Regional and Field Supervisors Manual

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Central Statistics Office
PO Box 2002
FREEPOST
Swords
Co. Dublin.

LoCall 1890 313414
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1 BACKGROUND

1.1 Introduction

A Census of Population of Ireland will be taken on 28 April 2002 (Census Day). A field force of some 4,000 part-time enumerators located throughout the country will conduct the census enumeration. Each enumerator will be assigned an enumeration area (EA\(^2\)) and will be required to deliver a Census Form(s) to each household in the EA before Census Day and to commence the collection of the completed forms on the following day.

Regional and field supervisors will be responsible for the efficient conduct of the census enumeration within an assigned region/field district. A regional supervisor will have some 10/12 field supervisors reporting to him/her and each field supervisor in turn will be responsible for a team of some 10/12 enumerators.

The principal duties of field supervisors are (in chronological order):

1. assisting in the recruitment of enumerators;
2. training of enumerators;
3. the supervision and control of the enumerators’ work in the field;
4. furnishing frequent reports on the progress of the enumerators’ work;
5. certifying their entitlement to fees etc.; and
6. checking the census returns furnished by them and certifying as to their completeness and accuracy.

1.2 Confidentiality

All information relating to individuals or households obtained for the purposes of the enumeration must be treated as strictly confidential. The census is being taken under the Statistics Act, 1993 and every person appointed for the purposes of the census will become an Officer of Statistics as defined in the Act. Heavy penalties are provided for in the Act for the improper disclosure by an Officer of Statistics of any information obtained while performing official duties.

Apart from the legal aspect of this matter, the success of the census depends almost entirely on obtaining and maintaining the confidence of the public. Confidentiality is the cornerstone of all activities carried out by the Central Statistics Office. As the census is the only statistical operation involving all households in the State, it is extremely important that the public are fully re-assured of the high value the CSO puts on the confidentiality of the information it collects. Any breaches of confidentiality in the census could impact unfavourably on other statistical operations being carried out by the CSO.

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1 As the majority of enumerators in previous censuses have been females, the convention "she" is used throughout this manual when referring to them.

2 Enumeration Area - the area covered by one enumerator; defined on the map using a purple boundary.
32. All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.

33. No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next-of-kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows:
   a) for the purposes of a prosecution for an offence under this Act;
   b) to officers of statistics in the course of their duties under this Act;
   c) for the purposes of recording such information solely for the use of the Office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.

38. Any person who uses information furnished under this Act or the repealed enactments in contravention of Section 32 of this Act or wilfully discloses information relating to any identifiable person or undertaking in contravention of Section 33 of this Act shall be guilty of an offence.

44. A person guilty of an offence under any provision of this Act shall be liable
   a) on summary conviction to a fine not exceeding £1,000, or
   b) on conviction on indictment, to a fine not exceeding £20,000.
2 PREPARATORY PHASE

2.1 Study of manuals and the Census Forms
You should become thoroughly familiar with the contents of both the enumerators manual and the present manual. You will also need to study carefully the content and purpose of the principal forms which will be used on the census, especially the Household Form, Continuation Form, Listing Form and Individual Form. These forms, and when they should be used, are described more fully in the enumerators manual. Both manuals will require careful study. They should be read and re-read until you are quite certain that you know and understand them fully and that you can remember all the important details. The absolute importance of a thorough knowledge of the various points covered in the manuals cannot be over-emphasised. If there is anything in them that you do not understand or are in any doubt about, you should consult your immediate supervisor.

2.2 Study of maps and Forms C
Large-scale maps covering each EA will be supplied, together with the relevant Forms C, through the regional supervisors to the field supervisors for distribution to the enumerators. Regional and field supervisors will also receive, for their own use, small-scale maps covering their regions/districts and showing the boundaries of the constituent EAs and Electoral Divisions (EDs). Field supervisors must study the maps and Forms C very carefully to ensure that they correspond exactly with one another. If you find a discrepancy, inform your regional supervisor as soon as possible. Do not attempt to make any corrections yourself.

You must also familiarise yourself thoroughly with the boundaries and contents of each of your EAs. In some cases, this may mean making a special visit to an EA; especially where you have reason to believe that it contains considerably more or fewer households than would be proper to assign to one enumerator. In such a case, you should furnish a detailed report on the matter as soon as possible to your regional supervisor. It is essential that you become familiar with the precise boundaries at all significant points separating your district from the adjoining districts. You should, therefore, consult with the field supervisors in charge of the adjoining field districts to make sure that there is no misunderstanding on either side as to the precise delineation of the boundary between your districts. The results of your consultations should be communicated without delay to the enumerators concerned. You should keep your regional supervisor informed where any difficulties arise.

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3 As this manual is an important training aid you should feel free to write notes on it to assist you in understanding its contents.
4 Form C is a list of Street and Townland codes for each ED in an enumeration area (EA).
5 An Electoral Division is the smallest administrative area for which population statistics are normally published.
2.3 Identification of census areas

There are 35 regions covering the whole country. Most of the regions will contain 10 or 11 field districts. Field districts are numbered consecutively from 1 to 350 and each will consist of some 11/12 complete EAs. EAs are numbered approximately according to location within each County and County Borough. Each County and County Borough has been given a code number. To identify an individual EA, it is necessary to give the name (or code number) of the County or County Borough followed by the number of the EA.

Each field supervisor is given an appointment number. This number consists of the reference number of the region followed by that of the field district. Should a field supervisor resign for any reason, the second person appointed to the post would be given the same appointment number with the figure "2" in brackets added after the district number e.g. "22/214(2)".

Each enumerator is given a unique four-digit employee number. Should an enumerator resign for any reason, having completed any work, a new employee number should be used for the replacement enumerator. This number should be obtained through your regional supervisor from the census liaison officer.

2.4 Payment and Work report forms

The various forms to be completed by enumerators and supervisors in order to monitor progress of work in the field and to enable prompt payments to be made are set out in Appendices 2 and 3. Supervisors will need to be thoroughly familiar with these.
3 RECRUITMENT ISSUES

3.1 General
Under the Statistics Act, 1993 the Director General, CSO is the appointing authority for all temporary field positions on the various CSO censuses/surveys. The Census Staffing and Recruitment section in CSO, Dublin has delegated authority from the Director General to offer census field appointments. It should be borne in mind that all offers of appointment to census field positions must come from that section.

It is important also to note the provisions of the Freedom of Information Act, 1997 (following) and its implications for recruitment procedures.

3.2 Freedom of Information Act, 1997
The FoI Act provides the right of the public to obtain access to information held by Government Departments, Offices and certain public bodies to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

Under the FoI Act, anyone is entitled, subject to the specified exemptions, to apply for access to information not otherwise publicly available. Each person has a right to:

- access to records held by the Office;
- correction of personal information relating to oneself held by the Office where it is inaccurate, incomplete or misleading;
- access to reasons for decisions made by the Office directly affecting oneself.

With the exception of records that cannot be divulged under the provisions of the Statistics Act, 1993 the following CSO records come within the scope of the Act:

- all records relating to personal information held by the Office irrespective of when created;
- all other records created from the commencement date of the Act (i.e. 21 April 1998);
- any other records necessary to the understanding of a current record.

The Office is obliged to respond to a request under FoI within four weeks.

Applications for information under the Act should be addressed to:

Freedom of Information Officer
Central Statistics Office
Skehard Road
Cork
Phone (021) 4535000 Ext. 5124 or (01) 4977144 Ext. 5124
Fax (021) 4535153
Email john.oleary@cso.ie
3.3 **Access to Records of the Recruitment Process**

All official records of interview(s) are accessible under the Freedom of Information Act, 1997. However, personal rough work created by individual members of the board during the interview may be destroyed immediately after the interview process, once the consensus position of the board has been reached.

Section 18 of the Freedom of Information Act, 1997 sets out a general statutory right to be provided with reasons for decisions taken by public bodies. In this regard, the Information Commissioner has advised public bodies that the reasons for a decision should be recorded and retained in a way that will allow a request under Section 18 to be met. In terms of the nature and extent of the duty to give reasons, the guiding principle is to adequately explain to the applicant how the decision was reached.
4 APPOINTMENT OF ENUMERATORS

4.1 Appointment of enumerators
During January/February 2001, CSO held an open competition to recruit the 4,000 enumerators required for the 2001 Census. Over 13,000 applicants were interviewed of which some 9,500 were deemed to be suitably qualified to carry out enumerator duties. Persons so qualified were placed on order-of-merit panels for each region. Enumerator appointments will be made from these panels, subject to locational constraints, for the 2002 Census.

4.2 Updating of enumerator (ENU) panels by regional supervisors
The first task for a regional supervisor, following the 2 day training conference on 21-22 January 2002, will be the updating of the ENU panel for his or her region. Census Recruitment section will supply the relevant listings (including telephone numbers) at the end of the conference. Each regional supervisor will be required to telephone all of the candidates listed to establish:

- if they are still interested in remaining on the appointment panels;
- their availability for the enumeration work in terms of their current employment status;
- if situation re full driving licence/availability of car still stands.

This task must be completed as soon as possible but in any event no later than 8 February 2002.

It is very important for the regional supervisor to stress to the candidates at this stage that these are not job offers but simply enquiries needed to update our ENU panels as a person’s circumstances may have changed in the period since the 2001 Census was postponed.

Candidates may be informed that job offers to those who are successful will be made via the field supervisors in the weeks beginning 4 and 11 March 2002. Enumerators will be appointed on 20 March 2002 which will be their first training day. Everyone will be informed in writing of the outcome as quickly as possible.

4.3 Marking amendments on panel listings
All amendments must be marked in red on the listings. If a candidate indicates that she is no longer interested in remaining on the ENU panel, please draw a red line through the relevant entry marking “Withdraw” plus a brief reason e.g. holiday planned. Census Recruitment section must be informed on a daily basis of candidates who have withdrawn. This is best done by e-mail to recruit@cso.ie quoting Region No./ENU Ref./Candidate’s Name/Address. This information is urgently required by Census Recruitment to eliminate these candidates as early as possible from the appointment process.
The candidate’s employment status given on the listing as Y (in paid employment) or N (not in paid employment) will have been determined at interview one year ago. It is most important, therefore, to verify if this status still pertains. This has to be handled sensitively and needs to be established through tactful probing of the candidate’s availability to carry out the enumeration work. Under no circumstances should a candidate be asked “are you in/not in paid employment”. Any amendments to the employment status should be marked in red i.e. if N one year ago and now Y cross out N and write Y. The enquiry re driving licence/car should be noted at right hand space on listing, only if changed since interview. The complete original listing is to be returned, as soon as possible but to arrive no later than 11 February 2002, through the relevant CLO to Census Recruitment in CSO, Ardee Road.

4.4 Offers of appointment to ENU candidates by field supervisors

By the end of the training week i.e. by 1 March 2002, each field supervisor will have received the following which are required for offers of appointment to enumerators:

1. a listing of persons to be offered ENU positions in his or her field district (ENU 10);
2. offer of appointment letters (relevant details to be inserted by the field supervisor when confirmed the candidate is accepting);
3. EA specific letters (containing description of EA, predetermined travel allowance and Employee No. assigned);
4. forms E1 and E3 plus return envelopes;
5. ID cards (Appointment Certificates);
6. copy of principal conditions of service and updated fees for enumerators (yellow page);
7. forms E5A (listing of candidates who refused offers).

The ENU 10 mentioned above will contain the following information

<table>
<thead>
<tr>
<th>ENU Ref.</th>
<th>Name/Address</th>
<th>Tel. No.</th>
<th>EA No.</th>
<th>Employee No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Field supervisor to insert Employee No. here only when position has been accepted.</td>
</tr>
</tbody>
</table>

Starting on 4 March 2002, the field supervisor should telephone each person on this list and offer her an ENU position. Confirm the candidate’s availability for training (3 days or evenings) and for the duration of the enumeration (8-10 weeks, mainly evenings and weekends) from 20 March 2002. It is important to stress that if a candidate indicates that she will not be available for training or for a number of days during the enumeration (holidays, etc.) then, regrettfully, she cannot be considered for appointment. You are asked to exercise discretion and common sense in this regard. Please bear in mind that a field supervisor must cover for an enumerator who is unavailable at any time.

If the candidate confirms interest in taking up the position and her availability to do so has been established:
make an appointment to call to her home to deliver the formal offer of appointment and accompanying documents (2. to 6. above);
ask the candidate to have a passport size photograph ready when you call. This is required urgently for her ID card – explain that the photograph submitted previously is not suitable for this purpose in all cases;
inform the candidate that she will require a PPS No. (former RSI No.) to complete Form E1 which the field supervisor will be leaving with her for urgent direct return to CSO. The details on Form E1 are necessary to ensure correct deductions for income tax purposes. If a person does not already have a PPS or RSI No., she can obtain one from her Social Welfare Local Office (SWLO) of the Department of Social, Community and Family Affairs. A list of local offices is available from Payments Section in Swords. Please advise the candidate that some form of identification will be required (e.g. driver’s licence, birth certificate, passport, etc.) and proof of residential address (e.g. bill, etc.) in this case.

If a candidate refuses the offer, mark “Refused” and the date on the listing and immediately inform your regional supervisor who should e-mail recruit@cso.ie (cc to relevant CLO) to obtain a replacement. All candidates who refuse offers in the field district should be listed eventually on Form E5A which should be returned to Census Recruitment via the regional supervisor and the CLO.

4.5 Field supervisor’s visit to the ENU candidate’s home

Check that you have all the necessary “doorstep documents” with you (items 2 to 6 listed on previous page).
Fill in the appropriate details, candidate’s ENU ref./name/address, etc. on the “appointment letter”. Please be careful to customise this letter only when you’re sure she is taking up the offer. Note the effective appointment date on this letter is 20 March 2002. For candidates appointed later (e.g. replacements) CSO will instruct as to the correct commencement date.
Deliver the appointment letter and the “EA specific” letter personally to the candidate. Do not leave these letters with any other person in the household.
Complete the top portion of Form E1 i.e. the Region/Field District/Employee No. assigned and the section at the end of Form E3. Leave Forms E1 and E3 and a return envelope with the candidate. Ask her to complete both forms and return them immediately (using the return envelope) to CSO, Swords. This is required to ensure that the correct personal details are entered for payment and income tax purposes.
Ask the candidate to sign the acceptance statement on the “EA specific” letter. You should sign as witness to the signature and date. Take this letter back with you for return to CSO.
Ask the candidate to sign the ID card (Appointment Certificate) on which you should insert the appropriate Employee No. Attach the photograph supplied to the ID card (this is required urgently back in CSO, Swords, for laminating and return to the enumerator in time for the commencement of the visual enumeration).

Leave the appointment letter and one set of the conditions of service (yellow document) with the candidate for reference and give details of the date, time and place to report for training.
If a candidate has a change of mind re accepting the offer, do not issue the EA specific letter as this letter can then be re-used for a replacement candidate. This is important in order to avoid, as far as possible, the creation of too many new employee numbers. Instead, have the candidate sign the “refusal” statement and mark “Refused” on ENU 10 on return home. You should always carry copies of the refusal statement with you. Signed refusals should be transmitted to the CSO with Form E5A through the regional supervisor/CLO. If a candidate refuses appointment at the time of the phone contact, it is not necessary to call out to her home to have a refusal statement signed (refer to previous instruction re phone refusals).

On leaving the candidate’s home you must have with you:

- the EA specific letter with the signed acceptance
- the signed ID card with photograph

4.6 **On field supervisor’s return home**

- Immediately send back to CSO, Swords (use return envelope provided):

  1. a photocopy of the listing (ENU 10) of those who have accepted ENU positions to date, together with the employee numbers assigned (don’t delay until all posts have been filled as this is required to expedite pay procedures). The original listing is to be returned to Census Recruitment via the CLO when all entries on the list are either “Accepted” or “Refused”.
  2. the signed ID cards with photographs for those who have accepted ENU positions.

- File the EA specific letter with the signed acceptance in the appropriate induction folder for each enumerator. All induction folders with signed documents for the field district are to be returned ultimately via the regional supervisor and CLO to Census Recruitment section, CSO, Ardee Road, Rathmines, Dublin 6.

- Two copies of the contract of employment for each enumerator will be included in the appropriate induction folder. Please write in the enumerator’s name on the line provided at the top of both copies and also insert the effective commencement date i.e. 20 March 2002 for most enumerators in the space provided on page 1 (both copies). The enumerator signs the Declaration on page 3 (both copies) which should be witnessed by you on the appointment date i.e. first day of training. One copy of the signed contract is returned in the appropriate induction folder for that enumerator to Census Recruitment.
4.7 On appointment (20 March 2002)

On appointment each enumerator will be required to sign these documents in the presence of the field supervisor (who must witness the enumerator’s signature):

- the contract of employment (2 copies)
- Form E2 – form of undertaking regarding the confidentiality of the census
- DPS Circular 15/79 – Official Secrecy and Integrity
- Dept. of Finance Circular 7/98 – Freedom of Information (do not cut out signed section)
- Office Notice 11/91 – present address
- an acknowledgement of receipt of all of the induction forms.

In addition, each enumerator who is required or elects to use a motor vehicle for the purpose of carrying out the enumeration work must complete a form of undertaking regarding the insurance of the motor vehicle. These forms are:

Form E4 (A): This applies to an enumerator in a rural EA where the use of a motor car is mandatory.

Form E4 (B): This applies to an enumerator in an urban EA who elects to use a motor car while carrying out the enumeration work (not an essential requirement). The standard urban travel allowance of €190.50 will apply in an urban area whether a car is used or not.

If an enumerator changes her motor vehicle during the period of employment, she will be required to complete a new form of undertaking.

4.8 Enumerators who resign after appointment

If an enumerator resigns at any time, whether during training or in the course of the fieldwork, the field supervisor must immediately notify Census Recruitment and Census Payments sections. In any such cases, please ensure that the person resigning immediately furnishes the field supervisor with a written resignation. Replacement enumerators can only be appointed by Census Recruitment on foot of a written resignation.

When appointed each enumerator should be given:

- her employee number (as assigned already)
- a copy of the enumerators manual
- copies of the various Census Forms (for information)
- the maps and Forms C relevant to the assigned EA
- the storage boxes for the census documents
- the storage case(s) for the boxes
- a satchel, clipboard and supplies of the required blank forms and stationery.
4.9 Issue of ID (Appointment Certificate)
Before commencing work in the field, each enumerator must be issued with the ID card certifying her appointment as an Officer of Statistics under the Statistics Act, 1993.

4.10 Pre-determined travel allowance
In accordance with the contract of employment, each enumerator appointed must be informed by the field supervisor of the amount of the pre-determined travel allowance applicable to her assigned EA. For rural EAs, the amount of the allowance will be given in the EA specific letter of appointment. For urban EAs, one standard allowance of €190.50 will be payable.

4.11 Commencement of work (Form E5)
The field supervisor should also complete Form E5 showing the date on which each enumerator commenced work. This is normally the date on which their training commenced. This form should be sent to the regional supervisor who should submit it immediately to the CSO, Swords Business Campus, Balheary Road, Swords, Co. Dublin. Do not delay the return of these Forms until all appointments are made. A second (or third) E5 may be forwarded until lists of all enumerators appointed in a field district have been notified to CSO.

4.12 Enumerators living more than 3 miles from EA (Form EP3)
Form EP3 (provided in duplicate) should be completed by the field supervisor, forwarding the top copy via the regional supervisor to the census payments section when all the enumerators have commenced duty. The field supervisors should retain the second copy for their own records. This Form will be required to determine a person’s entitlement to expenses when the census has been completed. (see 12.4 re expenses Form EP4).
5 FIRST TRAINING

5.1 Training of enumerators

Training is divided into two phases:

1. visual enumeration and delivery of census forms;
2. collection of census forms and summarisation procedures.

The field supervisor should impress on each enumerator the absolute necessity of a thorough study of the enumerators manual and all of the various forms to be used in the census.

Three days should be allowed for the first training phase beginning on Wednesday 20th March. The enumerator should also be allowed at least one additional day for the purpose of familiarising herself with the contents and boundaries of the EA and agreeing both the boundaries and the route used for visual enumeration with the field supervisor. The second training session in the collection procedures and summarisation of census returns should be arranged for Wednesday/Thursday 24th-25th April.

You will probably find it convenient to train a group of enumerators at the same time. However, it is advisable not to attempt to deal with too large a group at one time; about 6 enumerators is considered to be the optimum number you should deal with at a single training session. Wherever possible, field supervisors should conduct the training sessions in their own homes. Some field supervisors, however, will find it necessary on occasions to rent accommodation for this purpose. If you find yourself in this position, you should try to choose as suitable a location as possible for the group of enumerators you are dealing with at the time. For this purpose, you will need to look at the areas of residence of your enumerators. It will be necessary to obtain the prior approval of your regional supervisor for any agreement to rent accommodation for enumerator training sessions. Every effort should be made to secure the most economical and suitable accommodation available.

In the training sessions, you should give the enumerators some background information about the census as well as directions on the procedures to be followed in contacting and dealing with the householders. You should also discuss and give instructions or guidance about any specific difficulties or problems which individual enumerators are likely to encounter in their EAs. The main emphasis, however, should be on the contents of the enumerators manual and the use of the forms. It is essential to go through in absolute detail the enumerators manual, Household Form, Continuation Form, Listing Form and Individual Form, drawing attention to the important and difficult points and inviting questions.

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A module on health and safety matters for enumerators should be included in phase 1 training.
It is essential to ensure that every enumerator fully understands the basic definitions of "dwelling unit", "private household" and "communal establishment" in the context of the census. The “Example sets to accompany the enumerators manual” have been provided specifically for the purpose of facilitating the training of the enumerators in the correct procedures to be followed in carrying out the census and the summarisation of the completed census returns, including the sorting and packing of census forms, maps and other materials. These are complex procedures and the training sessions should include a very detailed study of the examples and of the relevant instructions in the enumerators manual.

It is suggested that field supervisors should provide samples of completed census forms relating to fictitious households - some containing "deliberate mistakes" - for study during the training sessions and the enumerators should also be asked to complete Household Forms themselves in respect of imaginary households. All such forms must be marked “Sample - for information only”. Field supervisors must ensure also that enumerators understand the instructions regarding the annotation of the EA maps and are fully briefed on the correct way to carry out this work.

Training sessions should also include instructions in the completion of the report forms – WR1. It is most important that these report forms are completed accurately and furnished promptly. Failure to do so will result in delays in payments to enumerators.

You should not give an enumerator clearance to commence work in the field unless you are certain that she understands and is capable of carrying out the duties of the post. You should immediately notify your regional supervisor if it becomes obvious that an enumerator is not likely to complete her training in time to commence work in the field.
6 FIELDWORK BEFORE CENSUS DAY

6.1 Supplies of forms
Field supervisors have the responsibility of ensuring that their enumerators are furnished with adequate supplies of all the forms, especially Household Forms, Continuation Forms, Listing Forms, Individual Forms and information leaflets, which they will require in carrying out their enumeration duties.

6.2 Publicity campaign and poster display
A national publicity campaign to heighten public awareness of the census will take place during the month of April to coincide with the delivery of the Census Forms. The campaign will continue into the first week in May. The Central Statistics Office will make the necessary arrangements for the display of posters in such centres as Post Offices, Public Libraries, Schools, Social Welfare Public Offices, County Council Public Offices, Citizen Information Centres, Credit Unions and FÁS Offices.

Posters could also be displayed in other advantageous locations throughout the country which are frequented by large numbers of people (e.g. shopping centres, community halls and large factories). Field supervisors are requested to be on the lookout for such locations in their districts and wherever possible, to arrange for the census posters to be placed on display in these locations. Supplies of the posters will be made available through the regional supervisors for this purpose.

6.3 Visual enumeration and distribution of Census Forms
The target date for the commencement of this stage of the enumeration is Wednesday 27th March 2002 and it is intended that it should be completed by the evening of Tuesday 23rd April 2002. In most cases it is considered that this time allowance is ample but there may be cases in which the field supervisor may consider it necessary or desirable that an earlier start should be made (for example, it may be found that the EA contains an unexpectedly large number of households) In any such cases, the field supervisor should discuss the matter with the regional supervisor with a view to getting permission for an earlier start.

It is essential that the distribution should be finished by Tuesday 23rd April 2002 before the second phase of training on the next stage of the enumeration, which should take place on the Wednesday and Thursday before Census Day.
6.4 Persons who refuse to co-operate with the enumerator

If an enumerator reports to you as field supervisor that a householder in her EA has refused to accept delivery of the census form or has refused to complete the census form or furnish the information necessary to complete it, it will be necessary for you to visit the householder concerned and attempt to persuade him/her to co-operate. Any such case must be dealt with as tactfully as possible. Under no circumstances should you adopt a threatening or bullying attitude or allow yourself to be provoked into retaliation by aggressive or insulting behaviour on the part of the householder concerned.

On the other hand, you must do your best to ensure that the householder is left under no doubt that there is a strict legal obligation to complete a census form and to answer relevant questions and that continued refusal to co-operate on his or her part may well lead to legal proceedings being taken against him or her. Bearing in mind that legal proceedings may result, you must keep a meticulous record of what transpired so that you may, if required, be able to give evidence effectively in court in due course. You should prepare (in duplicate) a full report, including the exact record of what transpired at your interview with the householder, the original being forwarded without delay to your regional supervisor, and the copy retained by you until the completion of your duties on the census.

Experience of previous censuses has shown that many of the persons who refuse to co-operate with the enumerators in the completion of census forms are elderly or eccentric. You should, of course, refer to any such circumstances in your report to the regional supervisor.

Your regional supervisor will advise you on how to progress matters and may decide to issue Form Ref I and/or call in the assistance of the local Gardai.

6.5 Sharing of the work in an EA between two or more enumerators

Circumstances may arise which will make it necessary for two or more enumerators to share the work of an EA; this may occur at the visual enumeration/distribution stage or at the collection stage or at both. It is important to remember that, where such sharing becomes necessary, you must divide the work between the enumerators concerned so that none of the work is duplicated or missed and so that each enumerator's work can be separately identified. You will be called on subsequently, for the purpose of assessing the amount of remuneration due, to furnish an accurate statement of the proportion of the total work performed by each person.

Where you have to divide the work at the visual enumeration/delivery stage, it will be necessary for the enumerators concerned to use separate numbering systems when assigning D numbers to households they are both filling in the Enumerator Record Book (ERB) for the same EA. Thus, the second enumerator should commence numbering her household in her ERBs at, say, "401" and the third at, say "701" instead of "1". Under no circumstances should two separate households in a single EA be assigned the same D No.
6.6 **Specific issues during visual enumeration / distribution stage**

1. **Use of satchels:** Enumerators must always carry and use the satchels provided when distributing and collecting census forms. The satchel should not be left in the enumerator's car when she is calling at an address. Failure to observe this regulation will be regarded in a very serious light.

2. **Irish version of the four main census forms:** Everyone is entitled to ask for an Irish language census form. Failure on the part of an enumerator to be able to provide one could be a cause of serious embarrassment to the Office. Accordingly, ample supplies of the Irish forms must be carried by each enumerator. If a householder wishes to discuss in Irish how to complete the census form or any other matters concerning the census and the enumerator is not sufficiently fluent in the language to deal with the situation, the field supervisor, wherever possible, must arrange for an officer of statistics with a good knowledge of the language to call on that householder. The necessity for tact and courtesy in handling situations of this kind is paramount. If an Irish version of the census form has been delivered to a household then any reminders issued to the household by the enumerator during the collection phase should also be in Irish.

3. **Enumerators must not be accompanied:** Enumerators should be warned that under no circumstances whatever should they be accompanied by a person who is not an Officer of Statistics working on the census, during the course of the enumeration. Any breach of this will result in immediate dismissal.

6.7 **Treatment of "Boarding Houses" and "Guest houses"**

In the census context, the term "Boarding House" is intended to cover establishments, run for profit, which provide both board (whether full or partial) and lodging for permanent or semi-permanent residents e.g. persons working away from home or university students during term-time. The term "Guest House" on the other hand is meant to relate to establishments run for profit which cater mainly for transient persons in much the same way as hotels do but without, of course, providing the standard of accommodation or the range of facilities which one would expect in a hotel.

It is appreciated that, in practice, the two types of businesses mentioned above may often be found in the same establishment and that the term "Guest House", in particular, is often applied to an establishment which, for census purposes, would more properly be described as a boarding house. In some cases, also, an establishment may function as a boarding house during one period of the year and as a guesthouse during another period. In other cases, (e.g. in a seaside resort) the business may be purely seasonal and guests are not catered for at all out of season.

In the circumstances, therefore, enumerators may sometimes be in doubt as to how establishments of the type mentioned above should be dealt with for the purpose of the census. Accordingly, the following guidelines have been laid down and field supervisors should ensure that they are thoroughly understood by all enumerators who are likely to encounter such problems:
1. Before listing a Guesthouse or Boarding House as a separate communal establishment in the ERB, the enumerator must be satisfied that business is actually being carried on at the time of the census. As indicated above, this type of business is often seasonal and, for example, in the case of a family which caters for paying guests only during the summer holiday season, there should be only one D No. (i.e. for the private household) in the ERB.

2. Where business is being carried on at the time of the census, the enumerator must find out if it caters mainly for permanent (or semi-permanent) guests or for transient persons. In the former case it should be treated as a Boarding House and in the latter case as a Guesthouse.

3. The relevant section in the enumerators manual relating to Boarding Houses states that less than 5 persons boarding with a private household do not constitute a separate Communal Establishment and the boarders should therefore be enumerated as members of the private household. The application of this rule to the situation prevailing on Census Night has led to difficulties in the past in cases where the number of boarders increased to 5 or more or fell below 5 in the interval between the distribution of census forms and Census Night.

4. Accordingly, the situation has been clarified as follows:

   • A Boarding House, separately listed as a Communal Establishment because it had 5 or more boarders when the census forms were being delivered, should be treated as a separate Communal Establishment even though there were actually less than 5 boarders in it on Census Night.

   • On the other hand, in the unlikely event of the number of boarders increasing from less than 5 to 5 or more between the date of distribution and Census Night, a separate Listing Form should be completed for the Boarding House and separate Individual Forms issued to each of the boarders. The next available Form D No. should be allocated to the new Communal Establishment and a cross-reference made between both households in the notes section of the ERB.

6.8 Correct enumeration of Communal Establishments
Experience of previous censuses suggests that there is a danger that some enumerators may not fully understand the instructions relating to the enumeration of hospitals and similar establishments. In particular, there seems to be a tendency to enumerate individual wards as separate Communal Establishments in their own right. Accordingly, field supervisors are requested to ensure that enumerators who have to deal with such establishments clearly understand the procedure to be followed as set out in the following paragraphs.

1. The first principle to observe is that, as in the case of all communal establishments, if any member of staff resides on the premises with his or her family, the complete family is to be regarded as a distinct private household.
2. In the second place, if the establishment contains a nurses’ home it should be treated as a separate non-private household.

3. Thirdly, if the establishment is run by a religious community residing on the premises, that community should also be regarded as a separate Communal Establishment.

Apart from the foregoing exceptions, all persons passing Census Night in the communal establishment, including all patients or inmates as well as living-in-staff are to be regarded as a single Communal Establishment. This rule is to be applied irrespective of the fact that the residents concerned may be housed in a number of separate buildings.

Each separate household, whether Private Household or a Communal Establishment as described above, must get a separate listing in the ERB and be assigned a separate unique D No.

The instruction regarding the separate enumeration of religious communities applies also in the case of other establishments (e.g. boarding schools, orphanages and hostels) run by such communities.

Doubts have arisen in the past as to whether members of staff of a communal establishment, who live outside the communal establishment but are working a night-shift or are on night duty on Census Night, should be enumerated in the communal establishment or in their homes. The position is that such persons should be enumerated in their homes provided they return to them on the following day.

6.9 Enumeration of homeless persons “living rough” on census night

The term 'living rough' includes persons sleeping in old cars, hallways, porches, park benches, etc. on Census night. It does not include persons who spend the night in a caravan, mobile home, old railway carriage, etc. to whom a form would be delivered in the course of the visual enumeration. In general, the term is intended to cover all homeless persons who in the normal course of the Census operation would not be enumerated.
6.9.1 Areas where soup runs/outreach projects operate

In Dublin and Cork, the enumeration of the homeless persons who are 'living rough' will be organised by the voluntary organisations Simon and Focus Point (Dublin only). These organisations conduct soup runs and outreach services. A limited amount of information will be collected using the “Living Rough Form” by the volunteers carrying out soup runs on Census night and by staff at the Focus Point Café in the two days after census night. Later it will be necessary to put designatory details (County, EA, ED, Street/Townland and D No.) on each person enumerated on a “Living Rough Form”, in the appropriate EAs, to transcribe details (for H1 Type of accommodation: □ A caravan or other mobile or temporary structure) to Household Forms, make entries in the ERBs and annotate the maps. In EAs where it has been prearranged for the voluntary organisations to collect information on those living rough, enumerators should not enumerate homeless persons 'living rough' on Census night. They must, of course, cover all hostels, night shelters and related Communal establishments catering for homeless persons.

![Living Rough Form](image)

As there is a danger of duplication by virtue of
- possible overlap of coverage between the soup runs/outreach projects of the various organisations; and
- possible overlap of coverage of a specific soup run/outreach project and the official enumeration carried out by enumerators in communal establishments catering for the homeless,

it is important that careful liaison and co-ordination be carried out by the field staff at the appropriate level (Regional in the first instance) with Simon and Focus Point to ensure that there is mutual understanding of the different coverages.

For the other areas in the country, Appendix 1 provides a list of established contacts. Commencing at the regional supervisor level, contact should be made with a view to putting in place satisfactory arrangements, which will ensure that persons 'living rough' will be enumerated. The main co-ordination will, of course, be done at field supervisor level.

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7 Each person enumerated as living rough is treated as a separate private household with Type of Accommodation category “a caravan or other mobile or temporary structure”.

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6.9.2 Areas where no soup runs or outreach projects operate

In areas where no outreach projects operate, Enumerators should be advised to make inquiries at convents, presbyteries and Garda stations (and any relevant voluntary organisation) concerning the existence of homeless persons 'living rough' in the locality. Where any such persons are discovered to exist please complete a Household Form, filling in at least the details for H1 Type of accommodation (✓ □ A caravan or other mobile or temporary structure), Name, Sex, Date of Birth and Marital Status. Where direct contact is not made with the homeless person and information is accepted from a nun, Garda, etc. the Household form should be marked 'Living rough-constructed' in the address section.

As homeless persons will have considerable confidence in the members of voluntary bodies with which they meet, it may therefore be sometimes better to allow such members to elicit the details from the homeless who are 'living rough' (in preference to being asked for details from a 'stranger', i.e. the official enumerator).

Enumerators may obtain information on homeless persons who neither spent Census night in their EA nor arrived there on the morning of Monday 29th April not having been enumerated elsewhere. Such data should be passed on to the field supervisor for inclusion in the appropriate EA. All enumerators should ensure that, in obtaining information from different sources on homeless persons, duplication does not take place in the enumeration of such persons. Enumerators should supply the D numbers of forms relating to homeless persons to their field supervisor. Field supervisors should examine the names of the homeless persons (if any) covered by each enumerator and ensure that there is no duplication within their district. A check for duplication should be made against those enumerated in hostels for the homeless (in which case the person should be enumerated in the Communal Establishment). Each homeless person enumerated as living rough should be assigned a separate D No. and an entry made in the ERB. The map should be annotated at the approximate (or presumed) location of such persons on Census night and the ED and Street/Townland codes completed on the Form ID to correspond with the mark on the map.

NOTE: As homeless persons who actually 'lived rough' on Census night cannot be definitely determined until Monday 29th April, enquiries about homeless persons should be made on Monday 29th April of all significant contacts made during this exercise.

Please ensure that all the volunteers and individuals are thanked and that their contribution is acknowledged.
6.10 Supervising the visual enumeration/distribution stage

Intensive supervision of the enumerators' work in the field is essential. As soon as possible after the enumerators have commenced work on the visual enumeration/delivery stage, you should check their work with a view to correcting any errors in good time. A recommended way to do this, especially in the case of an enumerator about whose competence you may feel some doubt, is to accompany the enumerator on her route for a short period. You should also spot-check each enumerator's work by retracing part of one day's route and checking the entries in the duplicate copy of the ERB pages, which you should have received from the enumerator. Again, this is particularly important in any case where you have reason to doubt an enumerator's competence.

Field supervisors should be on their guard to ensure that unoccupied dwellings are not recorded in the ERB as being occupied. In previous censuses some households listed had in fact left the EAs in question well in advance of the census forms being distributed.
7 MONITORING PROGRESS

7.1 Completion of report Forms WR1
You should monitor continuously each enumerator's progress at all stages of the census enumeration and report the position to your regional supervisor at frequent intervals. Apart from this, you must ensure that Form WR1 (provided in quadruplicate) is completed by each enumerator on a weekly basis during the course of the visual enumeration/distribution stage and every other stage of the census.

It is most important that every enumerator completes the Form WR1 properly and furnishes it promptly to you each week. You must ensure that this is done. On receipt of the Forms WR1 you should send the top copy to Census Payments Section, Balheary Road, Swords, Co. Dublin and the second copy to your regional supervisor. You should retain the third copy for reference purposes. You should, of course, check the Forms WR1 and query any evident mistakes or inconsistencies.

7.2 Completion of report Forms WR3
On receipt each week of Forms WR1 from each of the enumerators, field supervisors should complete a Form WR3 (provided in duplicate) giving the required details for each in their districts. The top copy of this form should be sent to the regional supervisor and the field supervisor should retain the second copy.

7.3 Completion of report Forms WR4
Each week, each regional supervisor must complete a report Form WR4 (provided in duplicate) giving details of progress in the region. This detail should be compiled from the Forms WR3 received from the field supervisors. The top copy should be forwarded to the census liaison officer and the duplicate retained by the regional supervisor.
8 FURTHER TRAINING

8.1 Second training session on Collection and Summarisation
As indicated earlier, it is intended to complete the distribution of all census forms by Tuesday 23rd April 2002 so as to allow time for training of the enumerators in their post-Census day duties. In the second training session, you should ensure that the enumerators understand completely the detailed procedures to be followed in the collection and summarisation of the census returns. You should pay particular attention to the "Individual Form" procedure, the checking of the Household Forms and Continuation Forms, the sorting of census forms into street/townland and D No. order and the totting and cross-balancing of the figures in Forms B and C for Males, Females and Total Persons. You should also stress particularly the importance of completing and forwarding the completed Forms C at the earliest possible moment. All relevant instructions regarding the collection stage of the census must be strictly adhered to.

8.2 Specific points
The following points should be especially borne in mind:

Enumerators must not be accompanied: Enumerators are warned that under no circumstances whatever should they be accompanied by a person who is not an officer of statistics working on the census, during the course of the enumeration. Any breach of this will result in immediate dismissal.

Use of cases: Completed census forms and any other documentation containing confidential census information must be kept locked in cases provided for the purpose, when enumerators are not actually working on them. A very serious view will be taken of any failure to comply with this instruction.

Envelopes and labels: The enumerators must carry with them an ample supply of the special envelopes and labels addressed to the Regional Office to allow the householder return the Household Forms through the post for privacy reasons. It should be borne in mind, however, that this procedure should only apply in exceptional cases.
9 FIELDWORK AFTER CENSUS DAY

9.1 Returns received in sealed envelopes (Forms H)
The purpose of the Form H procedure is to ensure that completed census forms which are not intended to be seen by the enumerator are not passed on to her. The procedure will also be employed in the case of census forms received in Central Statistics Office if there is reason to believe that the person who completed it does not wish it to be seen by the enumerator. This procedure should not be encouraged and should only arise in very exceptional circumstances.

The instructions in the enumerators manual instruct enumerators to write “Form H” on the back of all envelopes (addressed to the regional office) given to householders as a result of confidential requests. The instructions also tell enumerators to mark envelopes accompanying second/final reminders with “Rem 2”/”Rem 3” respectively. If in doubt, regional offices should treat returns received in an envelope with no marking on the back as a Form H case.

Similarly, if a census form received in CSO has a note attached indicating that it was sent in response to the instruction on the first page of the Household Form, because the householder was going away, it will not be treated as a Form H case. Other census forms received in CSO will be assumed to be Form H cases to be dealt with by the field supervisor unless there is evidence to suggest that another course should be taken. Census forms received in CSO and passed down the line will be stamped "Form H procedure" if they are to be treated as Form H cases.

Where a census form received in CSO is not passed down the line at all, the Form H will issue from CSO to the regional supervisor for transmission through the field supervisor to the enumerator.

Enumerators should be notified without delay, by telephone if necessary, of receipt of completed census forms which will not be passed on to them. This will help to eliminate unnecessary and embarrassing visits by the enumerators to the households concerned.
9.2 Collection of census forms to be completed as soon as possible

The importance of completing the collection of the census forms with the least possible delay cannot be over-emphasised. Experience of previous censuses has shown that a significant number of householders fail to complete the census form before the enumerator calls to collect it. Thus, a long collection period means that the answers on the census form tend to relate, not to Census Date, but to some later date. This can lead to missed enumeration, double enumeration and other inaccuracies.

As pointed out in the enumerators manual, it is essential that the census forms relating to transient or potentially transient persons (e.g. hotel guests, members of the travelling community, hospital inmates) should be collected early on the morning of Monday 29 April 2002. Therefore, each enumerator who has to deal with such cases should commence work early in the morning on that day. If you find that such an enumerator is unable to fulfil this condition, you must make alternative arrangements for the early collection of the census forms in question.

9.3 Arrangements for dealing with large Communal Establishments

Communal Establishments, and especially the large ones, pose special problems in a census enumeration both for the persons responsible for making the returns and for the enumerators. Some communal establishments, such as hospitals, have very large numbers of persons to be enumerated and this, coupled with the difficulty in many cases of getting the information required to complete the Individual Forms, can create serious problems for the staff of the establishment. In many cases, the persons to be enumerated in communal establishments are transient (sometimes foreigners) and this gives rise to obvious problems. Proprietors and managers of hotels often have difficulty in persuading their guests that they should be enumerated in the hotel and of the necessity to complete an Individual Form. Indeed, experience of past censuses has shown that hotel-keepers not wishing to antagonise their guests sometimes make no real effort to see that they are enumerated.

Because of the special problems associated with the enumeration of large communal establishments, field supervisors are required to make contact with the persons in charge of such establishments in their districts well in advance of the census date to explain to them the legal requirements of the census and to explore what assistance they can give to them in carrying out their duties in connection with the census. Such assistance may include getting the enumerator to help in filling out the Listing Form and Individual Forms when this seems to be essential.

In the case of a large hospital or similar establishment, it might be suggested that the completion of the Listing Form and Individual Forms should be done over a period in advance of census date, using the hospital records as far as possible to provide some of the required information. Thus it would only be necessary on census night to delete the entries on the Listing Form and treat the corresponding Individual Form as a spoiled form in respect of persons who had died or left the hospital before midnight on that night. It may also be necessary to enter the names of new arrivals on the Listing Form and ensure the new arrivals complete an Individual Form or have one completed for them. The same procedure might be employed by the manager of a hotel to whom the Listing Form procedure should be thoroughly explained.
The heads of certain types of communal establishments may be extremely reluctant to reveal the names of the inmates in their establishments and field supervisors in such cases may use their discretion to authorise the use only of the person’s Christian name together with some other identification such as the reference number in the establishment's records. All of the other particulars on the Individual Forms must of course be provided. Field supervisors should keep the enumerators concerned fully informed of any special arrangements they have made with the heads of communal establishments.

9.4 Supervision during the collection stage of the census

Intensive supervision of the fieldwork will be required during the collection stage of the enumeration and you should check each enumerator's work as early as possible so that errors can be corrected in good time. Again, it is recommended that you accompany the enumerator on her rounds for a brief period as soon as possible after Census day to ensure that she is observing the correct procedures and carrying out the work expeditiously. The field supervisor has a responsibility to ensure the quality control of the information provided on the census forms. This can only be done through careful monitoring.

As you will be in possession of duplicates of the ERB completed by each enumerator, you should have a fairly accurate picture of her work load and you should, therefore, be able to estimate the length of time required to complete the collection in each case. Some enumerators will work different hours in different weeks and, therefore, you cannot expect a steady rate of collection from them. However, if in any case the work seems to be falling seriously behind, you should immediately investigate the situation with a view to taking remedial action. You may take it as a general principle that the collection of completed census forms should be completed not later than Sunday 26 May 2002.

Continuous monitoring of each enumerator's progress and frequent reports to the regional supervisor about this will be required at the collection stage of the enumerator's work. As at the visual enumeration/distribution stage, enumerators are required to furnish in quadruplicate weekly returns (in Form WR1) of the work they have done. Field supervisors must check these reports carefully and field and regional supervisors are required to furnish progress reports on Forms WR3 and WR4 as previously directed in sections 7.2 and 7.3.

9.5 Census forms collected from non-resident households

You may receive from one of your enumerators a Household Form collected from a household that had moved into her EA after Census Night. You should forward such a form, without delay, to your regional supervisor for transmission through the proper channels to the enumerator for the EA in which the household concerned actually spent Census Night. The enumerator in the correct EA should ensure that the correct D No. is assigned to the Household Form and that the Form ID is completed correctly.
9.6 Household Forms and Individual Forms sent to regional supervisors

You will see from the enumerators manual that census returns may be sent directly to regional supervisors by persons who do not wish the enumerators concerned to see the Forms. These returns can be one of two kinds:

- a Household Form on its own or a Household Form and a Continuation Form(s) relating to complete households;
- an Individual Form(s) completed by an individual member(s) of a household who does not wish other household members to see the information about him/her contained in the census form.

In the former case, you should, as soon as possible after receipt, complete a Form H in respect of each household concerned and furnish it to the enumerator in whose EA the household resides. When you receive the boxes of completed census forms from the enumerator at the completion of the enumeration you should substitute the census forms retained by you for the Forms H, which the enumerator will insert in place of the retained census forms. You must check the Form ID of the retained census forms is completed correctly and agrees with the Form H. Place all Forms H in an envelope marked “Form H - County Code/EA code” and pack in case 1 for the EA as instructed in the enumerators manual.

In the case of an Individual Form, you should retain the form until you receive the box of completed census forms from the enumerator, then locate the household or communal establishment to which the Individual Form relates in the boxes of forms. In the case of a private household, identify the person completing the Individual Form on the list of persons present in the household on census night (List 1 on page 3 of Household Form) and note the person number assigned. Ensure that the details have not already been completed for this person under the number assigned on List 1 or any other person number in persons present section or the absent persons section of the Household Form or Continuation Form(s).

Write in the Person Number in the Form ID of the Individual Form. The Person Number assigned should be:

- the person number from List 1 on page 3 of the Household Form, if the details for that Person Number are actually blank on the Individual Form or;

- the first Person Number for which details for persons present have not been completed. This may arise if the householder forgets that the person is completing an Individual Form and forgets to skip the details for this person when completing the Household Form.

In the unlikely event that the details have already been entered by the householder for the person on the Individual Form, you should amend the Form Number (1 of 2…) on the Household Form and Continuation Form(s) and treat the Individual Form as a spoiled form.
Before re-inserting the Individual Form and Household Form/Continuation Form in order in the box of forms, you should check that the Form Number (1 of 2…. etc.) on each form is correct and that the forms are in “Form” order and are kept together by an elastic band.

In the case of an Individual Form that relates to a communal establishment, you should identify the person who completed the form on the Listing Form(s). Check the form ID of each Individual Form in the communal establishment to ensure that the Person number assigned on the listing form has not already been used. Write in the Person Number in the Form ID of the Individual Form. The Person Number assigned should be:

- the person number assigned on the Listing Form if no other Individual Form in the establishment has already been assigned this Person Number;

- the next available Person Number if another Individual Form has already been assigned the Listing Form Person Number.

In the unlikely event that the Individual Form is already amongst the completed forms for the establishment returned by the enumerator, you should assess which form is most accurately completed and treat the other duplicate Individual Form as a spoiled form.

Before re-inserting the Individual Forms and Listing form(s) in order in the box of forms you should check:

- that the Form Number (1 of 2 …. etc.) on each of the Listing forms is correct;

- the total number of males, females and persons on Listing Form 1 for the establishment is correct;

- that the Listing Forms are in Form Number order and the Individual Forms are in Person Number order;

- that all forms relating to the establishment are kept together by an elastic band.
Dealing with completed Forms E

Forms E will be furnished to you by the enumerators in respect of complete households listed in their ERB who did not spend Census Night in their EAs. The Form E will show the exact address at which the members of the household concerned spent Census Night and the names of the household members. The address shown should be sufficiently detailed to enable a comprehensive check to be carried out confirming that the particular household was actually enumerated at that address. It should be remembered that a Form E should be made out only in respect of the absence of a complete household, which may of course be a one person household. Cases have been observed where enumerators mistakenly completed Forms E in respect of individuals absent from multi-person households on Census night, who should have been included in the absent persons section at the back of the Household Form.

The following procedure will apply:

1. In accordance with the relevant instruction in the enumerators manual, Forms E should immediately be furnished to the field supervisors.

2. The field supervisors should verify that all the Forms E are valid i.e. that they relate to dwelling units in the EA which the enumerator knew, or had reason to believe, contained residents during the visual enumeration or shortly before the commencement of that stage of the census enumeration. It will, of course, be necessary to check the Forms E against the relevant entries in the ERB. Usually the ERB should show that census form(s) were delivered before Census date. The dwelling status should have been ticked as temporarily absent.

3. Once the field supervisor has satisfied himself/herself that the Form E is a valid one, he/she should contact by phone the field supervisor in whose district the household is supposed to have spent Census Night. A two-part list will be provided to assist in locating (from the address given on Form E) the field district/EA where the household spent Census Night. Part 1 of the search list will list streets/townlands alphabetically, with the corresponding field district and EA. Part 2 of the search list will list field districts and the contact numbers for field supervisors. If you are unable to locate the address on the search list provided, contact your regional supervisor who may be able to assist using a computer search list. Once located, you should contact the field supervisor by phone and relay the details on Form E. The field supervisor being contacted should note the details on a blank copy of Form E and contact the appropriate enumerator to confirm whether the household was in fact enumerated at the address where they said they spent census night. This may require the enumerator making a priority call at the address concerned if the census return for that address has not yet been collected.

4. The result of the Form E tracking from the enumerator should be relayed immediately (through the field supervisor) to the enumerator who initiated tracking as she may need to call to the household to demand completion of a census return if the household was not in fact enumerated at the away address.
5. Field supervisors should be on their guard that enumerators are not using the Form E as a means of cutting down on the number of return visits to households to collect completed census forms.

6. The original copy of Form E should be completed by the field supervisor and returned to the enumerator.

It is most important to note that the sorting, summarisation and packing of completed census forms, the completion of Forms B and C and the forwarding of completed returns should not be delayed by the operation of the Form E tracing procedures.
10 SUMMARISATION PHASE

10.1 Supervision of the summarisation stage of the census
When each enumerator is engaged in the summarisation of the completed census forms (i.e. completing the total number of males, females and persons on the form ID), the ordering of census forms and the preparation of the Forms B and C, field supervisors should spend a period of time supervising this work to ensure that it is being carried out correctly.

10.2 Procedure for dealing with missed enumeration
Missed enumerations can be of two kinds:

1. Where a complete household has been missed; and

2. Where one or more members of a household who should have been enumerated in the household has/have not been included in the Household Form or Continuation Form.

The former situation should occur only very rarely. In practice the enumeration should be completed before the summarisation takes place. In the latter case the solution is to secure the addition to the Household Form or Continuation Form of the required particulars in respect of the person(s) who were missed in the original enumeration.

Where a complete household has been missed, a census form will need to be completed in respect of that household and included with the other census forms relating to the EA in which the household spent Census night. In both cases the correction of missed enumeration will involve consequential amendments in the relevant Forms B and Forms C and a missed enumeration in the case of a complete household will necessitate an additional entry in the ERB.

Where a complete household was missed in an EA for which the summarisation has been completed (i.e. the Forms B and C have been finalised and the completed forms have been sorted) the procedure to be used is as follows:

1. Assign the next available D No. to the household.

2. Ensure that the Form ID on the forms are completed correctly and the correct ED Code and street/townland Code have been written into the Form ID on each form for the household.

3. Transcribe the correct details onto Form B at the end of the street/townland to which it belongs.

4. Mark the Form B entry with a red asterisk and write “*Out of sequence” in red biro at the end of the form.
5. Amend the appropriate totals on Forms B and C.

Where a missed enumeration is discovered after the completed returns for the EA in question have been forwarded to the Central Statistics Office, the relevant Household and Continuation Form(s) (if any), together with a brief report on the situation should be sent to Ms. Deirdre Cullen, Central Statistics Office, Swords Business Campus, Balheary Road, Swords, Co Dublin.

10.3 Forms C to be furnished without delay

As the fieldwork in each EA nears its end, you should again impress on your enumerators the urgent necessity of completing the Form C as soon as possible. Enumerators should carry out their summarisation and complete Form C as soon as they have collected all outstanding forms. They should NOT wait until after the 27 May if collection has been completed before then. When your enumerators have completed the summarisation and completed Form C they will contact you.

You should check that:
- **Form C** has been completed correctly;
- no streets/townlands have been missed (those with no households should be entered as zero);
- any significant differences in the number of households and persons in each street/townland between 1996 and 2002 can be accounted for;
- the street name has been written in for any new streets;
- no pages are missing from Form C.

When you are satisfied that the enumeration and summarisation has been completed correctly, sign off Form C. Note that field supervisors are responsible for signing off Form C and should be in a position to clarify any queries from CSO which arise.

Forward Form C to CSO without delay in the special business reply envelope which is labelled “URGENT Completed Form C” (write in the County and EA code on the label). Do NOT wait until all your EAs have been completed to post in Form C. The importance of accuracy and timeliness of these returns cannot be over-emphasised as the preliminary population figures to be published in July 2002 are based on them.
11 FINAL REPORTING STAGE

11.1 Duties on completion of census enumeration
Enumerators are required to report the conclusion of their work on the census to their field supervisors on Form EP2. On receipt of a Form EP2, you must immediately arrange to collect from the enumerator or to have delivered to you, as soon as possible, the various completed census returns and other census material as set out in the relevant instructions in the enumerators manual. The enumerator should have completed an invoice on Form L in triplicate, covering all items being returned and you should check this and sign it as being correct. One copy of Form L should be placed in the first black case of each complete EA, one copy should be given to the enumerator as a receipt and one should be retained by you.

11.2 Checks to be carried out by field supervisors
Field supervisors must carry out the following checks of each enumerator's returns:

11.2.1 Coverage of the Enumeration
1. Check the enumerator's maps to make sure that the whole EA was covered and that the enumerator did not go beyond the boundaries of the EA;
2. Make sure that the maps are fully annotated and that the annotations are legible;
3. Scrutinise the entries in the Forms C to make sure that every townland or street listed, as well as any new streets which you are aware are in the EA, have been accounted for;
4. Check that the enumerator has correctly followed any internal boundaries in the EA (of EDs, towns, townlands, etc.).

11.2.2 Completeness and accuracy of the enumerator's work
Checking of enumerator’s work should be carried out as soon as possible after she begins the collection of forms and in any event before the enumerator has completed her duties as it may be impossible to rectify matters afterwards. The bonus payment will only be made to enumerators who have satisfactorily completed all phases of the work assigned to them.

In a random 5 per cent sample (i.e. 1 in 20) of the households, check:

- All the entries in the forms for completeness and internal consistency. If this check reveals a significant number of errors, the field supervisor must impress upon the enumerator the need to ensure that all of the entries on census forms are completed for each household. It may be necessary for the enumerator to revisit households for which incomplete information has been provided.
- That the Form ID on each form for the household selected for checking are correctly completed in accordance with the instructions in the enumerators manual
- That all forms for multiform households have been kept together with an elastic band.
The field supervisor should initial each form checked in accordance with this instruction, just to the right of Donal Garvey’s signature on the front the form.

11.3 Return of census material by field supervisors to CSO and regional supervisors

11.3.1 Inventory of storage cases to CSO
Field supervisors should complete Form M in duplicate, listing the total number of black cases received from enumerators, which are to be returned directly to CSO. One copy should be posted immediately to Gary Connolly, Census Support Section, Swords Business Campus, Balheary Road, Swords, Co. Dublin and one retained by the field supervisor for reference.

11.3.2 Collection of black cases by transport company
The enumerators’ black cases (clearly labelled in accordance with instructions in the Enumerators manual) for the entire field district will be collected by a transport company for delivery back to CSO, Swords. It is essential that a receipt signed by both you and the driver, detailing the total number of cases being collected, is obtained (details of this receipt will issue at a later date). One copy of this receipt should be given to the driver and another kept by you for reference.

11.4 Return of items other than those in black cases
Items other than those contained in the enumerators’ black cases are to be returned to the regional supervisor. The details should be entered on form M (1), with one copy to be signed by the regional supervisor and one copy being retained by the field supervisor.

11.5 Return of census material by regional supervisors to CSO

11.5.1 To be returned directly to CSO at de-briefing session.
Details of laptop computers, printers, mobile phones, regional and field supervisor reference maps and ID Cards should be entered on Form N1 and brought back directly by the regional supervisor to the regional supervisor de-briefing session to be held in Swords. Form N1 should be completed in duplicate, with one copy being given to a CSO official to sign off and one being retained by the regional supervisor for reference.
11.5.2 Inventory of storage cases and furniture items.
Regional supervisors should complete Form N in duplicate, listing the total number of black cases and items of furniture being returned directly to CSO. One copy should be posted immediately to Gary Connolly, Census Support Section, Swords Business Campus, Balheary Road, Swords, Co. Dublin and one copy retained by the regional supervisor for reference.

11.5.3 To be returned via transport company.
All items of furniture and all remaining material (packed in black storage cases and clearly labelled with region number) will be collected by a transport company and returned directly to CSO, Swords. A receipt, (details will be provided at a later date) signed by both the regional supervisor and the driver must be obtained, detailing the type and number of furniture items and the total number of cases being returned. A copy should be given to the driver and a copy held by you for reference.

11.6 Assessment of enumerator's performance (Form E6)
The field supervisor should complete a Form E6, indicating his or her assessment of the enumerator's overall performance on the Census of Population. This form should be returned to your regional supervisor, along with forms EP2 and EP4 and EXP 1 (see Chapter 12).
12 FEES, ALLOWANCES, EXPENSES AND BONUSES

12.1 Certification of enumerators for payment of fees, etc.
A weekly advance payment will be made to all enumerators on the basis of weekly reports on Form EP1 from the field supervisor, indicating that the enumerator has been working on the census and satisfactory progress has been achieved. Completed Forms EP1 should be forwarded directly to the Census Payments Section, Central Statistics Office, Swords Business Campus, Balheary Road, Swords, Co Dublin.

On no account should payments be approved to enumerators who are found not to be carrying out their duties satisfactorily. At the end of the census, a balancing payment will be made on satisfactory completion of all duties. The bonus will not be paid until the relevant census returns have been scrutinised in this Office and the quality of the work assessed.

It is imperative that where you become aware of an impending resignation or an actual termination of employment, the Census Payments Section is notified immediately by phone (01 4984427, 4984432 or 4984411) or (Email: censuspayments@cso.ie). This action is necessary to avoid overpayment in issuing advance cheques. Each week, the advance cheque will be posted directly to the enumerators, with the exception of the first week, when the field supervisor will deliver the advance cheque to each enumerator personally.

All enumerators will be entitled to payment of a fixed, predetermined allowance in respect of travelling expenses. Provision has been made for the payment of gratuities in addition to this fixed travelling allowance to enumerators who have to incur extra costs of travelling arising from the distance of their homes from their EAs or from the venues for training sessions with their field supervisors (Form EP4).

12.2 Enumerator's claim form for reimbursement of expenses (Form EXP1)
At the end of their period of employment, enumerators should claim (on Form Exp. 1) any miscellaneous expenses (e.g. postage and telephone charges) which they necessarily incurred for the purpose of the census. The claims should be supported, where possible, by vouchers and receipts and by other necessary details of the charges. Enumerators should be instructed that all claims without receipts will not be paid, with the exception of phone calls. It is not feasible to request itemised phone bills as the employment is of short duration and the bills will not be available at the time of payment. Each enumerator should keep a log of all phone calls made during the census and submit the total number of calls on Form EXP1. They should be checked and certified by the field supervisor and sent, through the regional supervisor, to Census Payments Section, Central Statistics Office, Swords Business Campus, Balheary Road, Swords, Co Dublin.
12.3 Enumerator's pay (Report Form EP2)

Calculation of an enumerator's total remuneration and payment of the final balance is dependent on the careful completion by the enumerator of her final report Form EP2. To fill in the weekly hours worked (Page 1), the figures should be taken from the enumerator's retained copies of the Forms WR1. The figures required on Page 2 of Form EP2 should be taken from the cumulative totals on the WR1 Form for the final week of the enumerator's work. Particular care should be taken in the case of enumerators who worked in more than one EA. The date of the last day for which work is recorded on the enumerator's final Form WR1 should be entered by the field supervisor in the appropriate space on Page 1 of the enumerator's Form EP2.

The percentage of the summarisation work carried out by the enumerator in each named EA and also the percentage of the predetermined travel allowance to be paid to the enumerator in respect of each EA should be entered by the field supervisor in the portion of Form EP2 (Page 2) headed "for field supervisor only". If one enumerator completes all work in an EA, that enumerator should get 100% of the predetermined travel allowance for that EA.

Finally, supervisors (field and regional) should indicate by filling out the appropriate spaces on Page 1 whether full bonus should/should not be paid to the enumerator. In cases where full bonus is not recommended, a separate report should be attached to the Form EP2. It should be noted that errors in completing Form EP2 or a delay in returning it will result in a delay in making final payment to the enumerator.

12.4 Gratuities for certain travelling expenses (Form EP4)

It has been decided to pay a gratuity towards the extra cost of travelling to and from their EAs to enumerators whose homes are situated a considerable distance from their EAs. Such a gratuity will be payable only in cases where the enumerator's home is more than 3 miles distant, by means of the most direct, practicable route, from the nearest point of her EA. Consideration will also be given to payment of a gratuity towards the extra cost of travelling incurred by an enumerator who has to travel more than 5 miles (i.e. a return journey of more than 10 miles) for the purpose of attending briefing sessions with her field supervisor. Payment of these gratuities will be made after the completion of the enumerator's work, on receipt in CSO of Form EP4 from the field supervisor stating:

- The number of days on which the enumerator visited the EA in the course of carrying out her duties and the distance from the enumerator's home to the nearest point of the EA; and
- The date and venue of each briefing or training session attended by the enumerator and the precise distance, by the most direct practicable route, between the enumerator's home and the venue.
12.5 Boat Hire
Enumerators who have to deal with islands will probably have to incur boat hire. In the past, some of the charges for boat hire appeared to be grossly excessive. Accordingly, field supervisors who have islands in their districts should try to find out in advance the local standard charge for conveying persons to and from those islands. The enumerators concerned should be instructed to obtain the prior approval of their field supervisors before entering into boat hiring agreements. Where there is difficulty in making a suitable arrangement, at a reasonable cost, for the conveyance of an enumerator to and from an island, the field supervisor should seek guidance from his or her regional supervisor in the matter.

12.6 Enumeration areas recommended for Special Payments: Forms SP1, SP2 and SP3
There is a limited budget allocation put aside for genuine cases of difficult to enumerate areas and for areas with low-density housing. Field supervisors are requested to curtail recommendations to genuine cases only.

The purpose of the special payments is to reimburse enumerators in the following instances:

- an EA with apartments blocks or flats which proves difficult to enumerate (Form SP1 applies);
- an EA with less than 200 households (Form SP2 applies);
- an EA which is sparsely populated with less than 200 households, involving a lot of travel between each one over a wide area (Form SP3 applies).

If an EA is recommended for a special payment, the form should be completed by the field supervisor and should be certified by the regional supervisor. Supervisors are asked to ensure that payments are only recommended where there is a particular imbalance in the work required.

12.7 Travelling and subsistence claims
Regional supervisors and field supervisors are entitled to payment of subsistence allowance for necessary absence from home in accordance with normal Civil Service regulations (copies of which have been furnished to you). The rates of subsistence payable are the Class B general service rates. The rates that currently apply are as set out in Circular No. 44/01. The duties of the supervisors require the use of a car and mileage allowance for such use is payable in accordance with the above-mentioned regulations and at the appropriate current Civil Service rates. The rates currently applying are set out in Circular No. 49/01.
Claims by field supervisors for travelling and subsistence expenses should be submitted in accordance with the time schedules that have been supplied to the regional supervisors. They should be forwarded to the regional supervisors on the prescribed claim form COPT&S1 and continuation form COPT&S2. Reimbursement will be made as soon as possible by means of Payable Order. The greatest care should be exercised by supervisors in making out their claims for travelling and subsistence expenses accurately and completely. Errors or inconsistencies in the claims, failure to claim in accordance with the regulations or failure to furnish adequate information will inevitably result in delays.

Supervisors should bear in mind the necessity for the exercise of the strictest economy in the use of their cars and in incurring subsistence. Cars should not be used for short journeys which could easily be made on foot, and public transport, where available, should be used in circumstances where it would be cheaper and no loss of efficiency would result. Official journeys should be made only when necessary and supervisors are reminded that claims in respect of journeys made for vague and unspecified reasons will not be entertained.

12.8 Postage, telephone and other miscellaneous expenses

Supervisors should keep a careful record of all such necessary expenses incurred by them and should include them with the above-mentioned claims on Forms COPT&S1 and COPT&S2. Wherever possible, the expenses must be supported by receipts or vouchers. Precise details of all claimed telephone calls should be shown, including the date and time of the call, the persons or organisations to whom the call was made, the reason for the call and, if it was a trunk call, its duration.

Enumerator's claims for such expenses should be similarly supported by receipts and vouchers and by other necessary details of the charges. Enumerators should be instructed that, with the exception of phone calls, claims without receipts will not be paid. It is not feasible to request itemised phone bills as the employment is of short duration and the bills will not be available at the time of payment. Each enumerator should keep a log of all phone calls made during the census and submit the total calls on Form EXP1. (see 12.2)

12.9 Official envelopes

Supervisors and enumerators will be furnished with the following official envelopes/labels:

- blank envelopes which are large enough to fit the census forms without folding;
- self adhesive labels addressed to the Regional Office (Freepost address);
- freepost business reply envelopes addressed to CSO;
- official envelopes intended for normal postal correspondence between the three levels of the field staff and for correspondence between the field staff and members of the public.

Blank envelopes are mainly used in Communal Establishments to contain the completed Individual Forms. Blank envelopes are also used on the rare occasion when an individual within a household requests an Individual Form for privacy reasons.
Regional Office address labels are used in exceptional circumstances where a householder or a resident in a Communal Establishment indicates that they do not want the Enumerator to see their completed census return, in which case the Form H procedure is used. Regional Office address labels are also used to address envelopes used to accompany Forms Rem 2 and Rem 3 where the householder may post back the form.

Pre-addressed "Business Reply" envelopes should be used for all correspondence with and submission of forms etc. to the Central Statistics Office, at Swords Business Campus, Balheary Road, Swords, Co. Dublin and Ardee Road, Rathmines, Dublin 6.

With the exception of the "Business Reply" envelopes and the freepost envelopes addressed to the Regional Offices, all letters and parcels being posted will require postage stamps. You should keep a detailed record of the cost of stamps.
13 MISCELLANEOUS

13.1 Dealing with media representatives: use of the brochure
It is possible that field supervisors may be approached by reporters, etc. seeking information about some aspect of the census. Where the query is straightforward and of a factual nature it can be dealt with locally. This can be achieved by drawing attention to the census website (www.cso.ie) or by providing a copy of the household leaflet. However, if the query is likely to be contentious, it should be referred to Evelyn Cronin, Census Publicity (01-4984255).

Copies of the household brochure may be given to interested inquirers about the nature and purpose of the census.

13.2 Accidents
If, while carrying out the duties of the census enumeration, you or any of the enumerators under your supervision has an accident or is injured, or if any member of the public has an accident or is injured arising out of the census enumeration in your district, a full report on the circumstances should be forwarded immediately to your regional supervisor who must make immediate contact with the census liaison officer.

13.3 Change of address
If you or any of the enumerators under your supervision changes address during the period of employment on the census, you should notify the new address immediately to your regional supervisor.
## Appendix 1 Enumeration of persons “Living Rough” - Useful contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DUBLIN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Focus Ireland</td>
<td></td>
<td>Coffee Shop, 14a Eustace Street, Temple Bar, Dublin 2.</td>
</tr>
<tr>
<td>Tallaght Homeless Advice Unit,</td>
<td></td>
<td>St. Mary's Priory, Main Street, Tallaght, Dublin 24.</td>
</tr>
<tr>
<td>Big Issues</td>
<td></td>
<td>110 Amiens Street, Dublin 1.</td>
</tr>
<tr>
<td>Dublin Simon Outreach Team</td>
<td></td>
<td>57 Prussia Street, Dublin 7.</td>
</tr>
<tr>
<td>Care Group</td>
<td></td>
<td>St. Michael’s Parish Office, Marine Road, Dun Laoghaire, Co. Dublin.</td>
</tr>
<tr>
<td>Clondalkin Partnership</td>
<td></td>
<td>Camac House, Unit 4, Oakfield Industrial Estate, Clondalkin, Dublin 22.</td>
</tr>
<tr>
<td><strong>WICKLOW</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bray Partnership</td>
<td></td>
<td>5 Carlton Terrace, Novara Avenue, Bray, Co. Wicklow.</td>
</tr>
<tr>
<td>Tallaght Homeless Advice Unit</td>
<td></td>
<td>St Mary's Priory, Main Street, Bray, Co Wicklow.</td>
</tr>
<tr>
<td><strong>KILDARE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth for Peace Limited</td>
<td></td>
<td>Mount Offaly House, Carlow Road, Athy, Co. Kildare</td>
</tr>
<tr>
<td><strong>LIMERICK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Peter Lewis (Project Manager)</td>
<td>061 317199</td>
<td>Focus Ireland, Parnell Place, Parnell Street, Limerick</td>
</tr>
<tr>
<td><strong>WATERFORD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Dick Hickey (Director)</td>
<td>051 375261</td>
<td>St. Bridget’s Social Services, 3 Yellow Road Lower, Waterford.</td>
</tr>
<tr>
<td>Mr. Dave Niblock (Manager)</td>
<td>051 879807</td>
<td>Focus Ireland, Grangecohen, St. John’s Park, Waterford.</td>
</tr>
<tr>
<td><strong>GALWAY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Padraic McKenna (Director)</td>
<td>091 589415</td>
<td>Simon Community, Galway.</td>
</tr>
<tr>
<td>Mr. Noel Daly (Team Leader)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DUNDELY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Paddy McBride</td>
<td>Shelter: 042 9335211 Office: 042 9328764</td>
<td>Simon Community, Dundalk, Co. Louth.</td>
</tr>
<tr>
<td>Contact</td>
<td>Phone</td>
<td>Address</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>DROGHEDA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Karen Smyth (Manager)</td>
<td>041 9834492</td>
<td>St. Joseph’s, Drogueda Homeless Aid, 35 North Strand, Drogueda, Co. Louth.</td>
</tr>
<tr>
<td><strong>CORK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Aaron O’Connell</td>
<td>Shelter:</td>
<td>Cork Simon Community, P.O. Box 76, Cork.</td>
</tr>
<tr>
<td></td>
<td>021 4300970</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. O’Connell</td>
<td>021 4278730, 021 4278728</td>
</tr>
<tr>
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<td></td>
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</tr>
</tbody>
</table>
Appendix 2 Summary List of Enumerator’s Payment Forms for approval

1. On commencement of employment

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Personal details for tax purposes</td>
<td>Enumerator to complete and post directly to CSO, Swords</td>
</tr>
<tr>
<td>E3</td>
<td>Enumerator’s PRSI</td>
<td>Enumerator to complete and post directly to CSO, Swords</td>
</tr>
<tr>
<td>E5</td>
<td>Enumerator’s start date</td>
<td>Form E5 must be returned immediately following 20\textsuperscript{th} March. You should not wait until all enumerators are appointed.</td>
</tr>
<tr>
<td>EP3</td>
<td>Enumerator’s home greater than 3 miles from EA</td>
<td>Return to CSO, Swords via your regional supervisor when all enumerator appointments for your field district are made.</td>
</tr>
</tbody>
</table>

2. Weekly returns

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP1</td>
<td>Weekly report on Enumerator</td>
<td>Post (or email to <a href="mailto:censuspayments@cso.ie">censuspayments@cso.ie</a>) each Saturday to arrive by the following Tuesday. Alternatively, phone census payments section\textsuperscript{8}.</td>
</tr>
<tr>
<td>WR1</td>
<td>Enumerator’s weekly work report</td>
<td>To CSO, Swords, by Thursday and one copy to regional supervisor.</td>
</tr>
<tr>
<td>WR3</td>
<td>Field supervisor’s weekly work report</td>
<td>Send to regional supervisor (retain copy)</td>
</tr>
<tr>
<td>WR4</td>
<td>Regional supervisor’s weekly work report</td>
<td>Send to CLO (retain copy)</td>
</tr>
</tbody>
</table>

3. On cessation of enumerator’s work

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP2</td>
<td>Enumerator’s final summary for payment</td>
<td>To be approved by field and regional supervisors and forwarded to CSO, Swords</td>
</tr>
<tr>
<td>EP4</td>
<td>Extra travel gratuity for enumerators</td>
<td>To be approved by field supervisor and forwarded to CSO, Swords</td>
</tr>
<tr>
<td>EXP1</td>
<td>Miscellaneous expenses for enumerators</td>
<td>To be approved by field supervisor and forwarded to CSO, Swords</td>
</tr>
</tbody>
</table>

4. Enumeration areas recommended for Special Payments

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP1</td>
<td>Very difficult to enumerate households</td>
<td>Submitted by field and regional supervisors and forwarded to CSO</td>
</tr>
<tr>
<td>SP2</td>
<td>EA with less than 200 households</td>
<td>Submitted by field and regional supervisors and forwarded to CSO</td>
</tr>
<tr>
<td>SP3</td>
<td>Sparsely populated EAs with less than 200 households and a density of less than 2.5 households per road mile</td>
<td>Submitted by field and regional supervisors and forwarded to CSO</td>
</tr>
</tbody>
</table>

\textsuperscript{8} Phone numbers for payment section in Swords: (01) 4984432, 4984427 or 4984411. Email address in Swords: censuspayments@cso.ie
1. Enumerator’s pay

Form E1: Personal details required for payment and tax purposes
This form should be completed by each enumerator who has accepted the post. The form E1 should be completed and posted directly to Census Payments section ASAP in the special Business Reply return envelope provided. It is very important that the form E1 is completed properly, as this form is required to expedite the receipt of a tax credit certificate. It should be made clear to the enumerators that the address given on the form E1 will be that used on their pay cheques.

Form E3: Enumerator’s PRSI
This form should also be completed by the enumerator who has accepted the post and should be returned to Census Payments section along with the form E1 in the special Business Reply return envelope.

Form E5: Starting date of enumerators
This form should be completed by the field supervisor and used to notify Census Payments section of the start date of every in each field district. Form E5 should be submitted immediately following 20th March 2002. Further Forms E5 should be submitted for any enumerators who have a start date later than 20th March 2002.

Form EP1: Field supervisor’s weekly report on enumerator’s performance
This form will be required in Census Payments section before payment can be made to any of the enumerators. This report should be completed by the field supervisor and forwarded to Census Payments section immediately. It should reach the section no later than the Tuesday of each week. If there is any delay in this form being submitted, it will result in delays in issuing the cheques to the enumerators.

Note: If at any time you have serious concerns about an enumerator’s work or an enumerator has resigned, you should contact Census Payments Section at once by phone (01 4984427, 4984432 or 4984411) or (Email: censuspayments@cso.ie), so that appropriate action can be taken to avoid overpayment.

Form EP2: Enumerator’s completion of work form and summary results
This form should be completed by the enumerator when all her duties have been completed. It should be checked very carefully and certified by the field supervisor, stating whether the enumerator is entitled to the Bonus, etc. There should be no delay in submitting this form when the duties have been completed as this will lead to delays being made in relation to the final pay.
2. Enumerator's expenses

Form EP3: Enumerators whose homes are greater than 3 miles from nearest point of EA

This form (provided in duplicate) should be completed by the field supervisor. The field supervisor should forward the top copy via the regional supervisor to the Census Payments Section when all the enumerators have commenced duty. This form will be required to determine a person’s entitlement to expenses when the Census has been completed (see expenses Form EP4).

Form EP4: Payment of certain travel expenses to enumerators

This form will be used to calculate the extra travelling expenses that enumerators will be entitled to on completion of their duties. It should be completed by the enumerator and certified by the field supervisor as being correct.

Form EXP1: Enumerator’s claim form for reimbursement of miscellaneous expenses

This form will be used to calculate the miscellaneous expenses that enumerators will be entitled to on completion of their duties. It should be completed by the enumerator and certified by the field supervisor as being correct. It is essential that receipts are furnished with all claims. Enumerators should be instructed that all claims without receipts will not be paid, with the exception of phone calls. It is not feasible to request itemised phone bills as the employment is of short duration and the bills will not be available at the time of payment. Each enumerator should keep a log of all phone calls made during the census and submit the total calls on Form EXP1.

3. Work Returns

Form WR1: Enumerator’s weekly work progress report

This form (provided in quadruplicate) should be completed by each enumerator on a weekly basis and the top 3 copies should be forwarded to the field supervisor who in turn will forward one copy to Census Payment section, CSO, Swords, the second copy to the regional supervisor while retaining the third copy for their own records.

Form WR3: Field supervisor’s weekly work progress report

This form (provided in duplicate) should be completed by the field supervisor on a weekly basis, forwarding the top copy to the regional supervisor while retaining the second copy for their own records.

Form WR4: Regional supervisor’s weekly work progress report

This form (provided in duplicate) should be completed by the regional supervisor on a weekly basis, forwarding the top copy to the CLO while retaining the second copy for their own records.
4. Enumeration areas recommended for Special Payments

**Form SP1: Special payment for an EA with very difficult to enumerate households**
This form is completed by the field supervisor and agreed by the regional supervisor where enumeration areas are recommended for special additional payments due to very difficult to enumerate households.

**Form SP2: Special payment for an EA with less than 200 households**
This form is completed by the field supervisor and agreed by the regional supervisor where enumeration areas are recommended for special additional payments due to less than 200 households enumerated in that EA.

**Form SP3: Special payment for a sparsely populated EA with less than 200 households and less than 2.5 households per road mile**
This form is completed by the field supervisor and agreed by the regional supervisor where enumeration areas are recommended for special additional payments due to large but sparsely populated EAs with less than 200 households and a density of less than 2.5 households per road mile.