



2016 Integrated Agriculture Census

QUESTIONNAIRE, MAP, & HOUSEHOLD LISTING INSTRUCTION MANUAL

DEPARTMENT OF RESOURCES & DEVELOPMENT
NATIONAL GOVERNMENT
FEDERATED STATES OF MICRONESIA

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PART 1: INTRODUCTION

1.1 General information on the census

1.1.1 Background

The Integrated Agriculture Census is the first collection of basic agricultural statistics in FSM for decades. It will provide basic statistical information for agricultural policy purposes, as well as for research, business and other uses, and statistical uses. It will provide basic agricultural statistics for policy purpose, as well as for research, business and other uses. The census of agriculture provides a snapshot of agriculture and will help identify possible areas of intervention. Some likely uses are:

- In promoting agricultural production and investments, to stimulate economic growth.
- Used for the preparation of rural development programmes - for supporting the market orientation of agricultural producers and programmes for infrastructure development.
- To analyse agriculture sustainability and productivity. The use of land can have environmental consequences that range from pollution of waterways to global warming and the census of agriculture is the main source of data on the actual land use in a country.
- Developing policies and programmes addressing the needs of specific target groups – young farmers, subsistence producers, land consolidation measures, etc.

It will provide the baseline and start of an integrated programme of data collection and compilation aimed at providing an ongoing picture of agriculture's contribution to FSM's economy and sustainability.

1.1.2 Authority for the census

The Agricultural Census will be conducted jointly by the FSM Department of Resources & Development and the state Ministry of Agriculture and Fisheries. Authority for the census will rest with the Chief of Statistics who has the legal authority to collect such information under the Statistics and Census Act of 1988.

1.1.3 Confidentiality of information collected

The Statistics and Census Act provides for total confidentiality of the information collected in the census. The information can only be used for the purpose of compiling statistics and no individual information can be disclosed to anyone outside the census organization. Respondents are obligated by the same act to furnish truthful information to the best of their knowledge.

1.1.4 Scope and coverage

The **scope** of the census is information on the agricultural production industry, but this is interpreted very broadly. The FSM Agriculture Census will include not only crop and livestock production activities, but also forestry and fisheries activities, other food- and agriculture-related activities, and other relevant information. The data to be collected relates to the following:

- Section 1: Demographic Profile and Labor Force Status
- Section 2: Land
- Section 3: Crops
- Section 4: Livestock
- Section 5: Fisheries and Aquaculture

Section 6: Forestry, Hunting and Handicraft

Section 7: Equipment

Section 8: Services, Barriers, Food Insecurity, Income and Credit

Ideally, an agricultural census should **cover** all agricultural activity across the whole country. The census for FSM is intended to cover all agricultural activity carried out by households. Almost all households have some own-account agricultural production activities, such as keeping a few chickens or having a small kitchen garden. The inclusion of small holdings is important to ensure all food production is covered, and to reflect women's participation in agricultural work.

Thus it is very important that all households are contacted.

Agricultural activities carried out by businesses, schools, churches, NGO's or other non-household entities should be identified and listed during the initial visit to a village, for later action.

1.1.5 Unit of measurement – Agriculture holding

The information collected in the FSM Agriculture Census will all be based around the concept of an agricultural holding. An agricultural holding is an economic unit of agricultural production under single management. It includes all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form or size.

Single management may be exercised by an individual or household, jointly by two or more individuals or households, by a clan or tribe, or by a juridical person such as a corporation, cooperative or government agency.

The focus of the FSM Agriculture Census is holdings in the household sector – that is, those operated by household members.

1.1.6 Reference period

The reference period for the census is generally the last 12 months. However, some sections and questions have specific reference periods. See section 2.2 below for more details of this item.

1.2 Introduction to the manual

This manual is intended to be used by supervisors, enumerators and other staff working on the FSM 2016 Integrated Agriculture Census (IAC). The main purpose of the manual is to assist both supervisors and enumerators in filling out each of the different census forms used to collect information in the field.

The manual is divided into 4 parts covering:

- 1) Introduction
- 2) General guidelines for completing the census forms
- 3) Specific guidelines for completing the questionnaire
- 4) Specific guidelines for updating the enumeration map and household listing pages

In order to assist the smooth conduct of data collection, all staff involved in the census is required to read this manual prior to the commencing of the data collection so they are aware of its contents. They are not required to memorize the content in this manual, but they should be aware of what it contains so that when

issues arise in the field with a specific question, they will know where to go in this manual to address the issue.

1.3 General interviewing conduct

Your success in collecting census information depends on knowing what to do in each household and doing it quickly and efficiently. Some guidelines for interviewing conduct are:

- **Always start your interview by first greeting the household and then proceed with the introduction.** *“Hello, my name is (Your name) and I’m working for the 2016 Agriculture Census. This is my identification (Pause and present ID), I have some questions I need to ask you.” Reiterate confidentiality of their responses. Give the respondent a Notice of Confidentiality. Answer any questions raised regarding the general conduct of the census.*
- **Confine your interviews to the responsible members of the household.** *The Head of the Household must be interviewed. If this is not possible then a responsible adult household member who knows about the going-ons of the household could be interviewed, with consent from the Head of Household. Do not interview children, servants or neighbors of the household about its members except to find out the best time to call back if no responsible member has been available on the **first two visits**.*
- **Never permit the person you are interviewing to examine a form filled out for another household.** *Keep such forms well out of sight to avoid such possibilities arising.*
- **Do not express surprise or disapproval, including by the way you look or by the tone of your voice, at any answers you may get to the census questions,** *Your job is to record the facts as they are reported by the respondents, not to be judgmental of the household’s situation.*
- **Do not reveal your opinion of the census questions to respondents.** *The respondent should feel that these are serious matters and that their answers are important. Ask the census questions in a confident manner that conveys you will receive an answer.*
- **Ask the questions in the Questionnaire exactly as they are worded and exactly in order in which they appear on the form.** *When translating the question in local language, make sure the translation captures the information the question intends to capture. Observe the skip patterns carefully and note where some questions apply only to persons of a certain age or to women only.*
- **Maintain a friendly manner.** *Avoid getting into argument or controversial discussion. Do not discuss controversial or political events. Remember you have a lot of work to do, it must be done well and many people must be interviewed in the time available.*

1.4 Common Census Terminologies

The following are the most frequent terms referred to in this documents and any census process. The people of FSM will be enumerated using 7 sheet questionnaires booklet containing Housing and Person questions. Each Household will have its own form to which the Personal questionnaires of each member of the household will be attached. For this purpose you will have to determine the Household in which each person lives.

1.4.1 Household member

Each individual person in the household is referred to as a household member [HM]. This includes every usual resident of the household - young and old, male or female, and expatriates or residents alike.

1.4.2 Household

For the purpose of this census, a household is defined as ***“Those persons who usually eat together and share the work of preparing the food and/or the cost of work of providing it”***. A household is different from a family, the latter consists of related persons only whereas the former includes may include non-related persons as well.

Normally household members also live and sleep in the same building but experience has shown this is not always so, which is why the definition is based on eating together rather than on living or sleeping in the same building.

A household may be found in a variety of forms. It may spread over more than one building. Members of a family may sleep in two or even more buildings but share one place to cook and eat. They should be enumerated as one household. The group of people in a household may consist of persons who normally live in that household but may also include persons who do not have any other home and happens to residing there during the census period.

Two or more households can be found in one building. Two or more families who share the same building but who do not normally prepare food and eat together should be enumerated as two households, e.g. servants who have their own quarters (and who do not eat with the family).

Households may be found in buildings intended primarily for other purposes. A family may live in the back of their shop for instance. Boats or yachts occupied by related persons, tied up to a dock or even pulled up on shore, may be permanently lived in and should be counted as households. Enumerators should look out for such living quarters and enumerate their occupants as a household if they meet the definition. **Company fishing boats such as those for Luen Thai are not in this category, as they are considered as group quarters and should be considered as a Special Place.**

(See Appendix A illustrated the difference between household and mapspot, and provided the common types of households found in the FSM.)

1.4.3 Living quarter (household dwelling)

A structure or building within which the household live. Some common types of household dwelling are:

- 1) A one-family detached from any other house;
- 2) A one-family house attached to one or more houses;
- 3) Building with 3 or more apartments;
- 4) Building with 2 or more households sharing kitchen and/or toilet;
- 5) Living quarter attached to a business or non-residential building;
- 6) Personal yacht, trailers, and the like that people use as their permanent living space.

1.4.4 Mapspot

The geographical location of a household AND/OR a living quarter on the EA map, and is denoted by a dot or circle and assigned a number. A mapspot may represent,

- both the household AND the household dwelling if the dwelling is detached from other dwellings and only ONE household reside in it. Dwelling type 1) above is such an example of this.
- A household BUT not the dwelling within which it resides if the dwelling housed other households or families as well (i.e, multiple-apartment building).

A mapspot may be repeated on the Household Listing because more than one household can reside in one building (i.e., apartment building).

1.4.5 The Census Date

The major objective of the census is to determine the number and characteristics of agriculture holdings (households) in FSM at one particular point in time, i.e. the night of July 1st, 2016. This is normally referred to as the *Reference Date*. All persons alive in FSM on this date are to be included. Children born before midnight of July 1, 2016 are to be included. Persons who die before midnight of this date are to be excluded. It is impossible for an Enumerator to visit all households in an EA on this date, so that the Enumeration must be spread over a longer period, both before and after the Census date. However the aim should be to record the population as if, suddenly, at one minute to midnight, everything came to a complete stop and the population stood still ready to be counted. In reality you should not be disturbing people this late at night. Keep your visits to households to within reasonable hours.

1.4.6 Usual resident

In the census “all usual residents of FSM” are to be enumerated. The definition of usual residents for the Census follows a 6-months residency period. In other words, it counts those who have been residing in the FSM or intend to reside in the FSM for 6 months or more prior to the Census. Thus short-term visitors, staying for less than six months are not included. For those residents traveling overseas, if they intend to return to FSM within 6 months, they are counted. For a person who recently moved to FSM, if he/she intends to stay in FSM for more than 6 months then he/she is also counted. FSM citizens who are away for more than six months are not considered to be usual residents of FSM and should not be included.

Since the enumeration has to take place over several days some persons could be enumerated in more than one place or possibly not enumerated at all. You will have to take extra care with households which have visitors or those in which some of the usual members are away.

Persons staying the night away from their household for instance, somewhere in the open air (fishing or hunting) on night duty, (policemen, nurses, engineers at the power station) should be enumerated as if present in their usual households. It is essential that all possible precautions be taken to ensure that every person is counted and every person is counted only once.

Refer to *Question 10000* on the questionnaire for guideline as to who to list and who not to list as part of the household.

1.4.7 Enumeration Area (EA)



An EA is a census collection unit, and are used only for census data collection. Enumeration delineation rules are designed to meet census collection requirements. EA boundaries follow visible features such as streets/roads and rivers, and where this is not possible, invisible boundaries are followed (i.e., boundary between two adjacent parcels).

Each of the 76 municipalities of the FSM is divided up into EAs. Normally, an EA is equivalent to a workload for one enumerator. Special cases may require an enumerator to enumerate more than one EA. EA boundaries does not take into consideration village boundaries, so a village can be found in more than one EA.

PART 2: GENERAL GUIDELINES FOR COMPLETING THE CENSUS FORMS

2.1 Filling in the front cover

The structure of the front cover could be divided into 4 sections. The next 2 pages illustrate how to complete the information on it. At the top of the front cover is the name of the form, followed by a description of what information is collected in that form.

<ul style="list-style-type: none"> - Name of the project - Law that authorized census or collection of information. - Type of information project/form will collect 	 2016 INTEGRATED AGRICULTURE CENSUS Federated States of Micronesia	
	Department of Resources and Development	
	The collection of information is authorized by FSM Public Law 5-77, which also protects the confidentiality of your answers. You are obligated by the same law to furnish truthful information and to the best of your knowledge.	
QUESTIONNAIRE BOOKLET		
Sections		
S.1 Demographic profile and Labor Force status		S.5 Fisheries and Aquaculture
S.2 Land		S.6 Forestry, Hunting and Handicraft
S.3 Crops		S.7 Equipment
S.4 Livestock & Pets		S.8 Services, Barriers, Income and Credit

The next section, IDENTIFICATION, is for detailing the Household geographic ID information, as well as its contact. The geographic IDs are commonly codified in census and survey data gathering as this is critical for purposes of data processing. The household contact is for workload monitoring purposes – i.e., assuring no households are missed, household callback for information clarification, etc.

IDENTIFICATION			
State	3	EA No.	0 5 4
Mapspot No.	0 0 9	Hhold No.	0 0 2
HOUSEHOLD HEAD <u>Meryl Steven</u>			
Phone contact (optional) <u>320 5133</u>			

A description of the geographic IDs and their valid ranges are given below.

State. This is a one-digit code.

- Yap = 1
- Chuuk = 2
- Pohnpei = 3
- Kosrae = 4

EA No. This is the Enumeration Area number, and it's a 3-digit code.

- Yap = 001 to 059
- Chuuk = 001 to 181
- Pohnpei = 001 to 126
- Kosrae = 001 to 030

Mapspot No. This is the number assigned to each household or living quarter (house or building) the household live in. It's a 3-digit code. The mapspot number can be repeated on the Household Listing Guide (HLG) because more than one household may reside in one building (i.e., apartment building). The mapspot number appears on the questionnaire and the HLG but not on the EA map.

Household No. A number is assigned to each household within an EA. It's a 3-digit code. This number is unique for each household within each EA, meaning a number cannot be repeated in the same EA. For example, there can only be one household #005 in EA#001.

Household Head. Write the name of the household head here, beginning with the First name followed by the Last name. This should be their legal name or the one they use for official business. Nicknames, informal titles and traditional titles are not to be used.

Phone contact. This is an optional item, but it is useful as it would enable you to just call the household if you need to verify something, instead of making a physical visit.

The third section, ENUMERATOR VISITS, is for recording details of the enumerator visits. Much of the information is straight forward thus no special knowledge is needed to fill them (i.e., date, enumerator’s name). A few still need to be explained and is done below.

ENUMERATOR VISITS						
	1st	2nd	3rd	FINAL		
DATE	7/8/16	7/9/16		MONTH	07	
ENUMERATOR'S NAME	Mary Lucas	Mary Lucas		DAY	09	
STATUS*	4	1		YEAR	2016	
NEXT VISIT: DATE	7/9/16			ENUM. CODE	025	
TIME	7 pm			STATUS*	1	
				TOTAL NO. OF VISITS	2	
*STATUS CODES:				PERSONS IN HOUSEHOLDS		
1 COMPLETED				TOTAL	11	
2 NO HOUSEHOLD MEMBER AT HOME AT TIME OF VISIT				MALES	07	
3 ENTIRE HOUSEHOLD ABSENT FOR EXTENDED PERIOD OF TIME				FEMALES	04	
4 POSTPONE / INCOMPLETE				MAIN [HM] RESPONDING TO HOUSEHOLD QUESTIONNAIRE	03	
5 REFUSED (specify reason)						
6 VACANT						
7 BUILDING DEMOLISHED						
8 BUILDING NOT FOUND (specify)						
9 OTHER (specify)						

Complete the orange high-lighted items at END of EACH visit

Complete the yellow high-lighted items at the END of FINAL visit

Complete the non-lighted items BEFORE you begin the first interview

Status. Each time you visit the household you should note this information.

- 1. Completed** – All information could be gathered is gathered and the enumeration process for the particular household complete.
- 2. No household member at home at time of visit** – Household is presently in-state but temporarily absent at the time of that particular visit (e.g., they’re all at church or at work and school). When this code is use then at least one follow-up visit is expected. Code 2 should not be used in the FINAL section. It should became be converted to the other codes (except 7 and 8).

3. Entire household absent for extended period of time – Household is not present throughout the enumeration period, in this case, the entire month of July (e.g., entire household overseas for summer vacation).

4. *Postpone / incomplete* – Contact with Household (respondent) made but not enough time to began interview; or interviewing has begun but there isn't enough time to finish it so another visit was arranged. When this code is used, at least one follow-up visit is expected.

5. *Refused* – Household (respondent) refused to participate in census. The rule of thumb is you should make three (3) attempts to convince the household to respond. You should always alert your supervisor of such cases so you both can work together and convert the refusal to non-refusal in the best manner possible, so as not to negatively impact other census activities. If the household remained a “refused” case, make sure you specify the reason on front cover of questionnaire and in the listing book sheet.

6. *Vacant* –The house within which the household reside still stand and now considered as 2nd house for the household and only occupied at select time of the year. When this code is used, make sure you note in the “Remarks” column of the listing book the situation.

7. *Building demolished/destroyed* – Household cannot be found because the building within which it reside has been demolished or destroyed for some reason (i.e., house intentionally demolished and new house build at another location, fire or typhoon destroyed house). When this code is used, make sure you note in the listing book what happened to the household that previously resided there.

8. *Building not found* – Use this code if you cannot find the household in the EA at all and it was confirmed by the people in the area that the household never was there. Remember to specify the situation.

9. *Other* – Any case not fitting to the categories listed. Remember to specify the situation.

Enum. code. Each enumerator will be assigned a code. This is the code that goes here.

Total no. of visits. The total number of visits enumerator made to complete enumeration of household. If he made 3 total visits then “3” should be recorded in this box.

Persons in household. The total number of members in the household – note the Total, Male, and Female. This is obtained from the household roster list on page 1 of the questionnaire.

Main [HM] responding to the household questionnaire. Also get this from the roster list on page 1 of the questionnaire, column 10101.

Keeping yourself organized is important. And this applies to filling the front cover as well. A suggested order of filling the front cover item is given in the illustrations above to help keep you organized.

The last section is CERTIFICATION. For the Enumerator, Supervisor, and Field officer, this section should be signed ONLY after you have checked and assured that the questionnaire is properly filled and satisfies the ‘final review’ criteria, and acceptable for the next process. The review criteria are provided in the Enumerator’s Listing Book. **Deliberate certification of form with full knowledge of form not meeting requirements is unacceptable and may prevent you from being hired for future census or surveys.**

The Keyer and Verifier fields will be filled in at the data entry stage so don't worry about these.

CERTIFICATION				
ENUMERATOR I certify that the entries that I have made on this questionnaire are true and correct to the best of my knowledge.	<i>Kaley Kouse</i> Name	<i>7/5/16</i> Date	KEYER	____
SUPERVISOR I have reviewed and certify that the entries made on this questionnaire are true and correct.	<i>Susan Louis</i> Name	<i>7/5/16</i> Date	Initial	____
FIELD OFFICER I certify that this form has passed all review criteria and deemed processable	<i>Amanda Joni</i> Name	<i>7/5/16</i> Date	VERIFIER	____
			Initial	____
			Date	____

2.2 Recall periods

The recall period is the reference period the respondents will be asked to think back when providing information in the sections. Depending on the information being sought, different reference periods are being adopted for the survey. For example for items such as expenditure on fuel, a 1 month recall period is adopted as it is felt this is the most appropriate reference period for this item. On the other hand, expenditure on major household assets has a 12-month reference period, as these items are less frequently purchased, and it is expected that respondents can think back this far for this information.

The recall periods adopted for each question are presented in the top right hand corner of the first page for that question. A color scheme is adopted to differentiate each reference period, which can be seen below:

Day of enumeration	Reference period: Day of enumeration
Last week	Reference period: Last week
Last 12 months	Reference period: Last 12 months

The last day of the reference period should correspond to the date of the interview, so if the interview took place on July 11, 2016, then the reference periods for each of the 2 options above would be as follows:

- Last 12 months: 12 July 2015 - 11 July 2016
- Last week: 4 July 2016 - 11 July 2016
- Day of enumeration: Day the interview is conducted

Other periods

For some questions the reference period is not confined to the periods stated above, so in these situations the information is collected and the period reference for the information is also recorded. See below example for recording of monthly period information:

51100 What type of fishing activities were carried out by members of this household?						Obs
Fishing Activity	Engaged in activity?		How often do you take fishing trips?	How many trips?		
	1 Yes	2 No		Number	1 per wk 2 per mth	
	If 2 ► next activity		1 Weekly 2 Monthly			
51101	51102		51103	51104	51105	51199
1 Trolling	1		2	0 2	2	
2 Bottom Fishing (include drop stone)	2					

Sometimes the period code is at the bottom of the page, like in the case for Q24110 and Q25110.

2.3 Understanding codes

A common practice when developing questionnaires is to utilize codes as response categories for certain questions. This saves the enumerator from having to write down the whole description, instead just entering a code. It also saves a great deal of time during data entry if the data entry person simply enters a number.

In the example below, the question relates to each household members relationship to the household head. The household head will respond with category 01 for this question whereas every other member of the household needs to reply with a code of 02 – 10 to indicate how they are related to the head. Make sure the leading “0” is entered where it exists so that both boxes are filled.

Household Member [HM]	Name (Last name, First name)	Sex	Relationship to household head
	List Household Head first		code 10104
10101	10102	10103	10104
01		1	0 1
02		2	0 2
03		1	0 3

Whenever a question number is preceded by the word “code” it means there is an associated list of codes to be utilized depending on the response given

- code 10104 :Relationship
- 01. Head
 - 02. Spouse
 - 03. Son/daughter (incl. adopted)
 - 04. Son/daughter-in-law
 - 05. Parent
 - 06. Uncle/Auntie
 - 07. Grand-son/daughter
 - 08. Brother/Sister
 - 09. Other Relative
 - 10. Non-relative



Whenever a question number is preceded by the word “code” it means there is an associated list of codes to be utilized depending on the response given. The list is at the bottom of the table or page. See example above for *code 10104: Relationship*.

2.4 Sequence guides and skips

When interviewing respondents it is often the case that some questions, based on previous responses, will no longer be relevant for that respondent. When this occurs it is often desirable to have these questions skipped over because:

- a) They are not relevant
- b) It will speed up the interview

The manner in which this takes place in practice is to use what are often referred to as skips, or sequence guides. A skip or sequence guide directs the enumerator past certain questions if it can be determined those questions are no longer relevant. In the example below, sequence guides are present for both question 10111 and 10114. In the case of question 10111, the coded response determines which question to proceed to next (e.g., if response 01-08 proceed to 10112, if response 09-13 proceed to 10116). For question 10114, the answer to the question once again determines where next to proceed (e.g., if 30+ hours then proceed and question the next household member age 15 years or older, whereas if response <30 hours, proceed to 10115).

As can be seen from the example above, all sequence codes in the modules are in **RED bold** so they stand out more.

S1.2 - Activities last week (age 15+ years)

Reference Period:
Last week

Please provide the main activity details for every member of this household, aged 15 years and older.

What was this [HM]'s main activity during last week? <i>(If temporarily away from activity last week, due to holidays or illness, state what this person would normally be doing)</i>	Main Activity Section				Did [HM] actively look for work last week? 1 Yes 2 No	Why not? if 1 ► next HM	Obs
	Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this main activity last week?	Would [HM] be willing and available to work more hours in this main activity ?			
	Examples nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	Examples hospital, education, security, restaurant, retail sales, agriculture, fisheries	if 30+ hrs (► next [HM] age 15+) if < 30 hrs (► 10115)	1 Yes 2 No			
code 10111 if 01 - 08: (► 10112) if 09 - 13: (► 10116)	10112	10113	10114	10115	10116	10117	10199
0 2	Assistant Director	Dept. of Educ (govt)	4 0 hrs	2	2	0 2	
1 1	hrs		2	0 5	

Response codes for question 10111

Indicates which question to go to based on what response is provided to the question

- | | | |
|--|--|--|
| <p>code 10111 : Main Activity</p> <p>Paid employment</p> <ul style="list-style-type: none"> 01. Employer 02. Employee, working for wages / salary in public sector 03. Employee, working for wages / salary in private sector 04. Producing goods or services for sale, running a business (self-employed) | <p>Un-paid employment</p> <ul style="list-style-type: none"> 05. Producing goods for own and/or family consumption (self employed) 06. Unpaid family worker (family business/ plantation) 07. Unpaid family worker, help with duties inside (washing, cooking, cleaning, etc) and outside (gardening, maintaining lawn, etc) 08. Volunteer work (community, church, etc.) | <p>code 10117 : Reason not looked for work</p> <p>Not in the labor force</p> <ul style="list-style-type: none"> 09. Student - full time 10. Student - part time 11. Home duties 12. Retired / Too old 13. None - Did not pursue any activity (no work) <ul style="list-style-type: none"> 01. Student 02. Already have a full-time time job 03. Don't want to work more 04. Disabled 05. Happy with what I am doing 06. Believe no paid work available 07. Discouraged (stopped looking, cannot find anything) 08. Waiting for family / friends to find work or tell me about other jobs 09. Weather / no transport 10. Other (obs) |
|--|--|--|

2.5 Shaded area

Some questions will have shaded areas which will generally mean nothing needs to be written in these parts by the enumerator. Examples include questions 41102, 41104 and 41105 where the shaded area is crossed out, further suggesting no information is required (see following example).

41100 Provide the details of these livestock and poultry you have.

On the day of enumeration						
Livestock / poultry	Coding code 41102	Number			How are they kept? code 41106	
		Total 41103	Males 41104	Females 41105	if 1 ▶ 41106	
01 Adult Pigs (older than 6 mos)	na					
02 Piglets (younger than 6 mos)	na					
03 Adult Chickens: Broiler	na					
04 Adult Chickens: Layer	na					
05 Adult Chickens: Dual	na					
06 Adult Chickens: Local	na					
07 Chicks	na		na	na		

The shaded areas indicated question 41102, 41104 and 41105 need not be asked of some livestock/poultry.

Other examples of shaded areas are in questions 41202 and 61202.

2.6 Neat writing

The main parties responsible for completing the information in the questionnaire pages are the Enumerator and the Supervisor. When necessary, the supervisor would need to intervene and assist the enumerator with the interviewing of households.

All this information will be entered into the computer after fieldwork has been completed, and for this reason it is absolutely imperative that:

- a) the enumerator (and the supervisor) fills in the responses with neat writing
- b) the supervisor checks the quality of the writing before turning the forms to Branch Office for processing

Survey forms filled in with poor writing will only lead to errors during the data entry phase and will also slow down the data processing phase. An example of poor and good writing is as follows:

24100 Describe the parcels of **your own** land (not shared with people from other households)

Parcel No.	Location			Area measurement			Land	
	State code 24102	Municipality	Village	Size		How parcel was measured code 24107	Tenure code 24108	M lan code 24109
				Number code 24106	Unit code 24106			
24101	24102	24103	24104	24105	24106	24107	24108	24109
241	2	weno	Iras	15140.5	4	1	2	
242	2	tonog	fab	150.2	9	2	1	

Good writing


Bad writing


As can be seen from this example the data entered for parcel 241 is very readable, whereas for parcel 242 this is not the case. Even if the data entry clerk interprets the information correctly for parcel 242 during data entry, the poor quality of the writing will slow them down at their task.

2.7 Recording monetary amounts

Monetary values are required to be recorded for question 41206. Please note that ONLY the dollar amount is entered – do not provide cents. To encourage this, the cents component has been filled in with a “.00” (see below).

When entering the dollar amount, always enter the digits to the right hand side of the boxes provided, not the left. See below for an example:

\$ |__|,|__|_6_|_0_|.00 

\$ |__|,|_6_|_0_|__|.00 

2.8 The “observations” box and “obs” column

“Observation” boxes appear on many pages of the questionnaire, where space is allowed (normally at the bottom of the page) for details of observations to be noted. Also, in the last column (question) of every page, there is a column called “obs”. The “observations” box and “obs” column are to work in conjunction with each other, and enable the enumerator to document any issue which may arise during data collection to clarify a situation.

The way it will work is that if an enumerator encounters a particular problem with a question, they assign an observation number in the “obs” column of that table. The details of what that problem is should then be recorded in the next available “observations” box, with the number for that particular issue. The numbering of observation can be a 2-digit or a 3-digit code, the first digit represent the section while the remaining digit(s) would be the observation number. An example of how this works is below:

33400 Did this household use any of these organic farming method in the last 12 months?				
	Farming method	Use method?		Obs
		1 Yes	2 No	
	33401	33402		33499
1	Compost	<input type="text" value="2"/>		na
2	Green manures	<input type="text" value="2"/>		na
3	Chilli spray	<input type="text" value="2"/>		na
4	Chipping for mulch	<input type="text" value="2"/>		na
5	Others (obs)	<input type="text" value="1"/>		38

Observations	
38	Natural practice of putting dead leaves and coconut husk at base of plants when cleaning land
41	Loss thru thievery

Observation 38 – This observation concerns Section 3 and it’s the eighth for that section, thus the 8.

Observation 41 – This observation recorded here due to the absence of observation box for Section 4.

If there are more than nine observations for Section 3, it should be noted in 3-digits. For example, the tenth observation should be written as 310, and so on.

Supervisors will then be required to address any issues which have been identified in the observation box by the enumerators. The details provided in the observation box will also help the staff in the Branch Office, along with the data entry staff, in treating these problematic issues during data processing.

2.9 The “other” category

You will find that many answer option list has an “other” category. The reason behind this category is because it is not always possible to list every category response for a question, so those not listed can be classified as “other”. When this occurs, in most cases you will be requested to add information to what this “other” category is representing. This is when you utilize the “observation” column and boxes. This information will assist the detailing of tabulation and analysis, if needed, and also the development of these questions in future census.

2.10 Dealing with unknown responses

For monetary values in particular, respondents will often say they are not aware of the actual amount they earned from selling of their livestock for a particular time period. When this situation arises, then follow these simple steps:

- 1) Refer to records (e.g., receipts for expenses or check-stubs for income).
- 2) If this is not possible, insist on a best guess answer from the respondent, even if they feel they have no idea.

Key rule

A rough guess is better than no guess at all

2.11 Responding to “Yes/No” questions

There are numerous questions throughout the questionnaire which require the interviewer to respond with a simple “yes” or “no” answer. For most of these questions a code is requested as the response which coincides with:

- 1 = Yes
- 2 = No

When this is the case, make sure the numerical code is written down in the space provided and not the worded answer “yes” or “no”.

2.12 Responding to “Yes/No” questions

There are numerous questions throughout the questionnaire which require the interviewer to respond with a simple “yes” or “no” answer. For most of these questions a code is requested as the response which coincides with:

- 1 = Yes
- 2 = No

When this is the case, make sure the numerical code is written down in the space provided and not the worded answer “yes” or “no”.

A couple of examples of such questions are provided below:

Code	Type of Equipment	Used	
		1 Yes	2 No
71001	71002	71003	
10	Crop Equipment		
11	Wood chipper	2	
12	Rotary hoe / tractor / tiller	1	

Enter either a '1' or '2' in the box provided. **Do not** write "Yes" or "No"

61300	During the past 12 months, did any member of this household conduct any Hunting activities?	1 Yes	1	if 2 ► 61500
		2 No		

2.13 Dealing with question refusals (or persons refuse to answer)

The IAC collects information which some respondents will view as sensitive, especially with respect to contribution to income or production of "cash" crops and "prestige" crops. Although the members of the household are willing to participate in the census, they may therefore just wish to refuse answering a question or two. When this situation arises, then follow the two simple steps:

- 1) Remind the respondent of the confidential nature in which this information is being collected, and responses provided will not be made available to the public.



In accordance with the FSM Public Law 5-77, all information provided in this form will be kept strictly confidential. And that individual answers will not be disclosed. Only totals figures will be published. Show them a sample of the analysis tables that are produced, if you have them on you.

- 2) Don't push the household members too hard to respond, if they insist on refusing to provide an answer to that question
- 3) Provide details in one of the "observation" boxes provided so appropriate action can take place back in the office

Key rule

While encouraging as best as possible full responses, don't push respondents too much if they refuse to provided information for certain questions

2.14 Emphasizing key words

In a range of questions, some words are more important than others, and for this reason have been underlined, and/or highlighted in bold, to signify their importance. This is particularly the case in the labour force questions covered in section S1.2. Emphasizing these words will hopefully help the enumerator understand which aspects of the question are most important. A couple of examples can be seen below for questions 10204 and 10205:

Underlining of "main activity last week" helps the enumerator focus on the fact that only the hours last week in the main activity are required

How many hours did [HM] work in this <u>main activity last week</u> ?	Would [HM] be willing and available to work more hours in this <u>main activity</u> ?
if 30+ hrs (► next [HM] age 15+)	
if < 30 hrs (► 10115)	1 Yes 2 No
10114	10115

Underlining of "main activity" reminds the interviewer that once again this question only relates to the main activity

2.15 Italicized instructions

In a range of questions, some of the texts are instructions to the interviewer, and not to be read out aloud to the respondent. Such text is in *italics* to signify its purpose. These instructions should aid in ensuring the enumerator understand target information meant to be capture by the question. A couple of examples can be seen below for questions 10204 and 10205:

What was this [HM]'s main activity during last week ? (<i>If away, due to holidays or illness, state what this person would normally be doing</i>)
code 10111
if 01 - 08: (▶ 10112)
if 09 - 13: (▶ 10116)
10111

Italic text "*if away, due to holiday or illness, state what this person would normally be doing*" remind the enumerator to further elaborate question, if needed.

The italic text "*this is the [HM] who makes the major decisions regarding resource use and exercises management control over the agricultural holding operation*" reminds the interviewer that once again to further elaborate question, if needed.

22000 Who is the main person who operates this land? (*this is the [HM] who makes the major decisions regarding resource use and exercises management control over the agricultural holding operation.*)

2.16 Answering for other people

The majority of information for the census will be able to be provided by the household head or the appointed household respondent. The enumerators are therefore encouraged to collect as much information from this person initially.

Collection of accurate information for each of the 8 sections will be a lot easier if as many members of the household as possible are present during the conduct of the interview. This is especially the case for persons aged 15 and older.

If the household head (or another responsible adult in the household) is responding on behalf of other household members, and they are unsure of an answer, it is best to organize to collect this information on the next visit, when:

- that household member is home, or
- the household head or appointed main respondent has had a chance to find out the correct answer for that question

Only when all visits are complete, should you accept guesses from a household member on behalf of other household members. When this occurs document the details in the "observations" section of the questionnaire, so this information can be reviewed back at the Statistics Branch Office.

2.17 Translation

The information in the questionnaire and the manuals will only be provided in English. Situations will arise where an enumerator will encounter a respondent who is not proficient in English. When this occurs, the following procedures should be followed:

- 1) Respondent who speak either Yapese, Chuukese, Pohnpeian or Kosraean: The enumerator will be required to translate the questions to the respondent in the local language. If they are having trouble with a particular question then the enumerator can seek assistance from their supervisor
- 2) Respondent who speaks any other language: Each of these scenarios will be tackled separately depending on the language issue encountered. The enumerator can seek assistance from supervisor.

2.18 Using This Instruction Manual

This manual cannot possibly address all issues encountered during data collection or fieldwork, however, it will try to be as comprehensive as possible. For this reason, enumerators must raise all problems encountered with the questionnaires, the EA maps, and the Listing Book pages as soon as possible with their supervisor, if the manual does not provide sufficient information to address the issue(s). If the supervisor is unable to assist with the problem at hand, then the staff from the Statistics Branch Office should be consulted immediately.

PART 3: SPECIFIC GUIDELINES ON COMPLETING THE QUESTIONNAIRE

3.1 Demographic Profile and Activities Last Week (S1)

3.1.1 Demographic Profile (all persons) [S1.1]

3.1.1.1 Introduction

The list of questions in Section 2.1 of the questionnaire intends to establish who the usual residents of the household are and further obtain their demographic background. The demographic background information is very crucial as it provides better understanding about the household's involvement and decision making toward agricultural related activities. Below are some examples of important indicators that could be derived from the information collected in this section:

- Population size, structure, composition and distribution;
- Population by sex and by age;
- Population by marital status, by education, by economic activities;

3.1.1.2 Establishing who is a "usual resident"

The first step in completing this section is to request of the respondent a list of all persons who usually live in the household, or the **usual residents**, and record their names all in column 10101.

Make sure to list all usual residents of the households in the first column following the guidelines below (this also appears on the questionnaire):

- Persons currently living in the household but are temporary away outside/inside country but intend to return. Examples - a working mother attending a meeting in Fiji or a son spending holiday in the outer island/another state;
- Persons that were absent for more than a month but still dependent on the household (student overseas and in dormitory only, in hospitals, etc);
- Persons that were also absent for more than a month, but provided support to the household (eg. Seamen, seasonal workers, etc);
- Visitors currently living with the household for more than 6 months;
- Visitors just moved in with the intention to stay longer than 6 months;

Usual resident

A person who had lived in the household continuously for most of the last 12 months, that is, for **at least** six months.

To get a correct listing, you will have to know what we mean by a member of the household and what we mean by a visitor:

Household

A household may be one person or a group of persons who usually live and eat together. This is not the same as a family. A family includes only people who are related, but a household includes any people who live together, whether or not they are related. For example, three unrelated men who live and cook meals together would not be considered one family, but they would be considered to as a household. Each person in the household is a **household member**.

Visitor

A visitor is someone who is not a usual member of the household but who stayed in the household the night before the day you are conducting the interview. If an individual stayed in the household the previous night and had been or intending to stay in that household for more than six months, then he or she should be listed in the household. Otherwise, do not list him/her.

As your respondent tell you the names, write them down in column 10102, **beginning with the household head**. The person who is identified as the head of the household has to be someone who usually lives in the household. This person may be acknowledged as the head on the basis of age (older), sex (generally, but not necessarily, male), economic status (main provider), or some other reason. It is up to the respondent to define who heads the household. There generally should not be a problem with this. It is usually advisable to record the spouse of the head of the household in the second row.

Should there be more than 22 members in the household, use the 1-page household sheet to list the rest of the household members with their demographic characteristics.

3.1.1.3 Description of data items

For each person listed the specific information is gathered:

- Name
- Relationship to Household Head
- Birth date
- Age
- Marital status
- School attendance
- School attainment

The definition and/or description of the answer options for each of the columns are given below.

10101: Household member

In Column 10101, each row is assigned a unique [HM] number. This number is used to link all demographic and activities information collected in sections 1.1 and 1.2 for each individual person.

10102: Name

Write the last name first and then followed by the first name. Always list the head of householder in the first line. You might encounter cases where the respondent is reluctant to give his/her name. In these cases, try to explain to the respondents that the names are only used for consistency checks and that the data would be aggregated and published without printing any names. At this stage, it is important to emphasize the importance of data confidentiality to the respondent. Remember that the first name in the list should always be the name of the head of the household.

Key Rules

List the Head of Householder FIRST
Write Last name first, then the first name.

10103: Sex

Always confirm the sex of a person before recording it in Column 10103 since there are many names that may be given to either a male or female.

10104 & 10105: Birthdate and Age

These two questions are among the most important questions in the interview, since almost all analysis of the Agriculture Census data depends on the respondent's age. You are to obtain each person's age in completed years, that is, the age at the time of the last birthday.

Complete years

Age is to be recorded in "complete years", that is, age at the time of last birthday.

Ask the respondent of her/his date of birth and write the date of birth in the spaces provided for day, month and year of birth. Try under all circumstances to obtain at least the year of birth.

Record the respondent's age in column 10105 after checking that the date of birth and age reported are consistent. Remember that the age recorded should be the age at the time of the last birthday.

Birth date

Should it be the case this is unknown, try in all circumstance to obtain at least the year.

The structure for filling in the date of birth is to follow the format:

mm / dd / yyyy

In other words, month first, followed by day then year (e.g., 10 / 31 / 1977)

10106: Relationship to Household Head

Record how the person listed is related to the head of the household. Use the codes at the bottom of the page. **If the respondent is not the head of the household, make sure that you record the relationship of each person to the household head, not the relationship to the respondent.**

Example: If the respondent is the wife of the head of the household and she says that Kamille is her mother, then Kamille should be coded as Code 09 (OTHER RELATIVE) not Code 05 (PARENT), because Kamille is a mother-in-law of the head of the household (see Figure 3.1)

If the head of the household is married to a woman who has a child from a previous marriage, that child's relationship to the head of the household should be coded as Code 03 (SON/DAUGHTER, INCL. ADOPTED) (see Figure 3.1).

10107: Marital status

The question on marital status is asked of all household members regardless of their age and sex. Use the answer coding categories provided below according to the respondent's answer. Note that both answer categories '2' and '3' are considered married regardless of what marriage arrangement the person is in at the time of the interview. Make sure to obtain the right marriage arrangement and record it in the right category whether the person is legally or in consensual marriage. If a respondent states that a household member is "single", probe to determine the appropriate coding category ('divorced/separated,' 'widowed,' or 'never-married').

10108 through 10110: EDUCATION

The term "school" means formal schooling, which includes pre-elementary, elementary, high school, and college, and any other levels of schooling in the formal school system. This definition does not include Bible school or short courses cosmetology (beauty school) or tailoring/sewing. However, it does include

technical or vocational training beyond the primary school level, such as long-term courses in mechanics or secretarial work.

10108: If the person is not currently attending school, you will leave Column 10109 blank.

If the person has attended school, you will record the grade that the person is currently attending in column 10109 and then record the highest grade the person has attained in column 10110. Do this by using the codes at the bottom of the page.

Example: A child who is currently in the third year of elementary school would be – ‘code 1 for column 10108, code 03 for column 10109 and code 02 for column 10110’.

A woman who has left school and has completed all the grades of elementary school only would be – ‘code 2 for column 10108, blank for column 10109 and code 06 for column 10110.

A man who left during his first year of high school and not in school during the interview would be recorded as – ‘code 2 for column 10108, blank for column 10109 and code 06.

The term “attending school” refers to whether the person generally attends school; it does not measure how often a person actually goes to school but whether the person attends school at all. If a person goes to school occasionally, or usually goes to school but has been absent from school recently, record YES. Record ‘NO’ only if the person did not attend at all in the current school year.

If the person was in school during the current school year, record the grade the person is currently attending (using the codes at the bottom of the page) and grade the person has attained.

3.1.1.4 Filling in and completing S1.1 of the questionnaire

Figure 3.1: Example of a filled-in S1.1

S1.1 - Demographic profile (All persons)

10000) Please list all persons who usually live in this household (Usual Resident). Start with the head of the household. Head of the household is the person in charge of the household finances/resources.

Only include persons who:

- a) currently live in this household (even if temporarily away, and they intend to return)
- b) absent more than a month but dependent on household (eg, student o’s seas and in dorm only, person in hospital, etc)
- c) absent for more than a month, but part of (and supporting) the household (eg, seamen, seasonal worker, etc)
- d) visitors currently living with the household for more than 6 month
- e) just moved in with the household but intends to stay longer than 6 months

Household Member [HM]	Name (Last name, First name)	Sex	Relationship to household head	Birth date	Age (in complete years)	Marital status	Is [HM] attending school now?	What grade is [HM] currently attending?	What was the highest grade [HM] completed ?
			code 10104			code 10107	1 Yes 2 No		
				mm / dd / yyyy			Ask if Age is 13+ Ask if Age is 3+		
10101	10102	10103	10104	10105	10106	10107	10108	10109	10110
01	Joni, Arsenio	1	0 1	09 / 23 / 1964	0 5 1	3	2		1 5
02	Joni, Lucille W.	2	0 2	06 / 17 / 1966	0 4 9	3	2		1 4
03	Henri, Achilles W.	1	0 3	12 / 22 / 1998	0 1 7	1	1	1 2	1 1
04	Joni, Lucia A.	2	0 3	01 / 11 / 2002	0 1 4	1	1	0 9	0 8
05	Wallis, Kamille	2	0 9	12 / 22 / 1944	0 7 1	6	2		0 5

10103: Sex
1. Male
2. Female

code 10104 :Relationship
01. Head
02. Spouse
03. Son/daughter (incl. adopted)
04. Son/daughter-in-law
05. Parent
06. Uncle/Auntie
07. Grand-son/daughter
08. Brother/Sister
09. Other Relative
10. Non-relative

code 10107: Marital status
1. Never Married
2. Legally Married
3. Traditional/Consensual
4. Separated
5. Divorced
6. Widowed

code 10109 : Currently attend
31. Preschool/ Kindergarten
01 to 12. 1st to 12th grade
13. Pre-college vocational school
14. Associate's degree
15. Bachelor's degree
16. Master's degree
17. Doctorate degree or higher
18. Other (obs)

10110 : Highest grade completed
30. None completed
31. Preschool/ Kindergarten
01 to 12. 1st to 12th grade
13. Some college, no degree (including pre-college vocational certificate)
14. Associate's degree
15. Bachelor's degree
16. Master's degree
17. Doctorate degree or higher
18. Other (obs)

3.1.2 Activities Last Week (age 15+ years) [S1.2]

3.1.2.1 Introduction

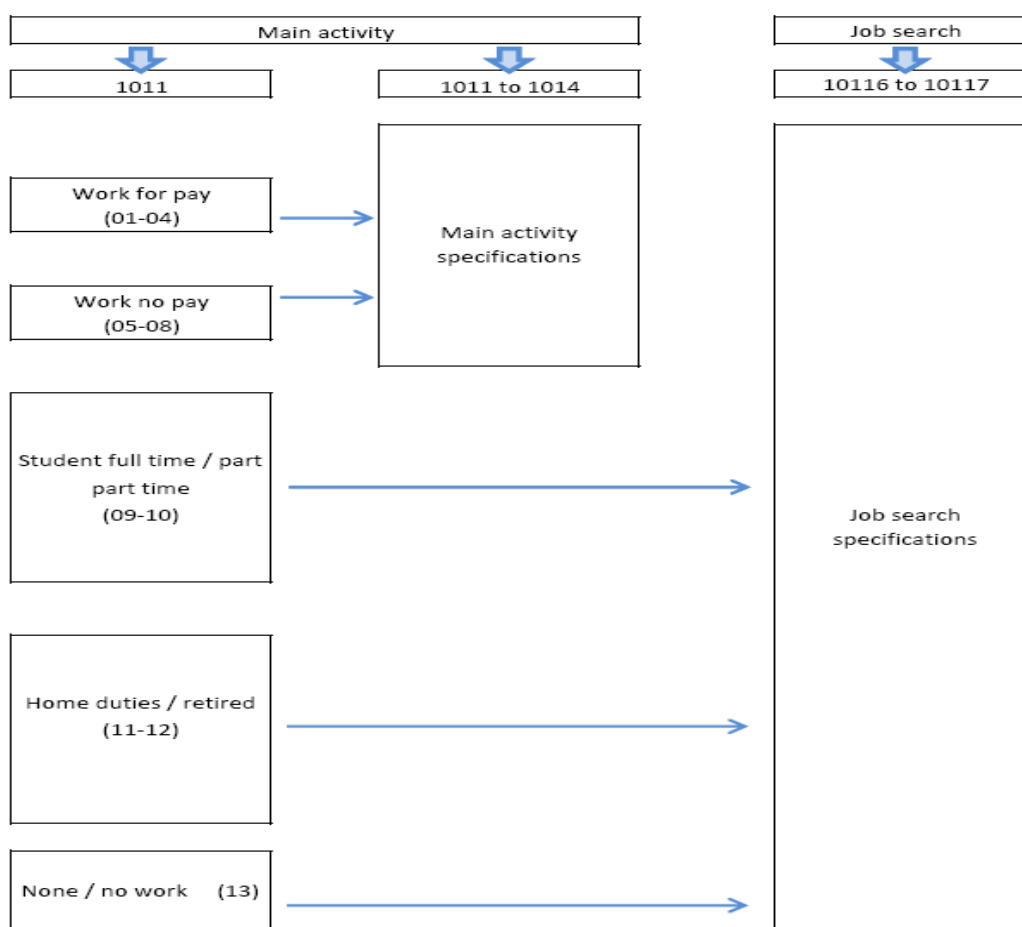
This section provides general instructions on how to fill in the work activities or labor force questions. The section is divided into two parts:

Part 1 – Main Activity Section

Part 2 – Job Search Section

Note: This information in this section is only asked of household members 15 years and over. If a person is aged 14 or less, then leave the cells blank.

The rough flow of questions for the 2 parts combined can be seen in the diagram below:



One of the main purposes of this section is to determine the size of the supply of labour (work force) in the country. This refers to those people who are employed, unemployed people and those people who are categorised as not in the labour force. The data is very crucial to man power planning and other users who have interest in a summary picture of the country’s labour force as well as different activities undertaken in the country including agricultural related activities and others. In order to obtain these data, the following questions in this section related to the person’s economic activities are been asked.

Activity is defined or refers to any work that the person is involved with that concerned with providing the necessities of his/her life, his/her family or household or producers. This includes all the activities the person is undertaking whether it is a paid job or not. Any person who reported doing any activities in the last week whether it is a paid activity or not should be recorded using the following activity group:

Similar to Section 1.1, the information for this section is obtained for household members so these sections are linked. So pay attention to column 10101 [HM] and make sure that you record the information correctly in the right row for the right person.

Remember that only persons age 15 years and older are asked the question in this section, so before you proceed it would be wise to “X” out the cells for persons below 15 years to avoid confusion (see following illustration).

“X” out the cells for persons below 15 years in Main Activity Section before begin asking questions

S1.1 (extract)

Household Member [HM]	Name <i>(Last name, First name)</i>	Sex	Relationship to household head	Birth date	Age <i>(in complete years)</i>
<i>List Household Head first</i>					
10101	10102	10103	code 10104	mm / dd / yyyy	10106
01	Joni, Arsenio	[1]	[0] [1]	09 / 23 / 1964	05 / 1
02	Joni, Lucille W.	[2]	[0] [2]	06 / 17 / 1966	04 / 9
03	Henri, Achilles W.	[1]	[0] [3]	12 / 22 / 1998	01 / 7
04	Joni, Lucia A.	[2]	[0] [3]	01 / 11 / 2002	01 / 4
05	Wallis, Kamille	[2]	[0] [9]	12 / 22 / 1944	07 / 1

S1.2 (extract)

	Main Activity Section		
What was this [HM]'s <u>main activity</u> during last week? <i>(if temporarily away from activity last week, due to holidays or illness, state what this person would normally be doing)</i>	Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this <u>main activity</u> last week?
code 10111	Examples	Examples	if 30+ hrs (▶ next [HM] age 15+)
if 01 - 08: (▶ 10112) if 09 - 13: (▶ 10116)	nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	hospital, education, security, restaurant, retail sales, agriculture, fisheries	if < 30 hrs (▶ 10115)
10111	10112	10113	10114
[] []	[] [] [] []	[] [] [] []	[] [] hrs
[] []	[] [] [] []	[] [] [] []	[] [] hrs
[] []	[] [] [] []	[] [] [] []	[] [] hrs
[] []	[] [] [] []	[] [] [] []	[] [] hrs
[] []	[] [] [] []	[] [] [] []	[] [] hrs

REMINDER
Only persons age 15+ are asked the questions in this section.

3.1.2.2 Main Activity Section (1011-10115)

10111: What was this [HM] main activity during last week?

The first question asks each person 15 years and over what their **main** activity was last week. There is a prompt in *italics* for this question in case a person was away from their main activity due to holidays or illness. For these people, state what the person would normally be doing if they weren't on holidays or sick.

Last week" refers to the week before interview week, when you actually conduct this interview.

"Main Activities" in this instance includes persons 15 years and over:

- who work for pay (*paid employment or in-kind payment*),
- work without pay (*unpaid employment*),

not in the labor force.



Note the preceding "code" before 10201 pointing to a list of code below to be utilized. Note also the sequence guide and skips and carefully follow them for each group of codes 01-08 and 09-13.

There are 13 response categories as discussed earlier, with a more brief explanation of each being as follows:

Paid Employment

01. Employer: Manages a private business and employs people in this business
02. Employee working for wages in public sector: People working for the government or public company (including NGO, UN agencies), paid on a regular base (weekly, bi-weekly, monthly)
03. Employee working for wages for a private sector: People working for a private person or a private company, paid with a regular salary (weekly, bi-weekly, monthly).
04. Producing goods or services for sale, running a business: Own business, people working for themselves, without paying any extra staff. It can happen that a family member helps this person run the business, but for free. If they get paid then he/she is an employer (option 01).

Unpaid Employment

05. Producing goods or services for own/family consumption: A farmer, a fisherman, a livestock farmer who does not sell their production, they just use it to feed the family.
06. Unpaid family worker (family business, plantation): People who work for free in the family business, just to help the family
07. Unpaid family worker (helps with basic household duties): A person in the household who **helps** do basic household duties (including baby-sitting, cleaning/washing, cooking, etc.). The work can be a current member of the household or a family member from another household. Note for record their main activities in column 10112, e.g. cooking, cleaning, childcare gardening, and for industry, column 10113, put 'Home services'. An Unpaid family worker is not the main person who looks after the household – that person is Code 11 Home duties.
08. Voluntary work / community work (for free): A person involve in church activities or community activities or any unpaid work for charity

Not in the Labor Force

09. Student full time: A person fully dedicated to their study. Be careful if the interview takes place during school holidays, as this person should still be classified as a full time student.
10. Student part time: This status can be a main activity or a second activity. These people generally only spend half the time at school that a full time student does, and can often be working also.

11. Home duties: This category refers to the main persons in the household (hhhold head, spouse, children) responsible for taking care of the house/hhold. This is different from 07, as people with code 07 just assist with home duties).
12. Retired / Too old: Refers to people who retired and content to stay home or a too old person to work.
13. None – did not pursue any activity (no work): Examples include students, disabled persons who could not work, etc.

10112: Type of activity (occupation)

This question refers to the type of activity each [HM] undertakes in their main activity. It is often also referred to as the occupation. Only persons who reported they were working (categories 01-08 in Q10111) will be asked this question. Examples are given in the question which can be used as a guide. Note, for this question, we are not interested in what the business does that they work at, we are after **their role** in that business. Note 'self-employed' is not an occupation or industry.

10113: What industry did [HM] work in?

This question refers to the industry the person works in, and is a follow up to the question on occupation. For this question we are after the activity of the business the person is employed in. Once again, examples are given in the question which can be used as a guide.

10114: How many hours did [HM] work in this main activity last week?

This question requires the household member to report how many hours they worked in their main activity last week. Make sure only the main activity detailed in Q10111 and Q10112 is included in calculating the number of hours. Make sure the sequencing is followed after this question as only those persons who reported working less than 30 hours in their main activity will be asked the next question (Q10115). People who responded they worked 30 hours or more will be skipped to Q10116.

10115: Would [HM] be willing and available to work more hours in this main activity?

This question is only asked of persons who reported that they worked less than 30 hours in their main activity. A simple yes or no answer is all that is required for this question, record code – 1 for Yes or 2 for No.

3.1.2.3 Job Search Section (1016-10117)

10116: Did [HM] actively look for work or for another job last week?

This question aims to determine if the individual actively looked for work or for another job in the last week. All persons are asked this question, even those who are in full time employment. The main aspect of this question is that the individual has to be actively looking for work, not just wanting work. Examples of actively looking for work include:

- Checking bulletin boards where jobs are advertised
- Following up to radio announcements/advertisements
- Following up to newspaper and tv advertisements
- Checking face book or web sites
- Checking State and National Government's Public Information (internet)

- Wandering around to shops/stores and checking employment opportunities

10117: Why not?

This question is only asked of persons who did not actively look for work or another job last week. The reason for this question is because we are trying to distinguish between persons who didn't look for work because they weren't interested, and those that didn't look for work because they believed there was none available and they were wasting their time. It is therefore very important the most appropriate response is provided to this question.

Figure 3.2: Example of a filled-in S1.2

Reference Period:
Last week

S1.2 - Activities last week (age 15+ years)

Please provide the main activity details for every member of this household, aged 15 years and older.

S1.1 (extract)		What was this [HM]'s main activity during last week? <i>(if temporarily away from activity last week, due to holidays or illness, state what this person would normally be doing)</i>	Main Activity Section				Did [HM] actively look for work last week?	Why not?	Obs
			Type of activity (occupation) Examples nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	What industry did [HM] work in? Examples hospital, education, security, restaurant, retail sales, agriculture, fisheries	How many hours did [HM] work in this main activity last week? if 30+ hrs (▶ next [HM] age 15+) if < 30 hrs (▶ 10115)	Would [HM] be willing and available to work more hours in this main activity? 1 Yes 2 No			
Household	Name (Last name, First name)	code 10111 if 01 - 08: (▶ 10112) if 09 - 13: (▶ 10116)					1 Yes 2 No if 1 ▶ next HM	code 10117	
10101	10102	10111	10112	10113	10114	10115	10118	10117	10199
01	Joni, Arsenio	0 2	Asst. Director	Dept. Educ	4 0 hrs	2	2	0 2	
02	Joni, Lucille W.	1 1			hrs			0 5	
03	Henri, Achilles W.	0 9			hrs		2	0 2	
04	Joni, Lucia A.				hrs				
05	Wallis, Kamille	1 2			hrs		2	1 2	

code 10111 : Main Activity		
Paid employment	Un-paid employment	Not in the labor force
01. Employer	05. Producing goods for own and/or family consumption (self employed)	09. Student - full time
02. Employee, working for wages / salary in public sector	06. Unpaid family worker (family business/ plantation)	10. Student - part time
03. Employee, working for wages / salary in private sector	07. Unpaid family worker, help with duties inside (washing, cooking, cleaning, etc) and outside (gardening, maintaining lawn, etc)	11. Home duties
04. Producing goods or services for sale, running a business (self-employed)	08. Volunteer work (community, church, etc.)	12. Retired / Too old
		13. None - Did not pursue any activity (no work)

Some questions are NOT ASKED of Lucille, Henry, and Kamille due to their responses given for 10111

The entire S1.2 questions were NOT ASKED of Lucia because she's below 15 years of age (so we "X" out the entire her entire row before we begin asking questions in this section).

3.2 LAND / Description and Use (S2)

3.2.1 Introduction

Information on land use is crucial to analyse agriculture sustainability and productivity. The use of land can also have environmental consequences that range from pollution of waterways to global warming and the census of agriculture is the main source of data on the actual land use in a country.

The questions on land are to be asked of all households, and must be completed by all households that have **access** to any land that may be used for agriculture, including for livestock or land that may be used for gathering food or other plant materials. Include land that is not currently used (that is land left fallow, may be reverting to bushland).

This section provides general instructions on how to fill in the land questions.

The questions asked about land used were divided into four types, concerning:

- General description of the land
- Details of the land used only by this household
- Details of the land used by this household and other households
- The issues that the household may face in using the land for agriculture

3.2.2 Land used for agriculture (20000-23000)

Figure 3.3: Example of a filled-in S20000

S2 - LAND / Description and Use		Reference period: Day of enumeration
<p>20000) Does this household have any land used for agriculture? <i>(include kitchen gardens, land used for chicken or livestock, wooded land not currently farmed, plots upland, customary land, land shared with other households, etc.)</i></p> <p style="text-align: center;"><i>(Tick the appropriate box)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Go to S5</p>		
<p>21000 How many parcels of land does this household operate? <i>(Including all lands it operates irrespective of whether the household solely owned/leased, shares ownership of it, or has no ownership of it)</i></p>		<p>not shared <input type="text"/></p> <p>shared <input type="text"/></p>
<p>22000 Who is the main person who operates this land? <i>(this is the [HM] who makes the major decisions regarding resource use and exercises management control over the agricultural holding operation.)</i></p>		<p>[HM] #: <input type="text"/></p>
<p>23000 What is the main purpose of this household's use of these land?</p>	<p>Codes >></p>	<p>1 Only for home consumption</p> <p>2 Mainly for home consumption but occasionally sell <input type="text"/></p> <p>3 Mainly for sale but occasionally consume</p> <p>4 Only for sale</p>

As noted in the question, include kitchen gardens, land used for chicken or livestock, wooded land not currently farmed, plots upland, customary land, land shared with other households, etc. The household's holding is the total amount of land they can use. If the household has no agricultural land Record no and go to S5.

Record all separate areas (parcels) used by the household. The land area of the household's house should be included, provided the house is located on a parcel where agricultural activities are also carried out.

21000 Parcels

A *parcel* is any piece of land of one land tenure type entirely surrounded by other land, water, road, forest or other features that are not part of the holding, or forming part of the holding under a different land tenure type. A parcel may consist of one or more fields or plots adjacent to each other. A single holding may have land parcels in more than one village or municipality.

Land the household *operates* is land the household carries out activities on, or deliberately leaves fallow or un-worked. Include all parcels of land that the household operates irrespective of whether it solely owns/leases it, shares ownership of it, or has no ownership of it. Land on different legal titles form separate parcels.

Ask about the number of parcels this household operates on their own and record.

Ask about the number of parcels this household and other households share and record.

All of these parcels should be listed in either section 24000 or 25000.

Land the household owns, but is operated entirely by other households, should **not** be included.

22000 Operator

The person who makes the major decisions regarding resource use and exercises management control over the agricultural holding operation. Sometimes referred to as the agricultural holder, this should be the person who has technical and economic responsibility for the holding and may undertake all responsibilities directly, or delegate responsibilities. This person should answer the questionnaire if possible.

It is expected that this person would be an adult – at least aged 15 or over.

23000 Main purpose

The aim of this item is to get a broad indicator of the extent to which agricultural holdings are participating in the market economy. It relates to the overall production of the household. Enter the code that best reflects the households overall use of the produce from their land:

- 1 Only for home consumption
- 2 Mainly for home consumption but occasionally sell
- 3 Mainly for sale but occasionally consume
- 4 Only for sale

If land is used to grow crops to meet customary obligations, record this as home consumption.

3.2.3 Details of parcels of land household operates alone (not shared with other households) (241000)

Describe all the parcels of land that this household can use on their own - as a garden, farmland, for livestock or left fallow or wild currently.

Figure 3.4: Example of a filled-in S24100

Details of parcels of lands which your household operates alone (not shared with other households)											
24100 Describe the parcels of your own land (not shared with people from other households)											
Parcel No.	Location			Area measurement			Land Use and Access				Obs
	State code 24102	Municipality	Village	Size		How parcel was measured code 24107	Tenure code 24108	Main land use code 24109	Period of land use code 24110	How do you get to it? code 24111	
				Number code 24106	Unit						
24101	24102	24103	24104	24105	24106	24107	24108	24109	24110	24111	24199
241	2	Weno	Iras	2000	4	4	1	1	3	2	
242	2	Uman	Sapota	05	2	1	3	3	4	3	

This section should be used to describe any land that only this household uses for agricultural purposes. It does not matter if the land is owned or not, only that it is land that this household solely operates.

If a sizeable part of a parcel is left unplanted (e.g. more than 100 square metres), it should be treated as a separate parcel. Do not include shared land that other households also have access to plant, harvest produce, run livestock, hunt or take wild produce (including trees).

24101 & 25101: Parcel No

The parcel number (3-digits) is pre-coded so you don't need to do anything to it here. However, these numbers are very important as they're used to identify the land parcel in later sections of the questionnaire.

Location

This identifies exactly where the parcel of land is, so that it can be identified clearly, and linked to other land information for example about soil.

24102 & 25102: State

Use the codes (listed on the bottom of page 3):

1. Yap
2. Chuuk
3. Pohnpei
4. Kosrae

24103 & 24104 and 25103 & 25104: Municipality & Village

There is no code list of list of municipality and village provide. Write in the names of these in the space, as you know them. If you are unsure of the village, ask the respondent to provide you.

Area measurement

Area is one of the most important data items for the census. Record the area of the parcel as accurately as possible.

24105 & 24106 and 25105 & 25106: Size & Unit

Ask the respondent for the area. Space is provided to record the size (including the decimal) and the units it is measured in. Then record how the size was measured.

If possible, ask the respondent to check their title to the land and record the area the title shows. You may need to ask the respondent to find out and call them back or visit again. If the title is not available but the respondent is sure it exists, you **must** estimate the land area, but **also record an Obs** with the name on the title.

If the respondent knows the area approximately record the area (numbers) and units exactly as reported by the respondent. Codes for units are (listed on the bottom of page 3):

1. Hectare (a hectare is 10,000 Sq meter)
2. Acre
3. Sq. meter
4. Sq. feet

If the respondent does not know the area of the land, it can be estimated in various ways.

- Pacing. If the parcel area is next to where you are carrying out the interview you may be able to pace the area.
- Estimating by comparison with other areas – for example sports fields, size of the area around the house.
- Other knowledge

IMPORTANT

See **Appendix 2** for guidance on pacing method, size of some standard sports field, and other tips on land measurement

24107 & 25107 How measured: Code

Enter the code that best reflects how the respondent has worked out the area.

1. land documents – use this code if the title or similar legal document has been checked
2. pacing method – use this if you have paced across the area and calculated the area using your pace length
3. personal estimation– use this code if the respondent estimated the area from their knowledge of the land
4. other – describe this in an Obs.

Figure 3.5: Example of converting parcel size from personal estimation

If the respondent does not know the area but says “I think it is about 30 feet by 20 feet”. To get Sq. feet, multiply 30 to 20 and you’ll get 600.0 sq. feet

Enter 600.0 under column 25105

Enter 4 (code for Sq. feet) under column 25106

Enter 3 (code for personal estimation) under column 25107

Area measurement		
Size		How was the parcel measured?
Number	Unit	
	code 25106	code 25107
25105	25106	25107
6 0 0 . 0	4	3

Land access and use

24108 & 25108 Tenure

Land tenure refers to the conditions under which the household land or buildings are held or occupied. The codes are

1. Own free-hold land – The holder or members of the holder’s household possess a title of ownership, which gives the holder legal ownership - the right to determine how the land is used, and to sell or lease the land. This includes legal owner-like possession is where land is operated under hereditary tenure, perpetual lease or long-term lease, with no rent.
2. Leased free-hold land – The holder or members of the holder’s household pays rent (money or in-kind) to a legal owner.
3. Customary land – The land is held under a traditional form of tenure, usually involve land being held on a village, family or clan basis, with land ownership being communal in character but the household has rights to work the land because they are a member of the village, family or clan.
4. Leased customary land – The holder or members of the holder’s household pays rent (money or in kind) to a customary owner.
5. Leased government land – The holder or members of the holder’s household pays rent to a government agency for the use of the land.
6. Other – This may be a variety of informal land tenure arrangements, which do not provide security of tenure. It could be growing crop, e.g. on abandoned land or government land operated without permission. Make it clear to the respondent that information will not be used except for statistics. Enter an Obs to describe the situation (e.g. abandoned land, don’t know owner).

24109 & 25109 Main land use

Enter the **main** use for the land in this parcel. Note that the codes are on page 4 of the questionnaire. The codes are

1. Land Under Garden Crop (temporary/short-term)
Include all land used for crops with a less than one-year growing cycle; that is, they must be newly sown or planted for further production after the harvest. Land mainly used for vegetables, root crops that are replanted at least every year, and pineapples should be included in this category. Use this code if this type of planting is the main use of the land.

2. Land Under Tree Crop (permanent/long-term)
Land cultivated with long-term crops which do not have to be replanted for several years; includes most fruit trees. But also include land that is mainly planted with long term root crops that are usually left for more than one year.
3. Agro forestry (mixed tree and garden crops)
Agro-forestry refers to where trees, shrubs, palms, etc. are deliberately on the same land area as agricultural crops and/or animals. Where the land is both tree and garden crops deliberately planted together, use this code.
4. Land Temporary Fallow
Land at rest for a long period before re-cultivation – at least one year but not more than five years. This may be part of the holding’s crop rotation system or because the normal crop cannot be planted because of flood damage, lack of water, unavailability of inputs or other reasons.
5. Land Under Livestock
Land that is mainly used for livestock. There may be a few fruit or shelter trees, but the livestock are the most important.
6. Forest/wooded land (not tree crops)
Includes land that has been left for more than 5 years, with trees growing wild.
7. Land under farm buildings and farmyard
Land under farm buildings and farmyards refers to surfaces occupied by operating farm buildings (e.g. storage sheds), buildings for animal production (pig pens, poultry yards) and farmyards. The area under the holder’s house (including the yard around it) is also classified here if it makes up part of the agricultural holding.
8. Land under other (non-agricultural use)
Please describe this land in an Obs.

24110 & 25110 Period of land use

Record how long the land has been used for this main use. Codes are on the bottom of page 4.

1. In the last year – has only been used for this purpose in the 12 months before the date of enumeration
2. 1 - 4 years
3. 5 - 9 years
4. 10+ years

24111 & 25111 How do you get to it?

Record the how the members of the household most often go to the land. The codes are on page 4 of the questionnaire.

1. car
2. walk/live by
3. boat/canoe
4. other (obs)

CHECK – Is there a complete a row in 24100 box for every ‘not shared’ parcel?

CHECK – Is all the information recorded? Is there an observation number for every comment entered in the Observation box? Is there a comment for every Obs number?

3.2.4 Details of parcels of lands which you share with other households

This section is used to describe **land that this household shares** use of for agricultural purposes. Include any land this household uses that other households also have access to plant, harvest produce¹, run livestock, hunt or take wild produce (including trees).

3.2.4.1 Land operated by this household shared with other households (25100)

The questions in 25100 are the same as for 24100. Complete them in the same way.

25101, 25102, 25103, 25104, 25105, 25106, 25107, 25108, 25109 - follow instructions for 24101, 24102, 24103, 24104, 24105, 24106, 24107, 25108, 25109

25109, 25110 – follow instructions for 24109, 24110 but **only record the uses made by this household...**

25111 – follow instructions for 24111

CHECK – Is there a complete a row in 25100 box for every ‘not shared’ parcel?

CHECK – Is all the information recorded? Is there an observation number for every comment entered in the Observation box? Is there a comment for every Obs number?

3.2.5 Details of land issues for the land your household operates (26100)

This section is designed to get any information about particular issues that can affect farmers. It will be useful for setting priorities and targeting initiatives to assist with the issues. The types of damage are:

01 Has any of your land been damaged by landslides? This is where any land has slipped down the hillside.

02 Has any of your land been damaged by rain flooding? This is any other damage by rain, not landslides. It might be that the rain carved out channels, or that rubbish was brought on to the land by rainwater.

03 Has any of your land been damaged by sea water? This is damage by very high tides or storm surges. Land might be washed away or be salty.

04 Has any of your land been damaged by drought? Where the land has dried up or crops failed because there has not been enough rain

05 Has any of your land been damaged in other ways? If you use this category you MUST enter an observation describing both the damage and what caused it. E.g. a forest fire burnt the trees and crops.

06 Has any of your land been irrigated? This is watering the plants. Includes any process through which water is moved from a water source to apply to an agricultural crop. It may be an irrigation system with pipes to the land, a pump to move water onto the plants, and include hand watering e.g. from a bucket. (Don't include activities to remove water from the land – that is covered under 08 below)

07 Has any of your land been burnt off to clear it (e.g. for planting or livestock)? This is where the land has been deliberately burnt to use it for a new purpose. Enter why the land was burnt in the ‘What measures’ box

¹ A household may have rights to harvest from a particular tree.

08 Does any of your land have drainage or other water management (ditches, pumping out water)? Use this if any action was taken to prevent flooding from rivers, train or seawater.

09 Does any of your land have invasive species problem? Invasive species may be vines on other plants that have taken over the land and prevent planting, smother crops or prevent the land being used for other purposes.

26103 Affected by the issue?

Read out each issue (emphasize the reference period). Record 1 yes or 2 no. If the answer is No (2) move to the next issue.

If Yes, ask the other questions:

26104 Which Parcel Number(s)

Record the parcel number from 24101 or 25101 for the parcel that has been affected.

26105 What measures did you take to adapt to the situation?

Record a short description of what the respondent has done to try and deal with the situation. If needed add an Obs. Do not ask this for the blocked out issues (06 and 08)

Figure 3.6: Example of completed S26100 land issues

Details of land issues					
26100 For the land your household operates:					Obs
Description of issue	Affected by issue? 1 Yes 2 No <i>if 2 ► next issue</i>	Which Parcel Number(s)	What measures did you take to adapt to the situation?		
26101	26102	26103	26104	26105	26199
In the past year					
01	Has any of your land been damaged by landslides?	1	242 & 251	<i>we had to replant but only after the land stabilized</i>	
02	Has any of your land been damaged by rain flooding?	1	241	<i>we dug a ditch to try and keep the water away</i>	
03	Has any of your land been damaged by sea water?	2			
04	Has any of your land been damaged by drought?	2			
05	Has any of your land been damaged in other ways?	2			
06	Has any of your land been irrigated?	2		na	
07	Has any of your land been burnt off to clear it (e.g. for planting or livestock)?	1	251 part	<i>After the landslide dried we tried to burn the rubbish</i>	
At the current time					
08	Does any of your land have drainage or other water management (ditches, pumping out water)?	1	241	na	
09	Does any of your land have invasive species problem?	1	all	<i>sometimes try to clear it</i>	

3.3 CROPS (S3)

3.3.1 Introduction

Crop information is a critical indicator of production for FSM. The information can help understand what is available, and forecast risks to future production. Crops supply a very large part of the food for FSM and information that informs planning and development can help improve food security. Details on the amount of crop, harvesting and losses are important to know how much food is available. Variety information allows planning where new, more productive or robust varieties could be introduced to help people.

This section must be completed for any parcels of land that have crops grown on them by the household, whether the land is shared or not. It is assumed that if a household has land used for agriculture, they grow some crops. In the rare instance that a household has no crops, only livestock, write this clearly on the top of the page and move to section 4.

Space is provided for three parcels of land. Record the parcel number from Section 2 at the top.

NOTE: If there are more than three parcels with crops operated by the household, provide answers for the largest parcels. If any of the other parcels are more than 100 sq metres or 1000 sq. feet, you will need to access an additional questionnaire/ copy of pages 3.1.

3.3.2 CROPS / Production (S3.1)

This section is a record of every crop that has been grown on the land in the past year.

Record the parcel number at the top of the column and then ask about the crops on each parcel. Complete the questions for this parcel then ask about crops for the next parcel of land.

NOTE respondents may find it easier to recall their total crop and then allocate it to parcels. Ask the questions in the way that is easiest for the respondent but ensure that the crops on each parcel are separately listed.

NOTE: there is no space for observations on these pages. Please enter observations on page 8 with clear numbering.

3.3.2.1 What crops did this household have on land you have access to in the last 12 months? (31000)

Complete the details of the crops that have been growing on the parcels of land that the household operates.

Some crops may be sensitive. Remind respondents that all this information is confidential – the enumerator must not use or share the information about the individual household, and when the data is analysed there will be no way of knowing what household had which crops.

Below is an example with breadfruit completed below for two parcels.

31103, 31109, 31115 Number of plants and trees in the parcel

Estimating the number of plants can be difficult. It may be possible to count a small area and multiply that to get an estimate of the total number of that type.

Record the total number of the plants or trees *in the parcel*. If none, LEAVE the row blank and move on to the next crop item or parcel.

If needed record an obs number at the end of the row and say why there is a problem in the next observation box (in Section 3.2, page 8).

Figure 3.7: Example of a filled-in S31000

S3.1 - CROPS / Production													
31000) What crops did this household have on land you have access to in the last 12 months?													
Last 12 months													
Parcel 241							Parcel 242						
Crop name	Number of plants and trees in the parcel	Method of planting	Type of planting	Is any of this crop grown under protective cover or shade?	New planting		Number of plants and trees in the parcel	Method of planting	Type of planting	Is any of this crop grown under protective cover?	New planting		
					Did your h/hold plant any new crop? 1 Yes 2 No	Source of plant					Did your h/hold plant any new crop? 1 Yes 2 No	Source of plant	
	If none ► next crop	code 31104	code 31105	code 31106	► 2 x1 crop in parcel	code 31108	If none ► next crop	code 31110	code 31111	code 31112	► 2 x1 crop in parcel	code 31114	
31101	31102	31103	31104	31105	31106	31107	31108	31109	31110	31111	31112	31113	31114
Fruits													
01	Breadfruit	3	3	3	4	2		5	3	3	4	1	1

31104, 31110, 31116 Method of planting

Ask the respondent how the plants have been organized within a planted area or plot.

1. Compact – A plot where the plants, trees and shrubs planted in a regular and systematic manner, packed together, closely and densely. Often taro patches are compact.
2. Line – The crops are planted in separate lines (so a person can move along between them).
3. Scattered plants – Crops are planted scattered around the holding, not close together or in a regular pattern.

31105, 31109, 31115 Type of planting

This refers to how the plots of this crop are organized in the parcel.

1. Single crop – Only this crop, without any other crop is planted in plot in the parcel, and only one area of the crop
2. Mixed crop – Where the crop is mixed in with other crops. It may be combined with scattered crops or trees, but it is still considered mixed crop.
3. Scattered crop – Where there is more than one plot of the crop, but the plots have only this crop in them

31106, 31112, 31118 Is any of this crop grown under protective cover?

Protective covering to deliberately used to shade and protect the plants. Naturally occurring cover such as trees should not be included. Enter the appropriate code:

1. Under cover from local material – a cover made from local materials such as branches and leaves
2. Under other cover – made from bought material such as shade cloth

3. Natural tree cover – where plants have been deliberately planted in a shady area
4. No cover

New planting

This section refers to new plants in the last 12 months.

31107, 31113, 31119 Did your h/hold plant any new crop?

Enter 1 if the household has planted new crops. If they have not, enter 2 in the box and move on to the next crop.

31108, 31114, 31120 Source of plant

If the household has planted new crops, ask the source of the new plants (where did the plants or seeds come from?). The codes are listed on page 6 of the questionnaire.

1. Agriculture/extension – Use this if seeds/plants were supplied by a government agent.
2. Bought seeds/plants – Use this if the plants/seeds have been bought from a local store.
3. Own seeds/plants – Plants or seeds that come from the households own land.
4. Other (obs) – Could be gifts, imported seed etc. Record the source in an Obs.

3.3.2.2 Crop Varieties 31200 & 31300

Ask 31200 & 31300 only if 31101–31120 has a response for the crop listed.

Which breadfruit and coconut tree varieties are in your lands and how old are they?? 31200

Complete breadfruit if there are breadfruit trees on any of the parcels – in line 01 of 31101. Ask the varieties and record them, and then for each variety the number of trees in each age group.

If the respondent is not sure of the age, trees less than 5 years old will look younger and both breadfruit and coconut trees start to produce fruit at around 5 years (and the respondent is likely to remember planting them). Trees more than 50 years old are likely to produce much less fruit.

The sum of all the breadfruit trees listed should equal the sum of the number of breadfruit trees given in line 1 columns 31103 + 31109 + 31115.

Repeat the process for coconut trees if there are coconut trees on any of the parcels – in line 02 of 31101. The sum of all the coconut trees listed should equal the sum of the number of coconut trees given in line 2 columns 31105 + 31111 + 31117.

During training, discuss the varieties and List the common names of varieties in local languages in the table below. List the most common varieties, but if a respondent gives you a name you have not heard, record that in their questionnaire.

Breadfruit Varieties		
Local name	Other local name	Description
Coconut varieties		

31300 Which varieties of the below crops are on the lands you operate?

If the crop is grown, there will be records in Table 31000 in:

- Line 3 Banana
- Line 8 Pandanus
- Line 20 Yam
- Line 21 Swamp taro
- Line 22 Land taro
- Line 24 Sweet potato

For each crop that is grown, record variety names (up to 9 varieties are allowed for). During training complete the table below with the names of the varieties you are likely to encounter in your area.

Banana Varieties		
Local name	Other local name	Description

Pandanus varieties		
Local name	Other local name	Description
Yam Varieties		
Local name	Other local name	Description
Swamp Taro varieties		
Local name	Other local name	Description
Land Taro varieties		
Local name	Other local name	Description
Sweet potato varieties		
Local name	Other local name	Description

3.3.3 CROPS / Harvesting S3.2

This section records all the crops that have been harvested by this household in the past year Record the parcel number at the top of the column and then ask about the crops on each parcel. Complete the questions for this parcel then ask about crops for the next parcel of land.

Where harvesting has been from shared land, record only the amount harvested by this household.

NOTE respondents may find it easier to recall their total harvest and then allocate it to parcels. Ask the questions in the way that is easiest for the respondent but ensure that the harvests from each parcel are separately listed.

3.3.3.1 What crops did this household harvested from the land you have access to in the last 12 months? (32000)

Figure 3.8: Example of a filled-in S3.2

S3.2 - CROPS / Harvesting

32000) What crops did this household harvested from the land you have access to in the last 12 months?

Last 12 months														
Parcel 241								Parcel 251						
Crop name	Quantity of harvest		Purpose	If sold:		If any of the crop was lost, what's the reason? <i>List up to 2 causes, most losses first</i>	Quantity of harvest		Purpose	If sold:		If any of the crop was lost, what's the reason? <i>List up to 2 causes, most losses first</i>		
	Number	Unit		What proportion of the crop was sold?	Who did you sell to?		Number	Unit		What proportion of the crop was sold?	Who did you sell to?			
			code 32105	code 32106	code 32107	code 32110			code 32111	code 32112	code 32113			
	code 32104	If 1 ▶ 32108	code 32106	code 32107	code 32108	code 32110	If 1 ▶ 32114	code 32112	code 32113	code 32114				
32101	32102	32103	32104	32105	32106	32107	32108	32109	32110	32111	32112	32113	32114	
Fruits														
1	Breadfruit	1	0	0	2	2	1	4	4					
2	Coconut							1	0	0	2	5	3	5

Observations	
31	Sold to a business that makes coconut oil

NOTE This person has put 5 in column 32113. So they need to put an Observation Number in Column 31199 at the end of the row on page 6, and write the observation.

Quantity of harvest

32103, 32109, 32115 Number

Record the amount of this item that was harvested – this should be the number of units as recorded in the next column. If the respondent is not sure, ask about harvesting in the most recent month, then ask if this was similar for the whole year. For seasonal crops ask about the last period they can remember, and then how many times they harvested in the last year, and if this was a similar amount each time.

32104, 32110, 32116 Unit

It may help to record the units, then the quantity. The available codes are:

1. pound

2. each – Note in some cases ‘each’ may need a description – please enter an Obs if not clear (e.g. for Taro or Yam is it a whole plant, or just a part of the root?)
3. bunch – Use bunch carefully – it needs to be a standard amount that is commonly the same size.
4. other (obs) – always describe this

32105, 32111, 32117 Purpose

How was the harvested crop used?

1. Home use only
2. Mainly home use
3. Mainly cultural use
4. Mainly church activities use
5. Mainly for sale
6. Only for sale
7. Other (obs)

If Home use only, 1, go to losses, Item 32108, 32114, or 32120.

If sold

32107, 32113, 32119 What proportion of the crop was sold?

1. Less than 25% (less than 1/4)
2. 25% - 49% (at least 1/4 but less than 1/2)
3. 50% - 74% (at least 1/2 but less than 3/4)
4. 75% - 100% (at least 3/4 to all income)

32107, 32113, 32119 Who did you sell to?

1. Local shop
2. Public market
3. Restaurant / hotel
4. Direct to consumer – to a person for their own use
5. Other (obs)

All crops

32108, 32114, 32120 If any of the crop was lost, what's the reason?

1. Diseases
2. Pests
3. Weather damage
4. Stolen
5. Other losses (obs)
6. No losses

3.3.4 CROPS / Other details S3.3

Which members of this household are normally engaged in crop activities?

This section is very important for understanding the details of the people who actually work on the crops, including understanding the role of women. Ensure that all work on all crops is recorded for both men and women.

Figure 3.9: Example of a filled-in S33100

33100 Which members of this household are normally engaged in crop activities? *(Record responses for [HM] age 10 and older ONLY)*

[HM]	How many hours did this [HM] work last week on crop activities? <i>(If not doing activity last week due to temporary illness or travel, ask number of hours normally work)</i>	Is this [HM] the main operator for crop activities in the household?	Where did [HM] receive agricultural education from?	obs
0 1		1	1	
0 3	2 5	1 Yes 2 No	code 33104	
33101	33102	33103	33104	33199
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	2	
<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>	
33200	Did this household hire anyone (non-household members) to work on Crop activities in the last 12 months?		1 Yes <input type="text"/> 2 No <input type="text"/>	na
33300	How many males and females?		males <input type="text"/> females <input type="text"/>	na

33101 HM (Household Member)

Record the household member (HM) numbers from Section 1.1 for all people who have worked on the crops **(Record people aged 10 and older ONLY)**. Then ask the remaining questions for each member.

33102 How many hours did this [HM] work last week on crop activities?

Record the total number of hours worked by this person in the last week. If they did not do any work in the

33103 Is this [HM] the main operator for crop activities in the household?

The person who makes the major decisions about the planting, harvesting and care of the crops. It does not have to be the same person recorded as the main operators for all the holding (Section 22000)

33104 Sources of agricultural education

This relates to education or training *specifically about agriculture topics* (do not record other education here, it is already recorded in S1).

Informal practical education – For example, an extension officer coming to your farm or village and showing you something. Training provided by family is *not* included.

1. Short courses – Formal short courses – less than a year usually people may get a certificate they have completed the course
2. secondary school – Secondary education courses in agriculture
3. post-secondary school – Post-secondary education courses in agriculture
4. none

33200 Did this household hire anyone (non-household members) to work on Crop activities in the last 12 months?

Include any regular employees, as well as seasonal, short-term and casual workers. Employees could be paid in cash, or in the form of food or other farm produce. Enter 1 if the household has hired help, the ask 33300. If they have not, enter 2 in the box and move on to 33400.

33300 How many males and females?

Enter the number of males and females (*not* household members) who had a job on the holding at some time during the last 12 months.

33400 Did this household use any of these organic farming method in the last 12 months?

Ask about each method. Enter 1 if the household has used the method or enter 2 if no.

1. Compost – A mixture of decayed or decaying organic matter used to fertilize soil. Compost is usually made by gathering plant material, such as leaves, grass clippings, and vegetable peels, into a pile or bin and letting it decompose as a result of the action of aerobic bacteria, fungi, and other organisms.
2. Green manures – A green manure is created by leaving uprooted or sown crop parts to wither on a field so that they serve as a mulch and provide nutrients for the soil
3. Chilli spray – A chilli spray made from water, chilli and detergent sprayed on to crops to repel some insects
4. Chipping for mulch – wood and plant matter chipped and spread as a ground cover for mulch.
5. Others (obs) – if they have used any other organic farming method, and enter 1 in the box and record what is described in an Obs. Do not make a judgement about whether it is an organic method or not – seeing what people say may help understand education needs, for example.

33500 Did this household use any purchased fertilizer or agricultural chemicals in the last 12 months?

Agriculture chemicals are used for controlling or eliminating pests that destroy crops or livestock. Fertilizers are manufactured mineral substances applied to soil, or irrigation water, to supply plants with the necessary nutrients.

Ask about each Chemical type. Enter 1 if the household has used the chemical type or enter 2 if no.

1. Insecticides are used to kill insects,
2. Herbicides are used to kill weeds
3. Fungicides are used to kill fungus and mold infections.
4. Other – include chemical fertilizer and record any information about it in an Obs.

33600 Did this household grow medicinal plants in the last 12 months?

Enter 1 if the household has grown any plants to be used as medicines and for healing or enter 2 if no.

3.4 LIVESTOCK & PETS (S4)

3.4.1 Introduction

This set of questions will provide key information about the production and use of livestock and will help identify what actions could be taken to increase production and food supply.

Livestock refers to all animals, birds and insects kept or reared in captivity mainly for agricultural purposes. This includes pigs, dogs, cattle, goats, deer, water buffalo, as well as poultry (chickens, ducks, etc), bees, etc. – except aquatic animals.

40000 Does the household have any livestock and poultry including dogs as of the day of enumeration?

Ask the question and mark the yes or no box with X. If No, go to Section 5.

41100 Provide the details of these livestock and poultry you have

Complete the row for each type of livestock listed.

If the household has none, leave the row blank and move to the next type of livestock. If there are free ranging chickens, the household may need to estimate and try to be sure that they don't count the neighbours as well!

41102 After asking rows 01-09, Ask if the household has any other livestock. If they have, enter the code:

11. Goat
12. Deer
13. Cow
14. Water buffalo
15. Other (obs)

Make sure you enter an Obs recording the species if the code is 15.

41103, 41104, 41105, Number – on the day of enumeration

Record the *Total* number of animals kept, and the number of *Males* and *Females* (make sure Males + females = total). Only the total is required for chicks.

41106 How are they kept? – on the day of enumeration

Record the way the animals are kept.

1. Free ranging – Allowed to wander freely, not necessarily just on a particular parcel of land.
2. In fenced enclosure
3. In buildings/cages

41107 Parcel where animal kept? – on the day of enumeration

Record the parcel number from Section 2, 24101 or 25101 for the parcel where the livestock is kept.

41108 How was their waste disposed of? – in the last 12 months

1. Septic tank – a completely enclosed usually underground septic tank system with filtered waste water percolating into the ground
2. Open catchment – waste is put into an open containment area, like a pit.

3. Recycle/biogas/dry litter – is the waste used in a recycling system, for composting or a biogas generator
4. Open – Waste is left where the animal is.

41109 Did the h/hold purchase any feed for these animals? – in the last 12 months

Enter 1 if the household has purchased any feed for the animals in this row. Enter 2 if no.

41110 What services the h/hold used for these animals? – in the last 12 months

These are services used to protect animal health for the livestock kept on the holding that could be provided by a business or veterinary service. Do not record if the service is performed by a household member.

1. Vaccination/Dosing (disease prevention) – injections or dosing generally given to healthy animals
2. Artificial insemination – to breed animals from sire from other areas/ breeds
3. Deworming / antibiotic treatment (disease cure) – usually given to sick animals
4. Castration – neutering a male animal
5. All of the above
6. Other (obs)
7. None

41200 How many livestock did the household dispose of, lose and acquire in the last 12 months?

Ask the questions for every animal type. Note that there could be Livestock to list here even if they are not currently owned, so check every line.

Respondents may have problems remembering the whole year. Remind them of the date a year ago. If there are a lot of animals, it may be useful to just ask about the last month then ask if the rest of the year was similar and multiply up.

Enter a code for Other livestock in column 41202 if needed using the same codes as 41103.

Animals disposed

This is any animals that have been deliberately disposed of in over the last 12 months. Enter the numbers that have been:

41203 Consumed at home – that is killed for food to be eaten at home.

41204 Customary or social obligations – Include animals given away for any reason.

41205 Sold - Number

41206 Sold -Total value (\$) If any have been sold, enter the total value of all sales in the past 12 months.

Animals lost

Enter the numbers that have been accidentally lost over the last 12 months because they:

41207 Died from disease

41208 Died from storm

41209 Died from natural cause

41210 Other losses

Animals gained

Record the number of animals that the household has acquired over the last 12 months, and whether they were:

41211 Births – animals born to your livestock in the past 12 months

41212 Gifts

41213 Bought

41300 Which members of this household are normally engaged in livestock activities?

(Age 10 and older ONLY) This section is very important for understanding the details of the people who actually work on livestock, including understanding the role of women. Ensure that all work on all livestock, including poultry and dogs, is recorded for both men and women.

41301 HM

Record the household member (HM) numbers from Section 1.1 for all people who have worked with livestock (**Record people aged 10 and older ONLY**). Then ask the remaining questions for each person.

41302 How many hours did this [HM] work last week in livestock activities?

Record the total number of hours worked by this person. If the HM did not do the activity last week due to temporary illness or travel, ask the number of hours they normally work.

41303 Is this [HM] the main operator for livestock activities in the household?

Enter 1 Yes or 2 if No. The person who makes the major decisions about care of the livestock does not have to be the same person recorded as the main operator for all the holding in Section 22000.

41304 Sources of agricultural education

This relates to education or training specifically about livestock agriculture topics (do not record other education here, it is already recorded in S1).

Note – if the people are the same as work on crops, you can copy the answers for that person from S3.3, column 33104 (taking care it is for the correct HM number).

Record all sources mentioned.

1. Informal practical education – For example, an extension officer coming to your farm or village and showing you something. Training provided by family is not included.
2. Short courses – Formal short courses (less than a year) usually people get a certificate showing they have completed the course.
3. secondary school – Secondary education courses in agriculture
4. post-secondary school – Post-secondary education courses in agriculture
5. none

41400 Did this household hire anyone (non-household members) to work on Crop activities in the last 12 months?

Enter 1 if the household has hired help and enter 2 in the box if they have not.

An example of the completed form is on the next page.

Figure 3.10: Example of a filled-in S4 Livestock

S4 - LIVESTOCK & PETS

40000) Does the household have any livestock and poultry including dogs as of the day of enumeration?

Yes No Go to S5

Details of livestock activities											
41100 Provide the details of these livestock and poultry you have.											
Livestock / poultry	Coding code 41102	On the day of enumeration					In the last 12 months				obs
		Number		How are they kept?	Parcel where animal kept?	How was their waste disposed of?	Did the h/hold purchase any feed for these animals?	What services the h/hold used for these animals? <i>Indicate up to 3 services</i>			
		Total	Males	Females					code 41106 if 1 ▶ 41109	code 41108	
41101	41102	41103	41104	41105	41106	41107	41108	41109	41110	41199	
01 Adult Pigs (older than 6 mos)	na	2	1	1	3	241	3	2	7		
02 Piglets (younger than 6 mos)	na	6	2	4	3	241	3	2	7		
03 Adult Chickens: Broiler	na										
04 Adult Chickens: Layer	na										
05 Adult Chickens: Dual	na										
06 Adult Chickens: Local	na	7	1	6	1	241	4	2	7		
07 Chicks	na	8	na	na	1		4	2	7		
08 Ducks	na										
09 Dogs	na	2	2	0	1	241	4	2	7		
10 Other (obs)											

41200 How many livestock did the household dispose of, lose and acquire in the last 12 months?													
Livestock / poultry	Coding	Animals disposed				Animals lost				Animals gained			obs
		Consumed at home	Customary or social obligations	Sold		Died from disease	Died from storm	Died from natural cause	Other losses	Births	Gifts	Bought	
		Number	Number	Number	Total value (\$)	Number	Number	Number	Number	Number	Number	Number	
41201	41202	41203	41204	41205	41206	41207	41208	41209	41210	41211	41212	41213	41299
01 Adult Pigs	na		1		\$ 0.00								
02 Piglets	na				\$ 0.00	1				7			
03 Adult Chickens	na	4			\$ 0.00								
04 Chicks	na				\$ 0.00			2		10			
05 Ducks	na				\$ 0.00								
06 Dogs	na				\$ 0.00								
07 Other (obs)					\$ 0.00								

41300 Which members of this household are normally engaged in livestock activities? (Record responses for [HM] aged 10 and older ONLY)					
[HM]	How many hours [HM] work last week in livestock activities? (If not doing activity 1st week due to temporary illness or travel, ask number of hours normally work)	Is this [HM] the main operator for livestock activities in the household?	Where did [HM] receive agricultural education from?		obs
		1 Yes 2 No	code 41304		
41301	41302	41303	41304		41399
0 1	8 hrs	1	1		
0 3	16 hrs	2	3		
	hrs				
	hrs				
	hrs				
	hrs				

41400 Did this household hire anyone (non-household member) to work on livestock activities in the last 12 months?	
1 Yes	<input type="checkbox"/>
2 No	<input checked="" type="checkbox"/>

- | | | | | |
|-----------------------------|------------------------|------------------------------|--|---------------------------------|
| code 41102 & 41202 : Coding | code 41106 : How kept | code 41108 : Waste disposal | code 41110 : Services used | code 41304 : Education |
| 11 Goat | 1. Free ranging | 1 Septic tank | 1. Vaccination/Dosing (disease prevention) | 1. informal practical education |
| 12 Deer | 2. In fenced enclosure | 2 Open catchment (e.g., pit) | 4. Castration | 2. short courses |
| 13 Cow | 3. In buildings/cages | 3 Recycle/biogas/dry litter | 5. All of the above | 3. secondary school |
| 14 Water buffalo | | 4 Open | 6. Other (obs) | 4. post-secondary school |
| 15 Other (obs) | | | 7. None | 5. none |
| | | | treatment (disease cure) | |

3.5 FISHERIES & AGRICULTURE / Description and Use (S51-S5.2)

3.5.1 Fisheries – Description and use (S5.1)

Fishing is another important source of food security, and information about catch and fishing methods will help provide information to develop fisheries and ensure their sustainability. Fisheries and aquaculture refers to the capture and collection of aquatic animals (fish, shellfish) in a freshwater or marine environment. This includes catching fish from the shore or from a boat (with or without motor) using a variety of means, such as harpoons, hook and line, net and collection by hand. It includes the capture and collection of fish, octopus, shellfish (lobster, crabs, prawns, clams, oysters) and sea cucumber.

51000 During the past **12 months**, did any member of this household conduct any fishing activities?

Ask the question and mark the relevant yes or no box with X. If No, go to S5.2 Aquaculture.

3.5.1.1 Characteristics of the fishing activities

51100 What type of fishing activities were carried out by members of this household?

Note: refer to the cards to help the respondent understand each type of fishing activity

This section aims to collect information on the type and frequency of fishing activities that households undertake. As the data are collected for the household, if there are 2 or more household members that undertake fishing activities separately, count these separately. However, if there are two members that fish together, count this as one fishing trip (e.g., if father and daughter go trolling together from the same boat, this should only constitute as one fishing trip).

51101: Fishing activity

This column provided the code and name of common fishing activities in FSM for which questions 51102 to 51199 relate to. The fishing activities include:

- Trolling
- Bottom fishing (incl. drop stone)
- Casting (rod and reel)
- Spear / harpoon
- Cast net
- Gathering / gleaning
- Trap / fish fence / gill net
- Poison / dynamite
- Other

For the above fishing activities, ask:

51102: Engaged in activity? – in the last 12 months

Enter 1 (Yes) if the household undertook this fishing activity, or 2 (No) if the household did not undertake this activity. If 2 (No), go to next activity.

51103: How often do you take fishing trips?

Record the frequency of fishing trips (1 = weekly or more; 2 = monthly) that this household (all fishers) undertakes for each fishing method where “1” was answered in column 51102.

51104 and 51105: how many trips (number and frequency)

Columns 51104 and 51105 interact with each other in the sense that 51104 refers to the number of trips that the household undertakes each period and 51105 defines the period (1 = per week; 2 = per month). For example, a household that fishes five times each month would enter a 5 in 51104 and a 2 in 51105.

Add an observation for other frequencies.

51200 What were the marine species caught?

Note: refer to the cards to help the respondent understand each type of species

This section asks about the marine species caught, their main use and sales to give policy makers information about the size of the household marine activity and purpose for household participation in fishing.

51201 Species

for which questions 51202 to 51299 relate to. The marine species include:

- Oceanic fish (tuna and other pelagic)
- Reef fish
- Ornamental fish (aquarium trade)
- Lobster
- Crab
- Octopus / squid
- Shellfish (clams, oysters, etc.)
- Sea cucumber
- Turtle
- Sea urchin
- Inland / freshwater fish
- Coral (live)
- Coral (dead – for lime production)

51202 Did you catch?

Ask the household if they caught the species listed below in **the last 12** If YES, enter '1' in the corresponding cell in column 51202. Otherwise enter '2'. If the answer is '2', go to the next species. If the answer is '1', continue to question 51203.

51203: Main use / purpose

Using the codes provided at the bottom of the page, ask the household how each species that was caught (i.e., where 1 was the response in 51202) were used? The list and description of the codes is provided below.

1. Home use only – species caught exclusively for home use (e.g., consumption at home only)
2. Mainly home use – species caught mainly for home use, but occasionally for other purposes, such as sale
3. Mainly for sale – species caught mainly for sale, but occasionally for other purposes, such as home use
4. Mainly cultural use – species caught mainly for cultural use (e.g., medicine or traditional functions), but occasionally for other purposes, such as home use
5. Mainly church activities use – species caught mainly for church use, but occasionally for other purposes, such as home use

6. Only for sale – species caught exclusively for sale (no other use)
7. Other (obs) – any other uses (make a note)

If Home use only, 1, go to next species.

If sold

51204 What proportion of the catch was sold?

Using the codes provided below, specify approximately how much of the catch is usually sold. The codes are presented below:

1. Less than 25% (less than 1/4)
2. 25% - 49% (at least 1/4 but less than 1/2)
3. 50% - 74% (at least 1/2 but less than 3/4)
4. 75% - 100% (at least 3/4 to all income)

52105 Who did you sell to?

Using the codes below, specify who the household usually sells to. If they sell to multiple, chose the most regular buyer, or make an observation and write all the buyers. The list of potential responses are provided below and they're self-explanatory.

1. Local shop
2. Public market
3. Restaurant / hotel
4. Direct to consumer
5. Other (obs)

51300 In which areas / habitat did members of your household fish in the last 12 months?

This section collects information on the areas/habitats that household members fish and the frequency of fishing in these areas.

Note: refer to the cards to help the respondent understand each type of area/habitat

51301 Areas / habitat

This column contains the code and name of common areas in FSM for which questions 51302 to 51399 relate to. The areas include:

- Mangrove – fishing/gathering in and around mangroves
- Lagoon – fishing/gathering inside the lagoon
- Coastal reefs – fishing/gathering on coastal reefs (fringe reefs)
- Outer reefs – fishing/hunting on offshore reefs
- Pelagic / open ocean – fishing away from land and reefs in the open ocean
- Freshwater – fishing/gathering in inland (freshwater) rivers, streams and lakes
- Fish aggregating device (FAD) – a fixed mooring (buoy) that is set to aggregate fish

51302 Fished in area?

Ask the household if they fished in the areas listed in 51301 in **the last 12 months**. If YES, enter '1' in the corresponding cell in column 51302. Otherwise enter '2'. If the answer is '2', go to the next species. If the answer is '1', continue to question 51303.

51103 How often do you fish in the area?

Ask how frequently trips were made to this area / habitat and record 1 Weekly or 2 Monthly. This question is to start the respondent thinking about the number of fishing trips the household makes, and the next two questions allow an estimate of the number of trips over the last 12 months. If the household has fished less often than monthly please add an observation.

51304 and 51305: how many trips (number and frequency)

Columns 51304 and 51305 interact with each other in the sense that 51304 refers to the number of trips that the household undertakes each period and 51305 defines the period (1 = per week; 2 = per month). For example, a household that fishes twenty times each month in the lagoon would enter a 20 in 51304 and a 2 in 51305 in the row corresponding to lagoon fishing (code 2).

3.5.2 – Aquaculture / Description and Use (S5.2)

Aquaculture is the farming of aquatic organisms such as fish, molluscs, crustaceans, plants, corals and amphibians). Aquaculture farming refers to some intervention in the rearing process to enhance production, such as regular stocking, feeding and protection from predators. Aquaculture normally involves rearing of organisms from fry, spat or juveniles. Aquaculture can be conducted in a marine or freshwater environment.

This section asks about aquaculture products grown and purpose to give policy makers information about the size of the household aquaculture activity.

52000 During the past 12 months, did any member of this household conduct any aquaculture activities?

Tick yes or no box. If the response to this question is Yes ask section 52200

If response to 52000 is No Check the response to 51000.

If the response to 51000 is yes, ask section 52200

If the response to 51000 is no, ask section 52300

52100 Did any member of this household cultivated any of the below listed aquaculture products in the last 12 months?*52101 Aquaculture Product***Note: refer to the cards to help the respondent understand each type of species**

This column contains the code and name of common aquaculture products for which questions 52102 to 52199 relate to. The aquaculture products include:

- Clams
- Trochus
- Black pearl
- Sea cucumber
- Sponges / soft corals
- Hard corals
- Crustacean
- Sea weed

- Finfish
- Freshwater species

51202 Cultivated product?

Ask the household if they cultivated (grew) the species listed in 52101 in the last 12 months. If YES, enter '1' in the corresponding cell in column 52102. Otherwise enter '2'. If the answer is '2', go to the next species. If the answer is '1', continue to question 52103.

If any member of the household has carried aquaculture for any other product, be sure to record the details in an obs.

51203 Purpose

Using the codes provided at the bottom of the page, ask the household how product that was cultivated (i.e., where 1 was the response in 52102) were used? The list and description of the codes is provided below.

1. Home use only – species caught exclusively for home use (e.g., consumption at home only)
2. Mainly home use – species caught mainly for home use, but occasionally for other purposes, such as sale
3. Mainly for sale – species caught mainly for sale, but occasionally for other purposes, such as home use
4. Mainly cultural use – species caught mainly for cultural use (e.g., medicine or traditional functions), but occasionally for other purposes, such as home use
5. Mainly church activities use – species caught mainly for church use, but occasionally for other purposes, such as home use
6. Only for sale – species caught exclusively for sale (no other use)
7. Other (obs) – any other uses (make a note)

3.5.3 Other details of fishing and aquaculture activities

52200 Which household members normally engaged in Fisheries and Aquaculture activities?

(Age 10 and older ONLY) This section is very important for understanding the details of the people who actually conduct fisheries and aquaculture activities, including understanding the role of women and youth. Ensure that all work on all fisheries and aquaculture, is recorded for both men and women.

Note that questions 52201 to 52204 relate to fisheries activities and 52205 to 52207 relate to aquaculture activities. The questions are the same, so instruction will only be provided once.

52201: HM

Record the household member (HM) numbers from Section 1.1 for all people who have worked on fishing and / or aquaculture (**Record people aged 10 and older ONLY**). Then ask the remaining questions for each member.

52202 and 52205: How many hours did this [HM] work last week in fishing (52202) and/or aquaculture (52205) activities?

Record the total number of hours worked by this person **in the last week (or in a usual week, if the last week was unusual – e.g., on holidays or sickness)**.

52203 and 52206: Is this [HM] the main operator for fishing (52203) and/or aquaculture (52206) activities in the household?

Enter 1 Yes or 2 if No. The person who makes the major decisions about the fishing and / or aquaculture activities is considered the main operator for that activity.

52204 and 52207: Sources of fishing and aquaculture education

This relates to education or training specifically about fishing (52204) or aquaculture (52207) topics (do not record other education here, it is already recorded).

Using the code box at the bottom of the page, record all sources mentioned. A description of the codes is provided below:

1. Informal practical education - For example, a fisheries officer coming to your farm or village and shows you something. Training provided by family is not included.
2. Short courses - Formal short courses – less than a year usually people may get a certificate they have completed the course
3. Secondary school - Secondary education courses in fishing or aquaculture topics
4. Post-secondary school - Post-secondary education courses in fishing or aquaculture topics
5. None – HM has never received any fisheries or aquaculture education.

52300 Did this household hire anyone (non-household members) to work on fishing or aquaculture activities in the last 12 months?

Enter 1 if the household has hired help, then ask 52400. If they have not, enter 2 in the box and move on to 52500.

Include any regular employees, as well as seasonal, short-term and casual workers. Employees are usually paid in cash, or in the form of food or other farm produce.

52400 How many males and females?

Enter the number of males and females (not household members) who were employed on the holding at some time during the last 12 months. Enter 1 if the household has hired help, then ask 52400. If they have not, enter 2 in the box and move on to 52500.

Include any regular employees, as well as seasonal, short-term and casual workers. Employees are usually paid in cash, or in the form of food or other farm produce.

52400: How many males and females?

Enter the number of males and females (not household members) who were employed at some time during the last 12 months.

52500: Is this household aware of any fisheries management program (fish reserve/management program) in the village or elsewhere?

Enter 1 if the household is aware of any programs, then ask 52600.

If they have not, enter 2 in the box and move on to Section 6.

52600: Where did you hear about it?

Record all sources mentioned, including:

1. Fisheries officer – specifically told by a fisheries officer
2. Within the village – told by village members
3. Nearby village – told by nearby village members
4. Radio station – heard the announcement on the radio
5. Television – heard the announcement on the television
6. Newspaper – read about it in the newspaper
7. School – heard about it at school
8. Other (specify) – specify other source of information about fisheries management programs

Figure 3.11: Example of a filled-in S5.1 and 5.2

Reference Period:
last 12 months

S5.1 - FISHERIES / Description and Use

51000) During the past 12 months, did any member of this household conduct any fishing activities?
 Yes No Go to 52000

Characteristics of the fishing activities						Obs
51100 What type of fishing activities were carried out by members of this household?						
Fishing Activity	Engaged in activity?		How often do you take fishing trips?	How many trips?		51199
	1 Yes	2 No		1 Weekly	2 Monthly	
51101	51102		51103	51104	51105	
	if 2 ► next activity					
1 Trolling	1		1	0	6	1
2 Bottom Fishing (include drop stone)	2					
3 Casting (handline/pole)	2					
4 Spear / Harpoon	2					
5 Cast Net	1		2	0	2	2
6 Gathering/Reef Gleaning	1		1	0	7	1
7 Trap / Fish Fence / Gill Net	2					
8 Poison / Dynamite	2					
9 Other (obs)	2					

51200 What were the marine species caught?						Obs
Marine Species	Did you catch?		Main use / purpose code 51203	Proportion of catch was sold?	Who did you sell it to?	
	1 Yes	2 No				code 51204
51201	51202		51203	51204	51205	
	if 2 ► next species		if 1 ► next species			
4 Lobster	1		6	4	2	
5 Crab	2					
6 Octopus/squid	1		1			
7 Shellfish (Clams, Oysters, etc)	2					
8 Sea cucumber	1		6	4	3	
9 Turtle	2					
10 Sea urchin	2					
11 Inland / freshwater fish species	2					
12 Coral (live)	2					
13 Coral (dead) for lime production	2					
14 Other (obs)	2					

51300 In which areas / habitat did members of your household fish in the last 12 months?						Obs
Areas / habitat	Fished in area?		How often do you fish in the area?	How many trips?		
	1 Yes	2 No		1 Weekly	2 Monthly	Number
51301	51302		51303	51304	51305	
	if 2 ► next area					
1 Mangrove	2					
2 Lagoon	1		2	0	2	2
3 Coastal Reefs	1		1	0	7	1
4 Outer Reefs	2					
5 Pelagic / Open Ocean	1		1	0	6	1
6 Fresh Water	2					
7 Near a Fish Aggregating Device	1		1	0	6	1
8 Other (obs)	2					

code 51203: Main purpose	code 51204: Proportion sold	code 51205: Who did you sell to
1. Home use only	1. Less than 25% (less than 1/4)	1. Local shop
2. Mainly home use	2. 25% - 49% (at least 1/4 but less than 1/2)	2. Public market
3. Mainly for sale	3. 50% - 74% (at least 1/2 but less than 3/4)	3. Restaurant / hotel
4. Mainly cultural use	4. 75% - 100% (at least 3/4 to all income)	4. Direct to consumer
5. Mainly church activity use		5. Other (obs)
6. Only for sale		
7. Other (obs)		

S5.2 - AQUACULTURE / Description and Use

Reference Period:
last 12 months

52000) During the past 12 months, did any member of this household conduct any aquaculture activities?

Yes

No

52200
52300

Characteristics of the aquaculture activities			
52100 Did any member of this household cultivated any of the below listed aquaculture products in the last 12 months?			
Aquaculture Product	Cultivated product?		Obs
	1 Yes	2 No	
If 2 ► next product			
52101	52102	52103	52199
1. Clams	2		
2. Trochus	1	1	
3. Black pearl	2		
4. Sea cucumber	2		
5. Sponges / soft coral	1	6	
6. Hard coral	2		
7. Ornamental coral	2		
8. Crustacean	2		
9. Seaweed	1	6	
10. Finfish	2		
11. Freshwater species (obs)	2		
12. Other (obs)	2		

S5.3 - Other Details of Fishing and Aquaculture Activities

Other details of fishing and aquaculture activities							
52200 Which household members normally engaged in Fisheries and Aquaculture activities?							
[HM]	Fisheries Activities			Aquaculture Activities			obs
	No. of hours [HM] worked in activity last wk?	Is [HM] the main operator?	Where [HM] received fisheries education from?	No. of hours [HM] worked in activity last wk?	Is [HM] the main operator?	Where [HM] received aquaculture educ. from?	
52201	52202	52203	52204	52205	52206	52207	52299
	0 1 5 0 hrs	1	5	0 0 hrs	2	5	
	0 2 2 0 hrs	2	2	0 0 hrs	2	5	
	0 4 0 0 hrs	2	3	3 0 hrs	1	4	
	hrs			hrs			
	hrs			hrs			
	hrs			hrs			
	hrs			hrs			
	hrs			hrs			

52300 Did this household hire anyone (non-household members) to work on Fisheries and Aquaculture activities in the last 12 months?	1 Yes <input type="checkbox"/>	2 No <input checked="" type="checkbox"/>	If 2 ► 52500
52400 How many males and females?	males >>> <input type="text"/>	females >>> <input type="text"/>	
52500 Is this household aware of any fisheries management program (fish reserve/management program) in the village or elsewhere?	1 Yes <input checked="" type="checkbox"/>	2 No <input type="checkbox"/>	If 2 ► S6.1
52600 Where did you hear about it?	<input checked="" type="checkbox"/> 1. Fisheries officer <input type="checkbox"/> 3. Nearby village <input type="checkbox"/> 5. Television <input type="checkbox"/> 7. Schools <input type="checkbox"/> 2. Within the village <input type="checkbox"/> 4. Radio station <input type="checkbox"/> 6. Newspaper <input type="checkbox"/> 8. Other (specify) _____		

Observations	code 52103 : Purpose	code 52204 & 52207 : Educ.
	1. Home use only	1. Informal practical education
	2. Mainly home use	2. short courses
	3. Mainly for sale	3. secondary school
	4. Mainly cultural use	4. post-secondary school
	5. Mainly church activity use	5. none
	6. Only for sale	
	7. Other (obs)	

3.6 FORESTRY, HUNTING, HANDICRAFT (S6)

Forestry activities and hunting have an impact on the land and can be important to the household's income and subsistence. This section collects some baseline information to identify priorities both for policy and further information collection.

60000 Does this household have the use of any woodland? (include agroforest and native forest)

Ask the question and mark the 'Yes' box or 'No' box with X. If 'No' go to Section 7.

3.6.1 Characteristics of the forestry, hunting and handicraft activities

61100 What is the main purpose of the Woodland?

Give the answer that best describes what the main use of the woodland

1. Production – To use / harvest the forest goods, including both wood (timber, firewood, wood chips) and other (wild-growing mushrooms, berries and nuts, oils, leaves, bark) forest products
2. Social or cultural values – For spiritual or cultural values or for public recreation
3. Soil and water protection – Protection of soils from wind and water erosion. Forests conserve water, reducing runoff and surface erosion, and decrease sedimentation. Forests play a role in filtering water pollutants, regulating water yield and flow, moderating floods, enhancing rain and mitigating salinity.
4. Recreation and Eco-tourism – Forest-based recreation and ecotourism e.g. hiking
5. Improving agriculture protection – For example, in upland areas, where steep slopes and high rainfall create a high risk of erosion, trees help to stabilize topsoils and prevent loss of important nutrients, helping to maintain agricultural production.- Similar to 3, but specifically maintained because of the benefit to agriculture rather than more generally.
6. Others (specify) – Including no specific use. Please describe in an obs.

61200 Has your household used the forest in the last twelve months for:

This section asks about all the ways forest products can be used.

61201 Product

This column provided the code and name of the main uses of forest products in FSM for which questions 61102 to 61199 relate to. The products activities include:

1. Trees for house building or furniture
2. Trees / products for handicrafts (e.g. jewelry, decoration) – also carvings to be sold as souvenirs
3. Trees / products for carving (i.e., utensils)
4. Trees / products for transportation (canoe)
5. Firewood
6. Gathering wild food
7. Gathering medicines
8. Other use (obs) – please describe in an Obs.

If the household has not used the forest for a product in the last twelve months, LEAVE the line blank.

61202: What tree species you MAINLY use?

Enter the code for the main species used for this product. The codes are:

- 1 Breadfruit
- 2 Coconut
- 3 Mangrove
- 4 Calophyllum inophyllum (biyuch, rekir/rekich, isou, itu)
- 5 Pandanus
- 6 Ivory nut tree
- 7 Nipa palm
- 8 Noni
- 9 Other (obs)

Note that for products 9 Gathering wild food and 10 Gathering medicines, species is not required.

61203 How often harvested in past 12 months?

For each product, ask the number of times the household has harvested from the forest to make this product in the past 12 months. If the household harvests regularly you may need to ask about the last week or last month, then check if that was a usual number of times and multiply up to estimate the annual use.

61204 ,61205 ,61206 Which parcels you MAINLY harvest from?

For each product enter a 1 in the appropriate column that indicates the MAIN source for each product. That is-

- Enter 1 in Column 61204 NOT Shared if the main source is forest on a parcel of land only this household operates, as listed in section 24100. Enter 2 in the other columns.
- Enter 1 in Column 61205 Shared if the main source is forest on a parcel this household shares with others, as listed in section 25100. Enter 2 in the other columns.
- Enter 1 in Column 61206 Other (obs) if the main source is forest on other land not previously listed. Describe the land in an observation and enter 2 in the other columns.

61207 Purpose

Ask how the woodland product was mainly used in the last 12 months?

1. Home use only
2. Mainly home use
3. Mainly cultural use
4. Mainly church activities use
5. Mainly for sale
6. Only for sale
7. Other (obs)

Figure 3.12: Example of a filled-in S6 Forestry

Characteristics of the forestry, handicraft and hunting activities							
61100 What is the main use of the Forest (upland forest, agroforest, mangrove, beachstrand, etc)? <input style="width: 50px;" type="text"/>							
1. Production 3. Soil and water protection 5. Improving agriculture protection 2. Social or cultural values 4. Recreation and Eco-tourism 6. Others (specify) _____							
61200 Has your household used the forest in the last twelve months for							
Product	What tree species you MAINLY use?	How often harvested in past 12 months?	Which parcels you MAINLY harvest from?			What is the MAIN purpose or use of product?	Obs
			NOT Shared	Shared	Other (obs)		
	code 61202		1 Yes 2 No	1 Yes 2 No	1 Yes 2 No	code 61207	
61201	61202	61203	61204	61205	61206	61207	61299
1. Trees for house building or furniture	1	1	1	2	2	1	
2. Trees / products for handi-crafts (e.g. jewelry, decoration)							
3. Trees / products for carving (i.e., utensils)							
4. Trees / products for transportation (canoe)							
5. Firewood	3	52	2	2	1	1	61
6. Gathering wild food	na						
7. Gathering medicines	na						
8. Other use (obs)							

Observations	
61	Harvested firewood from nearby mangrove swamp

61300 During the past 12 months, did any member of this household conduct any Hunting activities?
 Enter '1' Yes or '2' if No. If no go to 61500

61400 Indicate which animals / birds you caught?

61401 Animal / bird

Contains the common animals or birds hunted in FSM. These are

1. Deer
2. Wild Pig
3. Fruit Bat
4. Wild Pigeon
5. Land / coconut crab
6. Other wild animal/bird (obs) - please enter an Obs number in column 61499 and specify in an Observation on page 14.

61402 Caught

For each Species, enter '1' Yes if the animal/bird was caught, or '2' if Not. If 2, go to next animal or bird.

61403 How many caught in past 12 months?

Record the number actually caught. If the household hunts regularly you may need to ask about the number caught in the last week or last month, then check if that was an average and multiply up to estimate the annual use.

61404 Purpose

Ask how the woodland product was mainly used in the last 12 months? Code as 61207 above.

61500 Which members of this household are normally engaged in Forestry, Handicrafts and Hunting activities?

61501 [HM] No

Record the household member (HM) numbers from Section 1.1 for ALL people who have worked on Forestry (include people who look after the forest), Handicrafts or Hunting activities (. Then ask the remaining questions for each member listed, for Forestry, (Handicrafts, Hunting.)

61502 Engaged in Forestry activity? 61505 for Handicrafts, 61508 for Hunting

Is the HM engaged in the activity? Enter '1' Yes or '2' if No. If no go to next set of activity columns.

61503 No. of hours did this [HM] work last week? 61506 for Handicrafts, 61509 for Hunting

Record the total number of hours worked by this person in Forestry activities, (Handicrafts, Hunting).

If the HM did not do the activity last week due to temporary illness or travel, ask the number of hours they normally work.

65104 Is this [HM] the main operator? 65107 for Hunting, 65110 for Handicrafts

Enter '1' if this person is the main operator for forestry activities or 2 if No. It does not have to be the same person recorded as the main operators for all the holding (Section 22000).

Figure 3.13: Example of a filled-in S61500

61500 Which members of this household are normally engaged in Forestry, Handicrafts and Hunting activities?

[HM] No	Forestry activities			Handicraft activities			Hunting activities			Obs
	Engaged in activity?	No. of hours [HM] worked in activity last week?	[HM] main operator?	Engaged in activity?	No. of hours [HM] worked in activity last week?	[HM] main operator?	Engaged in activity?	No. of hours [HM] worked in activity last week?	[HM] main operator?	
	1 Yes 2 No			1 Yes 2 No			1 Yes 2 No			
	if 2 ► 63005	if 2 ► 63008	if 2 ► next [HM]							
61501	61502	61503	61504	61505	61506	61507	61508	61509	61510	61500
0 1	2			2			1	0 5	1	
0 2	2			1	1 6	1	2			
0 4	1	2	1	2			2			
0 6	2			1	0 4	2	2			

61600 Did this household hire anyone (non-household members) to work on Forestry, Hunting and Handicraft activities in the last 12 months?

Enter 1 if the household has hired help, then ask 64200. If they have not, enter 2 in the box and move to section 7.

Include any regular employees, as well as seasonal, short-term and casual workers. Employees are usually paid in cash, or in the form of food or other farm produce.

61700 How many males and females?

Enter the number of males and females (not household members) who were employed to work on Forestry, Hunting and Handicraft activities at some time during the past 12 months.

3.7 EQUIPMENT (S7)

There are many types of equipment that can be used for agriculture and fishing. Gaining more knowledge about the types of equipment that farmers and fishers have available will allow development of policies to improve access to appropriate equipment

70000 Has your household used any of these equipments for farming and fishing activities in the past 12 months?

Ask the household if they use any of the equipment listed for fishing and farming activities in the past 12 months.

Tick the appropriate box, corresponding to the response you received. Note the “Go to S8” instruction for “No” responses. Enter appropriate code in the box provided.

71001 and 71002. Type of Equipment

These columns contain the codes and names for equipment that columns 71003 -71099 relate to

71003: Used

Ask the household if they had used the equipment listed below in the last 12 months. If YES, enter ‘1’ in this column. Otherwise enter ‘2’. If the answer is no, go to the next item.

Source of machinery/equipment (71004-71006)

These questions are asked only if the response for column 71003 is 1.

Enter an “X” in the box to indicate the source of the item used. More than 1 column can be “X”ed, as would be the case should the household used the item more than once and source at these different times were not the same.

71004 Borrowed

If the item borrowed from another private household, mark this box.

71005 Owned

If the item is owned by the household, mark this box.

71006 Private rental

If the item was leased/rented from a private source (i.e, another household or an equipment lending business), mark this box.

71007 Government

If the item is sourced from the government (including local government), mark this box. An example of this is when communities share ownership of an equipment and the households in the community “borrows” it (on a minimal fee or for free) when they need it.

An Example for this section is on the next page.

Figure 3.14: Example of a filled-in S7 - Equipment

S7 - EQUIPMENT

**Reference Period
last 12 months**

70000) Has your household used any of these equipments for farming and fishing activities in the past 12 months?

Yes No Go to S8

Code	Type of Equipment	Used		Source of equipment / machinery				Obs
		1 Yes	2 No	Borrowed	Owned	Private rental	Government	
		if 2 ► next equipment		Mark "X" for all that applies				
71001	71002	71003	71004	71005	71006	71007	71099	
10	Crop Equipment							
11	Wood chipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Rotary hoe / tractor / tiller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Knapsack Sprayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Mist Blower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Weed Eaters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Chainsaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Sawmill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Fishing Equipment							
21	Fishing boats with in-board engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Fishing boats with out-board engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Canoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Fishing gears (eg. net, spear, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Transport							
31	Car (e.g. Sedan, stationwagon, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Truck/Pickup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Trailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Pushwagon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Energy							
41	Electric Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Biogas generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Solar panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Livestock and other Equipment							
51	Wheelbarrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Water pump (for farming use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Infrastructure							
61	Permanent nursery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Temporary nursery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Other (eg. pigpen, chicken coop)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Other tools							
71	Machete	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Shovel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.8 SERVICES, BARRIERS, INCOME AND CREDIT (S8)

This section provides further information about how farms operate, sources of information and other topics that will allow policy development to assist with agricultural development.

3.8.1 Agricultural Services

There are a range of support services household can access to assist with their farming operations. And in order to get cash income from agriculture, markets need to be available. This question aims to identify what services are being used.

81100 Did anyone in your household participate in any "producer organization" (cooperative)?

Record yes or no

For example

- a farmers group to share information,
- a small business group that helps with setting up to sell produce
- a women's group that focuses on helping with agriculture or making handicrafts.

81200 How many visits of an agriculture extension agent did your household receive during the last 12 months?

Record the number of visits the household has received from a government official from agricultural extension

81300 Where does the household receive information about agriculture? (Check all that applied)

Nine possible options are provided on how the household receive information about agriculture. The household could have heard about these programs from various sources. (e.g. TV and Radio). Record an X in every box that is mentioned all the answers given.

81400 How long does it take to get your household to a place where you can sell your products?

This question is about any markets where produce is sold. Record time taken to get there (if they are accessible).

Note:

5. No market available /accessible - should be used when the household would like to sell produce but can't because there is nowhere for them to sell.
6. Produce collected by buyer - should be used for produce collected by commercial buyers only, not a private person.
7. No engagement - should be used when the household does not have any engagement in selling produce.

3.8.2 Barriers

82100 In your own opinion, which of these issues that impedes your agricultural, forestry, handicrafts, fisheries and / or livestock operation the most?

Ask this question for each activity separately. Try to identify which issue affects the household's activity the most, second and third.

If a household does not do the activity, try to identify the reasons why not, or enter code 8 if the household is not interested in the activity.

Input the codes of the 3 issues that affected the household the most, with the most important one first.

Figure 3.15: Example of a filled-in S8 – Services and barriers

S8 - Services, Barriers, Income and Credit						Reference Period last 12 months											
Agricultural Services						Obs											
81100	Did any one in your household participate in any "producer organization" (cooperative)?				1 Yes 2 No	2											
81200	How many visits of an agriculture extension agent did your household receive during the last 12 months?					0 1											
81300	Where does the household receive information about agriculture? (<i>Mark "X" for all that applied</i>)																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Agriculture/extension services</td> <td style="width: 33%;"><input type="checkbox"/> New sletter</td> <td style="width: 33%;"><input type="checkbox"/> CB Radio</td> </tr> <tr> <td><input checked="" type="checkbox"/> Radio station</td> <td><input type="checkbox"/> Input agencies</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Television</td> <td><input type="checkbox"/> Internet/phone</td> <td><input type="checkbox"/> No information</td> </tr> <tr> <td><input type="checkbox"/> New spaper</td> <td><input type="checkbox"/> Other farmers</td> <td></td> </tr> </table>						<input type="checkbox"/> Agriculture/extension services	<input type="checkbox"/> New sletter	<input type="checkbox"/> CB Radio	<input checked="" type="checkbox"/> Radio station	<input type="checkbox"/> Input agencies	<input type="checkbox"/> Other	<input type="checkbox"/> Television	<input type="checkbox"/> Internet/phone	<input type="checkbox"/> No information	<input type="checkbox"/> New spaper	<input type="checkbox"/> Other farmers	
<input type="checkbox"/> Agriculture/extension services	<input type="checkbox"/> New sletter	<input type="checkbox"/> CB Radio															
<input checked="" type="checkbox"/> Radio station	<input type="checkbox"/> Input agencies	<input type="checkbox"/> Other															
<input type="checkbox"/> Television	<input type="checkbox"/> Internet/phone	<input type="checkbox"/> No information															
<input type="checkbox"/> New spaper	<input type="checkbox"/> Other farmers																
81400	How long does it take to get from your household to a place where you can sell your products?					5											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1. Less than 30 minutes</td> <td style="width: 33%;">4. More than 2 hours</td> <td style="width: 33%;">5. No market available / accessible</td> </tr> <tr> <td>2. Betw een 30 to 59 minutes</td> <td>3. 1 to 2 hours</td> <td>6. Produce is collected by buyer</td> </tr> <tr> <td></td> <td></td> <td>7. No engagement</td> </tr> </table>						1. Less than 30 minutes	4. More than 2 hours	5. No market available / accessible	2. Betw een 30 to 59 minutes	3. 1 to 2 hours	6. Produce is collected by buyer			7. No engagement			
1. Less than 30 minutes	4. More than 2 hours	5. No market available / accessible															
2. Betw een 30 to 59 minutes	3. 1 to 2 hours	6. Produce is collected by buyer															
		7. No engagement															
Barriers																	
82100	In your own opinion, which of these issues that impedes your agricultural, forestry, handicrafts, fisheries and / or livestock operation the most? (Please input the codes of the 3 issues that affected the household the most).																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1. No land available</td> <td style="width: 33%;">4. Lack of source of finance</td> <td style="width: 33%;">7. Lack of new technologies and new infrastructure</td> </tr> <tr> <td>2. Difficulty w/ith getting to the land</td> <td>5. Lack of management skills</td> <td>8. No barrier / not applicable</td> </tr> <tr> <td>3. Lack of production inputs (e.g. equipment, seeds, stock, fertilizer, w ater)</td> <td>6. Lack of market to sell produce</td> <td></td> </tr> </table>							1. No land available	4. Lack of source of finance	7. Lack of new technologies and new infrastructure	2. Difficulty w/ith getting to the land	5. Lack of management skills	8. No barrier / not applicable	3. Lack of production inputs (e.g. equipment, seeds, stock, fertilizer, w ater)	6. Lack of market to sell produce			
1. No land available	4. Lack of source of finance	7. Lack of new technologies and new infrastructure															
2. Difficulty w/ith getting to the land	5. Lack of management skills	8. No barrier / not applicable															
3. Lack of production inputs (e.g. equipment, seeds, stock, fertilizer, w ater)	6. Lack of market to sell produce																
	Agricultural	Forestry	Handicraft	Fisheries / Aquaculture	Livestock	obs											
82101	82102	82103	82104	82105	82106												
First	6	8	6	3	1												
Second	4		5	7	8												
Third	3		8	4													

Note the circled sections – the household has no forestry activities and no desire, so no barriers identified. For handicraft, the household could only identify two barriers and for livestock, only one.

3.8.3 Food Insecurity

This is an international standard set of questions to identify the extent that food insecurity is a problem for FSM. It is included here to provide information to understand links between food insecurity and agriculture and related issues and activities.

These questions are used to derive a Food insecurity scale. It can be a very sensitive issue for people so care will be needed. But with FSM experience of cyclones and drought it is likely that some households are

struggling to eat well, and the data will be very helpful to better target help in future. Please ask questions 83101 – 83108 as close as possible to the wording give. If needed explain that there is no shame in reporting their experience, and there is very strong protection of confidentiality. Do not discuss these answers with anyone, or react to the respondent's answer.

Figure 3.16: Example of a filled-in S8 – Food Insecurity

Food Insecurity		1 Yes	2 No
83101	During the past 12 months, was there a time when you or any other adult in your household were <u>worried</u> you would not have enough food to eat because of a lack of money or other resources?	1	
83102	During the past 12 months, was there a time when you or any other adult in your household were <u>unable to eat healthy and nutritious food</u> because of a lack of money or other resources?	1	
83103	During the past 12 months, was there a time when you or any other adult in your household <u>ate only a few kinds of foods</u> because of a lack of money or other resources?	1	
83104	During the past 12 months, was there a time when you or any other adult in your household <u>had to skip a meal</u> because there was not enough money or other resources to get food?	2	
83105	During the past 12 months, was there a time when you or any other adult in your household <u>ate less than you [he/she] thought you [he/she] should</u> because of a lack of money or other resources?	2	
83106	During the past 12 months, was there a time when your household <u>ran out of food</u> because of a lack of money or other resources?	2	
83107	During the past 12 months, was there a time when you or any other adult in your household <u>were hungry but did not eat</u> because there was not enough money or other resources for food?	2	
83108	During the past 12 months, was there a time when you or any other adult in your household <u>went without eating for a whole day</u> because of a lack of money or other resources?	2	

3.8.4 Income and Credit

These questions are key indicators for the survey. Please ensure the questions are answered and obs recorded for any 'Other' categories or for comments that may help understand answers.

84101 What is the main source of cash income for this household?

1. Growing crops
2. Raising livestock
3. Fishing
4. Own non-agricultural business
5. Paid work in agricultural occupation
6. Paid work in non-agricultural occupation
7. Pension
8. Remittances
9. Other (obs)

84102 What proportion of your household's total income (in cash/in kind) usually derived from agricultural activities during the past twelve months?

1. None
2. 1% - 24% (less than 1/4)
3. 25% - 49% (at least 1/4 but less than 1/2)
4. 50% - 74% (at least 1/2 but less than 3/4)
5. 75% - 100% (at least 3/4 to all income)

84103 Did you use any loans or microcredit to develop your agricultural (crops or livestock) fishing or forestry activities during the last year?

Enter '1' if the household has used a loan or credit in the last 12 months, from any source, specifically for developing agriculture, fishing or forestry. If not, enter '2' No. and go to End of Interview

84104 Where did the loan come from?

If the household has a loan, ask what the source of the loan was. Code using these codes:

1. Bank
2. Credit union
3. Other loan agency
4. Business
5. Employer
6. Private person
7. Other (obs)

Figure 3.16: Example of a filled-in S8 – Food Insecurity

Income and Credit			
84101	What is the main source of cash income for this household?	code 84101	6
84102	What proportion of your household's total income (in cash/in kind) usually derived from agricultural activities during the past twelve months? <i>(If response is "1", verify against responses to 32105, 32117, 41206, 51203, 52103, 61207, 61404)</i>	code 84102	2
84103	Did you use any loans or microcredit to develop your agricultural (crops or livestock) fishing or forestry activities during the last year?	1 Yes 2 No Page 18	2
84104	Where did the loan come from?	code 84104	

PART 4: SPECIFIC GUIDELINES FOR UPDATING THE HOUSEHOLD LISTING AND THE ENUMERATION AREA MAP, AND THE USE OF OTHER FORMS OF THE ENUMERATOR’S LISTING BOOK

4.1 Introduction

In addition to the interviewing of households, you are also tasked to obtain information pertaining to the geographical location of the household. Updating of the geographic information is very important as it would enable “thematic mapping” of the indicators derived from the data collected. This presentation format added great value to the analysis of the data, especially for the laymen data user as it allow them to easily relate or quickly see linkage between data and geographical areas.

The tools you need to do this task will be the:

- Enumeration Area (EA) map
- Household Listing (HL): These sheet are in the Enumerator’s Listing Book, beginning on page 11

The information on the EA maps and HL were obtained in 2009 and 2010 so quite some time has passed therefore some of the information on these tools will be outdated. For example, location of some households may not be found where they are indicated on the map; or some households will be found on the ground but you will not find them on the list (i.e., they were established after 2010). You will be required to update these information, and the instruction on how to go about that will be addressed in the following pages.

These documents will be provided to you with information already on them, and your task is merely to update the information. Sample of these forms can be seen in Figures 4.1 - 4.3 in the following pages.

4.2 Understanding the Household Listing and EA Map

4.2.1 Household Listing (pages 11 onward of you ELB)

The household listing (see Figure 4.1) is merely a list of households (and householders) within an EA and it is associated with an EA Map. It contains information on the household, for instance, on the name of household head, the household number, the mapspot number, and so forth. These identifiers link the household listing to the associated maps. Only a couple of the **identifiers** on the HL you will **find on the EA map**, and they are indicated with an asterisk (*) below. A brief description of the each listed below with a brief description.

*Household No.**

A number is assigned to each household within a mapspot. This number is unique for each household within each mapspot, meaning a number cannot be repeated for the same mapspot. For example, if an apartment building contains 5 households, each of them would have a different number, most likely ranging from 1 to 5.

Mapspot No.

This is the number assigned to each household dwelling or physical structure (house or building) the households live in. A mapspot number can be repeated on the HL because more than one household may reside in a dwelling (i.e., apartment building).

Sticker #.

The number is reserved for the mapping operation, and because the map is an output of that process it’s here. But **you will not be using it in your capacity as enumerator or supervisor.**

First Name / Last Name (of householder)

This should be their legal name or the one they use for official business. Nicknames, informal titles and traditional titles are not to be used.

When you received your listing book, the above five (5) identifiers would already be filled in. **Update these as necessary** (except Sticker #), upon completing the interview for each household. The rest of the columns would need to be filled in with new information you will be noting on the form.

Male / Female

Note the count of male and female in the household in these columns.

Status

Tick the box that indicates the situation of the household dwelling or household.

Refused – Tick option if you did find a household (on the list or a new one altogether) present but members refused to respond to the census, despite your many attempts to gain their participation.

Vacant – Tick option,

- If entire household will be absent for the entire census period (e.g. on summer vacation overseas) and will return but after the census period;
- If location of household is found but unit is unoccupied as the entire household had migrated overseas to permanently live there;
- If location of household is found but unit is unoccupied as the entire household had merged with another household;
- If household location is found but the unit is unoccupied as it is a 2nd housing unit for another household).

Demolished – This is for cases where the household found to be no longer there and the structure within which it live was destroyed or demolished.

Not found – This option would be ticked for cases where the household is not found and it's confirmed by neighbors/community the household was never there. If the neighbors know the real location of the household, you may obtain the information and inform your supervisor.

Completed?

Tick the box ONLY IF you have fully completed interviewing the household and all relevant information is obtained and no further callback is needed to be made. This column is to help you quickly keep track of your progress by household, at a glance.

Remarks

Write in this column any issue you need to obtain clarification for, solution to, or inform your supervisor of.

Total population

When you have completed interviewing of all households in the EA, sum the population of all households by Male, Female, and Total write it here.

Aside from the partially filled-in rows, you will also note that (1) some rows are shaded light orange – the location of these households were not obtained via GPS but were manually “dotted”. In other word, the location was guessed. What this means is that their location on the map is not accurate so you may find them

at a totally different place (but still within the EA) than where it appear to be on the map; (2) some rows are blank – this for use when you find a household that is not listed, especially new ones that were established after April 2010

Figure 4.1: The Household Listing

FSM 2016 INTEGRATED AGRICULTURE CENSUS										
Household Listing										
HH Number	Map Spot	Sticker Number	First Name	Last Name	Males	Females	Status (pls circle 1 only)		Completed?	Remarks
001	001	040001	John	Arnold			1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
002	002	040002	Ander	Joseph			1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
003	003	040003	Josephine	Danio			1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
							1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
							1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
							1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
							1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	
Total Population										

4.2.2 EA Map

In order to find the location of your assigned households, as listed on the Household Listing, you will need an EA map. In our case, you will be provided a set of EA maps. The first sheet is the main map and it shows an aerial picture of the entire area of the EA with images of the EA boundary, locality of households, houses, trees, etc. It is at this scale of view to provide better geographical references to easily identify the layout and location of the EA of interest in relation to other EAs and other known land features. To show the location of the households which are in close proximity to one another and therefore will be overlapping at the scale of the main map, sub-maps are provided. These sub-maps are basically zoomed-in area of the main EA map to separate overlapping households and to give clarity of the area the households are located (see Figures 4.1). For every map, a mirror plain copy is printed on the back of the same sheet without the colors and other details to make writing on this page legible. It’s on this none colored-imagery page that you should be writing all your map updating notes.

Important note:
Use the maps without imagery to write all your map updates.

The information that you will see on the maps is generally self-explanatory, however the following may need a bit of description for clarity.

EA ID

This 6-digit ID consists of three geographic IDs – the state (first digit), municipality (next 2 digits), and 3 last digits is the EA number. The codifying of the census information gathered is for the purpose of enabling easy, efficient processing of the data and quick turnaround in sharing of the census results.

State – This code is unique to each state. The state codes are,

Yap = 1

Chuuk = 2

Pohnpei = 3

Kosrae = 4

Municipality – These codes for this varied by state, and the range of codes used are listed below.

Yap 01 : 21 Chuuk 01 : 40 Pohnpei 01 : 11 Kosrae 01 : 04

Enumeration Area (EA) – The range of codes used for EA in the states is listed below.

Yap 001 : 059 Chuuk 001 : 181 Pohnpei 001 : 126 Kosrae 001 : 030

Figure 4.2: EA main map & sub-maps

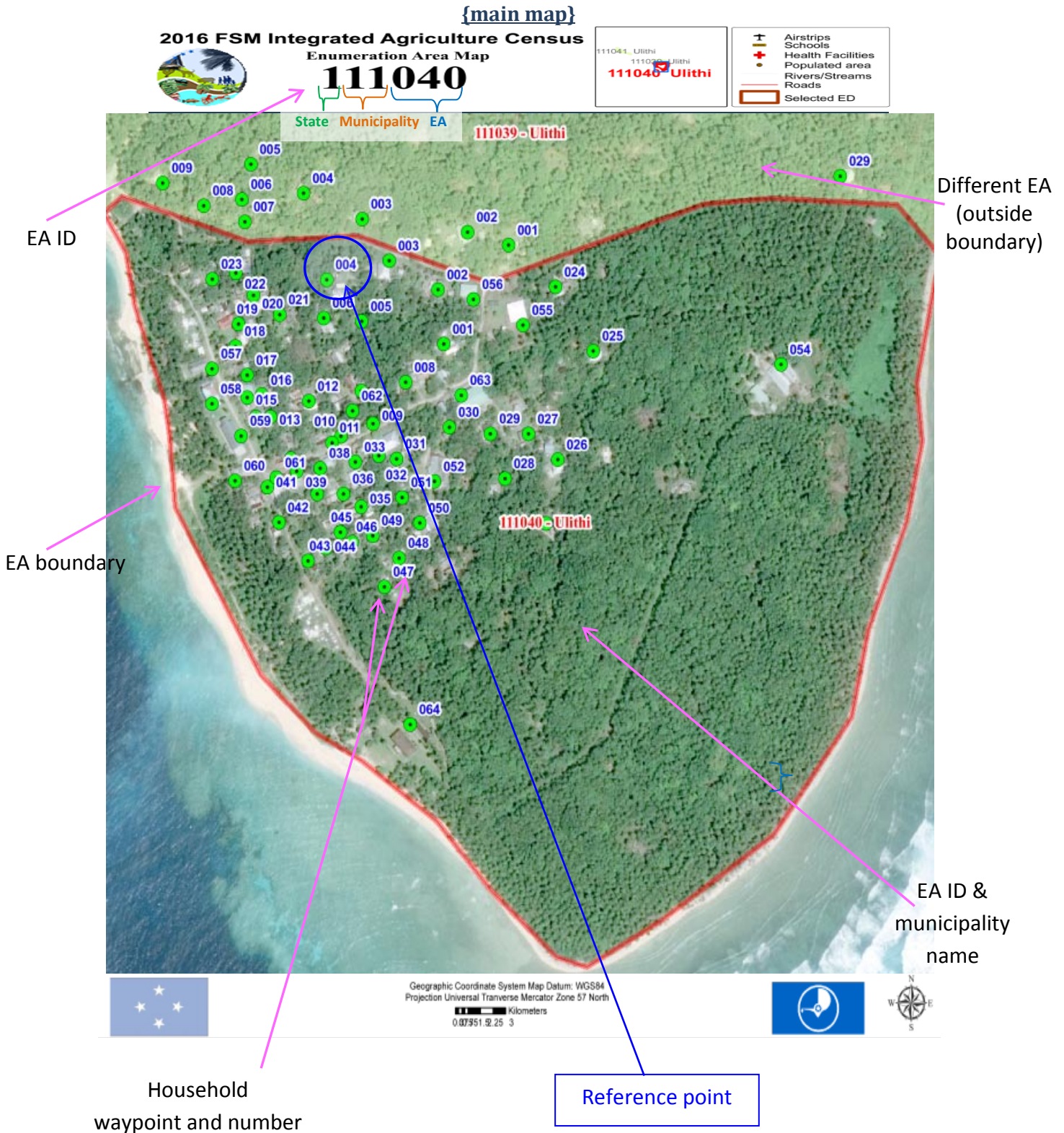
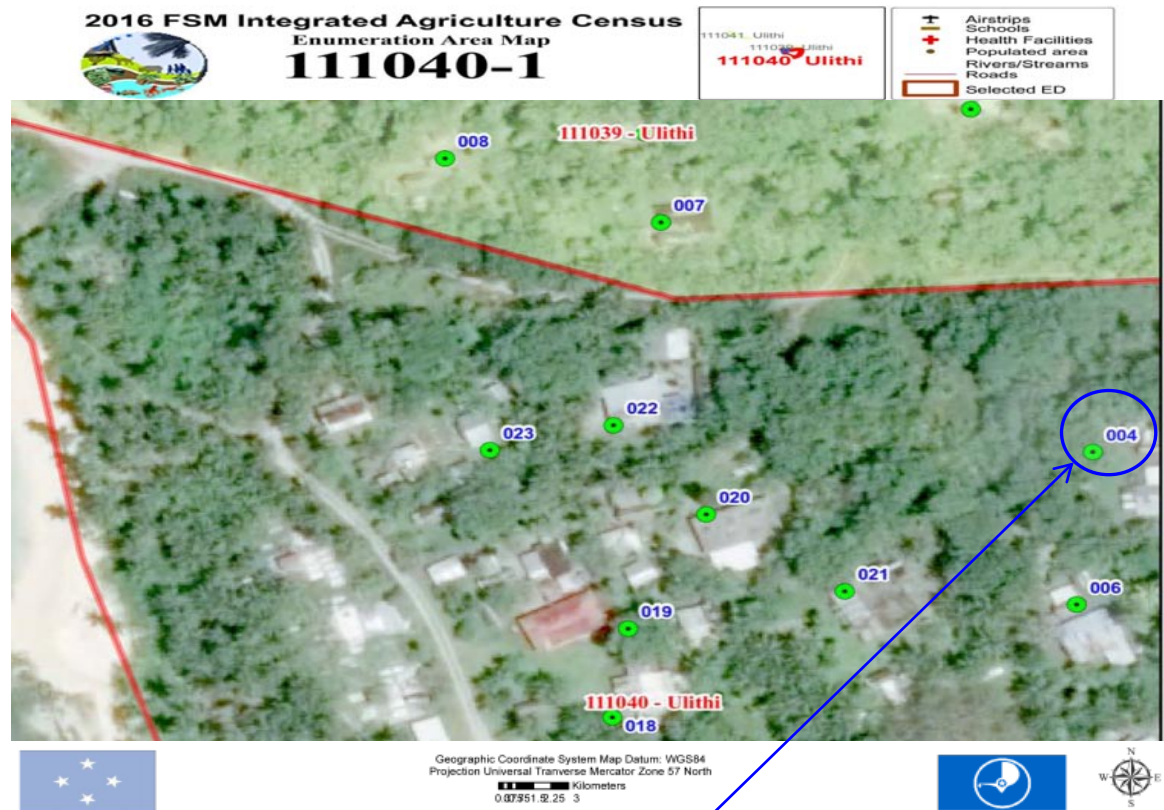
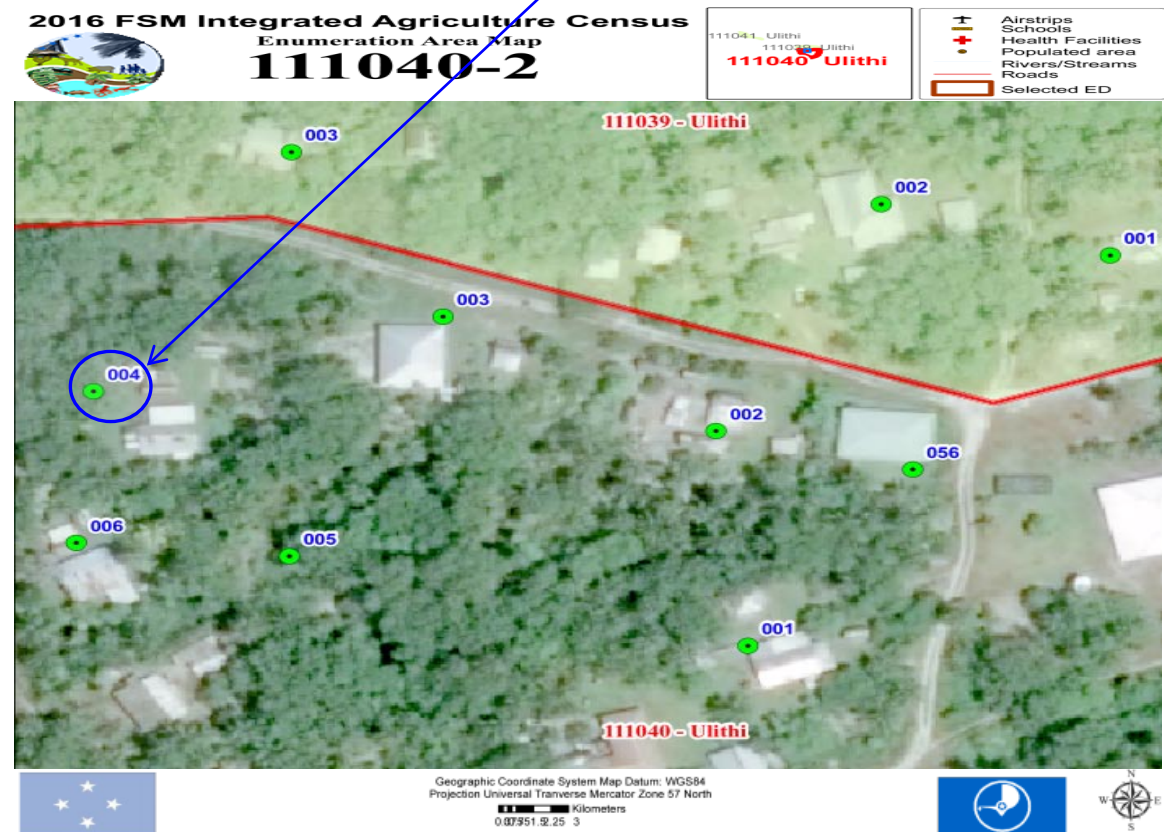


Figure 4.2: EA main map & sub-maps (continued)

{sub-maps}



Reference point:
 a shared feature to enable you to easily orient the
 submaps to the main map (i.e., hh 004)



4.3 Updating the Household Listing and EA Map

See below for the different scenarios you may come across where updating of the HL is required. As some updates may not require updating of the map (situations 1 - 3) it is expected that you will have more notations in the HL than on the map.

Figure 4.3: Updating the household listing

FSM 2016 INTEGRATED AGRICULTURE CENSUS
Household Listing

HH Number	Map Spot	Sticker Number	First Name	Last Name	Males	Females	Status (pls circle 1 only)		Completed?	Remarks
001	001	040001	John	Arnold	6	3	1-Refused 2-Vacant	3-Demolished 4-Not found	<input checked="" type="checkbox"/>	
002	002	040002	Ander Ally	Joseph	2	2	1-Refused 2-Vacant	3-Demolished 4-Not found	<input checked="" type="checkbox"/>	Ander died, wife is new h/head
003	003	040003	Josephine	Danio			1-Refused 2-Vacant	3-Demolished 4-Not found	<input checked="" type="checkbox"/>	hh migrated to US; corrected site
039	039		Julianne	Damian	1	1	1-Refused 2-Vacant	3-Demolished 4-Not found	<input checked="" type="checkbox"/>	responded only to S1.1
040	040		Janno	Silper			1-Refused 2-Vacant	3-Demolished 4-Not found	<input checked="" type="checkbox"/>	
041	041		Cyrano	Damian			1-Refused 2-Vacant	3-Demolished 4-Not found	<input checked="" type="checkbox"/>	hh located in adjacent EA 55
042	042		Mary	David	1	2	1-Refused 2-Vacant	3-Demolished 4-Not found	<input type="checkbox"/>	new household
Total Population					10	8				
					18					

(1) If dwelling still exists but the entire household no longer live there (migrated abroad there to live, on extended vacation abroad), line thru the entry and circle the "vacant" option

(4) If a new dwelling/household is found, assign it the next available MS#, a new HH# and list it at the end of the list. Line thru the Sticker # column.

(2) If dwelling still exists but the household head has changed, line through the name and write in the new name above it and enter a remark to note the situation.

(5) If dwelling was demolished for some reason (burned to the ground, intentionally pulled down, etc), line thru the entry and circle the "demolished" option

(3) If dwelling still exists and the household head remains the same, leave the entry as is.

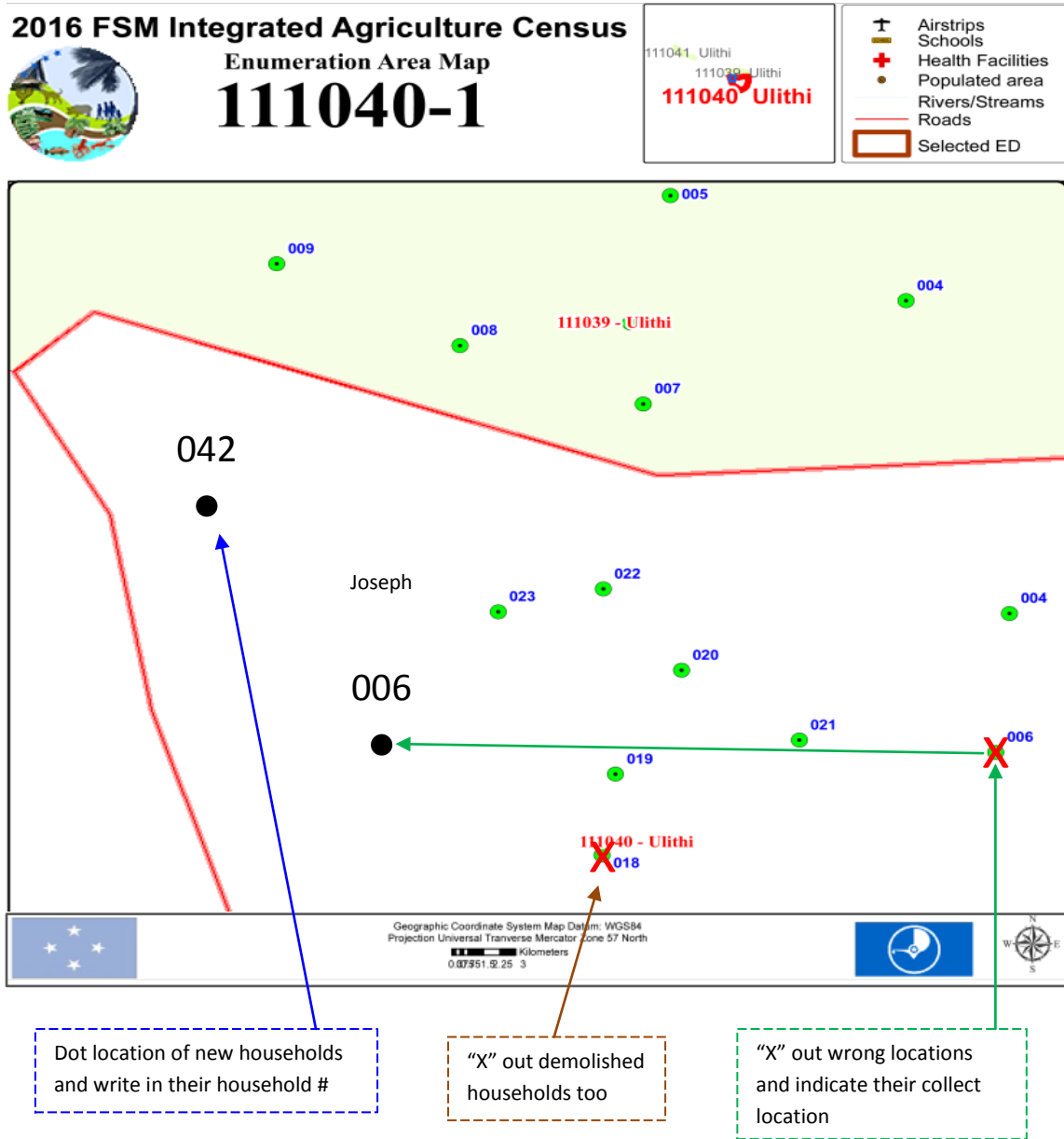
(6) If a householder refused to respond to the census despite your many attempt of graining is effort, mark the "refuse" box and enter an explanatory remark, if any.

(7) Upon completion of entire EA, sum the population by sex and note it here

The below example give an illustration of how to use or update the EA Map. As mentioned before, the geographic IDs on the map is limited - to the State, Municipality, EA and Sticker #.

As mentioned, no notation is required of HL situations (1) to (3) on the map.

Figure 4.4: Updating the EA sub-maps



4.4 How to fill-in and use the remaining pages of the Enumerator’s Listing Book

The ELB contains 6 types of forms, including the HL forms, a brief description of each is given below with an illustration of how it is to be filled.

- Reminder form (page 1) – Reiterate the authority (law) by which census is conducted, and the importance of data confidentiality and accuracy of report.
- Calendar (pp2-3) – To assist you in keeping organized of appointments with households, etc.
- Daily Progress Record (p4) – Used to record assignment information, enumerator daily progress, and

D-LI3A IAC (6/6/2016)	DAILY PROGRESS RECORD 2016 FSM Integrated Agriculture Census															Department of R. & D. Government of the Federated States of Micronesia																		
2. ASSIGNMENT INFORMATION																1. IDENTIFICATION																		
PERSONNEL		NAME				TELEPHONE				DATE ASSIGNED				a. State: CHUUK		Code: <u> 2 </u>																		
a. Supervisor		Anna Somebody				390 - 8888				6 / 27 / 2016				b. Municipality:		Code: <u> 0 </u> <u> 1 </u>																		
b. Enumerator		Sally Kenny				390 - 2222				6 / 27 / 2016				Weno																				
c. Reassignment enumerator(s)														c. Enumeration Area (EA)		<u> 2 </u> <u> 5 </u> <u> 1 </u>																		
3. ENUMERATOR DAILY PROGRESS																																		
a. Date: JULY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
b. H/holds enumerated Today		0	2	3	4	5	3	4	4	2	0	3	4	4	3	2	0	1	2	1														47
c. H/holds enumerated To Date		0	2	5	9	14	17	21	25	27	27	30	34	38	41	43	43	44	46	47													47	
d. Callbacks outstanding		0	1	1	2	0	1	0	0	0	1	2	0	0	0	0	0	1	0														---	
4. SUPERVISOR MONITORING										5. OFFICE USE																								
FIRST Field Review		FIRST OJT		SECOND OJT		FINAL Field Review		Matching and reconciliation		Check-in		Office Review		Preliminary Count																				
a. Date																																		
b. Initials																																		
6. POPULATION COUNT			7. FORM COUNT				(E) Initials (S)		— NOTICE TO FINDER —																									
a. TOTAL	b. MALE	b. FEMALE	a. Received by Enum: 60		A.S	S.K.	This book is the property of the Division of Statistics, Government of the Federated States of Micronesia. If you find this book, please return it to the Statistics Office at the National or the branch office in your state.																											
105	43	62	b. Completed: 50		A.S	S.K.																												
			c. Voided: 3		A.S	S.K.																												
			c. Unused: 7		A.S	S.K.																												
			d. Returned: 60		A.S	S.K.																												

Dot location of new households and write in their household #

Dot location of new households and write in their household #

Dot location of new households and write in their household #

- Record of Review (p5) – This form is basically a “questionnaire” utilized by your supervisor, NOT the enumerator, to guide his/her review the quality of the enumerator’s work. However, the enumerator need to familiarize themselves with its content so she knows the quality of work that is expected of them.

D-L12 IAC (6/6/2016)		Department of R & D, Government of the Federated States of Micronesia	
RECORD OF REVIEWS			
FIRST REVIEW (Section A, B, C, and 1 st Review Results)		Section C - Map Review	
Section A - Questionnaire Review Use the following checklist to review each questionnaire. If any question is marked "No", the questionnaire is unacceptable. Return the unacceptable forms to the enumerator for correction.		Review the EA map and rate the enumerator in the following aspects of the job. If any "No" entry can be corrected in your presence, correct the problem, circle the "No" and mark the "Yes" box for that item.	
Is the enumerator – (a)	Tick one (b) Yes No	Explanation for "No" entries (c)	Tick one (b) Yes No
1. Filling the "IDENTIFICATION" section on the cover page correctly?			1. Entering a dot and assigning a number for it on the map for every new household she found in his/her EA?
2. Matching the geographic IDs on the cover page to those in the Household Listing pages?			2. Marking the map, as appropriate, to indicate the updates of the households in the EA?
3. Listing the names of household members on page 1 of the questionnaire?			3. Ensuring number of dots on the map matches the number of Questionnaires forms and the number of households listed in the Listing Book?
4. Filling in a single-section1 form for households with more than 22 members?			
5. Ensuring the TOTAL PERSONS count on cover matches the total [HM] listed in the roster on page 1?			
6. Filling in all relevant responses for each [HM] in Section 1?			
7. Marking all relevant responses for Section 2 to Section 8?			
8. Ensuring the responses provided in Section 2 to Section 8 are consistent with each other?			
9. Writing all entries in a clear and legible manner?			
10. Certifying the questionnaire on the front cover for "Completed" questionnaire as prove of his/her review?			
11. Filling a single-cover form for all "Refused" and "Vacant" households?			
QUESTIONNAIRE REVIEW RESULT The FIRST THREE questionnaires MUST meet criteria in section A. If not, retrain enumerator or report to the Field Officer you were assigned.		1st Review Results Discuss incorrect (those ticked "No") procedures with the enumerator and if issue is corrected, circle the tick mark. Base this evaluation/discussion and the number of un-circled "No" in Sections A, B, and C. All items in Sections A to C are marked "Yes" or circled "No". [] Passed 2. One or more items in Section A to C are ticked "No" or not circled. [] Failed	
Section B. Listing Book Review Review the Listing Book and rate the enumerator in the following aspects of the job. If any "No" can be corrected in your presence, correct the problem, circle the "No" and mark the "Yes"		FINAL REVIEW Answer the following questions: If any "No" entry can be corrected in your presence, correct the problem, circle the "No" and mark "Yes" box for that item.	
		QUESTIONNAIRES 1. Are there questionnaires for all the households in the Enumerator's assignment area?	Supervisor Tick one (b) Yes No
		LISTING BOOK 1. Is there a listing entry for all the questionnaires? 2. Filling in the population counts – Total, Male, and Female? 3. Did the listing pass the review in Section B?	Office Tick one (c) Yes No

Several reviews will be conducted to ensure your work is of quality, and your usage of the tools will be checked

- Callback Records (pp6-10) – Record specifics of cases needing follow-up on this form. See example below.

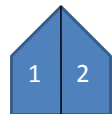







D-L14C (IAC) (6/6/2016)			Department of R & D Government of the Federated States of Micronesia		
CALLBACK RECORD 2016 FSM Integrated Agriculture Census					
EA No.	HH No.	MS No.	HOUSEHOLD INFORMATION (4)		REMARKS
			Householder's Name (a)	Tel. No. (b)	
(1)	(2)	(3)	(a)	(b)	(5)
250	013	013	Linda Lyons	360 - 5675	Callback for Lydia's birthdate after she arrives from Chuuk tomorrow
250	018	018	Ermy Simpa	310 - 5249	Crop qty - go back and obtain when main crop operator returns from visiting parents next week
251	005	005	Nala Simon	380 - 6590	Callback for land size respondent to find land docs. OK
254	026	024	Timone King	390 - 2646	Call back and check when to pick up form after they fill

Fill in the IDs of the households that has issues needing follow-up, along with their contact information

Note the specific issues for follow-up. Write "OK" once you have resolved the issue, so when the Supervisor reviews your work form he would know which have been resolved

- Household Listing (pp11 onward) - Description and illustration on use of form is given in Section 4.2.1.

Appendix 1. Mapspot vs. Household (in the context of FSM)

A		<p>Two households living in one house. Each having direct to outside , cook on its own, and normally do not share expenses with the other.</p>	
B		<p>3 households - An elderly couple with 2 grown married cl and a couple of unmarried children and other relatives liv together in one compound. The married children live/slee their own houses and elderly couple with unmarried child sleep in main house or sometimes in the nahs. All househ pool resources/expenses, cooks and share meals.</p>	
C		<p>Same scenario as B, except the households each do their own cooking, handling of expenses. Maybe sometimes send a food plate to other households bu</p>	
			

Appendix 2. Measuring Area

There are a number of ways to get an estimate of the size of a piece of land. This appendix provides some useful information to help.

Area of sports field sizes

Sometimes people can estimate the size of a piece of land by comparing it to a sports field:

- Standard basketball court is 50ft by 94ft. That is 4700 sq. feet or 437 sq. meter
- Area within bases of a baseball field is 90ft by 90 ft. That is 8100 sq. feet or 753 sq. meter

Conversion factors

Occasionally you may need to convert from one unit to another. If possible, use a calculator. Do the calculation twice to check it. Write your calculations in an observation

- To convert from sq feet to sq meter, multiply by 0.0929
- To convert from sq feet to acre, divide by 43560
- To convert from sq meter to acre, divide by 4047
- To convert from sq meter to hectare, divide by 10,000

If you have other units, record them in an observation.

Pacing an area

To accurately use the pace count method, you must know how long your own pace is. A single pace is the distance from your left foot to the right foot when you step.

To determine this, you must walk an accurately measured course and count the number of paces you take. Repeat this three times and take the average.

A pace course can be as short as 100 feet but longer is better. The pace course, regardless of length, must be on similar terrain to that you will be walking over. It does no good to walk a course on flat terrain and then try to use that pace count on hilly terrain.

Divide the length of the course by your average number of paces for the course. The answer will give you your average single pace length. For example, if the course is 100 feet long and you took 43 single paces, your pace length is 2.33 feet.

One way to estimate the area of smaller parcels is to pace out 50 feet x 40 feet on a piece of land adjacent to the house. A pace is equal to one step. If your pace is about 2.3 feet long, you would need to pace 22 paces * 17 paces. Peoples paces vary a lot in size, so use your own pace length. Work out how many paces you need before you start interviewing.

Then ask the respondent how his parcel compares in size to the one you have paced out. If it is the same size it is 2000 square feet. If it is twice as big it is 4000 square feet and so on.

Making a Sketch-map

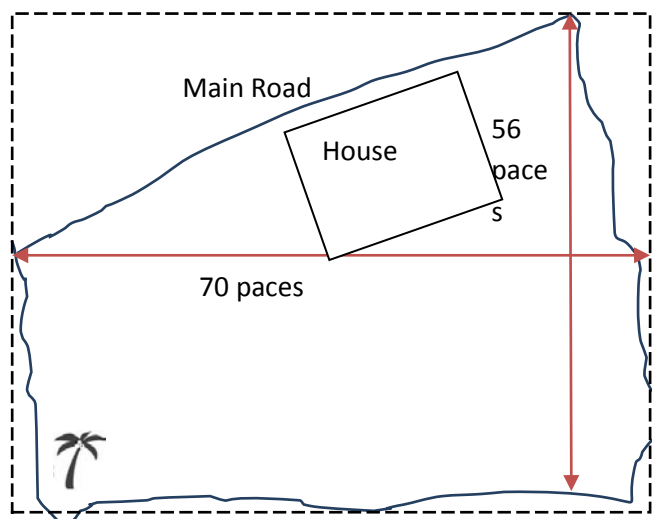
1. The parcel area to be measured will be in different shapes and sizes. The first thing to be done, with the help of the respondent, is to survey and sketch the areas to be measured by going around them in order to determine the number of sides and angles.

2. Make the sketch-map:

(i) With the assistance of the respondent, start by walking around the parcel to establish its boundaries – the blue line in the sketch below.

(ii) Draw a sketch map for the parcel showing the boundaries on it. Add some easily recognizable points/elements such as road, farmhouse, big tree or stream etc. for purposes of easily retracing of parcels/plots boundary should a need arise in future.

- Sketch the area (the blue line)
- Draw a rectangle around the area (the dotted line)
- Pace the two axes – this area was 70 paces by 56 paces (the two brown lines)
- and calculate the axes lengths using your pace length
 - $70 \times 2.3 = 161$ ft
 - $56 \times 2.3 = 128.8$ ft



(iii) Calculate the area

- Estimate the proportion of the land parcel inside or outside the rectangle – here about a quarter is outside the rectangle, so three quarters (0.75) is inside
- Calculate area = $0.75 \times 161 \times 128.8 = 15,532.6$ sq feet
- As this number is bigger than will fit into the spaces on the form, convert it into larger units
 - Sq feet to sq meter - $15532.6 \times 0.0929 = 1443.0$ sq meter
 - Sq feet to acre - $15532.6/43560 = 0.4$ acre

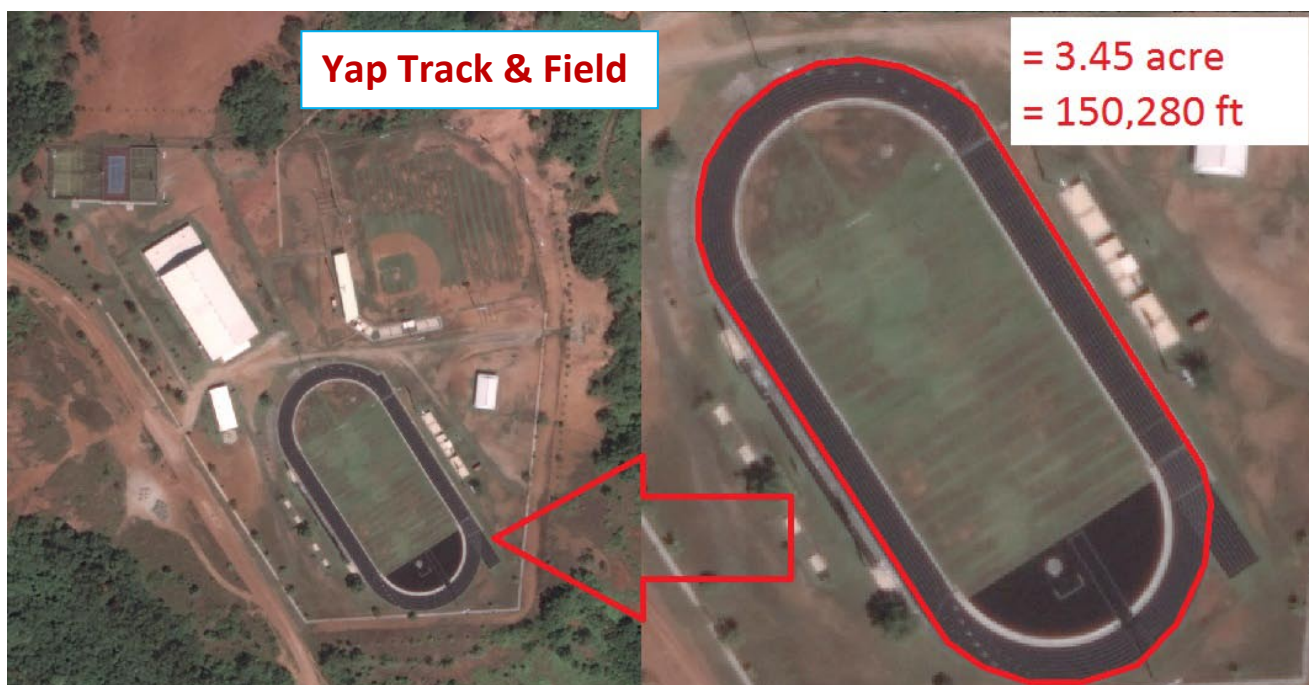
NOTE this is always going to be a rough estimate. Be as accurate as you can, and try to validate the area by other means.

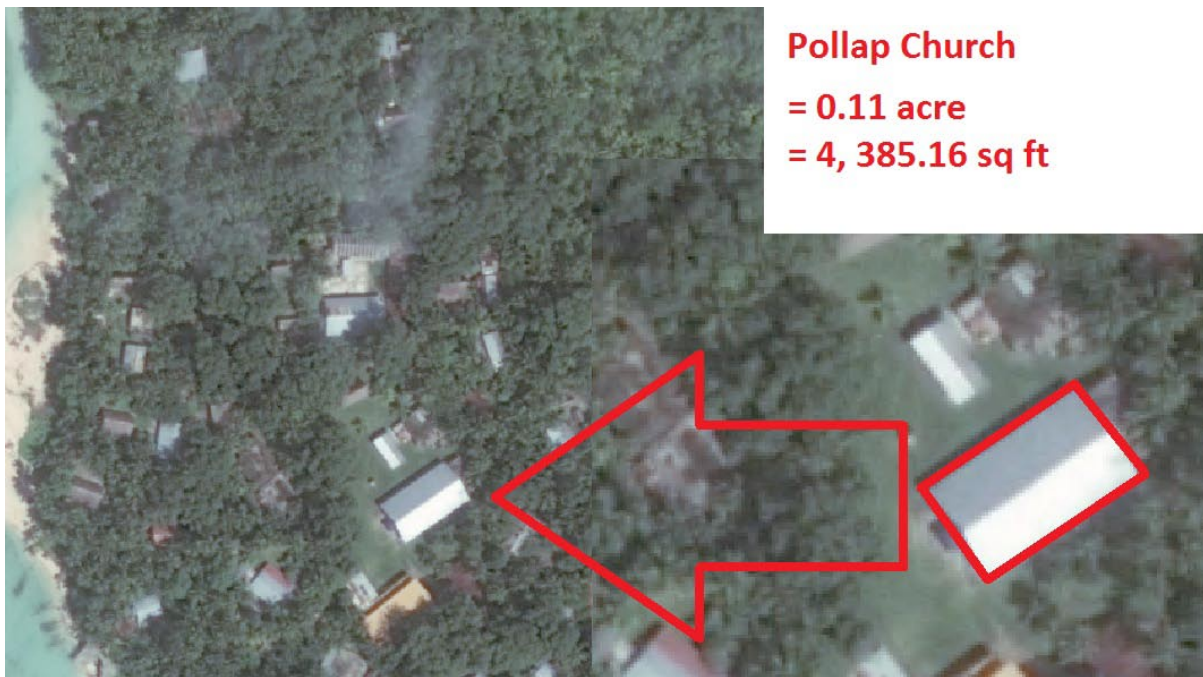
How to validate area data

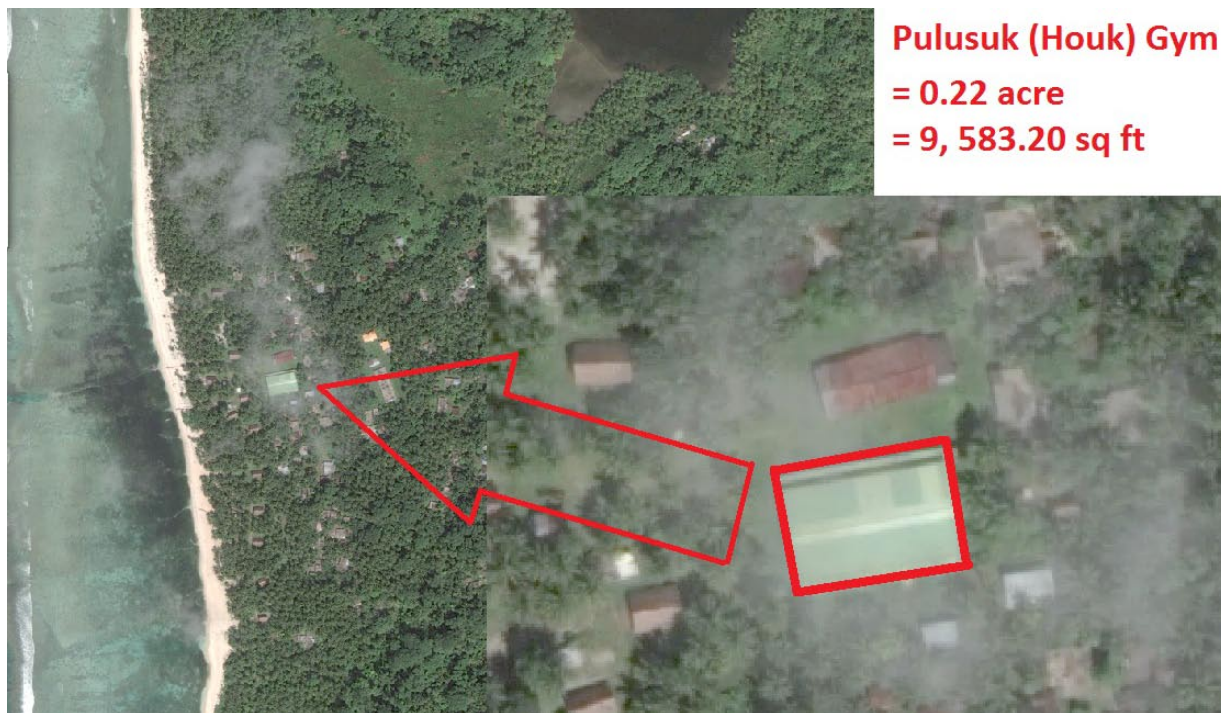
One of the most important tasks as a census enumerator is to ensure that the area information obtained in the census is accurate. This is done in two ways.

1. Appraising reported area data. As with all census data, your job as an enumerator is not just to write down what the respondent says but to make sure it is accurate. Use your knowledge to assess if the estimate seems reasonable (for example comparing the area with the size of a sports field). You can ask questions if it seems much bigger or smaller than other areas you have looked at, but do not tell the respondent anything about the other area as that would breach confidentiality. Ask the respondent for confirmation if there are any apparent errors or inconsistencies in the reported area data.
2. Probe, if necessary, to get any information you can about the land to help estimate the area. Information on the amount of seed used, the size of the harvest, the time taken to plant or harvest the crop, or comparisons in size with other land parcels may be helpful – record any information. If respondents are concerned about reporting any areas, reassure them that there will be no action taken against anyone as a result of information provided in the census.

Reference areas in the FSM







Pulusuk (Houk) Gym
= 0.22 acre
= 9, 583.20 sq ft



Weipat High School
(field and basketball court)
= 2.687 acre
= 117, 045 sq ft

Basketball Court
= 0.137 acre
= 5, 967 sq ft

