinal number of that person from the "List of persons who reside at this address".

8. ARRANGEMENT MODE OF THE CENSUS MATERIALS THAT WILL BE HANDED OVER TO THE COMMISSION OF THE CENSUS AREA

After completion of the enumeration in his/her own census district, the enumerator is due, together with the regional instructor, to hand over back the complete materials that he/she is in charge of, including the Authorization for enumerator and the Manual for the regional instructor and enumerator, to the Regional Census Commission in the previously agreed time.

The enumerator will hand over the census materials as systemized in a folder according to the below given sequence:

- Authorization for the enumerator;
- Manual for the regional instructor and enumerator;
- Map and description of the census district boundaries;
- Questionnaire for the quality of description and map of the census district;
- Control Form;
- Filled in census forms P-2 for household and dwelling plus attached P-1 forms filled in by order for the persons members of the appropriate household (the P-2 forms should be arranged by order according to the identification data of the Control Form and special forms PD-1 (if there are any);
- Invalid (filled in by mistake) census forms the enumerator is in charge of;
- Unused (blank) census forms the enumerator is in a charge of.

If the above listed materials do not fit in only one folder, then the materials will be placed in two or more folders each numbered with Roman numbers by order, however the Authorization for the enumerator, the Manual for the regional instructor and enumerator, the Map with the accompanying description, and the Questionnaire for description quality and maps of the census district and the Control Form will be put in the 1st folder, and all the invalid and blank forms will be put in the last folder.

The filled in P-1 and P-2 forms will be put in all the folders as mentioned above.

The census materials that are handed over should consist of as many forms P-1 and P-2 (filled in, invalid and blank) as the enumerator has been charged for.

Only in cases when in some households the enumerator has received previously filled in forms (Enumeration forms P-1 from the Army of the Republic of Macedonia, or prison and reformatory), there can be a bigger number of forms than the number of forms the enumerator was charged for by the Regional Census Commission.

Unless the enumerator hands over less census forms than he was in charged of, then he is supposed to submit a written explanation about the reason of this shortage.

9. FILLING IN THE QUESTIONNAIRE ON THE QUALITY OF THE DESCRIPTION AND MAPS OF THE CENSUS DISTRICTS (Form PPK1)

After the enumeration is completed, before the enumerator hands over the census materials, he is obligated to fill in the Questionnaire on the quality of the description and maps of the census district (PPK1 form) in the following mode:

Question 1: Is the boundary description of the census district clear?

This question should be answered in such a way as to show if the enumerator is able to clearly establish the boundaries of the census district following the textual description in the boundary description form of the census district (OPK01). To answer, one should write down X in the box next to some of the optional modalities.

Question 2: Does the map content allow you to be well oriented on the field?

This question is answered by writing X for the appropriate answer in the box next to one of the optional modalities.

Question 3: Does the number of objects listed in the boundary description of the census district match the factual condition during the Census?

This question is answered as to show if the number of objects listed on the back page of the bound description Form of the census district (OPK01) matches the factual condition on terrain.

If the answer to this question is "Yes", then one should write down X in the box next to "Yes", and if the answer is "No", to write down X in the box next to "No". In addition, one should write on the line the difference of the number of objects listed in the Form and number of objects on terrain. If the number of objects on terrain is bigger than the number of objects in the Form OPK 01, then one should write "+", and if the number is smaller, with "-". For example: "+3" or "-2".

Question 4: Are all objects on the field marked with their house numbers?

If the answer to this question is "Yes", then the enumerator will write X in the box next to "yes", and if its is "No", then in the box next to "no". On the line, he will write down the number of objects that are not marked with house numbers.

Question 5: Are all streets marked with plate names?

To answer this question, he/she will write X in the box next to the "Yes" modality, or "No", respectively.

Question 6: Do you consider it is possible to enumerate the given number of households in the census district for the time given for the Census?

This question is also answered by writing X next to the box of the modality "Yes" or "No", respectively.

Question 7: Did you have any problems during the enumeration such as:

- a) overlap of the boundaries of the census district, or
- b) missed out territory

This question is answered by writing X in one of the boxes next to one of the two modalities given.

By overlap of boundaries of the census district is understood if one part of the territory of your census district overlaps with two or more neighboring census districts (the same territory is covered by two or more census districts); and missed out territory means one part of the territory that is not covered neither by yours nor by any other neighboring census districts.

Question 8: Other

On the empty lines it will be written any other note that refers to the map quality and the census district description that is not covered in the previous questions. After filling in the PPK1 form, the enumerator must write down his full name on the line above the text "Enumerator".

Example for filling in the Questionnaire on the quality of the description and maps of the census district

The enumerator Jovan Pavlovski, after completing the enumeration in the census district 001, concludes the condition in reference with the content of the description and maps of the census districts.

He comprehends that the boundaries of the census district are well and clearly determined and gives a precise picture of the field.

However, in the description there were included 3 objects that factually did not existed in the determined boundaries of the census district.

Likewise, he has found out that 5 of the objects on the field were not marked with house numbers, and also that all the streets were marked with plates each with the corresponding name.

With exception of the above named shortages, the enumerator had established that the map and its description does not have any overlaps of the boundaries in the census district with the boundaries of the neighboring census districts and that there is no missing territory.

Example for correctly filled in Questionnaire

Name and surname of enumerator Jovan Petrovski | 0 | 0 | 0 | 0 | 1 |
 Municipality Bitola | 1 | 0 | 6 | 6 |
 Number of census district | 0 | 0 | 1 |
 Settlement Bitola | 4 | 0 | 0 | 2 | 6 | 2 |

1. Is the boundary description of the census district clear?

completely clear 1.
 partially clear 2.
 not clear 3.

2. Does the map content allow you to be well oriented on terrain?

yes 1.
 with difficulties 2.
 no 3.

3. Does the number of the objects listed in the boundary description of the census district match the factual condition during the Census?

1. yes 2. no → -3

4. Are all objects on the field marked with their house numbers?

1. yes 2. no → 5

5. Are all the streets marked with plate names?

1. yes 2. no 3. no street system

6. Do you consider it is possible to enumerate the given number of households in the census district for the time given?

1. yes 2. no

7. Did you have any problems during the enumeration such as:

a) overlap of the boundaries of the census district

1. yes 2. no

b) missed out territory

3. yes 4. no

8. Other (Please write down anything that you have noticed on the terrain and you consider it relevant)

 Enumerator | | | |

 Regional instructor | | | |

 State instructor | | | |

 Authorized person from RCC | | | | |

Example for incorrectly filled in questionnaire

Name and surname of enumerator Jovan Petrovski
Municipality Bitola
Number of census district
Settlement Bitola

1. Is the boundary description of the census district clear?

completely clear 1.
partially clear 2.
not clear 3.

2. Does the map content allow you to be well oriented on terrain?

yes 1.
with difficulties 2.
no 3.

3. Does the number of the objects listed in the boundary description of the census district match the factual condition during the Census?

1. yes 2. no 3

4. Are all objects on the field marked with their house numbers?

1. yes 2. no _____

5. Are all the streets marked with plate names?

1. yes 2. no 3. no street system

6. Do you consider it is possible to enumerate the given number of households in the census district for the time given?

1. yes 2. no

7. Did you have any problems during the enumeration such as:

a) overlap of the boundaries of the census district

1. yes 2. no

b) missed out territory

3. da 4. ne

8. Other (Please write down anything that you have noticed on the terrain and you consider it relevant)

Enumerator

State instructor

Regional instructor

Authorized person from RCC

10. RECEIPT OF THE CENSUS MATERIALS BY THE REGIONAL CENSUS COMMISSION AND ESTIMATION OF THE QUALITY OF FILLED IN FORMS

After completing the folder (according to the previously given order in Part 8), the enumerator hands over the census materials to the Regional Census Commission where, on the basis of previously fixed measures and criteria, an estimation of census material quality is to be given.

In order to confirm the quality of the whole census materials, the state instructor together with a member of the Regional Census Commission and the regional instructor, fixes up the condition and fills in the "Review of Assigned and Returned Census Materials" in the Control Form.

III. CONTROL FORM (P-4 form)

The Control Form serves for evidence of all the objects of the census district as well as the vacant sites that have their own house number.

The enumerator gives ordinal number in the corresponding columns (as explained below) to the units that will be enumerated (such as dwellings, other type of living quarters, households and buildings) at these addresses.

The Control Form is used for calculation of the first results for the census district.

1. FILLING THE "LIST OF ENUMERATED UNITS AND REVIEW ON THE FIRST RESULTS BY HOUSEHOLDS",

1.1. Ordinal number (column "a")

In the column "a" only digits of the unit's places are printed. The enumerator will additionally fill in the ordinal numbers as needed on the left side so that there will be current ordinal numbers from 1 to the ordinal number that shows how many lines will be filled in by the enumerator. For example, on the first page the enumerator writes no numbers before the numbers 1 to 9; before the first 0 he will write in 1 as to gain number 10 and proceed on to numbers 19 and 20. On the next page the numbers will start from 21 to 40 and so on.

The already filled in numbers must not be corrected even in cases when the enumerator has to cross out the incorrectly written data in one or in more than one lines.

1.2. Address (column 1)

In the settlements where a street system exists and buildings have numbers of their own, the names of the streets and house numbers will be filled in.

In the settlements where there is no street system, the name of the settlement will be filled in, respectively the name of the part of the settlement (neighborhood, named places) that the inhabitants use for it will be filled in, and the house number as well if there is a numeration of objects.

In column 1 the enumerator must write down all the objects that are placed in his/her census district.

In this column, the enumerator must write down all complete addresses of dwellings - living quarters that are to be enumerated (points 1 to 4 as given below), as well as the addresses of other buildings and objects that are not to be enumerated (points from 5 to 8 as given below), i.e. to write down:

1. The address of each dwelling intended for habitation in a residential building, no matter if it is occupied or vacant. If the number is consisted of several elements (house number, entrance, dwelling; block, entrance, dwelling; tract, entrance, dwelling, and similar), all of them will be written in this column;

2. The address of each building where there are no dwellings for living (non-residential building), but contains other inhabited premises (premises not intended for habitation or business offices), for example inhabited store, laundry, store house, office, garage, and similar;

3. The address of each collective living quarter where people reside;

1. Any other object (mobile objects or improvised living quarters) which is not a building, such as: caravan, carriage, tent, gypsy tent, or similar, but in the census time it is used for habitation;
2. Every building or other object that is not inhabited (store house, trade store, factory building, and the like) no matter if it has its own house number or not;
3. Each building that serves as a temporary residence (hotel, resting place, hospital, and the like);
4. Each building in construction;
5. Each vacant place (site) that is placed between blocks of houses and usually takes one or more house numbers.

The enumerator will evidence, but will not enumerate the objects that are guarded by security bodies if any of these objects are in his census district (embassies, military objects, objects that are used by the internal affairs bodies and similar).

1.3. Ordinal number of the dwelling (column 2)

In column 2 there are written three-ciphered ordinal numbers for each living quarter that is being enumerated in the census district (dwelling, other inhabited premise, improvised living quarter or collective living quarter).

Definition on dwelling

A dwelling is a connected construction unit intended for habitation, regardless weather at the time of the Census the dwelling is used: for habitation only; for habitation and performing economic activities; only for performing economic activities; for vacation and recreation, or it is non-inhabited, but is constructively functional dwelling.

The dwelling as a connected construction unit is constituted of one room (of min. 6 sq. m) or more rooms with appropriate auxiliary premises (kitchen, store, lobby, bathroom, toilet, and the like), or without subsidiary premises and can have one or more subsidiary entrances.

The dwelling should have a separate access to the street or directly through the yard or terrain or access through the common space within the building (staircase, passage, gallery, etc.), and can have one or more entrances.

Other living quarters

Beside the dwellings (in the sense of the above given definition), the census also includes other inhabited premises or objects that are not intended for habitation, however in the time of the census are used for habitation: inhabited business premises, improvised living quarters and collective living quarters.

Filling the ordinal number of the living quarter -dwelling

The ordinal numbers are written in all the three provided positions in the following mode: 001, 002, 003, etc., then 010, 011, etc., for all living quarters, except for the collective dwellings where the ordinal number begins with 9 (901, 905, and similar). For each new enumerating dwelling should be given the following increasing ordinal number.

If two or more households reside in one dwelling, to all of them is given the same ordinal number of the dwelling.

The enumerator will write down the ordinal number 001 for the dwelling (living quarter) that he/she enumerates as first, then the ordinal number 002 for the second dwelling (living quarter), and then follow all the ordinal numbers to the last enumerated dwelling (living quarter) in the census district.

When the enumerator enumerates a collective dwelling, he writes down the current three-ciphered ordinal number of that collective dwelling, so that the first digit (cipher) of the number will be obligatorily 9 (for example if the collective dwelling is the third dwelling /living quarter in the census district, then in column 2 in the third line he will put the ordinal number 903, and not 003).

1.4 Ordinal number of the household (column 3)

For each household that is to be enumerated in the census district three-ciphered ordinal number will be written in column 3.

Definition on household

A **private household** is considered to be a **family or some other community of people** who declared themselves to be living together and spending their incomes collectively for their basic living needs (housing, food, and other), regardless of whether all household members are present at the place where the household is settled, or if some of them are staying for a certain period of time at some other settlement, respectively country, for the purpose of work, education or for other reasons.

A household is also considered to be **any person who lives alone ("single person household")**, and who has no other household elsewhere. The single person household could live in a separate or in a shared dwelling, as a single person- subtenant or in a single person hotel and similar, regardless of whether he/she lives in the same room with some other single person or with the members of the landlord's household, but is not spending his/her incomes together with them.

A household is also considered the so-called **collective (institutional) household**, i.e. a household consisting of persons who live in institutions for permanent care of children and adults, in monasteries-convents and hospitals for incurable persons.

The household can be consisted of **one or more families** and, beside this, it can be consisted of members who do not belong to any of the enumerating household families; there are also non-family households i.e. households of no families (single person households, households consisted of brothers and sisters; a grandmother and her grandson /granddaughter and similar, as well as persons who are not relatives, but who spent together their incomes for satisfying their basic needs for living).

Filling the ordinal number of the household

The ordinal numbers for households are written in all three provided position in the following mode: 001,002, 003, etc., then follow 010, 011, etc. For each new enumerating household it should be given the following increasing ordinal number.

The enumerator will write down the ordinal number 001 for the household that he/she enumerates as first, then the ordinal number 002 for the second household and then follow all the ordinal numbers to the last enumerated household in the census district.

When the enumerator enumerates a collective household, then he writes down the current three-ciphered ordinal number of that collective household, so that the first digit (cipher) of the number will be obligatorily 9 (for example if the collective household is the third household in the census district, then in column 3 in the third line he will put the ordinal number 903, and not 003).

Cases when an ordinal number is not to be given to a household

An ordinal number is not to be given to a household in cases when there is no household in the dwelling /living quarter in the sense of the given definition on households, i.e. the enumerator will write 000 in column 3 in the below given cases:

- When enumerating a vacant - not occupied dwelling;
- When one household uses two dwellings at the same address, then on the line for the second dwelling the enumerator writes 000 for household;
- When the dwelling (or the collective living quarter) is occupied with temporarily residing persons who have usual residence in another settlement in the Republic of Macedonia (where their households reside), but in the census place they are temporarily residing (staying), due to their job or education;
- When in the dwelling (collective or other type of living quarter) are situated temporarily present persons from other countries, i.e. foreigners with acknowledged status of refugees or acknowledged status of temporary humanitarian protection.

1.5. Ordinal number of the building (column 4)

The ordinal number is given to each object, which according the definition is a building, if it is consisted of at least one dwelling intended for habitation (in the sense of the definition for dwelling).

Definition on building

A building is every construction object that has four permanent walls covered by a roof and that can have one or more entrances (with one or more house numbers). The building can be used for habitation, performing certain activities or to keep in it certain goods.

A building can be:

- An individual (independent) building;
- A duplex (two buildings with a common wall);
- More buildings in a row (several buildings connected by common walls).

Each of the stated buildings in the above classification is considered as a separate building.

Duplexes and buildings in rows that also represent a construction unit with one house number, but with separate numbers of the entrances, on the terrain can also be found as separate buildings, i.e. each entrance will have its own house number. The enumerator will evidence these cases on the terrain as separate buildings.

Filling the ordinal number of the building

The ordinal numbers for buildings are written in column 4, in all the three given spaces in the following mode: 001 (for the first enumerated building), 002 (for the second enumerated building), 003, etc., then follow 010, 011, etc.

Every separate building, in accordance with the definition given above, if it is consisted of at least one dwelling is given a separate ordinal number.

The ordinal number is also given to a building under construction, which is consisted of one completely or partially completed and lodged dwelling.

Cases when no ordinal number is to be given to a building

No ordinal number is to be given to a building, i.e. "000" is to be written in the provided positions, for the buildings that do not consist dwellings, but are consisted of other types of living quarters that are to be enumerated.

No ordinal number is to be given to buildings, i.e. "000" is to be written in the provided positions for buildings that consist only collective dwelling. "000" is to be written for collective dwelling buildings and in cases when in such a building there is a dwelling of an individual household (for example a dwelling where the house-keeper of students' dormitory resides).

No ordinal number is to be given to buildings, i.e. "000" is to be written in the provided positions for other objects that are not buildings but are used for living.

For all other objects in the census district that are evidenced in column 1, but which are not to be enumerated, do not receive ordinal numbers and for these objects the enumerator writes dashes in columns 2, 3, and 4.

1.6. Name and surname of the head of the household (column 5)

For each household in the dwelling the name and surname of the person who manages that household is to be written down, according to the declaration of the person who gives the data.

If there is no household living in the dwelling, i.e. in cases when in column 3 it is written "000", the enumerator writes a dash in column 5.

In the collective dwellings, no matter if there reside collective households or persons - temporary users of services, who are permanent residents in other settlements, i.e. whose households are in other settlements, instead of writing the name and surname, the enumerator writes down the title of the institution, for example Goce Delcev Students' Dormitory, Granit Civil Enterprise - shed for accommodating workers, St.Jovan Bigorski monastery, etc.

For the hotels, holiday houses, hospitals and other object for temporary accommodation, as well as for every building or other objects (store houses, factory buildings, etc.) or vacant site that takes one or more house numbers in the appropriate census district, instead of name and surname, the enumerator should write down the corresponding title, for example the Park Hotel, Mladost Youth Hostel, Koco Racin Primary School, Oculist Clinic, vacant site, etc.

However, if in any of these objects a single person or family household is permanently residing, (for example if a single or family household permanently resides in the Park Hotel, i.e. if the household of the house-keeper permanently resides in the Mladost Youth Hostel, or similar), then in such cases the enumerator does not write the name of the hotel, the youth hostel or any other institution in column 5, but writes down the name and surname of the head of the household.

1.7. Filling of columns from 6 to 17

Columns from 6 to 17 are to be filled in for each filled line in the Control Form where there is an ordinal number given for a certain household.

Columns from 6 to 17 are to be filled in as soon as the enumerator completes with the enumeration of the whole household. The data are collected from the summary line of the "List of persons who reside at this address" on the second page of the Form P-2 for the corresponding household.

In column 7 the enumerator writes down the total number of persons in the household which have the documents for identification listed in the Enumeration Form (Form P-1), i.e. the total number of persons for which in the column 14 "List of persons that live or reside at this address" (Form P-2) is put down an "X".

In column 8 the enumerator writes down the total number of persons in the household which have the documents for identification listed in the Form PD-1, i.e. the total number of persons for which in the column 15 "List of persons that live or reside at this address" (Form P-2) is put down an "X".

The enumerator should write down in column 17 "Yes" for each household with at least one person reported to be present or absent because of one of the reasons from 01 to 13 and 17.

If there is no person present - absent in the household because of one of the reasons from 01 to 13 and 17, in column 17 nothing is to be written, it stays blank.

Address List where an enumerator who speaks the referent language and knows the alphabet for the persons who want to be enumerated on that particular language, should be sent over (for units of local self-government where Art.36 of the Census Law is applied)

In this list the enumerator writes down the address and the exact time of the appointed visit to all the households where an enumerator who speaks the referent language and knows that alphabet in which certain members of the households wants to be enumerated, should be sent over.

Additional filling and correction of data in the "List of enumerated units and review on the results by households"

If the enumerator notices that he has omitted to evidence a certain census unit or has enumerated a certain unit by mistake, i.e. a household or dwelling, in that case he should act in the following way:

1. When the enumerator notices that he omitted to write down a whole building, the dwellings and all of the households that reside in that building, in the "List of enumerated units and review of the first results per households", he/she should write down in the first unfilled lines of this List all the necessary data and will do the enumeration; in this case the ordinal numbers in columns 2, 3 and 4 are adding to the previously written numerals.

2. When the enumerator notices that that he has omitted to enumerate one or more dwellings or households in the building to which he has already given an ordinal number and he has written that number in the column 4 of this List, the data for this dwelling (dwellings), i.e. about this household (households) will be written in the first blank line. In such a case, the ordinal numbers of the dwelling and household in columns 2 and 3 are adding to the previous ones, and the building does not get a new ordinal number, but in the column 4 the enumerator will rewrite the ordinal number that has been given to that building in advance.

3. When the enumerator notices that he has omitted to enumerate some other household in the dwelling where he has already enumerated one household, he will cross out all the data in the line that refer to the already enumerated household and in the first blank line he will rewrite the data from columns 1 and 5, and he will give new ordinal numbers to the dwellings and households (as if he is writing them in this List for the first time). He will not give a new number for the building in this case when other dwellings have been already enumerated; i.e. its ordinal number has already been given.

The enumerator should write down the new ordinal numbers (i.e. to correct the ordinal numbers that have been already written) in the identification data in the already filled in P-2 and P-1 forms for the enumerated household and enumerated persons.

Furthermore, according to the given procedure, he should enumerate the household he has omitted in that dwelling.

Formation of summary lines in the "List of enumerated units and review on the results by households"

After the enumeration is completed in the census district, the enumerator should compile the results per columns and writes down the sum in the last line (the summary line).

In column 2, in the total number of dwellings are not to be included:

- Collective dwellings which ordinal number begins with the digit 9 (901, 902, etc);
- Dwelling of the crossed out lines,

In column 3, in the total number of households are not to be included:

- Households with ordinal number "000";
- Collective households whose ordinal numbers begin with the digit 9 (901, 952, 980, etc);
- Households of the crossed out lines.

In the columns from 6 to 17, in the total number of persons, the persons of the crossed out lines are not to be included in.

In column 17, in the total number of the households that include at least one person with the reasons of presence - absence 01-13 and 17, all the lines where the answer is "Yes" are to be counted in, except for the crossed out lines.

Finally, the enumerator sums up the results of the summary lines of each page of the Control Form and writes them down in the corresponding columns in the table "First results of the census district" on the first page of the Control Form.

Example for filling the columns from 1 to 5 and column 18

In the example is explained the way of giving ordinal numbers for the enumerated units (dwellings, households and buildings, columns 2, 3 and 4), the way of evidencing the objects of the census district that are not a subject of the Census and the way of filling the column 5 and 18 for each filled in line.

- An example of filling the columns 2 and 3, where only one household lives in one dwelling (line 1, 4, 12 and 20).

- An example how the enumerator should act when he had missed out to enumerate the second household that lives in the same dwelling (lines 2, 16 and 17).

- An example for giving an ordinal number to a building for dwellings in the same building (lines 1 and 2; 9, 10, 12, 13 and 14; 16 and 17; 19 and 29).

Ordinal No.	Address: street, house number, entrance, dwelling	Ordinal number of									Name and surname of head of the household	Note
		dwelling			household			building				
a	1	2			3			4			5	18
1.	Ohridska 3	0	0	1	0	0	1	0	0	1	Vasil Vasilevski	
2.	- II - 3	0	0	2	0	0	2	0	0	1	Blagoja Vasilevski	
3.	- II - 5	9	0	3	0	0	0	0	0	0	Goce Delcev Students' Dormitory	Accommodated students that have place of residence elsewhere
4.	- II - 7	0	0	4	0	0	3	0	0	0	Ljube Stamenkovski	Household of the house-keeper of the students' dormitory
5.	- II - 9	0	0	5	0	0	4	0	0	2	Trajko Naumovski	
6.	- II - 9	0	0	5	0	0	5	0	0	2	Zora Petrevska	
7.	- II - 11	-	-	-	-	-	-	-	-	-	Prazen plac	
8.	Ohridska	0	0	6	0	0	6	0	0	0	Stojko Arsovski	Lives in a trailer
9.	Ohridska 13/1	0	0	7	0	0	0	0	0	3	-	Temporarily accommodated person due to present job, has place of residence elsewhere
10.	Ohridska 13/2	0	0	8	0	0	0	0	0	3	Lawyer's Office of M. Arsov	The dwelling is used for business purposes only
11.	- II - 15	-	-	-	-	-	-	-	-	-	Hospital	
12.	- II - 17/1	0	0	9	0	0	7	0	0	4	Kosta Nedelkovski	
13.	- II - 17/2	0	1	0	0	0	8	0	0	4	Sokrat Tanevski	
14.	- II - 17/3	0	1	1	0	0	0	0	0	4	-	Second dwelling of Tanevski Sokrat's household
15.	- II - 19	0	1	2	0	0	0	0	0	5		Vacant family house for vacation and recreation
16.	- II - 3	0	1	3	0	0	9	0	0	1	Blagoja Vasilevski	
17.	- II - 3	0	1	3	0	1	0	0	0	1	@lvko Vasilevski	
18.	Kuku{ka 1	9	1	4	9	1	1	0	0	0	St.Petka monastery	Monks live in the monastery
19.	Kuku{ka 3a	0	1	5	0	0	0	0	0	6	-	Accommodated persons under humanitarian protection
20.	Kuku{ka 3b	0	1	6	0	1	2	0	0	6	Kiro Nikolovski	
	Summary line:		1	3		1	0					

An example of filling the columns 2 and 3 when persons accommodated in a collective dwelling are being enumerated and who are temporarily present in the place of enumeration, but have residence elsewhere in Republic of Macedonia (line 3).

An example of filling the columns 2 and 3 when two households live in one dwelling (lines 5 and 6, lines 16 and 17).

An example of filling the columns 2, 3, 4 and 5 in cases when objects of the census district which are not a subject of enumeration are being evidenced only (lines 7 and 11).

An example of giving the ordinal number "000" to a building with collective dwelling (lines 3 and 18), and for improvised living quarter in an object that is not a building (line 8).

An example of a dwelling without a household in cases when:

- There is no household in the dwelling by definition and there are only temporary accommodated persons who have place of residence elsewhere in the Republic of Macedonia (line 9);
- There is no household in the dwelling, it is used only for business purposes (line 10);
- Second dwelling of the household on the same address (line 14);
- There is no household in the dwelling, i.e. it is a vacant family house for holiday and recreation only (line 15);
- In the dwelling there are only temporarily accommodated persons with acknowledged status of a temporal humanitarian protection who come from abroad (line 19).

An example when one household uses two dwellings on the same address (lines 13 and 14).

An example of a collective dwelling where only a collective household lives in (line 18).

1.8. Arrangement of the census materials

When the enumeration of the census district is completed (i.e. as soon as all dwellings, households and all the persons have been enumerated), the enumerator arranges the census materials in the way previously described in part 1.8 of this Manual.

IV. FILLING IN THE "LIST OF PERSONS WHO RESIDE OR STAY ON THIS ADDRESS" IN THE QUESTIONNAIRE FOR HOUSEHOLDS AND DWELLINGS (P-2 form)

For each filled line in the Control Form (P-4), where there is an ordinal number in the columns for dwellings and households (or only for dwellings or households, respectively), the Form P-2 will be filled in, no matter if it will be filled in completely or partially.

No matter if the form is filled in completely or partially, the identification data and the address where the Census is being taken are obligatorily written in each of the Form P-2.

1. FILLING IN THE IDENTIFICATION DATA

[2]	[] [] [] [] []	[] [] [] []	[] [] [] []	[] [] [] []	[] [] [] []
	municipality	census district	dwelling	household	building

Identification data cover:

- the code of the municipality (designated as "municipality");
- ordinal number of the Census district in the municipality (designated as "Census district");
- ordinal number of the dwelling in the Census district (designated as "dwelling");
- ordinal number of the household in the Census district (designated as "household");
- ordinal number of the building in the Census district (designated as "building").

3. WHEN THE WHOLE P-2 FORM AND WHEN ONLY A SEPARATE PAGES OF IT ARE FILLED IN

a) When only one household lives in one dwelling, one P-2 form will be filled in with all the information about the household and the dwelling.

b) When more households live in one living, then as many P-2 forms are filled in as the number of households that lives there.

It will be considered that in the dwelling there are living more households in cases when the whole household that is the owner or tenant of the dwelling is absent for a longer period of time from the place where the dwelling is situated, so this dwelling or part of the dwelling is rented to some other household.

In the first P-2 form there will be filled in **the data of the household** (whose member is the owner or tenant of the dwelling) and **data of the dwelling** where the household lives.

All the other P-2 forms (which number depends on the number of households in the dwelling), **only data of the household** will be filled in.

c) When one household uses more dwellings, then there will be filled in as many P-2 forms as there are dwellings (on the same address, in the same yard or the same building) **that are used by the household.**

In the first P-2 form there will be written down **only data about that household and data about the best dwelling.**

In all of the remaining P-2 forms (whose number depends on the number of dwellings used by that household), **there will be written down only data about the dwelling (s).**

d) When no household lives in the dwelling, only one P-2 form will be filled in, writing down only data of the dwelling. This is the case only as given below:

- When the dwelling is temporary not occupied or deserted;
- Week-end houses and family houses-dwelling used for vacations and recreation;
- Dwelling used only when seasonal agricultural activities are done;
- Dwelling used only for business purposes;

Dwelling where are staying only persons who have place of usual residence (respectively household) elsewhere, and in the place of the census (respectively in the that dwelling) they are due to their job or attending school or any other reason.

4. FILLING IN THE "LIST OF PERSONS WHO RESIDE OR STAY ON THIS ADDRESS" IN THE P-2 FORM

Writing down of persons in the List and order of filling in the columns 1 and 2

As soon as the enumerator finds out who resides or stays on the address being enumerated, he will write down the persons in the "List of persons who reside or stay on this address" one at a time (i.e. he/she fills in column 1-ordinal number and column 2-name and surname), starting from the head of the households (reference person) and afterwards follow the members of his/hers family nucleus, then the persons who do not belong to the family nucleus, but belong to the households and finally the persons who do not belong to that household.

If there is/are absent member/members from the household due to the military service or serving a sentence in prison or reformatory, and there is/ are filled Enumeration Form/s about that person/ those persons, the enumerator should write down the name/s of the persons in the "List of persons who reside or stay on this address" and to attach the Enumeration Form/s in the household. He will also have to fill in the Enumeration Form/s the identification data and write down the ordinal number of the person from the List.

Family defined in the narrow sense, as a **family nucleus** comprises a married couple without children or parents (two or one) with one or more never -married children.

In accordance with this definition, these are the following types of families:

- Married couple without children;
- Married couple with never -married child/children;
- Parents (cohabiting couple) with never -married child/children;
- Lone mother with never -married child/children;
- Lone father with never -married child/children.

In the sense of the census methodology, a **family nucleus** refers to a cohabiting male-female couple also; i.e. male partner and female partner who live together, but who are not legally married.

The members of a one-family household are written down in the following sequence: name and surname of the head of the household (reference person) are written on the first line, then follow names and surnames of the members of his/her family nucleus (the spouse and his/her children, if there are any), and afterwards follow the other members of the household (relatives and non-relatives), if there are any.

If there is more than one family nucleus in the household, after the first one there are written down the members of the second, the third, etc., at a time regarding the above-described schedule. After the members of the family, follow the names and surnames of the other relatives and other persons who are considered members of that household.

The persons who are not members of that household are recorded at the end.

If the household is consisted of only one person (single-person household), that person will be obligatorily recorded under no. 01.

If the household is consisted of more than 17 members, the enumerator will take another P-2 form and in the List he will continue filling in the data about the 18th, 19th, 20th, etc. member. In such a case, the enumerator will note in the blank space on the top of the first page of P-2 form that it is a continuation of the List, and the addresses and identification data are being rewritten from the P-2 form, where he has already made the census for the first 17 members of that household.

Column 3

In this column the enumerator should write down the relation of each member with the head of the household (reference person), i.e. the corresponding code. The codes are given on the next to last page of the Control Form (P-4):

01 Head of the household (reference person)	08 Daughter in law/ son in law
02 Wife/ husband	09 Grandmother/ grandfather
03 Female/ male partner in cohabiting union	10 Sister/ brother
04 Daughter/ son, adopted child, stepdaughter/ stepson	11 Other relatives (aunt, uncle,)
05 Mother/ father	12 Non-relatives
06 Mother in law, father in law	13 Person who does not belong to
07 Granddaughter/ Grandson	the household

The code 13 is written down for persons who are not members of the household, but who at any circumstances are present at this address during the Census.

Columns 4 and 5

In column 4 it will be written down the ordinal number of the family where the person belongs to, and in column 5 the code of the person's family status. These codes are given on the next to last page of the Control Form (P-4):

Codes of spouses/ parents/ partners

- 01 Husband (the wife lives with him in the same family)
- 02 Wife (the husband lives with her in the same family)
- 03 Male partner in cohabiting union
- 04 Female partner in cohabiting union
- 05 Lone father with child/children (without a wife or a partner in the family)
- 06 Lone mother with child/children (without a husband or a partner in the family)

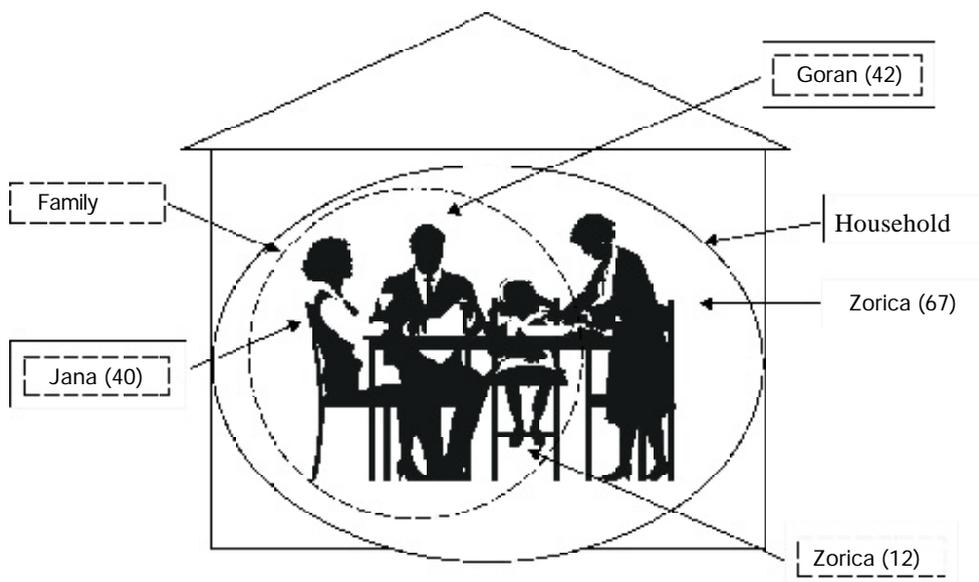
Codes of children

- 07 Natural or adopted child of the both parents (husband and wife live in the same family)
- 08 Natural or adopted child of the both cohabiting partners (both live in the same family)
- 09 Child of the father or cohabiting partner (who lives in the same family)
- 10 Child of the mother or cohabiting partner (who lives in the same family)
- 11 Child of a lone father (without a wife or a partner in the family)
- 12 Child of a lone mother (without a husband or a partner in the family)

13 Person who does not belong to the family

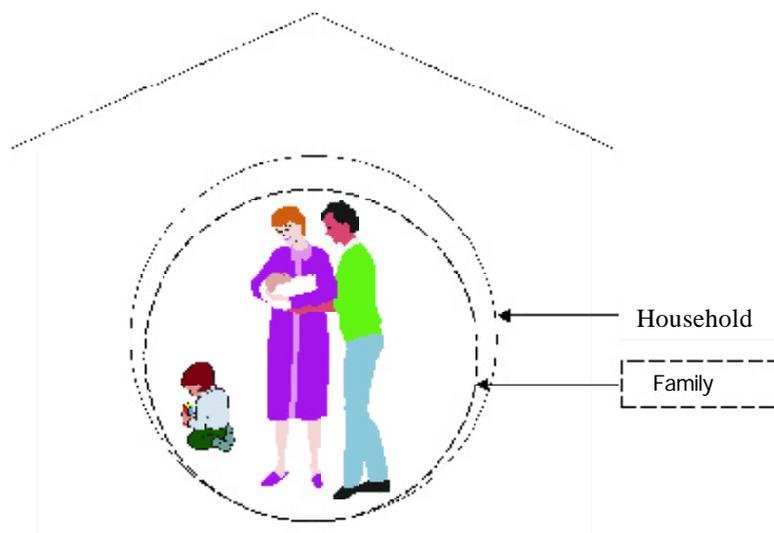
HOUSEHOLD AND FAMILY

Example 1: One-family household (with other persons)



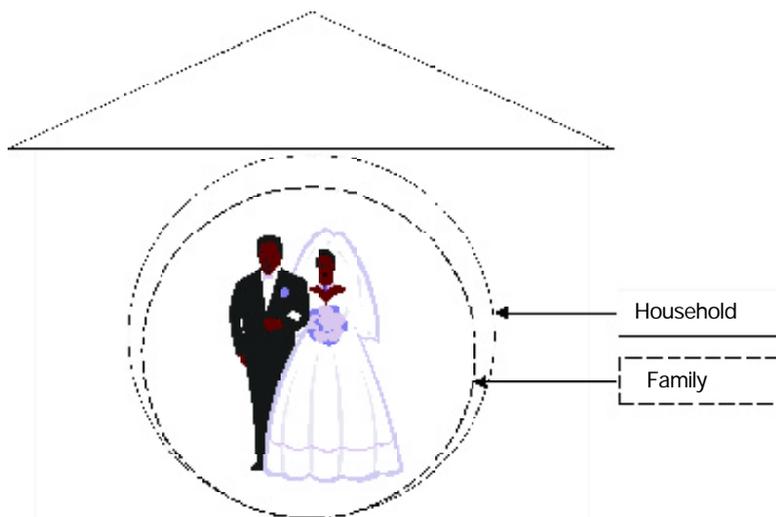
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Goran Georgievski	01	1	01
02	Jana Georgievska	02	1	02
03	Zorica Georgievska	04	1	07
04	Zorica Georgievska	05	-	13

Example 2: One-family household (without other persons - married couple with children)



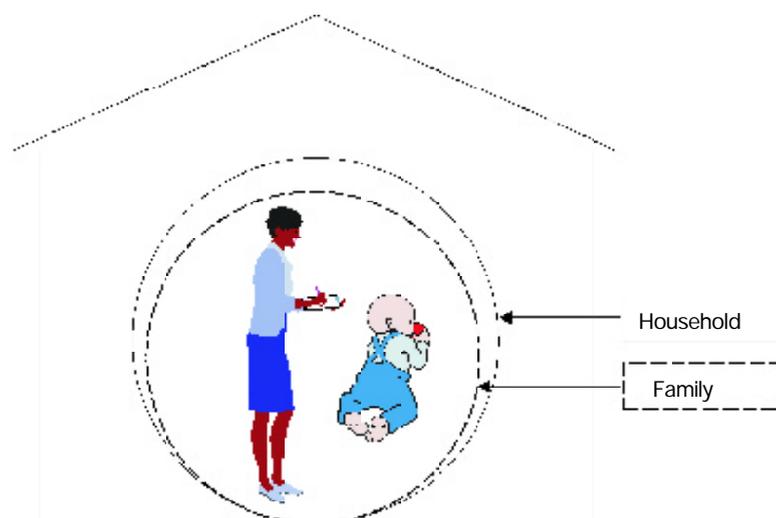
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Dobre Petkovski	01	1	01
02	Zlatka Petkovska	02	1	02
03	Stefan Petkovski	04	1	07
04	Elena Petkovska	04	1	07

Example 3: One-family household (without other persons - married couple without children)



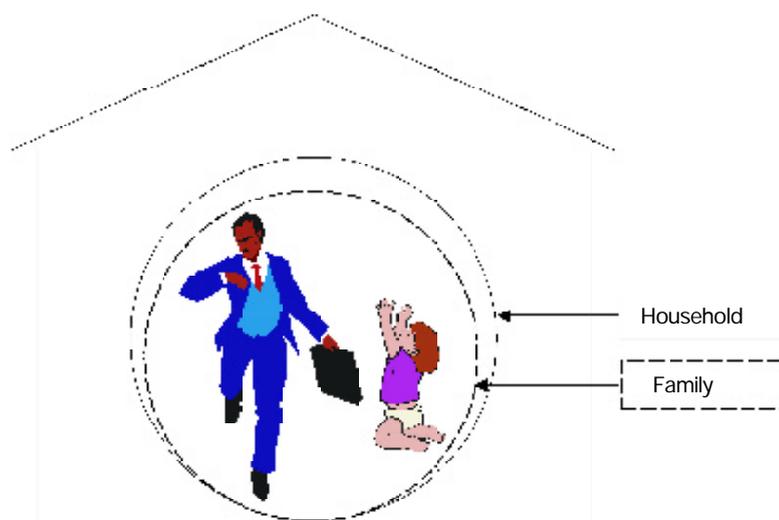
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Spase Velkovski	01	1	01
02	Tanja Velkovska	02	1	02

Example 4: One-family household (without other persons - lone mother with child/children)



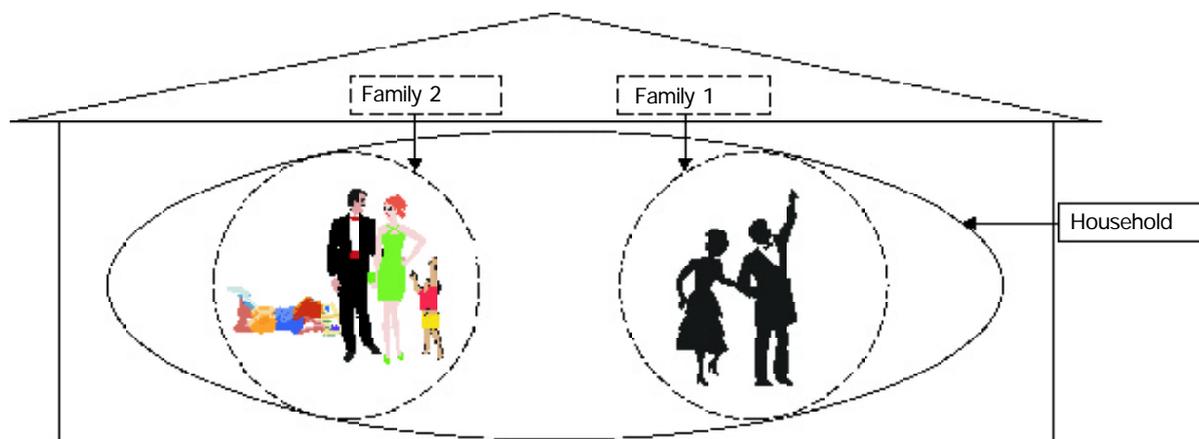
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Rodna Cvetkovska	01	1	06
02	Ivan Cvetkovski	04	1	12

Example 5: One-family household (without other persons - lone father with child/children)



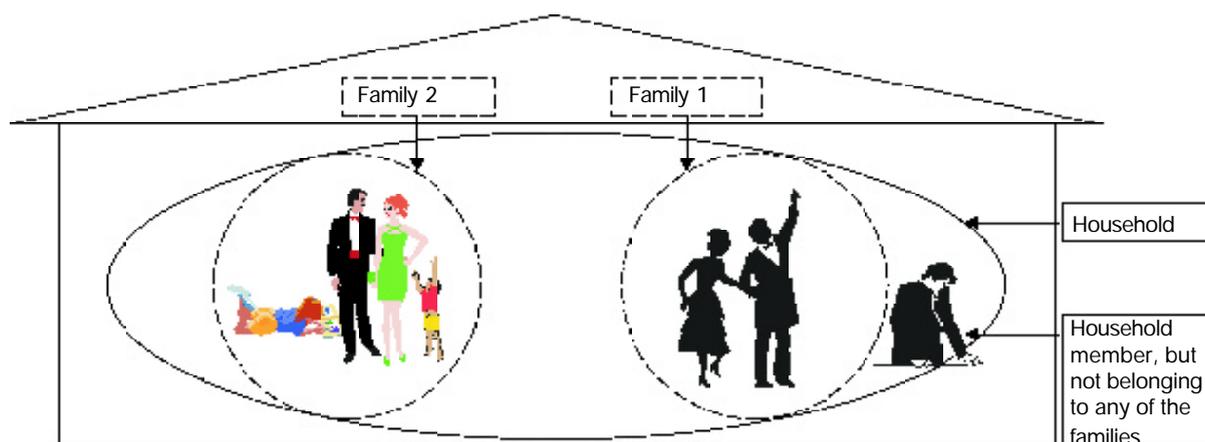
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Kosta Ivanovski	01	1	05
02	Suzana Ivanovska	04	1	11

Example 6: Two-family household (without other persons)



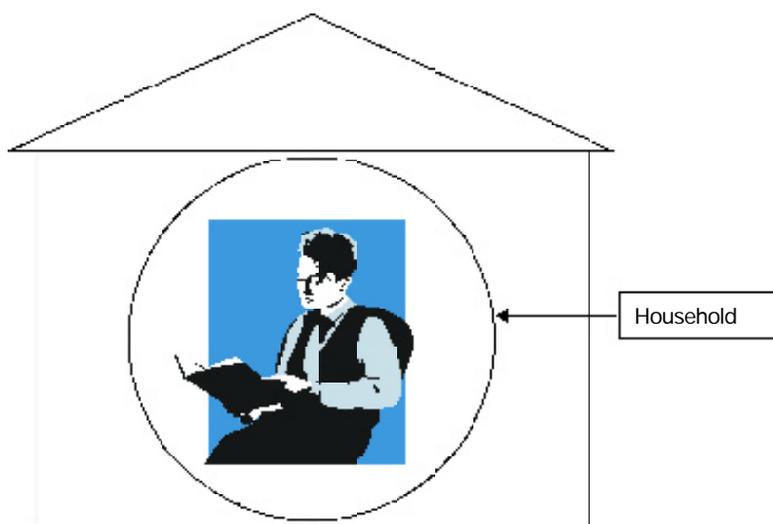
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Stojan Ikonomov	01	1	01
02	Vera Ikonomova	02	1	02
03	Petar Ikonomov	04	2	01
04	Dan-e Ikonomova	08	2	02
05	Filip Ikonomov	07	2	07
06	Iva Ikonomova	07	2	07

Example 7: Two-family household (with other persons)



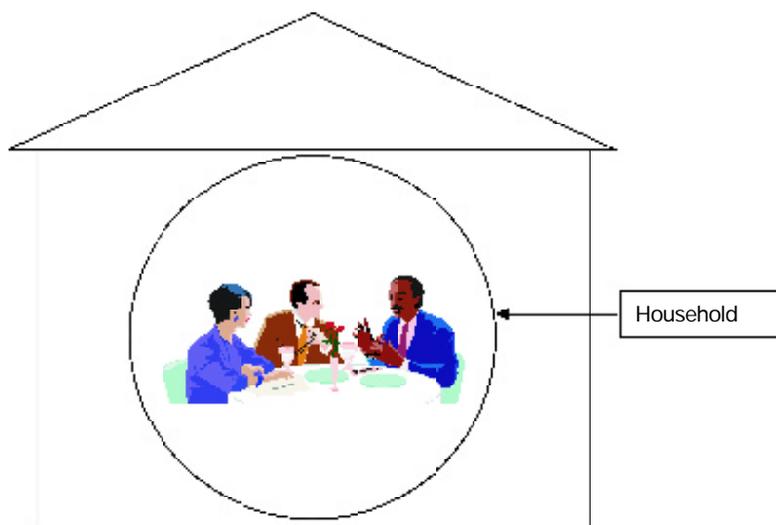
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Stojan Ikonomov	01	1	01
02	Vera Ikonomova	02	1	02
03	Petar Ikonomov	04	2	01
04	Dan-e Ikonomova	08	2	02
05	Filip Ikonomov	07	2	07
06	Iva Ikonomova	07	2	07
07	Trajan Ikonomov	10	-	13

Example 8: Non-family household with one person (one -person household)



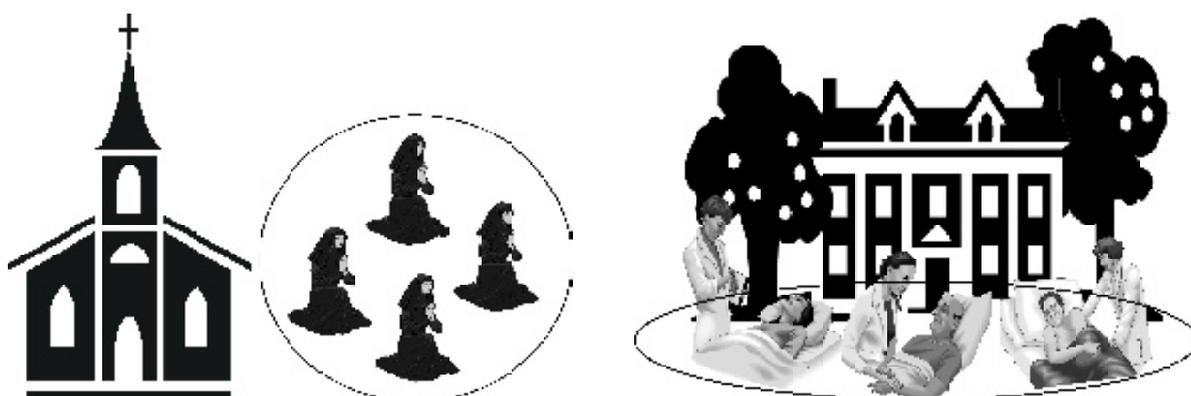
Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Dobre Petkovski	01	-	-

Example 9: Multi person non-family household



Ordinal number of the person	Name and surname	Relationship to the reference person	Ordinal of the family the person belongs to	Family status
01	Gorjan Josifovski	01	-	-
02	Ognjen Josifovski	10	-	-
03	Petra Josifovska	10	-	-

Example 10: Collective (institutional household)



DISTINGUISH AND RECORDING THE CODES OF REASONS FOR PRESENCE - ABSENCE

Filling the columns from 6 to 15

Regarding the place of usual residence and place of stay, the persons being enumerated are divided in:

1. Persons with place of usual residence in the Republic of Macedonia;
2. Foreign citizens who are present in the Republic of Macedonia and with a place of usual residence in another country, as follows:
 - Foreign citizens with residence permit in the Republic of Macedonia;
 - Foreign citizens with acknowledged status of refugee;
 - Foreign citizens with acknowledged status of temporary humanitarian protection;
 - Other persons who at the time of the Census will be present on the territory of the Republic of Macedonia, except for the persons mentioned in the above three lines.

Furthermore, the persons mentioned in each of these groups are classified as present and absent and according to the reason of their presence-absence and according to the length of their presence-absence. To each group of persons is given a corresponding code for presence-absence (written down on the last page of the Control Form) who has to be recorded for each enumerated person in the "List of persons who reside or stay on this address" in the P-2 form and in the Enumeration form for each person.

In column 14 the enumerator writes down an "X" for the persons with reasons from 01 to 13 and 17 who have the documents for identification listed in the Enumeration form (P-1 Form).

In column 15 the enumerator writes down an "X" for the persons with reasons from 01 to 13 and 17 who have the documents for identification listed in the Form PD-1.

5. CODES FOR PRESENCE - ABSENCE

PERSONS WITH PLACE OF USUAL RESIDENCE IN THE REPUBLIC OF MACEDONIA (codes for presence-absence from 01 to 14 and from 21 to 24)

PRESENT IN THE REPUBLIC OF MACEDONIA

PRESENT IN THE PLACE OF USUAL RESIDENCE

01 Person who is present in the place of usual residence

ABSENT ELSEWHERE IN THE REPUBLIC OF MACEDONIA

02 Employed (full time job, part-time job), possessing a shop, or doing seasonal works in some other place

03 Sent to work to some other place by the employer

04 Attending school in some other place

05 Other reasons (the person pays a visit, is on a trip, is in the military service, is having medical treatment, or other reason for being absent elsewhere in Republic of Macedonia).

PRESENT IN THE CENSUS PLACE FROM ANOTHER PLACE (SETTLEMENT) FROM REPUBLIC OF MACEDONIA

21 Employed (full time job, part-time job), possessing a shop, or doing seasonal works in the census place

22 Sent to work in the census place by the employer

23 Attending school in the census place

24 Other reasons (the person pays a visit, is on a trip, is in the military service, is having medical treatment or other reason for being present in the census place).

PERSONS ABSENT ABROAD

PERSONS ABSENT ABROAD, WORKING OR STAYING, INDIVIDUALLY¹, UP TO ONE YEAR

- 05 Working abroad for a foreign employer or running his/her own private business (up to one year)
- 06 Staying abroad as a member of the family of the persons being absent abroad due to reason 06 (up to one year)

OTHER PERSONS ABSENT ABROAD

- 08 Sent abroad to work in diplomatic-consular and other Macedonian representative offices, international organizations, in Macedonian mixed companies and Macedonian business representative offices abroad
- 09 Sent abroad by the employer for performing civil engineering or other works
- 10 Absent abroad for studying or specialization
- 11 Staying as a member of the family of the person being absent due to reason 08, 09 or 10.
- 12 Other reasons (business trip, private trip, medical treatment, etc. absent up to one year).

TEMPORARY DISPLACED PERSONS WITHIN THE BORDERS OF THE REPUBLIC OF MACEDONIA

- 13. Temporary displaced persons absent in other place in the Republic of Macedonia
- 14. Temporary displaced persons present in the census place from an other place of Republic of Macedonia

FOREIGN CITIZENS PRESENT IN THE REPUBLIC OF MACEDONIA (codes for presence from 16 to 20)

PERSONS WITH RESIDENCE PERMIT (codes for presence 16 and 17)

- 16. Persons with residence permit in the Republic of Macedonia, present in the Republic of Macedonia less than one year
- 17. Persons with residence permit in the Republic of Macedonia, present in the Republic of Macedonia one year and over

PERSONS WHO HAPPEN TO BE FOUND IN THE REPUBLIC OF MACEDONIA DURING THE TIME OF THE CENSUS (codes for presence 18,19 and 20)

- 18. Refugees
- 19. Persons under humanitarian protection
- 20. Other

PERSONS WITH PLACE OF USUAL RESIDENCE IN THE REPUBLIC OF MACEDONIA PRESENT IN THE PLACE OF RESIDENCE

Person who is present in the place of residence (code 01)

Code 01 is recorded in column 6 and refers to persons who are present in the place of usual residence in the Republic of Macedonia.

PERSONS ABSENT ELSEWHERE IN REPUBLIC OF MACEDONIA (code 02 - 05)

Employed (full time job, part-time job), possessing a shop, or doing seasonal work in some other place (code 02)

Code 02 is recorded in column 7 for each member of the household who is absent from the place of usual residence at the time of the Census and is in another place of the country due to being employed in that place as a full-time or part-time worker; has his/her own handicraft, catering or other store, lawyer's office or similar; or is a seasonal worker and does not return every day to the place of usual residence. The code 02 is also written and if in the census reference date the person is found in the place of usual residence.

Sent to work to some other place by the employer (code 03)

Code 03 is recorded in column 7 for each member of the household absent from the place of usual residence because his/her employer has sent him/her away to work in another place due to construction, engineering, installation or other activities.

Attending school in some other place (code 04)

Code 04 is recorded in column 7 for each pupil or student absent from his/her place of residence because at the time of the Census he/she has been in another place in the country because of his/her education, i.e. studies and he/she does not return to his/her place of usual residence every day.

Code 04 is also recorded if in the Census reference date he/she is found in his/her place of usual residence.

Other reasons for being absent elsewhere in Republic of Macedonia (code 05)

Code 05 is recorded in column 7 for each member of the household absent from his/her place of usual residence and in the Census reference date has been found in some other place in the Republic of Macedonia due to any reason that is not mentioned previously (for example he/she is on a business or private trip, is in the military service, is on specialization or other advanced training, he/she pays a visit, he/she is in prison, etc.).

PERSONS PRESENT IN THE CENSUS PLACE FROM ANOTHER PLACE OF RESIDENCE IN THE REPUBLIC OF MACEDONIA (codes from 21 to 24)

Employed (full time job, part-time job), possessing a shop, or doing seasonal works in the census place (code 21)

Code 21 is recorded in column 13 for each person who has place of residence in another place in Republic of Macedonia, present in the census place due to reasons such as: being employed in that place as a full-time, or part-time worker; has his/her own handicraft, catering or other store, lawyer's office or similar; or is a seasonal worker and does not return every day to his/her own place of usual residence.

Sent to work in the census place by the employer (code 22)

Code 22 is recorded in column 13 for each person who has place of residence in another place in Republic of Macedonia and who is present in the census place because his/her employer has sent him/her to work in that place due to construction works, installation or similar.

Attending school in the census place (code 23)

Code 23 is recorded in column 13 for each pupil or student who has place of residence in another place in Republic of Macedonia and who is attending school in the census place and does not return every day to his/her place of usual residence.

Other reasons for being present in the census place (code 24)

Code 24 is recorded in column 13 for each person who has place of residence in another place in Republic of Macedonia and is found in the place of the census due to any other reason not mentioned previously (for example, he/she is on a business or private trip, is in the military service, is specializing or any other advanced training, pays a visit, he/she is in prison, etc.).

ABSENT ABROAD WORKING OR STAYING, INDIVIDUALLY, UP TO ONE YEAR (code 06 and 07)

Working abroad for a foreign employer or running his/her own private business (up to one year) (code 06)

Code 06 is recorded in column 8 for each member of the household who works abroad for a foreign employer or runs his/her private business and has been permanently absent less than one year, including those who has been in the Republic of Macedonia during the census due to a visit, on a holiday, have medical treatment, etc.

Foreign employer is a foreign legal entity (company, store, state or public institution) where the person works. Foreign employer is also considered to be a company or store abroad registered by a Macedonian citizen.

Own private business abroad means running business in an own private store, handicraft shop, bureau, medical ordination, or similar.

Staying abroad as a member of the family of the persons being absent abroad due to reason 06, up to one year (code 07)

Code 07 is recorded in column 8 for each member of the household who does not work abroad, but only stays as a member of the family of a person absent due to the reason 06 and who has been permanently abroad up to one year.

Sent abroad to work in diplomatic and consular and other Macedonian representative offices, international organizations, in Macedonian mixed companies and Macedonian business representative offices abroad (code 08)

Code 08 is recorded in column 9:

- For members of households who during the census work abroad in diplomatic and consular and other Macedonian representative offices; this reason also refers to Macedonian citizens who work for the UN organization as well as on the basis of international technical and other cooperation or similar;

- For members of households who during the census work in Macedonian mixed companies and Macedonian business representative offices abroad, banks and other financial institutions, insurance and re-insurance Macedonian companies abroad.

Sent abroad by the employer for performing civil engineering or other works (code 09)

Code 09 is recorded in column 9 for each member of the household who in the time of the census is absent because his/her employer has sent him/her abroad for performing construction or other works on objects the employer is working on against special agreements.

Absent abroad for studying or specialization (code 10)

Code 10 is recorded in column 9 for the members of the household who during the time of the census are abroad due to studying or specialization no matter if they went there privately or their employer has sent them (if this is the case of employed persons).

Staying as a member of the family of the person being absent due to reasons 08, 09 or 10 (code 11)

Code 11 is recorded in column 9 for person who stays abroad as member of the family of a person absent due to the reason 08, 09 or 10.

Other reasons - business or private trip, medical treatment etc. absent abroad up to one year (code 12)

Code 12 is recorded in column 9 for each person absent abroad up to one year due to a business trip, medical treatment, private journey or other reasons not mentioned in the explanations on reasons of absence from 06 to 11.

TEMPORARY DISPLACED PERSONS WITHIN THE BORDERS OF THE REPUBLIC OF MACEDONIA

Temporary displaced persons in other place in the Republic of Macedonia (code 13)

Code 13 is recorded in column 7 for every temporary displaced person who because of the war activities is in other place in the Republic of Macedonia, and at the time of the Census is absent from the place of usual residence.

Temporary displaced persons present in the census place from an other place of Republic of Macedonia (code 14)

Code 14 is recorded in column 13 for every person that is temporary displaced in other place in the Republic of Macedonia, and at the time of the Census is present in the place where the Census is carried out.

FOREIGN CITIZENS PRESENT IN THE REPUBLIC OF MACEDONIA

PERSONS WITH RESIDENCE PERMIT

Persons with residence permit are all the persons who at the time of the Census are present in the household at the address of enumeration and who have residence permit in the Republic of Macedonia at the same address. These persons can be in the Republic of Macedonia due to studying, specialization, employment, marriage, possess real estate on the territory of the Republic of Macedonia etc. These persons are related to 2 codes:

Persons with residence permit in the Republic of Macedonia, present in the Republic of Macedonia up to one year (code 16)

Code 16 is recorded in column 10.

Persons with residence permit in the Republic of Macedonia, present in the Republic of Macedonia for one year and over (code 17)

Code 17 is recorded in column 11.

PERSONS WHO HAPPEN TO BE FOUND IN THE REPUBLIC OF MACEDONIA DURING THE TIME OF THE CENSUS

Refugees (code 18)

Code 18 is recorded in column 12 for all the persons who have acknowledged status of refugees by the Resolution of the Ministry of Internal Affairs.

Persons under humanitarian protection (code 19)

Code 19 is recorded in column 12 for all the persons who have acknowledged status of temporarily humanitarian protected persons by the Resolution of the Ministry of Internal Affairs.

Others (code 20)

Code 20 is recorded in column 12 for other persons than the previously mentioned who happened to be found on the territory of the Republic of Macedonia in the time of the enumeration, other than the persons who are not subject of the enumeration.

The enumerator will fill the Enumeration Form for the persons present due to the reasons 18, 19 or 20 only in cases if they are physically present at the time of enumeration.

Way of filling the "List of persons who reside or stay on this address" in the P-2 form when members of the collective household are being enumerated

When members of a collective household are being enumerated, such as: monks (nuns) in convent inns, children living in houses for social care, ill people in institutions for incurable patients, etc., then they are not to be recorded separately in the "List of persons who reside or stay on this address", but only the title of the referent institution to be written in column 2, for example the St.Jovan Bigorski monastery, and on the summary line to write down the total number of persons in the corresponding column. If the persons belong to several columns, the enumerator will write down in each column of the summary line the number of persons that belong to this column.

Furthermore, the Enumeration Form for each person will be filled in. The results are rewritten from the P-2 form on the line of the Control Form that refers to that collective household.

6. SUMMARY LINE

After completion with the filling of all the columns at the end of the summary line, there should be written the total number of persons that belong to that column.

After completing the "List of persons who reside or stay on this address", the enumerator should fill an Enumeration Form for each person who is written on the list.

V. FILLING THE DATA IN THE ENUMERATION FORM (P-1 form)

The Enumeration Form is filled in for all the persons established as census units in this Manual. However, depending on the reason for being present-absent, age and sex, for some persons certain questions will not be answered. On the form itself it is noted which questions will be answered for certain persons and which of them are not. In this Manual that will be stated in the given explanations on the way of filling the Enumeration Form questions.

1. FILLING THE IDENTIFICATION DATA

The enumerator will rewrite the code of the municipality, the ordinal number of the census district within the municipality, the ordinal number of the dwelling in the census district and the ordinal number of the household from the Questionnaire of households and dwellings (the first page of the P-2 form).

The enumerator will rewrite the ordinal of the person from column 1, and the reason for presence-absence from the appropriate column (from 6 to 14) from the "List of persons who reside or stay on this address", in the P-2 form.

2. DATA ABOUT THE PERSON BEING ENUMERATED (questions from 1-3)

Question 1. Name, surname and name of one of the parents

On the given lines the enumerator writes down the full name, surname and the name of one of the parents of the person to whom the P-1 form is recorded. The name and surname are recorded as they are written in the Birth certificate, the ID or other referential documents.

The newborn babies who have not given a name yet, the enumerator should write down daughter or son and the name and surname of one of the parents.

In case when in the household there are two or more persons with the same name and surname, then for each of these persons should be written down the name and surname of both of the parents.

For each person the name and the surname should be equally recorded in the Enumeration Form and in the "List of persons who reside or stay on this address" in P-2 form.

Question 2. SEX

The enumerator encircles number 1 for male, and number 2 for female persons.

Question 3. Date of birth and Unique personal number of the citizens

The Unique personal number of the citizens is recorded in the provided separated boxes marked as "day", "month", "year of birth" and the "remaining six digits of UPNC". Unless the UPNC is not at disposal, then the enumerator writes in the date of birth, and if is also unknown, and then he/she will have to try to obtain the year of birth.

In case of lack of any answer to these questions, the Form will be considered as invalid.

3. PLACE OF USUAL RESIDENCE AT THE TIME OF THE CENSUS 2002

(questions from 4 to 6)

For persons who have place of usual residence in the Republic of Macedonia

Question 4. Place of usual residence (for persons with reason 14 and from 21 to 24)

This question refers only to persons with place of usual residence in the Republic of Macedonia with the reasons for presence 14 and from 21 to 24. These are the persons who have place of residence in another place in the Republic of Macedonia, and at the time of the Census they stay at the place of the Census as temporary displaced persons (reason 14) and persons that due to their job or attending school or due to any of the stated reasons (from 21 to 24) they happened to be found in the place of the Census. This question should be answered with the name of the settlement, municipality and the address where the person's place of usual residence is.

Names of settlement, municipality and street address will be written on the blank lines. The house number will be written on the way as described in this Manual the part for filling of the address in the P-2 form of.

Question 5. Is the official address of residence same as the address of the place of usual residence in the Republic of Macedonia? (for persons with the reasons from 01 to 13, whether the official address is the same with the address recorded in the Form P-2, and for the persons with the reason 14, 21-24 with the address recorded in question number 4).

If person's address of usual residence is the same as his official address, that the person has registered as his permanent residence at authorized body/ministry) written in his document - his ID, passport, etc., question 5 should be answered by encircling 1 (yes), and question 6 is not filled.

If person's address of usual residence is different from his official one, the question 5 should be answered by encircled 2 (no), and question 6 should be answered by writing down his complete official address of residence.

Question 6. Official address of residence

The names of settlement, municipality and street will be written down on the blank lines. The house number will be written in the way described in the part in this Manual about filling the addresses in P-2 form.

4. PERSONS ABSENT ABROAD (questions 7 and 8)

For persons with place of usual residence in the Republic of Macedonia, with reasons from 06 to 12.

An answer to these two questions is given for all persons absent abroad on any base, (with any code of being absent abroad, from 06 to 12).

An answer is also given for those persons who at the census reference date happens to be in the Republic of Macedonia for a vacation, visiting their friends or relatives, have medical treatment or any other short stay, but they work or reside abroad.

Question 7. Name of the country

The enumerator writes down on the blank lines the name of the country where the person being enumerated works or resides during the time of the Census 2002.

Question 8. Duration of stay abroad

An answer to this question is the total duration of the work- stay of the person abroad and it is recorded in the provided positions for years and months.

"Duration of work-stay abroad", means a continued duration of time the person has spent abroad, no matter if the person has been working only during the whole period, or he/she only stayed as a member of a family with a person who worked abroad, or person who first stayed and then worked there.

Using annual vacation or visiting relatives or friends in the Republic of Macedonia should not be considered as break of work-stay abroad.

Example: If the person works- stays abroad for 6 months and 5 days, than in the provided positions for months "06" is recorded, and if the person is absent 6 months and 20 days than the enumerator records "07".

As an exception, if the length of the stay until then is less than a month (independently from the number of the days), than "01" is recorded.

If the person works- stays abroad 1 year and 4 months, "01" is recorded in the provided positions for years and "04" is recorded in the provided positions for months.

5. FOREIGNERS PRESENT IN THE REPUBLIC OF MACEDONIA (questions 9 and 10) persons with reasons from 16 to 20

Question 9. Name of the country you come from

The enumerator will write down the name of the country that person being enumerated comes from, i.e. the country where the person has place of usual residence.

Question 10. Duration of the stay in the Republic of Macedonia

An answer to this question is the total duration of the work- stay of the person in the Republic of Macedonia and it is recorded in the provided positions for years and months.

Example: If the person works- stays for 6 months and 5 days in the Republic of Macedonia, than in the provided positions for months "06" is recorded, and if the person is present 6 months and 20 days than the enumerator records "07".

By exception, if the duration of his/her stay until then is less than one month, (regardless the number of days), then 01 will be written down.

If the person works- stays in the Republic of Macedonia 1 year and 4 months, "01" is recorded in the provided positions for years and "04" is recorded in the provided positions for months.

6. PLACE OF USUAL RESIDENCE BEFORE THE CENSUS 2002 (questions 11 and 12) For all the persons

These two questions should give an answer where the person has resided or stayed one year before the Census 2002, i.e. on 31st of October 2001 and during the time of the previous census, i.e. on 20th June 1994.

For persons who on the above given two dates were in their place of usual residence, data on the place of usual residence are recorded.

For persons who were absent from their place of usual residence, data on the place of their stay are recorded.

Thus, absence from the place of usual residence does not refer to absence due to business and tourist trip, visit to relatives, annual vacation and similar.

Question 11. Place of usual residence, one year before the Census 2002, i.e. on 31st of October 2001

The enumerator should first find out if the present place of usual residence (present means on the 2002 census reference date) is the same or different from the place of usual residence on the 31st of October 2001.

Data about the present place of usual residence is:

- Settlement where the person is being enumerated (recorded on the first page of P-2 Form) for persons whose place of usual residence is in the Republic of Macedonia, and who during the Census 2002 are present in the country (persons with the reasons 01-05, 13-14 and 21-24), as well as the foreign citizens who during the Census 2002 are present in the Republic of Macedonia (persons with reasons from 16 to 20);

- The country and settlement where the person stays, given in question 7, for persons whose place of usual residence is in the Republic of Macedonia and who have been absent abroad during the Census 2002.

If the place of usual residence on 31st of October 2001, is the same as the present one, then number 1 is encircled (the lines stay blank), and the enumerator proceeds to question 12.

If the place of usual residence on 31st of October 2001 is different from the present one the number 2 is encircled, and the enumerator writes down the data about the settlement and municipality if the person has resided or stayed in the Republic of Macedonia, i.e. only data about the country and settlement if the person has resided or stayed abroad.

Question 12. Place of usual residence during the Census 1994, i.e. on 20th June, 1994

If the place of usual residence during the Census 1994, i.e. on 20th June 1994, is the same as the present one, then number 1 is encircled (the lines stay blank) and the enumerator proceeds to question 13.

If the place of usual residence during the Census 1994, i.e. 20th June 1994, is the same as on place of usual residence on 31st of October 2001, (with the settlement and country written in question 11), then number 2 is encircled (the lines stay blank), and the enumerator proceeds to question 13.

If the place of usual residence during the Census 1994, i.e. on 20th June 1994, is different from the place of usual residence on the both given dates, then number 3 is encircled, and the enumerator writes down the data about the settlement and municipality if the person has resided or stayed in the Republic of Macedonia, i.e. only data about the country and settlement if the person has resided or stayed abroad.

7. CITIZENSHIP (question 13)

Question 13. Citizenship (the question refers to all persons being enumerated)

For persons who are citizens of the Republic of Macedonia only, the number 1 is encircled.

If one person has two citizenship's, i.e. is a citizen of the Republic of Macedonia and is a citizen of some other country, number 2 is encircled, and the name of that other country is written on the lines.

For persons who are citizens of another country, number 3 is encircled, and the name of the country where he/she is a citizen of, is written on the lines.

If the person has no citizenship, then number 4 is encircled.

8. PLACE OF BIRTH (question 14 and 15)

Question 14. Where were you born (the question refers to all the persons being enumerated)

On the given lines the enumerator should write the present name of the settlement and the municipality where the person was born. If the person was born abroad, then the name of the country is written down.

Question 15. What was the place of permanent residence of your mother when you were born (the question refers to all persons being enumerated)

If the mother of the person being enumerated has been permanently residing in the Republic of Macedonia when the person was born, then the enumerator will write down the present name of the settlement and municipality in which his/her mother was residing in the time when he/she was born. If this person does not know the name of the municipality, then a name of a more familiar settlement nearby will be written down (for example, Mitroj Krsti nearby Gostivar, Banja nearby Kocani, etc).

If the person was born abroad, and his/her mother has been permanently residing in the Republic of Macedonia when he/she was born, then question 14 is answered with writing the name of the country where he/she was born, and question 15 with the name of the settlement and municipality where his/her mother was permanently residing.

The data about the permanent place of residence of his/her mother at the time when he/she was born can be rewritten from Birth Certificate of the person being enumerated.

Examples: If the person was born in a hospital in Skopje, and his/her mother was at that time permanently residing in Zelino settlement, Zelino municipality, the answer to this question is given as follows:

14. Where you were born

Settlement Skopje
Municipality Centar
Country _____

15. Place of permanent residence of your mother when you were born

Settlement Zelino
Municipality Zelino
Country _____

If the person was born in Munich, Germany, and the permanent place of residence of his/her mother at the moment when he/she was born was in the Republic of Macedonia, settlement Ohrid, Ohrid municipality, the answer to this question is given as follows:

14. Where you were born

Settlement _____
Municipality _____
Country Germany

15. Place of permanent residence of your mother when you were born

Settlement Ohrid
Municipality Ohrid
Country _____

9. IMMIGRATION only for persons with place of usual residence in the Republic of Macedonia, with reasons for presence - absence from 01-14 and 21-24 (question from 16 to 18).

Question 16. Do you permanently reside in the place of usual residence since your birth

The enumerator should find out whether the person from his/her birth has been permanently residing in the place of usual residence.

To find out this, the enumerator has to compare the data about the name of the settlement he/she is residing at present time with the data in question 15 about the permanent place of residence of his/her mother when the person was born (which namely is the permanent place of residence of this person when he/she was born).

The data about the name of the settlement where the person resides at present time has been already recorded, as follows:

- for persons with the reason from 01 to 13, the settlement is written in the address of residence in the P-2 form;
- for persons with the reason from 14, 21 to 24, the settlement is written in question 4 in the P-1 form.

The data about the permanent place of residence of his/her mother at the time when the person was born can be rewritten from the Birth Certificate of the person being enumerated.

WHEN THE ANSWER IS "YES"

If the place of usual residence (settlement) of the person during the Census is the same as his/her mother's in the time when the person was born, number 1 is encircled, i.e. the answer "Yes", and question 17 and 18 should not be answered.

WHEN THE ANSWER IS "NO"

If the place of usual residence (settlement) of the person during the Census differs from his/her mother's in the time when the person was born, number 2 is encircled, i.e. the answer "No", which means that he/she has been migrating and questions 17 and 18 should be answered.

The person is not considered as immigrated:

- if the person who was born away from the place where his/her mother was having permanent place of residence (for example, in a hospital, with her relatives, similar), and immediately after his/her birth he/she has been brought to his/her place of residence;
- if the person left the place of usual residence, i.e. went to another settlement place because of work, education or similar reason;
- if the person came back from abroad;
- if the person was born abroad, and the mother, at the time of giving birth had permanent residence in the Republic of Macedonia;
- if the person, after the war was over, came back to the place of permanent residence in the Republic of Macedonia, where from the person had left because
- if the person changed the address of the place of usual residence within the same settlement or moved to a neighbouring place and that were additionally proclaimed as one place, i.e. at the time of the Census they represent one settlement;
- if the person changed his/her address of the place of usual residence within the same settlement but in different municipalities (for example: from the city part of Chair Municipality - Skopje, to the city part of Kisela Voda Municipality - Skopje).

Questions 17 and 18

If the person has been moving only within the Republic of Macedonia, only question 17 is answered. If the person has moved several times, than the data on the last movement should be given.

For a person that has immigrated from abroad into the Republic of Macedonia, if the last movement was from abroad, only question 18 is answered, and if the person, after moving from abroad, has changed his/her residence within the Republic of Macedonia, question 17 is also answered.

Question 17. If you have immigrated from another place within the Republic of Macedonia, where from and when did you immigrate in the present place of usual residence

The present name of the settlement and the municipality, where the person has moved from, is written on the lines.

The year of immigration is written in the boxes, all of the four digits of the year.

Question 18. If you have immigrated from abroad, from which country and when did you immigrate in the Republic of Macedonia

The name of the country where the person has immigrated from is written on the lines.

The year of immigration is written in the boxes, all of the four digits of the year.

Example: in 1979 the person has moved from Celestrina, Republic of Slovenia, to Tetovo, and in 1985 from Tetovo to Skopje and at the time of the Census lives in Skopje. The answer in the Census form should be:

17. If you have immigrated from another place within the Republic of Macedonia, where from and when did you immigrate in the place of usual residence

Settlement Tetovo
Municipality Tetovo
Year of immigration 1 | 9 | 8 | 5

18. If you immigrated from another country, from which country and when you were immigrated in Republic of Macedonia

Country Republic of Slovenia
Year of immigration 1 | 9 | 7 | 9

10. MARITAL STATUS AND FERTILITY (question 19-21)

Question 19. Marital status (legal) (refers to all persons being enumerated)

Answer is given according to the legal marital status of the person by encircling the correspondent number.

For persons living in cohabiting union, the legal marital status of each of them should be taken into consideration, apart of this union.

For children and persons that have never been married, number 1 should be encircled.

Question 20. Have you ever had given birth?

This question refers only to females at the age of 15 and over, regardless of their marital status.

If the person has given birth, number 1 "yes" is encircled and then question number 21 is answered.

Question 21. Number of children born alive (including those who are not still alive)

This question is answered only by females at the age of 15 and over.

The total number of children born alive by the woman (including the children that are not alive at the time of the Census) is written in the boxes.

Accordingly, the children born dead, the adopted one and those from the former marriage of the husband (who the woman finds with the husband) are not taken into consideration when answering this question.

11. ETHNIC CHARACTERISTICS (questions from 22-24)

(refers to all persons being enumerated)

Question 22. Declaration by ethnic affiliation

The enumerator is obliged on the indicated line to write down the answer of this question, precisely as the person has declared himself/herself about his/her ethnic affiliation.

In accordance with Article 11 from the Census Law, a person could, out of personal reasons, refrain from declaring his/her ethnic affiliation. In that case, as an answer on the on the line should be written: "the person has not declared himself/herself". The line should not be left empty.

For children up to 15 years of age the answer on this question is given by one of his/her parents, adoptive parents, or the tutor. The enumerator and the other persons involved in the Census must not in any way influence the enumerated persons to state their ethnic affiliation against their own will.

Question 23. What is your mother tongue (language you have learnt in your early childhood)

Mother tongue means the language that the person have learnt to speak in his/her early childhood, i.e. the language the person considers to be his/her mother tongue, regardless of weather the person still uses it or not.

If several languages were spoken at home during the person's early childhood, the language spoken most often in the home of the person should be written as an answer. For children younger than 15 years of age, the answer to this question should be given by one of the parents, the adoptive parents or the tutor. For the deaf, the mute, the deaf-mute and other retarded persons not being able to speak any spoken language, the language mostly spoken in the home in their early childhood should be written.

The answer given by the person is written on the indicated line in the form.

Question 24. Declaration by religious affiliation

According to Article 19 from the Constitution of the Republic of Macedonia, the citizens are entitled to freedom of religion, which means that they can freely and in public express their religious and spiritual beliefs.

The enumerator asks the person about his/her religious affiliation and the answer given by the person is written on the line.

According to Article 11 from the Census Law the person being enumerated can answer this question by his/her own will, regardless of being recorded in the book of members of some religion or not.

The enumerator is obliged to write down the answer precisely on the way the person has given it, i.e. he/she must not influence the persons to declare themselves against their will.

For children up to 15 years of age, the answer to this question is given by one of the parents, adoptive parents or the tutor.

The person may not declare himself/herself on this question out of personal reasons. In that case, as an answer on the on the line should be written: "not declared".

If the person declares that he/she is not a believer, on the line should be written: "non-believer", or "atheist", but the line should not be left empty.

12. EDUCATIONAL CHARACTERISTICS (questions from 25 to 28)

(the questions refer to all persons being enumerated)

Question 25. The highest completed school

This question is answered by all persons, except for children of pre-school age and pupils in primary schools.

The answer is given by encircling one of the number from 1 to 11 and the persons who have encircled one of the numbers from 5-11 should answer question 26.

Question 26. Title of the completed high school, higher school or university faculty and academy

The full title of the completed school (high school, higher school, faculty, academy) and the profession, branch/group of the completed school are written on the lines.

Highest completed school means the type of school where the person has acquired the highest level of education. No difference should be made between acquiring education at a regular school or a school that replaces the regular one (example: school for education of adults), respectively acquired by exams taken in a regular school or some program of abbreviated education.

The courses that don't provide a certificate for completion of a regular school (example: a course in shorthand, accountancy, languages etc.) are not taken into account as answers to this question, but one gives data on the previously completed school.

For persons attending postgraduate studies or already has a Master's or Ph.D. degree, data on the previously completed education - faculty should be given.

For persons who have completed high school education, the title of the high school, and especially the profession, should be written on the line.

For persons who completed a school for highly skilled workers, the title of the school and the vocation should be written on the line.

For persons who have completed a military school or a school for internal affairs, only the degree of the school should be written: high school, higher school or faculty, academy.

For a person who has completed first degree at a faculty and has completed degrees according to the current regulations and possesses a diploma for completed first degree, number 8 is encircled, and the title and the major of that school should be written on the lines.

If the person attended or completed some school abroad, the answer should be the title of the school in the country. If it is not possible, a correspondent degree of the school should be encircled, i.e. whether it is primary, secondary, higher school, faculty or academy.

Question 27. School - university currently attended

The answer is given by encircling a correspondent degree (i.e. rank, level) of the school the person is attending. If the person attends primary school, number "1" is encircled, if secondary school - number "2" etc.

For persons who after enrollment in the first year of study went to serve in the Army of the Republic of Macedonia, the degree of the enrolled school (higher school or faculty) is encircled.

For persons who don't attend school, i.e. who haven't started yet or stopped completely, modality 6 is encircled "Does not attend school".

If the person has temporarily discontinued school due to illness, serving sentence or serving in the Army of the Republic of Macedonia and similar, the degree of the school the person attended at the time of discontinuation should be written.

Question 28. Are you literate (persons of 10 years of age and over)

Each person having completed more than three grades of primary school shall be considered literate. In addition, literate will be considered a person without school qualification and with 1-3 grades of primary school if he/she can read and write a composition (text) in relation to everyday life, i.e. read and write a letter regardless of the language and alphabet he can read, i.e. write.

However, if the person without education or with completed 1-3 grades of primary school can not read and write a composition (text) about everyday life, i.e. read and write a letter, he/she will be considered illiterate.

The enumerator conducts the test.

For literate persons number 1 is encircled, and for illiterate persons number 2.

For whom the filling of the form is completed

For the refugees and for persons under humanitarian care (persons with reasons 18 and 19) and other foreign citizens who happened to be found in the Republic of Macedonia at the Census reference date (persons with reason 20), questions from 29 to 55 should not be answered, i.e. the enumeration is completed for them.

13. ECONOMIC ACTIVITY (questions from 29 to 44)

These questions are answered only by persons **older than 15**.

The persons with reason 06 (working abroad) should answer only question **33 (Occupation)** and the persons with reason 07 (who stay abroad as members of the family of the absent persons with reason 06) **should answer only question 32 (What is the main reason for not working the last week)**.

The questions about the economic activity refer to the week before the Census, i.e. the week from 21st to 27th of October 2002.

13.1. Economic activity in the previous week (from 21st to 27th of October 2002) (questions from 29 to 32)

Question 29. Did you work for a salary, income or other type of recovery in the previous week?

Answer 1 "yes" - is encircled for all persons who have carried out some work in the previous week, which provided them livelihood sources.

In accordance with the international standards, employment means **any economic activity with duration of at least one hour in the previous week**. It means that employment does not only imply formally to be employed, but also includes other forms of work for providing livelihood sources. Providing livelihood sources is not exclusively related to working for salary or other kind of income. The recovery can be in kind (payment in products), exchange of work, which is often practiced in rural environment when a neighbor helps a neighbor in the cultivation of land, construction of house or other major works.

The work in the own household, as housekeeping, looking after children, maintenance of the yard, car repair etc, as well as the work carried out as a hobby - with no material gain achieved (in money or in kind), all this is not considered to be work for providing livelihood sources.

This answer applies to all persons employed in any business entity (enterprise, institution, body, cooperative or other firms, on a full-time or part-time basis, seasonal basis, contract basis or any other basis); persons performing independent work (lawyers, artists, film workers etc); persons who perform crafts or other kinds of work independently or with others; persons working on their own or else's agricultural property and persons performing some works in an enterprise, store or estate belonging to a member of their household and don't get paid for that work (not-paid family workers).

Renting rooms for tourist purposes, make of various items (clothes, artistic or other household items) on a contract basis for some enterprise, cooperative, physical entity or independent sale of such items is also considered as a work for providing livelihood.

Looking after children, cleaning and taking care of somebody else's household, taking care of old and ill persons, as well as activities for which certain recovery is paid, is also considered as work for providing livelihood.

Answer 2 "no" - is encircled for all persons who did not perform any work that provides livelihood sources during the previous week.

For the persons for whom answer 1 "yes" is encircled do not answer question 30, 31 and 32, but proceed to question 33.

Question 30. Did you work occasionally during the previous week, at least one hour, including the non-paid activity in a shop, enterprise or agricultural business owned by a member of your household (even if you are a student, unemployed, housewife or retired)

The objective of this question is to remind those categories of persons who are in general non-active (pupils, students, retired, housewives, jobless or similar) whether they worked at least one hour the previous week for some kind of a recovery (money or in kind) or as unpaid activity, helping other members of the household in their enterprises, shops or agricultural businesses.

For persons that performed any of the above-mentioned works at least one hour during the previous week the answer 1 "yes" is encircled, and the for the rest answer 2 "no".

For persons for whom answer 1 "yes" is encircled, questions 31 and 32 are not answered, and it is proceeded to question 33.

Question 31. If you didn't work the previous week, do you have a job (in your own enterprise, shop, or agricultural property) from which you were temporarily absent during the previous week

This question is answered by persons working with an employer or in their own enterprise, shops or agricultural property, but who were absent from their work the previous week.

If the person has a job, and was absent from work the previous week, answer 1 "yes" is encircled, and if opposite, answer 2 "no".

For persons for whom answer 1 "yes" is encircled, question 32 is not answered, and it is proceed to question 33.

Question 32. What is the main reason for not working the previous week?

As an answer to this question only one of the offered 11 answers is encircled:

Answer 01 - for all persons, who have worked for an employer or in their own enterprise that has bankrupted, i.e. stopped working.

Answer 02 - for seasonal workers that are employers, self-employed or individual farmers, but were temporarily absent from work (part-time employers, individual farmers, self-employed persons in agriculture, civil engineering, tourism and catering etc.) as well as persons who worked as unpaid family workers in an enterprise, shop or on an agricultural property owned by a member of the family.

Answer 03 - for all persons that haven't worked the previous week and haven't looked for a job because they were waiting to start a new one.

Answer 04 - for all persons that haven't worked because they are pupils or students.

Answer 05 - for all persons that are retired and do not perform any work for a recovery or income.

Answer 06 - for all housewives that do not perform any work for a recovery or income.

Answer 07 - for all persons that do not work because they are serving in the Army of the Republic of Macedonia .

Answer 08 - for all persons that are serving a sentence in prison.

Answer 09 - for all persons that are permanently disabled.

Answer 10 - for unemployed persons.

Answer 11 - for persons that can not be included in any of the above mentioned categories (from 01-10). In addition, the reason why the person being enumerated have not worked the previous week for a salary or any other kind of income should be written on the line.

For persons for whom the answers from 1 to 6, 10 or 11 are encircled, the questions from 33 to 41 are not answered, and it is proceed to question 42.

For persons for whom answer 7, 8 and 9 is encircled questions from 33 to 44 are not answered, and it is proceed to question 45.

13.2. Main activity of the persons who work (questions from 33 to 34)

These questions apply to the main activity during the previous week (from 21st to 27th of October) of the persons who work.

Question 33. Occupation (title and description)

In order to get the full answer to this question, the correct title of the job of the person regardless of his/her school education and qualification should be written down. For example, the person with completed Law School can work as a professor, judge, lawyer, journalist etc. In addition, if the person with completed Law School provides livelihood by performing some activities that don't require university education, then the title of that occupation is written (ex: waiter, taxi driver etc.).

It should be emphasized that the person chooses the answer to this question according to the usual work he/she was doing the previous week. If the previous week the person being enumerated was absent from work, the answer to this questions should be defined by work usually performed i.e. that should be usually performed if the person was at work. If the previous week the person being enumerated performed several kinds of job, an answer should be given by the job at which he/she has spent the biggest part of time worked.

In cases when the exact title of the occupation can not be defined, the main works and duties that the person being enumerated has performed the previous week should be described. In cases when the work is related to different phases of a production process, the description should include the following key words: machines, materials, equipment, tools, etc depending on what is most important from the stated data to precisely define the occupation of the person being enumerated (for example: forklift driver, household appliances Electro-mechanic, toolmaker, typesetter etc).

If the person performs sale or trade of products, the description should contain the product that is sold and the place of performing the sale (shop, marketplace or outdoors), for example: food products seller, vegetable seller on the marketplace, street newspaper seller, furniture seller etc.

Persons owners of individual agricultural holding with various production are defined as producers of various products. The members of the household working in this agricultural production are defined according to the activity on which they spent the most time in the previous week, for example: grape picking, looking after the cattle etc.

The enumerator should not accept a general answer stated by the person, such as worker, head, technician, clerk, agricultural worker, associate and similar (see the example in the given table on the next page).

Examples of correctly written names of occupations

Incomplete and general answers	Correct answers
farmer, agricultural worker	Plowman, vine grower, fruit grower, cattle breeder, shepherd, fruit worker-grater, vegetable grower, etc. farmer, agricultural worker - only for persons dealing with various agricultural works (mainly individual agricultural businesses)
worker, industrial worker, metal worker, craftsman, craft worker, seller etc.	locksmith, toolmaker, wool weaver, machine type-setter, tailor, furniture seller etc.
foreman, work group leader, controller, master, apprentice etc.	foreman-miner, milk production foreman, shoe trade foreman, weaving foreman, shaft electro-installation controller, chocolate production master, nitrogen production foreman etc.
non-occupational worker, non-skilled worker, assistant etc.	packs ready stock, transports bricks from the furnace of the brickworks, carries heating oil, unloads coal etc.
clerk, officer, head accountant, secretary, inspector, auditor, adviser etc.	registrar, public welfare officer, head accountant, financial bookkeeper, technical secretary, sanitary inspector, foreign currency auditor etc.
editor, associate, artist, critic, singer, assistant etc.	news editor, newspaper associate, writer, art critic, opera singer, assistant director etc.
president, assistant, secretary, official	President of the Municipal Assembly, President of the Red Cross Committee, Assistant Director of the Hydro-Meteorological Institute, Law School Secretary etc.
physician, engineer, technician, judge, agronomist, lawyer, economist etc.	surgeon, technical director of coal mine, construction manager, magistrate, engineer of agronomy - gardening, public prosecutor, economist - market analyst,
director, president, chief, manager etc	Head of the Department of Law, President of the Court, Director of the Clinic, Director of drama

Question 34. Status in employment

This question also refers to the previous week.

The enumerator is obliged to read all answers offered to the person being enumerated.

Answer 1 - employed - is encircled for:

- **employed persons** (full-time or part-time) in enterprises (of public, private, mixed, common and state ownership) and other associations of enterprises, in banks, insurance companies, other financial organizations; agricultural and other cooperatives, state bodies, funds; other organizations, associations, political parties and civil associations (including persons holding election functions and receiving salary for their work);

- **persons working in private shops or agricultural holdings**, but not owning them (including the members of the household) and receiving salary for their work or a recovery in cash or in kind regardless of being socially and pension insured or not;

- **persons having established an employment**: in private enterprises and shops; diplomatic, trade and other country representative offices and representatives from abroad in the Republic of Macedonia; in joint enterprises, banks etc. in Republic of Macedonia, as well as in their representative offices abroad; etc.

- **persons serving in religious organizations**;

- **maids** for whom the regular work in somebody else's houses is basic occupation by which they provide livelihood;

- **Persons that are not formally employed**, but perform seasonal, agricultural and other temporary works by which they provide livelihood.

Answer 2 - employer - is encircled for:

- **persons managing their own enterprise** (registered as a legal entity);

- **persons who are owners and participate in the management, i.e. administration of enterprise's affairs** (joint, cooperative or private) and employ one or more workers;

- **persons working in their own shop** (craft, trade, catering or other type);

- person who perform free-lance activities: (lawyer, dentist, film worker, sculptor etc.).

The first above given three categories of persons may employ one or more workers.

The answer 3 - own-account workers (without other employees) - is encircled for persons who have their own enterprise, business, perform independent activity, and work on an agricultural property with a purpose to obtain income, without employing other persons.

The answer 4 - contributing (unpaid) family worker - is encircled all persons working for no salary in the enterprise, shop or agricultural property owned by other member of the household, without payment or recovery.

13.3. Predominant industry and type of ownership of the business entity (of the company/ enterprise/ working unit / agricultural holding i.e. where the person works) (questions from 35-37)

Question 35. Main industry (code of the industry and description)

The code and the title of the main (predominant) industry of business entity where the person being enumerated works in, are written down. Example: if the person being enumerated works at AD Naum Naumovski Borce the following code is written 011949 (by UCI) i.e. 25.21 (by NACE) and the industry description on the line should be as follows: -production of artificial and synthetic fibers.

If the person works in a unit (section, shop, building site, warehouse), which is a constitutive part of some business entity, then the industry of that unit is written down. Example: if the person being enumerated works in the Section for plastic mass within AD Naum Naumovski Borce, the code is written 011949 (by UCI) i.e. 25.21 (by NACE) and the industry description on the line should be as follows: -other refinement of plastic mass, i.e. production of plates, sheets, pipes and profiles from plastic mass.

The answer should contain precise description of the type of the product that is produced, i.e. sold by the business entity or the unit, where the person being enumerated works.

Example: manufacture of aluminum, manufacture of copper (non-ferrous metals), production of soap and detergents, production of perfume and toilet preparations (chemical products), transport of passengers, transport of goods, retail trade in oil derivatives. If a person works in some institution, then the name of the institution is written. Example: Ministry of Foreign Affairs, Ministry of defense, State Statistical Office etc.

For persons working in craft, trade, catering or other private stores (owners, workers or members helping the household), the name of the activity performed in the store should be written (specifying the services it offers).

Example: repair of boots, shoes and other items made of leather (shoemaker).

For persons performing independent practice, the full description of the main activity is given (example: independent translator, independent sculptor, lawyer, notary, physician, writer, singer, architect, accountant, etc.), or description of the activity performed by the physical entity as self-employed (example: production of clothes, activity-cleaning buildings, activity-transport of load, activity - shoe cleaner, retail trade in lottery tickets).

If the business entity performs more than these activities, then as main will be taken the one realizing the greatest part of the total income.

For individual farmers working as owners of an agricultural property and for the unpaid family workers helping on the property, the main activity should be written on the lines (for example: cattle breeding, sheep and goat breeding, fruit and vine growing, production of grape, growing industrial crops and production of seeds etc.

The industry code may be taken from the Health ID, if the person being enumerated owns it.

The industry code may be taken from Form I-1 "Notification about distribution by industries" or from the "Decision on the distribution of the business entity according to the main (predominant) industries, Decision R-1", i.e. from the "Decision on accomplished change of the business entity - R-3", issued by the State Statistical Office of the Republic of Macedonia. (These forms can be found with the persons being enumerated with an employment status employer or own-account worker).

The code to be found on the field can be of 6 digits (according to the old classification EKD - Unique classification of industry) or of 5, i.e. 4 digits (according to the new classification - NCA). Depending on the code available the correspondent boxes will be filled in, and the other will remain empty.

Question 36. Full name of the business entity (enterprise /organizational unit) (do not answer persons with reason 06)

The full name of the business entity is written. For example: Construction Company AD Granit.

Business entities are all legal and physical entities performing activities in the Republic of Macedonia registered by competent authority (individual businessman, trade companies, state administration organs, local self-government bodies, civil associations and foundations, religious organizations and groups, political parties, diplomatic and consular sections, agencies of international organizations, banks and other financial organizations, business entities founded on the basis of special laws in the field of health, education, science, culture, cooperatives, persons performing free-lance activities - lawyers, notaries, physicians, architects, artists, accountants etc., or a shop where the person performed the principal activity during the last week.

If the business entity has a unit in its frames where the person being enumerated works, first the name of the unit is written and then the name of the business entity (enterprise). Example: if the person being enumerated works in a shop of the Factory AD Evropa, it is written in this way: Shop No. 2, AD Evropa.

Question 37. Type of ownership

Answer 1: Private ownership - is encircled for:

- business entities (enterprises) where persons work with assets of private ownership while performing their activities (owners, co-owners, workers, whether being socially insured or not, and unpaid family workers);

- private shops, regardless if the persons working in the shop are owners, co-owners or workers, and are or not socially insured, and unpaid family workers;
- persons performing free-lance activities (lawyers, notaries, artists, physicians in private ordinations, engineers, accountants and other persons independently performing some of the so-called free occupations).

Answer 2: other (public, state, mixed, cooperative and undefined) is encircled for:

- business entities (enterprises) where persons work with assets of public ownership;
- business entities (enterprises) where persons work with assets of mixed (joint) ownership. There are various forms of mixed ownership: public and private ownership, public and cooperative ownership, cooperative and private ownership, private and state ownership;
- business entities where persons work with assets of cooperative ownership-cooperatives;
- business entities for which it is established by law that real estates, work tools and equipment used in their activity are owned by the state - state administrative bodies, health organizations, schools and other;
- business entities i.e. persons working in such entities where there is no common definition about the type of their ownership: civil associations and foundations, local self-government units (former municipalities), local self-government unit's council and mayor (as bodies of the local self-government units), the political parties, religious organizations and churches and all entities where they occur as their founders.

13.4. Hours worked out in the main industry (activity) (question 38 and 39)

Question 38. How many (factual) hours did you work during the last week?

This question refers to the factual worked hours during the last week. These include: effectively worked hours on work in the regular working days and overtime work, hours spent in preparation on the working post, repair and maintenance, preparation and cleaning of the tools, hours of pause (including breaks for coffee or tea), as well as the hours of waiting for work, stoppage and interruptions in the work not by a fault of the worker (but due to bad organization of the work, lack of raw materials, energy etc.). **Hours not worked but paid should not count, such as: hours of annual vacation, forced vacation, holidays, sick leave and other reasons for absence from work.**

The answer to the question is given by writing the number of the factual worked hours in the provided boxes.

For the persons who were absent from work the last week, the number of the factual worked off hours is zero and therefore 0 should be written in the boxes.

Question 39. How many hours per week do you usually work (in a normal working week) in the main activity

This question does not refer to the worked hours in the previous week, but to the usual hours the person works every week (a usual week without certain circumstances as illness, national holiday etc.).

Difference should be made between usual hours and regular hours established by law. Example: a worker whose regular working hours established by law are 40 hours per week, can usually, realize every week about 5 hours of overtime work and in this case his usual week working hours are 45.

The answer to this question is given by writing the number of the hours in the provided boxes.

This question is also answered by those who were absent from work the previous week.

13.5. Additional activity (question 40 and 41)

Question 40. Besides your basic work, did you have any overtime work, at least one hour, for a salary or other kind of recovery (or you help without any recovery on an agricultural property, in a shop, or enterprise owned by a member of your household)

This question refers to additional work performed by the person during the previous week, besides his/her main work, mostly for additional earning. The additional work does not mean only work in a registered enterprise or shop, but it includes any work providing additional earning (example: mechanic, plumber, house painter works etc.). If the person has more additional works, he/she should choose one of them.

When answering these questions (40 and 41) one should take into consideration the explanations related to the questions about the basic activity of the person being enumerated.

Question 41. Is your additional activity: regular, temporary, seasonal, accidental

Answer 1 - regular work - is encircled for persons who besides their main work regularly perform some additional work, which is considered as regular work.

Answer 2 - temporary - is encircled for persons who are temporary engaged in certain activities (example: substitute for an absent worker, increased scope of work etc.).

Answer 3 - seasonal work - is encircled for persons engaged only in certain periods of the year for seasonal activities in agriculture, civil engineering, tourism etc.

Answer 4 - accidental work - is encircled for persons accidentally or occasionally engaged in some activities (example: typing a graduation work, looking after children, loading and unloading goods, digging etc.)

13.6. Unemployment (questions from 42-44)

Question 42. Have you looked for a job in the last four weeks?

An answer to this question is given by encircling one of the given modalities.

Question 43. Can you start work in the next two weeks if you find a job now?

An answer to this question is given by encircling one of the two modalities.

Question 44. What methods have you applied when looking for a job during the last four weeks (three answers at the most are possible)

An answer to this question is given by encircling three possible answers out of 9 given:

The answer 01 - through the Employment Bureau - for persons who have actively contacted the Bureau. The persons are informing themselves (by telephone, in written form) for vacant job positions from the Bureau or they regularly follow the job announcements published by the Employment Bureau etc.

The answer 02 - you have made an attempt to start work as self-employed - for persons who have looked for equipment or location to start work as self-employed, for persons who have requested a permit or authorization from the competent bodies to start work as self-employed, as well as for persons who requested financial assets to start work as self-employed.

The answer 03 - through private agencies - for persons who contacted private agencies to mediate during the search for a job, regardless of whether they look for a job in the country or abroad.

The answer 04- following job announcements - for persons who look for a job by following announcements (in newspapers, and other public media).

The answer 05 - giving announcements - for persons who send announcements in newspapers or other public media.

The answer 06 - direct addressing to employers - for persons who directly are addressing the employer

The answer 07 - through friends, relatives - for persons who look for a job with the help of friends and relatives.

The answer 08 - you haven't undertaken anything - for persons who have done nothing to find a job.

The answer 09 - other - for persons who besides the above mentioned methods have tried other ways to find a job. If this answer is encircled one should write down on the lines what that way is.

Questions 45-55 should not be answered by persons who were previously indicated not to answer these questions.

14. MAIN SOURCES OF LIVELIHOOD (question 45)

Question 45. Main sources of livelihood (two answers at the most)

Two answers may be encircled at the most. If the person during the year has been providing livelihood from different sources, he/she should write down the one/the ones from which he/she could provide livelihood during the greatest part of the year.

For example, the person worked 9 months and supported himself/herself from the salary, and 3 months did not work and therefore received social help. In this case the person should encircle the answer that he/she lived on salary. Or, if the person did not work during the whole year and was supported by a member of his/her household, and he/she did work in the last week before the Census, he/she should encircle the answer "supported person".

The answer 1 is encircled for persons who were able to provide livelihood from a salary or other recovery on the basis of paid employment.

The answer 2 is encircled for persons who during the year provided livelihood from the incomes they received by renting a house, a flat, land, a shop and other property or provided incomes of property right (securities, stocks, dividends).

The answer 3 is encircled for persons who during the year provided livelihood from their pension (old age, disability or family).

The answer 4 is encircled for persons who during the year provided livelihood from reimbursement payment for temporary absence from work due to illness and injury and also pregnancy, giving birth and maternity (i.e. if the reimbursement is paid by the Fund of Health Insurance).

The answer 5 is encircled for persons who during the year provided livelihood from financial assistance for persons that lost their jobs (due to bankruptcy, redundancy etc.).

The answer 6 is encircled for persons who during the year provided livelihood from public welfare.

User of public welfare is considered any physical entity using once or several times during the year some of the forms of social support. Social support includes: children's allowance, special supplement for children having development problems, permanent financial support, single financial support, social financial support, ill people care, supplement for rehabilitation, support in kind and support for education and other kinds of financial support.

The answer 7 is encircled for persons who during the year provided livelihood from other benefits or incomes (scholarship for pupils and students, student credit, alimony).

The answer 8 is encircled for persons who during the year provided livelihood from their savings and loans.

The answer 9 is encircled for persons who during the year provided livelihood from other sources which are not mentioned in this list. In addition, this code is encircled for persons with unknown sources of income, i.e. persons who do not state any incomes, and declare themselves as supported persons.

The answer 10 is encircled for persons who during the year did not have any of the above mentioned incomes or transfers (1-9), i.e. they were supported by another person or legal entity (housewives, old persons who did not realize a pension, pupils, students, unemployed, persons -protōgōs in reformatory and persons serving in the Army of the Republic of Macedonia).

If question 45 is answered only with answers from 1 to 9 then questions applying to supported persons should not be answered (46-52).

If answer 10, "supported person" is encircled (or one of the answers is from 1 to 9, and the second answer is 10), then the questions for supported persons should be answered.

15. SUPPORTED PERSONS (questions from 46-52)

Question 46. Is your supporter a member of your household?

Question 47. Ordinal number of the member of your household who is your supporter

If the supporter lives in the same household, answer 1 - "yes" is encircled for question 46, and for question 47 the ordinal number of the supporter is written from the List in P-2 form and questions from 48-52 are not answered.

If the supporter does not live in the same household, for question 46 answer 2 -"no" is encircled, and question 47 is skipped and question 48 is answered.

Question 48. Who is your supporter?

An answer is given by encircling one of the offered 11 answers.

If this question is answered with answer 1 or 5 (persons who practice occupation in the Republic of Macedonia) then questions from 49-52 should be answered. If it is answered with one of the answers from 2-4 or 6-11, then questions 49-52 should not be answered.

When the supporter is "A person with sickness or maternity allowances" (answer number 5), questions 49-52 should be answered only if the supporter practices occupation in the Republic of Macedonia.

If the supporter is "A person with sickness or maternity allowances" (answer number 5) but performs occupation abroad, answer 2 is encircled (Person working abroad) and questions 49-52 should not be answered.

For persons serving in the Army of the Republic of Macedonia, respectively persons in pre-trial, prison or reformatory, this question will be answered with modality 11 (legal entity).

15.1. Data on your supporter (questions from 49-52)

The same explanations given for the questions 33, 34, 35 and 37, are applying for the questions from 49 to 52.

16. PLACE OF WORK OR ATTENDING SCHOOL (questions from 53-55)

These questions are not answered by:

- **persons previously mentioned not to answer these questions**
- **persons with a reason for absence from 06 to 11.**

Question 53. Where do you work, i.e. attend school - university

An answer is given by encircling number 1 or 2.

For persons working or attending school in the place of their usual residence number 1 is encircled -"In the settlement where you usually reside" and questions 54 and 55 are not answered.

For persons working or attending school in another settlement or another country, number 2 is encircled - "In another settlement" and for them questions 54 and 55 is answered.

For persons residing and working i.e. attending school in Skopje, the place of usual residence and place of their work/school are located in different municipalities within the city of Skopje, as an answer to this question number 1 is encircled -"in the settlement where you usually reside".

Question 54. Name of the settlement and municipality, or name of the state (where you work, i.e. attend school-university)

Working place is considered to be the settlement where the person being enumerated works, i.e. the settlement where the person performs his/her work.

For pilots, conductors and others employed in transport, as working place will be considered the settlement where the lowest organizational unit (home port, home station etc) is seated.

For persons sent to work in another settlement in the Republic of Macedonia because of construction works or other activities (customs, police, army etc.) as working place will be considered the settlement where they are sent to work.

As a place of attending school is considered to be the settlement where the school/higher school/ faculty is located, i.e. the grade the pupil or student being enumerated is attending.

For persons working and being at school at the same time, an answer is giving only for the working place.

For persons working and attending school in another place in the Republic of Macedonia, the name of the settlement and the municipality is written on the lines, and for persons working abroad only the name of the country.

Example 1: If the person lives in the city part of Skopje (Skopje-part), which belongs to Karpos Municipality, and works in the area of Centar municipality, for question 53 number 1 is encircled, and questions 54 and 55 should not be answered.

53. Where do you work, i.e. attend school, university

- ① In the settlement where usually resides → end
2 In another settlement █

Example2: If the person usually resides in the inhabited place of Malo Turcane (Gostivar municipality) and works in the settlement of Gostivar (municipality Gostivar), for question 53 number 2 is encircled and for question 54 the following is written:

53. Where do you work, i.e. attend school, university

- 1 In the settlement where usually resides → end
② In another settlement █

54. Name of the

Settlement _____ Gostivar _____
Municipality or country _____ Gostivar _____

Question 55. How often do you return to the place of usual residence (every day, once a week, less than once a week)

Answer to this question is given only for persons working or attending school out of the place of usual residence, i.e. for persons for whom is encircled number 2 for question 53.

For persons returning from the place of work or school to the place of usual residence every day, number 1 is encircled as an answer "Everyday".

In cases when the nature of work requires a daily shift of 24 hours duration (or 48 h), for example in transportation or other services, it will be considered that the person is returning to the place of residence every day.

Persons working or attending school in another settlement, and return to the place of usual residence every day, can not have a code of absence from 02-04 or of presence from 21 to 23.

If the person returns to the place of usual residence once a week, number 2 is encircled "Once a week".

If the person returns to the place of residence less than once a week (for example once a month, once a year and less) number 3- "Less than once a week" is encircled.

17. REVIEW: to be field by State Statistical Office

This part is left empty, it is filled in by the State Statistical Office.

18. DATA FOR CARRIED OUT ENUMERATION

After the enumeration is finished, the enumerated person signs the filled in Form P-1, with full name and surname and the personal signature. For the rest of the members of the household and for the children under the age of 15, the person that gives the data signs the Form P-1 with full name and surname and the personal signature.

19. FILLING THE PART: "DOCUMENTS ON THE BASES OF WHICH THE ENUMERATION WAS CARRIED OUT, ISSUED IN ACCORDANCE WITH THE REGULATIONS OF THE REPUBLIC OF MACEDONIA"

In this part of the Enumeration form , the enumerator is to record on the bases of what the enumeration has been carried out, and to record the documents on the bases of which he has carried out the enumeration.

The enumerator, pursuant to Article 39 from the Law on Census, in order to prove the accuracy of the data recorded in Form P-1, from the enumerated person **if he/she has a place of usual residence in the Republic of Macedonia**, is to ask him/her some of the following documents to present, in order to obtain needed data:

1. ID (Identification card);
2. Travel document (passport);
3. Citizenship Certificate from the Republic of Macedonia;
4. Decision for issuing or establishing citizenship of the Republic of Macedonia;
5. Birth Certificate;

When the enumerated person presents Identity card issued after 1st of April 1993, the enumerator is to write down, in the provided positions, the number of the document, the date of issuing the document , and at the provided line to write the name of the institution that has issued it. For the rest of the listed documents in this part, the enumerator is not going to write any data.

The enumerator is to do make the same procedure when the enumerated person presents Travel document (passport)of the republic of Macedonia. If the enumerated person presents Identity card issued before 1st of April 1993, he has to present Citizenship Certificate from the Republic of Macedonia or Decision for issuing or establishing citizenship of the Republic of Macedonia (if he has any). The enumerator is to write down, in the provided positions, the numbers of these documents, the date of issuing the documents, and at the provided line to write the name of the institution that has issued them. For the rest of the listed documents in this part, the enumerator is not going to write any data.

If the person that is enumerated is underage (does not have an Identity card or travel document of the Republic of Macedonia), the enumerator has to be presented with the Birth certificate for that person or Citizenship Certificate from the Republic of Macedonia or Decision for issuing or establishing citizenship of the Republic of Macedonia, if in the Birth certificate it is not stated whether the person has citizenship of the Republic of Macedonia or if the both parents have not presented a document for citizenship. The enumerator is to write down, in the provided positions, the numbers of these documents, the date of issuing the documents, and at the provided line to write the name of the institution that has issued them. For the rest of the listed documents in this part, the enumerator is not going to write any data.

Persons that state that have place of usual residence in the Republic of Macedonia and reside here over than one year, but do not have any of the aforementioned documents, to prove that, they are to present some of the documents listed in the special PD-1 Form, and the enumerator is to record them in that Form. For this persons, the enumerator, in P-1 Form, in the part "Documents on the bases of which the enumeration was carried out, issued according to the regulations of the Republic of Macedonia" is to circle modality 12 "The person does not have any of the aforementioned documents (from 1 to 11)" , and for the question " The person has the documents listed in PD-1 Form" is to circle number 1-"yes", and other modalities would be left unfilled. If the person does not have any of the documents listed in PD-1 Form ,then the enumerator, in that part of the Form stating II "The Person has the documents listed in PD-1 Form", circles the modality 2-"no" and does not fill the special PD-1 Form.

For **foreigners who have residence permit in the Republic of Macedonia**, the enumerator is to ask the enumerated person to present some of the following documents for identification from which he would obtain needed data:

1. Valid foreign passport together with residence permit for Republic of Macedonia;
2. Identity card for foreigner;
3. Documents with identification data for movement and residence of foreigners.

When the enumerated person presents Valid foreign passport together with residence permit for Republic of Macedonia he also has to present document with identification data for movement and residence of foreigners, and the enumerator, in the provided positions, is to write the number of the residence permit, the number of the document with identification data for movement and residence of foreigners, the issuing dates, and on the provided lines to write down the names of institutions that had issued them. For the rest of the documents listed in this part, the enumerator is not going to write any data.

When the enumerated person presents Identity card for foreigner, he has to present a document with identification data for movement and residence of foreigners, and the enumerator, in the provided positions, is to write the number of Identity card for foreigner, the number of the document with identification data for movement and residence of foreigners, the issuing dates, and on the provided lines to write down the names of institutions that had issued them. For the rest of the documents listed in this part, the enumerator is not going to write any data.

For **foreigners with acknowledged status of refugee**, the enumerator is to ask the enumerated person to present some of the following documents for identification from which he would obtain needed data:

1. Statement for acknowledged status of refugee;
2. Travel document for acknowledged refugee;
3. Documents with identification data for movement and residence of foreigners.

When the enumerated person presents Statement for acknowledged status of refugee, he also has to present document with identification data for movement and residence of foreigners, and the enumerator, in the provided positions, is to write the number of the Statement, the number of the document with identification data for movement and residence of foreigners, the issuing dates, and on the provided lines to write down the names of institutions that had issued them. For the rest of the documents listed in this part, the enumerator is not going to write any data.

When the enumerated person presents Travel document for acknowledged refugee, he also has to present document with identification data for movement and residence of foreigners, and the enumerator, in the provided positions, is to write the number of the Travel document for acknowledged refugee, the number of the document with identification data for movement and residence of foreigners, the issuing dates, and on the provided lines to write down the names of institutions that had issued them. For the rest of the documents listed in this part, the enumerator is not going to write any data.

For **foreigners with acknowledged status of a temporal humanitarian protection**, the enumerator is to ask the enumerated person to present some of the following documents for identification from which he would obtain needed data:

1. Document for acknowledged status of a temporal humanitarian protection;
2. Documents with identification data for movement and residence of foreigners.

When the enumerated person presents Document for acknowledged status of a temporal humanitarian protection, he also has to present document with identification data for movement and residence of foreigners, and the enumerator, in the provided positions, is to write the number of the Document for acknowledged status of a temporal humanitarian protection, the number of the document with identification data for movement and residence of foreigners, the issuing dates, and on the provided lines to write down the names of institutions that had issued them. For the rest of the documents listed in this part, the enumerator is not going to write any data.

If the enumerated person does not have any of the documents listed in part I "Documents on the bases of which the enumeration was carried out, issued according to the regulations of the Republic of Macedonia" (items from 1 to 11) is to circle modality 12 " The person does not have any of the aforementioned documents (from 1 to 11)".

20. FILLING THE SPECIAL PD-1 FORM

PD-1 Form is an addition to P-1 Form and it is filled in the cases when the enumerated person states that has a place of usual residence in the Republic of Macedonia, and does not have valid Identity card or valid travel document of the Republic of Macedonia or Birth certificate (for minor children) and in the part "II The person has the documents listed in PD-1 Form" from the Enumeration Form, number 1-"yes" is circled. This person is obliged to present to the enumerator at least one of the listed documents in PD-1 Form, and the enumerator is to record needed data from this documents in the provided spaces and lines.

20.1. WAY OF FILLING THE SPECIAL PD-1 FORM

1) When valid (notarized at the authorized institution) document for ownership of a house or dwelling, or rental agreement for house or dwelling is presented

When the enumerated person presents some of this two documents, the documents must be referral to his name or to a name from some of the members of his family. From these documents, the enumerator is to collect the following data:

- Name and surname of the person to which the document belongs;
- Authorized institution that issued the document;
- Number under which the document is recorded and
- Issuing date.

2) When bills for paid electricity, fix telephone line, water or heating are presented

When the enumerated person presents some of this bills they have to refer to his name and to be for every month from one year before (for the 10th, 11th and 12th month of 2001, and for 01st, 02nd, 03rd, 04th, 05th, 06, 07th, 08th, 09th month from 2002). In addition, if the bills are for paid:

- **electricity**, the enumerator, in the provided positions in the Form, has to record the code of the bill, the name and surname of the user of electricity and the number of the electricity-meter, and to circle the numbers before the months to which refer the paid bills;

- **water**, the enumerator, in the provided positions in the Form, has to record the personal number of the user (this is not the Personal(unique) number of the citizen), code of the region and the number of the water-meter, as well as, the name and surname of the user of water and to circle the numbers before the months to which refer the paid bills;

- **fixed telephone**, the enumerator, in the provided positions in the Form, has to record the telephone number, the name and surname of the user and to circle the numbers before the months to which refer the paid bills;

- **heating**, the enumerator, in the provided positions in the Form, has to record the code of the bill and in the provided line the name and surname of the user and to circle the numbers before the months to which refer the paid bills.

3) When for the minor children are presented: pupil's booklet/ certificate for finished grade in the school year 2001/2002

When the enumerated person is a pupil and as a proof of its place of usual residence shows pupil's booklet i.e. certificate for finished grade in the school year 2001/2002, the enumerator in PD-1 Form is to record:

- the name of the school;
- settlement and municipality where the school is;
- the number of the Record book and the page in which the pupil(the enumerated person) is recorded;
- the record number of the pupil's booklet or the certificate for finished grade.

4) When medical-care booklet is presented

When the enumerated person presents medical-care booklet, the enumerator in PD-1 Form is to record its number and the date and place where was issued.

5) When working agreement recorded in an authorized institution

When the enumerated person presents working agreement recorded in an authorized institution, the enumerator records in PD-1 Form:

- the name of the legal entity where the person works;
- settlement and municipality where the head-office of the legal entity is;
- the number of the agreement/statement;
- date of issuing the agreement/statement.

6) When Document for registration at the Bureau for employment is presented

When the enumerated person presents Document for registration at the Bureau for employment, the enumerator in PD-1 Form is to record: the characteristic sign of the Document, the settlement where the person is registered, the name and surname of the person and the date of registration, and circles the numbers in front of the months for which the person has made the registration.

7) When cheques for received pensions at the address of residence are presented

When the enumerated person is retired person, and presents cheques for received pensions at the address of residence, the enumerator, in PD-1 Form, is to record: pension number, name and surname of the user of the pension, code of the municipality, post office and region, and circles the numbers in front of the months for which the person had received the pension and presented the cheques.

8) When it is presented a Confirmation for received public welfare at the address of residence

When the enumerated person is beneficiary of public welfare and presents confirmation for received public welfare from the Republic of Macedonia, at the address of residence, the enumerator, is to record in PD-1 Form: the name and surname of the beneficiary of public welfare, the number of the resolution and the unique personal (register book) number of the citizen, and circles the numbers in front of the months for which the person has received public welfare and presented documents for confirmation.

VI. DATA ON THE HOUSEHOLD AND THE DWELLING (FORM P-2)

1. DATA ON THE LIVING QUARTERS (question 1)

Question 1. Type of living quarters

Living quarter, in accordance with this methodology, means dwellings and other inhabited premises and objects that are not intended for living, but during the Census are being used for living.

The living quarters can be divided as:

1. Dwellings, in individual or tenement building;
2. Other inhabited space not intended for living (common pantry, laundry, drying place etc.) in a tenement building;
3. Inhabited business space (offices, hotel rooms, shops etc.);
4. Improvised living quarters (tents, wagons, sheds etc.);
5. Collective living quarters.

Number 1 should be encircled for any living quarters that fulfill the definition on dwelling.

Definition on dwelling

A dwelling is a constructional compacted complex intended for living regardless of whether, during the Census, it was used: only for living; for living and performing some activities; only for performing some activities, for vacation and recreation or it is a non-inhabited, but functioning properly in constructional terms.

The dwelling should have a separate access from the street or directly through the yard or access through the common area in the building (stairs, passage, gallery etc.), and can have one or more entrances.

A living quarters can be considered as a dwelling if it has at least one room of minimum 6 m². The dwelling should (but don't have to) have the following elements:

- subsidiary rooms (kitchen, bathroom, toilet, hallway etc.);
- installations (electricity, water supply, sewage disposal system and central heating).

The room/rooms that is constructional separated from the main rooms of the dwelling, but is adapted for use of the household during the whole year, but is located in another building on the same parcel, or in the same building but has separate entrance, is considered as part of the dwelling and its surface is included in the total surface of the dwelling.

The total surface of the dwelling will also include the separately constructed rooms (bathroom, toilet) if they are not contained to the dwelling.

The Census, in general, includes only the completely finished dwellings. The dwelling is considered as completed if all projected construction works, plumbing and final (craft) works are completed, so that the dwelling is ready for occupancy. Completed dwelling can be located in a building although the building is not completely finished, for example a building with uncompleted plastering of the external walls.

The Census exclusively includes uncompleted dwelling in case it is inhabited (occupied) during the Census. The records of such dwelling will include only the data on the part of the dwelling that is being used, regardless of the portion completed.

The dwelling (according to the definition) **can be located on one, two or few floors.**

One floor dwelling is when the dwelling, with all its contents, i.e. rooms, subsidiary space etc.) is placed on one floor level.

Two floor dwelling is when part of the dwelling (for example the living rooms are located on the lower floor, and part (bedrooms) on the upper floor which can be accessed by internal stairs starting from one of the rooms on the lower floor [code 90 of the question 15: Position of the dwelling in the building (floor).

If the stairs leading to the upper floor start from the hallway, windshield area or antechamber from the lower floor and is not within the dwelling, then two dwellings are enumerated (on two different floor levels, i.e. two different floors).

Additionally, **two dwellings** are enumerated in cases when the stairs leading to the upper floor are out of the building (external stairs).

In the last two cases when two dwellings are enumerated, the contents of the two doesn't have to be the same, i.e. each dwelling can contain different number of rooms and subsidiary space.

The numbers from 2 till 5 should be encircled if it is an other type of living quarter that is not defined as dwelling according to the definition, but during the Census is used for living: other occupied space not intended for living, occupied business space, improvised living quarter or collective living quarter.

Number 2 should be encircled for **other spaces in tenement houses or non-tenement houses which are not intended for living, but during the Census are used as living quarters**, such as common rooms in the buildings, pantries, laundries, drying places etc;

Number 3 should be encircled for **business premises used for living during the Census**, such as warehouses, offices, shops and similar, as well as hotels or hospital rooms used for living during the Census.

Number 4 should be encircled for **improvised living quarters, i.e. spaces or objects not intended for living, but used for it during the Census**, such as: tents, trailers, abandoned wagons and similar spaces adapted for living.

Number 5 should be encircled for **collective living quarters**, i.e. institutions for permanent care of children and adults, cloisters, long-stay sanatoriums and similar institutions that are accommodating a large number of people;

If the answer of this question is 1, i.e. dwelling is in question, the questions from 2 to 18 have to be answered. If the answer is from 2 to 5, the other questions from the part "Data for dwellings" are not to be answered.

2. DATA ON THE DWELLING (questions from 2 to 7)

Question 2. Occupancy status

If number 1 (dwelling) is encircled for the previous question (1), then this question should be answered by encircling one of the numbers from 1 to 6.

Answer 1 - "For living only" should be encircled for dwelling used by one or more households for permanent living during the year.;

Answer 2 - "For living and performing an activity" should be encircled if the dwelling used for permanent living is also used for performing an activity: (dressmaking, hairdressing, shoemaking etc., or some rooms are rented to tourists; or in the dwelling there is a lawyer's office, art-studio, dentist's office, agency of some business entity etc.).

Answer 3 - "For performing an activity only" should be encircled for a dwelling where nobody lives, but is entirely used for performing an activity, although it has not been reconstructed (adapted) as a working space. This modality is also encircled for dwellings exclusively used for renting to tourists.

Answer 4 - "Uninhabited (vacant) dwelling" should be encircled for an empty dwelling because it is new and unoccupied yet (although moving in is allowed) or is emptied due to moving out, adaptation, repair-men etc., as well as empty and unoccupied dwellings from other reasons (the owner lives in another dwelling or another place, and doesn't use or rent this dwelling; the owner is deceased and the successors neither rent nor use the dwelling from time to time, etc.).

These dwellings are enumerated only if they are functional in constructional terms or can be enabled for use with relatively minor repairman. Abandoned dwellings in dilapidated houses and deserted dwellings because of flood or formation of an accumulation or landslide should not be enumerated. This category of dwellings should not include enumeration of dwellings of households working abroad, if nobody lives in them. Such dwellings should be enumerated only as dwellings for living only.

"For vacation and recreation" As a dwelling for vacation and recreation is considered a dwelling completely complying with the definition of "dwelling", and is exclusively used for vacation and recreation, occasionally or during few months in the year. Such dwelling may be located in a separate house (villa), family house or other type of a building. If the dwelling intended for vacation and recreation is used as permanent residence at the time of the Census, then the dwelling is enumerated as dwelling "for living only".

The dwellings for vacation and recreation can be divided in:

Answer 5 - "For vacation and recreation - in weekend house" are dwellings built or purchased to be used for vacation and recreation only, in weekend houses, villas, fishing and hunting cabins.

Answer 6 - "For vacation and recreation - in family houses" are dwellings formerly used as permanent residence and now are unoccupied and used only occasionally during the year for vacation and recreation. Such dwellings are usually found in rural settlements.

Answer 7 - "For vacation and recreation - in another type of building" are dwellings located in building with more dwellings where all or some of the dwellings are used for vacation and recreation and the rest are permanent residences, as well as the dwellings used for vacation and recreation located in another type of buildings.

Answer 8 - "Used during seasonal agricultural works" this modality should be encircled for dwellings used for stay during some agricultural works in a settlement where the dwelling is located.

If it is estimated that the dwelling can be categorized in some of the modalities from 5 to 8 of this question, and at the time of the Census it is occupied as permanent residence of some household, the dwelling will be enumerated as dwelling "for living only" (modality 1 of this question).

Question 3. Type of ownership

Answer 1 - "Private"

Number 1 should be encircled for dwellings privately owned by citizens and civil-legal entities (dwellings owned by churches and other civil-legal entities).

Answer 2 - "State"

Number 2 should be encircled for dwellings owned by the state.

Question 3. - "Other (cooperative or mixed)"

Number 3 should be encircled for dwellings that are of cooperative or mixed ownership.

Question 4. Number of rooms in the dwelling (surface 6m² and more)

The answer is given by writing the total number of rooms with a surface of the floor 6m² at least.

Definition on room

A room is a spatial unit of a dwelling intended for living separated from the other rooms by stable walls, has direct daylight and the surface of the floor is at least 6m². Direct daylight means the light entering through the window of the room and coming from outside: street, yard, terrace or illuminating window etc.

The room smaller than 6m² are not included in the total number of rooms, but their surface is included in the total surface of the dwelling.

As it was said before, the total number of rooms includes the room that is separated from the main rooms of the dwelling.

The kitchen, if any, is exempted from the number of rooms.

Question 5. Living floor space of the dwelling (m²)

Answer to this question is given by writing of the surface of the whole dwelling.

Surface of the dwelling is a sum of the useful areas of all the space of the dwelling including loggias (75% of the surface), roofed terraces (50% of the surface), balconies and open terraces (25% of their surface).

The surface of the dwelling includes the rooms, which in the explanations for "room" are cited as separated rooms from the dwelling as a complex.

The surface includes the bathroom and the toilet too, located out of the dwelling as a constructional complex only in cases when these spaces are not found in the dwelling and contain appropriate equipment and installations.

The data on the dwelling, such as surface and ownership, are taken from the relevant documentation in possession of the household, i.e. from the Contract for use of the dwelling or Contract for rent, from the Certificate for allotment of the dwelling, from the Project (plan) for construction of the building or some other document. In case there is no document available, the data on the surface of the dwelling is recorded according to the statement of the owner or tenant. If the person is not in a position to answer this question, the enumerator makes his own estimation on the basis of the data on the other dwellings in the building or if it is an individual house, i.e. building containing different dwellings, the enumerator adds the surface of all of the rooms in the dwelling and writes in the obtained figure.

Data on an dwelling used by two or more households in a role of owners or other role (see the answers to the question "Tenure status"), should be recorded only on one P-2 form and the entirety of the dwelling is not divided by households, but the dwelling is enumerated to the household using the biggest area of the dwelling or, if the two households use equal surface, the dwelling shall be enumerated in the Form of the first-enumerated household (in accordance with the identification data from P-2 or from the Control form).

Question 6. Number of rooms in which activity is performed

To this question the same characteristics as for the question "Number of rooms in the dwelling" apply, having in mind that in cases where the dwelling is used both for living and performing activities, the number of rooms for performing activities can not be bigger than the total number of rooms in the dwelling.

Question 7. Area of the space used for performing activity (m²)

To this question apply the same characteristics cited in the question for "Living floor space of the dwelling" having in mind that in cases where the dwelling is used both for living and performing activities, the surface of the area for performing activities can not be bigger than the total surface of the dwelling.

3. DATA ON THE SUBSIDIARY ROOMS (questions 8-10)

Question 8. Area of the kitchen (m²)

The kitchen is included in the subsidiary rooms of the dwelling, i.e. it is a working room where food is prepared, but often, in shortage of other rooms, the kitchen undertakes other functions of the housing (serving as a dining room or a living room etc.).

According to the basic purpose, the kitchen can be divided in two types:

- working kitchen (only food is prepared here) and
- working kitchen and dining room.

The so-called kitchenette or even the constructional separated room, used as kitchen, can be considered as a kitchen if the basic structure of the dwelling does not include a kitchen.

If the working part of the kitchen is separated as a niche from the remaining part (dining room), the surface of the both parts will be considered as a surface of the kitchen, but, such separated kitchen (niche) is calculated separately from the living room, i.e. only the surface of the niche is recorded.

This question should not be answered if the dwelling is consisted of only one room.

Question 9. Bathroom

The bathroom is one of the subsidiary rooms in the dwelling that should be equipped with a tub or shower-tub, installations for water supply, sewer and electricity, regardless of whether they are connected to the attachments for water supply, waste water draining and electricity supply. The bathroom may include the toilet or not, representing a separated space.

Answer 1 - "Yes", should be encircled when there is a bathroom in the dwelling, i.e. the dwelling as a constructional complex contains a bathroom as a separated subsidiary room or it may include the toilet also.

Answer 2 - "Yes, out of dwelling", should be encircled when the bathroom is out of the constructional complex of the dwelling. If there is a bathroom, both, in and out of the dwelling, then only the bathroom in the dwelling will be enumerated, i.e. only answer 1.

Answer 3 - "No", should be encircled when there is not a bathroom in the dwelling, i.e. the dwelling does not contain such subsidiary room neither in its complex nor out of the contents of the housing complex.

Question 10. Toilet

The toilet is one of the subsidiary rooms in the dwelling which should to be equipped with a toilet bowl, flush tank and a washstand, installations for water supply, sewer and electric supply, regardless of whether they are connected to the attachments for water supply and drainage and electric supply. The toilet can be included to the bathroom or it can be a separated space.

According to where the toilet is located, the following modalities are possible as answers:

Answer 1 - "Yes", should be encircled when there is a toilet in the dwelling, i.e. the dwellings a constructional complex contains a toilet as a separated subsidiary room or it is included to the bathroom.

Answer 2 - "Yes, out of dwelling", should be encircled when the toilet is out of the constructional complex of the dwelling. If there is a toilet both in and out of the dwelling then only the toilet in the dwelling will be enumerated, i.e. only answer 1.

Answer 3 - "No", should be encircled when there is no toilet in the dwelling, i.e. the dwelling does not contain such subsidiary room neither in its complex nor out of the contents of the housing complex.

4. DATA ON INSTALLATIONS (questions 11-14)

Question 11. Water supply system

Installations for water supply of the dwelling may be connected to the external water supply system in the following way:

1. From a community scheme
2. From air compressed water tank and other
3. No piped water in the dwelling.

Modality 1 should be answered when there is an installation for water supply in the dwelling, no matter if it is already connected or is expected to be connected to the community scheme.

Modality 2 should be answered when there is an installation for water supply in the dwelling connected to air compressed water tank and other.

Modality 3 should be answered if there is no installation for water supply in the dwelling.

Question 12. Sewage disposal system

The sewage installations, i.e. waste water drainage in the dwelling can be connected to the external sewage system in the following way:

1. Waste water empties into a piped system connected to the public sewage disposal plant;
2. Waste water empties into a piped system connected to a private sewage disposal plant (i.e. a septic tank built for a single housing unit or a small group of housing units);
3. All other arrangements (i.e. waste water empties into an open ditch, a pit, a cesspool, a river, a lake, etc.);
4. No sewage disposal system.

Modality 1 should be answered when there is an installation for sewage disposal system i.e. waste water drainage in the dwelling, no matter if it is already connected or is expected to be connected to the community sewage disposal system.

Modality 2 should be answered when there is an installation for sewage disposal system in the dwelling connected to a septic tank or it is expected to be connected on this way.

Modality 3 is answered if there is an installation for waste water drainage in the dwelling which is not connected to another sewage disposal system but waste water empties into an open ditch, a pit, a cesspool, a river, a lake, etc.

Modality 4 should be answered if there is no installation for sewage disposal system.

Question 13. Electricity

This question can be answered with two modalities:

Modality 1 - "Yes", there is electricity in the dwelling, i.e. installations for electricity at least in one of the rooms, regardless of whether they are connected to the external electric system;

Modality 2 - "No", there isn't electricity in the dwelling, i.e. there is no installation for electricity in any dwelling space.

Question 14. Central heating

This question can be answered with four modalities:

Modality 1 - "Yes, connected to community scheme" should be answered when the installation is connected to the community heating scheme, regardless of whether the set up installation is used or the dwelling is heated on some other way.

Modality 2 - "Yes, built for community scheme, but not connected" should be answered when there is an installation for the community heating scheme, but the system isn't functioning, i.e. isn't connected to the source of heat, i.e. heating plant.

Modality 3 - "Yes, connected to own scheme" should be answered when the installation is connected to own substation (heating boiler), regardless of whether the set up installation is used or the dwelling is heated on some other way.

Modality 4 - "No" should be answered if none of the rooms is provided with installation for central heating.

5. POSITION OF THE DWELLING IN THE BUILDING (question 15)

Question 15. Position of the dwelling in the building (floor)

The floor on which the dwelling is situated is determined according to the location of the dwelling in the building. The floors (first, second etc.) are counted from the ground floor or mezzanine up, and the ground floor, basement, cellar, attic and mezzanine are not considered as floors (if they exist in a building). The following codes are given for them:

40 - for ground floor located above the cellar or basement, and except for living it can be used as a business offices etc;

50 - for cellar, dug in the earth i.e. under the level of the terrain on a depth bigger than the half of its spatial height;

60 - for basement, partially dug in the earth, i.e. under the level of the terrain on a depth smaller than the half of its spatial height;

70 - for mezzanine, located above the ground floor and have smaller floor-height than the other floors in the building. The minimal height of the mezzanine is 2,2 m. The mezzanine can be used as a dwelling area, or if the floor height is smaller than 2,2 m, it can be used as a "technical floor", i.e. area where all installations of a building are crossing.

80 - for attic, located under the roof construction of the building and can be used as a dwelling area, or as common rooms for the tenants;

90 - for duplex (dwelling on two floors), the dwelling occupies two floor heights (duplex dwellings) and has only one main entrance.

For each other floor of the building, the appropriate number is written in the empty boxes for "Floor", as follows:

- for the first floor -01 (the first floor is always above the ground floor or above the mezzanine)
- for the second floor - 02
- for the third floor -03 etc.

6. DATA ON THE BUILDING (questions 16-18)

Definition on building

A **building** is any construction having four stable walls, covered with roof and can have one or more entrances (with one or more house numbers). The building can be used for living, performing some activities or storing goods.

Buildings are divided in **residential** and **non-residential**:

The **residential buildings** are categorized as:

- individual buildings;
- duplex buildings (two buildings with a mutual wall);
- buildings in a line (more buildings connected with mutual walls).

Besides this categorization, and according to the **Nomenclature** of constructional objects and construction work, **residential buildings** are categorized as:

- buildings with one dwelling;
- buildings with two and more dwellings.

Question 16. Material of which the carrying system of the building is constructed

The answer of this question is related only to the material that is mainly used for building of the carrying system of the building.

The carrying system of the building is actually an element/elements of a building which can be various, i.e. the building can have carrying walls (transversal, vertical, or only external carrying walls), constructive skeleton system (blockheads and pillars) and frame-construction or other type of carrying construction.

The material from which the carrying system is built can be diverse, but the constructional materials cited from modality 1 to modality 5, are considered to be firm constructional materials and the materials in modality 6 (common yellow wall lichen, unbaked bricks, firmly packed earth, boards) are considered as infirm constructional materials and occur mostly at older buildings.

Concrete and reinforced-concrete (skeleton and frame construction) is a system of construction where the weight of the building is transmitted on the terrain through blockheads and pillars, and this answer will be recorded in all cases of bigger residential buildings, while in the case of individual residential buildings, the owner will be asked about the carrying system of the building, although usually the newer objects are regularly built with skeleton construction.

Usually, the massive system of construction where the weight of the whole building is transmitted to the terrain through the walls can be made of: concrete blocks, bricks, stones, and prefabricated wooden panels (firm constructional materials).

Question 17. Number of floors (stores)

The number of floors of the building is considered from the first floor up (including the first floor), while the ground floor, basement, mezzanine, the cellar and the attic (mansard) are not considered as floors, i.e. and are not encountered in the number of the floors.

For building that has only a ground floor, the modality 1 should be encircled.

The building that has one floor besides the ground floor, the modality 2 should be circled etc.

Question 18. Year of construction of the building

The data of the year of construction of the building is considered the year when the building was built, i.e. completed, and for repaired objects or objects that endured major constructional changes, the data of the year when the construction activities were finalized, is recorded.

If the dwellings in one building are built, out housed or reconstructed in different periods, than different data will be recorded for each dwelling separately.

For a completed dwelling in a not-completed building, the year of completion of construction of the dwelling will be recorded.

7. DATA ON THE HOUSEHOLD (questions 19-21)

If two or more households live in one dwelling, each household gives separate answer for "Data on the household" on a separate P-2 form.

Question 19. Tenure status

1. "Owner"

This would be the answer when:

- one of the members of the household in the dwelling is an owner of the whole dwelling or on a part of it;
- for one dwelling where one or more owners occur and each owns part of it, data on the whole dwelling will be recorded only in the form of the first enumerated household, while this question ("Tenure status") will be answered by each owner separately;

besides the household that owns the dwelling, lives another, one person or family household, as a tenant of part of the dwelling, or a household in kinship, then the data on the whole dwelling will be written in the household owning the dwelling, while this question ("Tenure status") will be answered by each household separately.

2. Tenant in a dwelling owned by the state

This answer will be recorded in the case when the household is user or tenant of a dwelling owned by the state.

3. Tenant in a dwelling - private property (the whole dwelling)

This answer will be recorded in the case when the household has rented the whole dwelling that is privately owned.

4. Subtenant in a dwelling - private property

This answer will be recorded in the case when the household has rented part of a dwelling that is privately owned.

5. User of social dwelling

This answer will be recorded in the case when the household that is living in the dwelling has procured it from the community as a social dwelling.

6. Kinship

This answer will be recorded in the case when the dwelling is occupied by a household which is in kinship with the person owning the dwelling by tenure status given in some of the modalities from 1 to 5 of this question, regardless of whether the person owning the dwelling lives in it or not.

7. Other

This answer will be recorded for households living in other types of premises or objects which are not dwellings in terms of the definition, but during the Census are used for living (other occupied premises, occupied business premises, improvised living quarters and collective living quarters).

Question 20. Way of heating of the dwelling

This question refers to the way in which the household heats the living quarter/dwelling, i.e. the type of fuel that is used during the last heating season before the conduction of the Census.

The question contains four main groups, and thirteen modalities:

a) Central heating from community scheme

1 - Central heating from community scheme - means heating through the public distribution system (heat produced by enterprises whose activity is production and/or distribution of heat);

b) Central heating connected to own heating scheme

The central heating connected to own heating scheme, means heating through own installation in one or more dwellings together.

2 - Electricity - means heating through own heating scheme with a boiler working on electricity;

3 - Coal - means heating through own heating scheme with a boiler working on coal, lignite and products of coal and lignite;

4 - Wood - means heating through own heating scheme with a boiler working on wood of all kinds, wood waste and other plant waste, wooden coal, wood briquettes;

5 - Liquid fuels - means heating through own heating scheme with a boiler working on liquid fuels derived from the processing of crude oil: oil (extra light oil, heating oil), crude oil (heavy and special heating oils), gas (liquefied gas, propane, butane);

6 - Other non mentioned fuels - means heating through own heating scheme with a boiler working on solar energy, natural gas, geo-thermal heat, industrial or other waste (without wood and plant waste);

c) Heating by a stove on:

7. Electricity - means heating with a stove that works on electricity;

8. Coal - heating with a stove that works on coal, lignite and products of coal and lignite;

9. Wood - heating with a stove that works on wood of all types, wood waste and other plant waste, wooden coal, wood briquettes;

10. Liquid fuels - means heating with a stove that works on liquid fuels derived from the processing of crude oil: oil (extra light oil, heating oil), crude oil (heavy and special heating oils);

11. Gas - heating with a stove that works on gas (liquefied gas, propane, butane etc);

12. Other non mentioned fuels - heating with a stove that works on fuels not mentioned previously.

d) Other way of heating

13 - Other way of heating is usually recorded for the improvised living quarters that could have been heated with a stove during the last heating season as well as with an improvised hearth or with something different from the above mentioned options.

Question 21. Way of supplying drinking water

The answer should be given by recording of the adequate code (for the way of supplying drinking water) in the boxes. The codes of the way of supplying drinking water are given in the form P-2.

If the household supplied water on different ways, then the answer will indicate the most often used way.

When the household supplies drinking water in a way cited under code 01 and code 02, advantage is given to the answer responding to code 01.

If answers responding to codes 01 and 02 occur in combination with other answer then advantage is given to answer responding to code 01 or code 02.

Way of supplying drinking water:

- | | |
|----|---|
| 01 | Water in the dwelling with connection on the public pipe-line; |
| 02 | Water in the dwelling with connection on private air compressed water tank; |
| 03 | Courtyard fountain on public pipe-line; |
| 04 | Street fountain on public pipe-line; |
| 05 | Street fountain on separated well; |
| 06 | Excavated draw-well; |
| 07 | Perforated (whetted) draw-well; |
| 08 | Arterial draw-well; |
| 09 | Regulated draw-well; |
| 10 | Unregulated draw-well; |
| 11 | Cistern with percolator; |
| 12 | Cistern without percolator; |
| 13 | Directly from river; |
| 14 | Directly from lake; |
| 15 | Directly from cave, profundity or barrow with water. |

8. LAND, LIVESTOCK, POULTRY AND BEE-HIVES (questions 22-26)

The land is recorded according to the ownership of the members of the household and according to the way it is used, i.e. according to the surface of the land that the household uses **from the beginning of the year up to the conduction of the Census**. The surface of the land is recorded regardless of where it is located - on the territory of the municipality where the household lives or on the territory of another municipality in the Republic of Macedonia.

If at the territory where the Census is conducted the local measures for land surface are used, the enumerator records the surface in the adequate boxes, converted into measures for land surface in hectares and ares according to the given Table (Annex 1).

The number of livestock, poultry and bee-hives, which the household disposes of during the Census, are being enumerated.

Question 22. Total area land owned by the household

The total surface of the land (cultivable and uncultivable) owned by each members of the household is recorded, regardless of whether the household is using it or let it to others **from the beginning of the year up to the conduction of the Census**.

Question 23 Rented land

It is recorded the surface of the land that the household has rent it for using from other persons, enterprises or from agricultural co-operative.

Question 24 Let land

It is recorded the surface of the land that the household has let it to other persons.

Question 25 Total surface of the land that the household use it

It is recorded the total surface of the land that the household uses from the beginning of the year up to the conduction of the Census.

Question 25a) Is the total surface of the land used for agricultural, wooden or fish production?

It is circled 1 for "yes", when the surface of the land (presented in question 25) or part of it has been used ,through the year 2002, for agricultural, wooden or fish production. If the answer is "no" than it is circled 2.

The enumerator records the data on the surface of the land according to the statement of the holder of the household or according to he available documentation.

The surface of the land is recorded in hectars and ares:

$$1 \text{ hectar} = 100 \text{ ars}; \quad 1 \text{ hectar} = 10.000 \text{ m}^2 ; \quad 1 \text{ ar} = 100 \text{ m}^2$$

Question 26. Livestock, poultry and bee-hives available for household - number

1. Horses (total)

The total number of all categories of horses (colts, mares and fillies in foal, geldings and stallion) is recorded, regardless of their sex, age and purpose for breeding.

2. Hinnies (total)

The total number of all categories of hinnies is recorded, regardless of their sex, age and purpose of breeding: young and grown up, female and male.

3. Cattle (total) - (question 3 = a + b + c)

The total number of all categories of cattle is recorded, regardless of the sex, age and purpose of breeding: calves and heifers, cows and heifers in calf, oxen, bulls and other grown up cattle

a) Calves and heifers

The total number of calves and heifers is recorded, regardless of the sex, age and purpose of breeding (as a breeding stock or for fattening). This category does not include heifers in calf.

b) Cows and heifers in calf

The total number of cows that have already given calf and heifers that in calf for the first time is recorded.

c) Oxen, bulls and other grown up cattle

The total number of other grown up cattle that were not included in questions a) and b), i.e. male castrated cattle used for work or fattening, male cattle used as a breeding stock (bulls), as well as sterile cows, is recorded.

4 - Sheep (total) (question 4 = a + b + c)

The total number of all categories of sheep is recorded, regardless of the sex, age and purpose of breeding: lambs and yearlings, ewes for breeding, ram and other mature sheep.

a) Lambs and yearlings

The total number of lambs and yearlings is recorded, regardless of the sex, age and purpose of breeding (for breeding stock and fattening).

b) Ewes for breeding

The total number of the female sheep that has already had lambs or are yet to get lambs is recorded.

c) Rams and other grown up sheep

The total number of other grown up sheep (rams and sterile sheep) that are not included in questions a) and b) is recorded.

5. Pigs (total) (question 5 = a + b + c)

The total number of all categories of pigs, regardless of the sex, age and purpose of breeding: suckling pigs, sows and first farrow sows, boars for breeding and other grown up pigs, is recorded.

a) Suckling pigs

The total number of suckling pigs regardless of the sex and age is recorded. This category does not include farrow sows and the sows in a phase for fattening.

b) Sows and farrow sows

The number of sows that have already farrowed and those yet to farrow for the first time is recorded.

c) Boars for breeding and other grown up pigs

The number of grown up pigs that were not included in questions a) and b) is recorded, i.e. male castrated and boars pigs as well as the number of pigs that are in the phase fattened is recorded.

6. Goats (total)

The number of all categories of goats regardless of the sex and age, young, grown up, male and female.

7. Grown up poultry of all categories (total)

The total number of grown up poultry of the two sexes (hens, ducks, geese, and turkey) is recorded. The young poultry old up to one month are not recorded.

8. Bee-hives

The total number of bee-hives is recorded.