BASIC INSTRUCTIONS FOR COMPLETING THE CENSUS FORM

- ALL FORMS SHOULD BE COMPLETED WITH A BLACK PENCIL FABER (2B)
- PINK-COLOURED FIELDS SHOULD NOT BE COMPLETED

There will be completed one questionnaire per dwelling. The Population-Housing Census Form consists of an Instructions Sheet, Forms P-1.1, P-1.2a, P-1.2b, P-1.2c and P-1.3. If there are more than three members in a household, the corresponding number of P-1.2 or P-1.3a forms will be completed. For each vacant dwelling, only the separate P-1.1 form will be completed.

FORM P-1.1
The geographical characteristics of the dwelling are recorded. The municipality or commune is indicated in accordance with law “I. KAPODISTRIAS”. The geographical code, the sector, section, block number, etc. are completed in the relevant columns. The dwelling numbers (S/N of dwelling) will be continuous within each section and will be given by the enumerator in the order with which dwellings are enumerated (following the order in which buildings are registered in the list O-1). In the block column, dwellings located outside the Locality will be indicated by means of 4 dashes (----). The total number of respondents in a dwelling will be completed after the dwelling's enumeration.

PART A. HOUSING DATA
Question 1: Items 3, 4 and 5 will be completed only if there are residents in the dwelling on the census day.
Question 4: The period of construction or extensive reconstruction of the dwelling and its total surface. If greater than 1000 m², note 998.
Question 5: Indicate the number of rooms in the dwelling, except kitchen, as well as those rooms that are exclusively used for professional purposes. Bedrooms, dining rooms, living rooms, staff rooms, regular attics or cellars etc. will be taken into account, but not bathrooms, corridors, verandas, toilets, etc.
Question 6: Indicate if the dwelling has a kitchen and whether it meets the requirements of a regular room (surface 4m², height 2m with space for one bed). If the kitchen area is part of the living room, the dwelling is considered having a kitchen, but answer 2 (No) will be given to question 6b.

PART B. INFORMATION PERTAINING TO THE HOUSEHOLDER, ETC.
Question 4: Note the number of rooms available for the household. If more than one household share the dwelling, the rooms will be proportionately distributed among the households. If more than one household live in one room, they will be considered as one household. If more than 5 persons not related to each other live in a dwelling, this is a case of collective residence.
Question 5: Item 3 refers to cases of transfer of use of a dwelling without payment, arbitrary occupation etc.
Question 6: To be completed after the enumeration of the household.

PART C. HOUSEHOLD DATA (RELATING TO THE MEMBERS OF THE HOUSEHOLD - FORMS P-1.2a, P-1.2b, P-1.2c)

Fill in the serial number of the household of which the respondent is a member.
Question 1: Write in block letters the full name and the first name of the father (or the husband for the married or widowed women) of all persons who spent the night of 17th to 18th March in the household. In the case of children who do not yet have a name, write the word “UNCHRISTENED”. The household members are listed in the following order: head (householder), spouse or cohabitant, unmarried children of the couple by age, unmarried children with cohabitant, married children by age with their spouses and children, the couple’s parents, household help, boarders, others. List first the household members, either present or temporarily absent and then the house guests.

Question 4: Indicate if the respondent is a household member, present or temporarily absent, or a houseguest. If a member is temporarily absent (for a short period, due to holidays, hospitalization, professional obligations, detention, etc.) note the reason for his/her absence.

Any person who spent the night in this household on census day is considered as being
present. Even if a person is absent at the time of the enumerator's visit to the household, having
gone to work, to church, to the coffee shop, to visit relatives or anywhere else, he/she will be
registered as present. In addition, persons who, on the previous night, were on duty, out having
fun, working in the fields, or travelling within the country and were not registered in another
place and will be returning in the morning, shall also be registered as present.

Question 5: Indicate the kinship or other relationship of the householder to persons 2 and next
(e.g. spouse, child, father, etc.). All children (natural, adopted, stepchildren, either married or
not) are considered children – excluding foster ones.

Question 7: This question refers to the legal marital status of persons.

Question 9: The citizenship may be ascertained by official documents such as identity card,
passport, etc. Item 5 refers to persons whose citizenship is not resolved (due to unification or
separation of the countries they come from). If an answer from 2-5 is given and the
respondent resides in Greece, the Form P-1.3/Part D should be completed.

Question 10: Note the municipality/commune where the respondent is registered, in accordance
with law “1. Kapodistrias”. Not to be addressed to persons with citizenship other than Greek. It
is not advisable to extract information from identity cards – they are not always reliable.

Question 11: Place of usual residence is the place where the household is settled. If the
household uses two dwellings in different places, note the one where they reside most of the
time.

Question 12: Not to be answered by children aged 12 months or less.


Question 14: Only one answer, corresponding to the highest level of studies completed by the
respondent. Post secondary education comprises schools not belonging to Higher Education
(Universities) for which secondary education certificate is required (e.g. Vocational Training
Institutes / Centres, Colleges etc.). Not to be answered by children born later than 1-1-1995.

Question 15: An answer is required for respondents that have checked any item from 1-4 in
question 14 and refers to the University or Technical Education Degree (items 3-4) they have
attained. Supposing that the respondent has a PhD or Master's done in the University of Athens,
he/she should note only the basic (University) degree, that is: a) Educational institution:
University of Thessalonica, b) School: Sciences, c) Department: Chemistry, d) City:
Thessalonica. If the degree was obtained abroad, the foreign country has to be noted.

Question 16: Working is any person that was working during the week prior to the census (12-
17 March, 2001) even for one hour only, for money or without payment in the family business.
The same answer applies also to persons who were absent from work because of illness, leave
etc. Persons that started to work recently are considered as working, but not those who stopped
working recently and have no intention of working in the future.

Question 19: Employer is a person who employs at least one person, excluding members of the
household contributing in the family business without payment.

Question 20: Note the actual number of hours worked. Overtime should be included, but not the
hours lost due to strike, leave, illness or weather conditions.

Question 21: «Local unit» of an enterprise is the building or buildings located in one particular
place. If the respondent is working in more than one location or at home, as «local unit» is
considered the Administrative Department of the establishment.

Question 22: It refers to the respondent’s occupation during the last 12 months, regardless of
whether he/she is working at census time.

Question 23: Note the hours usually worked, including usual overtime, in the main occupation.

Question 24: Item 1 refers to people moving continually, not presenting themselves in a certain
place. When they present themselves in a particular place, item 3 or 4 is applied accordingly.

Question 25: Note the total number of live births regardless of a woman’s marital status. If she
hasn’t any live-born children, put dashes (--).

Question 26: Note the total duration of marriage(s), excluding the period of widowhood, or the
years between marriages.

PART D. IMMIGRATION DATA

Question 1: Note the month only if the respondent has settled in Greece in 1998, 1999 or 2000.
In case that a person left the country and came back again, take account of the most recent
settlement, except for the case that the absence did not exceed the three months.