

GRENADA

MINISTRY OF AGRICULTURE

AGRICULTURE CENSUS

**FIELD TEAM
MANUAL**

St. George's, Grenada, September, 2012

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ACRONYMS

ACF	Agricultural Census Frame
AD	Agricultural District
CSO	Central Statistics Office
ED	Enumeration District
FAO	Food and Agricultural Organization
GAC	Grenada Agricultural Census
GRN	Grenada
MOA	Ministry of Agriculture
WS	Water Shed

1. INTRODUCTION

The first Agricultural Census of Grenada was conducted in 1961, the second in 1975 the third in 1981 and the last one in 1995. You are participating in the fifth Agricultural Census which is the 2012 Grenada Agricultural Census (2012 GAC).

This ENUMERATORS MANUAL is designed to be used by the census field team to answer the questions that may come up while they are collecting the data from the field. It explains all phases of the data collection from the beginning to the end. When the field staff face a problem, an answer can be found in this manual. For this reason it is very important to read this MANUAL very carefully and to be familiar with it.

The Census and Statistics Act of Grenada provides for the 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.

2. OBJECTIVES AND ORGANISATION OF THE 2012 GAC

2.1 OBJECTIVES

- To measure the actual structure of the agricultural sector by collecting information on those variables that do not change rapidly from year to year.
- To provide an adequate frame for the establishment of an On-going Agricultural Information System of Grenada to monitor and evaluate the changes occurring in this sector on a regular and continuing basis.
- To strengthen the capabilities of the Planning Unit in the Ministry of Agriculture (MOA), and other related institutions, to plan, design, collect, process, analyse and disseminate information for the agricultural sector.

2.2 THE 2012 GAC ORGANISATION

The 2012 GAC has a hierarchical organisation for successful execution. The Grenada Cabinet of Ministers has approved and given authority to conduct the 2012 GAC. According to this authority the Planning Unit of MOA is in charge of conducting or given the responsibility to conduct the 2012 GAC, with the co-operation of the Central Statistics Office of the Ministry of Finance.

For the purposes of the GAC, the country is divided first into Parishes and then into ENUMERATION DISTRICTS (EDs), There are 287 such EDs in Grenada including 19 on Carriacou and Petite Martinique. Each ED is allocated to an enumerator who is responsible for visiting ALL households in that ED and recording the relevant information. Each enumerator has a supervisor who will check the work and resolve any issues. Typically each supervisor will be responsible for 4 or 5 enumerators. The success of the census depends entirely on the work in the field. EVERY EFFORT must be made to include all households and to record accurate information. Where necessary, repeat the visits to the households which will be required to collect the data. This is part of the work of the enumerator. When all members of a household are absent at the time of the visit, or the key informant (farmer) is not at home, arrangements must be made for a return visit. This is very important.

3. BASIC TERMS AND DEFINITIONS

3.1 AGRICULTURAL CENSUS

It is the complete enumeration of all farming households and farm enterprises existing in Grenada on the census day without omission or duplication.

3.2 REPORTING UNIT

The "**HOUSEHOLD**" is the initial entry point for the Agricultural Census. This is the same unit as used in the Population and Housing Census. Through the Household we identify all the Farms above our cut-off limits. The "**FARM**" is the reporting unit for the 2012 GAC. In addition your supervisor will have a list of large farms or non-household farms that will not be picked up by visiting households. Your supervisor **MUST** ensure all these Non-household Farms are also enumerated. One Farm Questionnaire (GAC-02) **MUST** be filled out for **EACH** farm.

3.3 UNIVERSE OR POPULATION OF 2012 GAC

It is composed of all households and farms (reporting units) existing in Grenada on the census day.

3.4 ENUMERATION DISTRICT (ED)

It is an area containing approximately 100 households with clear, stable, physical boundaries marked on a map.

3.5 AGRICULTURAL CENSUS FRAME (ACF)

It is the complete list of all EDs prepared in Grenada for the 2012 GAC.

3.6 TOPOGRAPHIC MAP

It is a reduced (for example 100 times) and simplified representation of the "**NATURAL AND ARTIFICIAL FEATURES**" of the terrain such as hills, rivers, creeks, forests, swamps, etc. and towns, villages, roads, path roads, bridges, canals, power lines, etc. Each topographic map has a "**LEGEND**" of symbols representing these features of the terrain. One important symbol is called the "**CONTOUR LINES**" representing the elevations or inequalities (relief) of the land surface.

3.7 SKETCH

It is the representation, without regarding the scale, of the main natural and artificial features, themes or subjects.

3.8 SCALE

It is the ratio of a distance on a map to its corresponding distance on the ground. Scale may be expressed as a ratio (1:25,000), a representative fraction (1/20,000), or an equivalence (1 cm on the map = 250 meters on the ground).

3.9 FARM

It is an "**ECONOMIC UNIT**" of agricultural production under single management comprising 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 individual or households, by a clan, village, or by a juridical person such as a company, co-operative or government agency. The farm land may consist of one or more parcels located in one or more **WATERSHEDS (WSs)**, providing the parcels share the same "**PRODUCTION MEANS**" utilized by the farm, such as labour, farm buildings, machinery or draught animals.

3.10 PARCEL

A farm parcel is any piece of land under a single form of tenure, entirely surrounded by other land, water, road, forest, etc. not forming part of this farm. A parcel may consist of one or more plots adjacent to each other.

3.11 PLOT

A plot is a continuous piece of land inside a PARCEL devoted to a crop in pure or mixed stand or any other land use. A parcel may consist of one or more plots adjacent to each other. If a parcel has several crops (or mixed crops), the area -of each crop is a plot. If a crop has been planted on different dates then each of these plantings is a plot.

3.12 FARMER

S/He is a person or juridical institution who exercises management control over the agricultural farm operations and takes major decisions regarding resource use. The farmer has technical and economic responsibility for the farm and may undertake all responsibilities directly, or delegate responsibilities related to-day-to-day work management to a hired manager.

The work of a farmer can be material, when he conducts directly by himself the physical agricultural activities of the farm or only intellectual, like in the case of that farmer who lives in the city, and travels periodically to the farm, or not, but takes the major decision on the farm operation.

It is important to take into account the following considerations in the determination of a farmer:

There MUST always be a one-to-one correspondence between a farmer and a farm.

In rural areas, a one-to-one correspondence between a farm (farmer) and a household is quite common. Thus households serve to identify farms.

In most of the cases the farmer is a single person. But in some households, both husband and wife may share the decision making and thus the management of the farm. As only ONE farmer can be identified in Section III of the Farm Questionnaire, the respondent will have to decide whose name should be recorded here. HOWEVER, section IV (04) can be used to record situations where more than one person is involved in the management of the farm. To do this enter 'FARMER' after the name of each person who operates in this decision making capacity on the farm.

In other situations, a household may have more than one farmer, when each person operates different piece(s) of land. Then, each piece of land becomes a farm and a separate GAC-02 must be completed for each farm. . However, if the agricultural operation and the production obtained in all those pieces of land is **COMMUNAL** for all members of the household, there will be only one farmer and only one farm to answer questions (farmer's name & address), 3, 4, 5 & 6 of Long Farm Questionnaire GAC-02. In this case, the farmer will be the household member, who spends more time in the farm (for example, in some cases the wife may spend more time); and, if more than one person spends equal time, the farmer will be chosen according to these priorities: father, mother, eldest son and so forth. The other household members participating in the work of the farm will be regarded as members of the labour force of the farm.

When two or more persons belonging to different households operate the same farm, each one will be considered as **JOINT FARMER**. However, the enumerator **MUST** decide with the informant who is going to be the farmer to answer questions 1, 2, 3, 4, 5, 6 & 7 of the Long Farm Questionnaire GAC-02. The member of the household who spends more time in the farm will be considered the farmer. If more than one member of the **JOINT** households spend equal time, the eldest will be the farmer.

A farmer can operate land that is owned and/or leased and/or under any other form of land tenure.

A farmer can operate land without any rights to agricultural use of the land.

A hired manager or administrator will not be considered as the farmer of the farm he is managing. However, if he has livestock and poultry in the land of the farm, which he operates then he will be considered as a farmer of a farm without land.

When a manager, administrator or any worker of the farm, has received land for his own use, then he will be considered a farmer.

When a person, who has two or more households, is operating land for agricultural purposes in the different households with the same "**PRODUCTION MEANS**" in different **WS**, he will be considered as one farmer and one farm.

3.13 WATERSHED (WS)

A physical area (basin) or structure down which water flows through a system of streams, creeks, ravines, etc. draining the excess water into a main river going to the sea. The boundaries of the **WSs** are usually the hill or mountain ridges. An **ED** may be divided into different pieces by the **WS** boundaries.

3.14 BUILDING

It is a physical structure which is separate and independent of any other structure. It **MUST** be covered by a roof and enclosed within external walls. A building may be a factory, shop, detached dwelling, apartment building, warehouse, repair shop, poultry pen, etc. **NOTE** that detached rooms relating to main buildings are treated as part of the main buildings, for example detached kitchens, toilets, servants quarters, garages, etc.

3.15 DWELLING UNIT

It is any building or separate and independent part of building in which a person or a group of persons is living at the time of the census enumeration. It **MUST** have direct access from the street or road or common landing, staircase, passage or gallery where occupants can enter or leave without passing through anybody else's living quarters.

3.16 PRIVATE DWELLING

It is a dwelling in which a private household resides. This may be a single house, flat, apartment, out room, part of a commercial building, or a boarding house catering for less than six persons.

3.17 CLOSED DWELLING UNIT

It is a dwelling unit which is occupied, but during the enumeration period, the occupants are temporarily away, that is away for less than six (6) months.

3.18 VACANT DWELLING UNIT

If a dwelling unit is habitable but no one is living there at the time of your enumeration, you **MUST** also do at least one call back so that you can interview anyone who may have moved in since your previous visit.

3.19 PRIVATE HOUSEHOLD

It consists of one or more persons living together; i.e. sleeping most nights of a week with the household, and sharing at least one daily meal. In general, therefore, a household will comprise a father, mother and children living together. It is important to note, however, a member of the household is not necessarily a relative of the main family. For example, a boarder or a domestic servant, who sleeps in most nights of the week and shares at least one daily meal is also included as a member of the household. It is possible for a household to consist of just one person, or of more than one family; as long as they share living arrangements. A group of unrelated persons living together can also comprise a household.

3.20 CENSUS YEAR

It is the calendar year from 1 January 2012 to 31 December 2012. (In practice the 'last 12 months' is used as the reference period for many questions).

3.21 CENSUS DAY (Day of Visit)

It is the day the agricultural census enumerator conducts the interview with the farmer.

3.22 RESPONDENT

The respondent is the person from whom the data is collected about the household/farm. Normally it is the farmer. But sometimes, it could be a qualified person who knows very well the information being collected, such as the manager, the administrator, competent worker or an old farmer's relative.

3.23 ACRE

It is the unit used in measuring land area in Grenada. One acre is equal to around 70 by 69 yards or around 43,500 square feet.

3.24 GEOGRAPHICAL LOCATION

You will be required to enter information on '**location**' for the household, the farm and each separate parcel of land.

For the Household Questionnaire (GAC-01B) you should enter the location of the **HOUSEHOLD**.

In Section II of the Farm Questionnaire you should enter the location of the Household as recorded on GAC-01B.

In Section III of the farm Questionnaire you should enter the Parish, Village and Location of the **FARM**. This may be the same as for the household but it may be different. A unique reference point, called "HEADQUARTERS", is defined and located for each farm. A farm then belongs to the ED in which its headquarters is located. In most cases the headquarters is defined through the farmer's household. But, when there is not a household in the farm, then the location of the headquarters is made through any building existing in the farm in the following order: occupied dwelling (*s*) by other persons, who are not the farmer (relatives and/or workers), unoccupied dwellings, other constructions, such as: warehouses or livestock stables. If there is not any construction, the farm has to be located in the ED where the parcel is; when there is more than one parcel, the farm has to be located in the ED that has the largest parcel.

In Section VI, Q10, of the Farm Questionnaire you should enter the **VILLAGE** or **COMMUNITY**, and **PARISH** where **EACH PARCEL** is located.

4. FIELD ENUMERATION PROCEDURES

4.1 THE SUPERVISOR

After- receiving all materials and supplies, each supervisor is responsible for:

- 4.1.1 Making sure everything that is needed is in the enumerator's hands before leaving for the field. For each ED assigned make sure you have the map showing the assigned ED; also ensure that your **Enumeration Kit** contain the following: Field Team Manual, Household Questionnaire Booklet(s) GAC-01, Farm Questionnaires GAC-02, the List of Important and Specialized Farms GAC-04, census bag, copybook, copybook, clipboard, pencils with eraser, sharpener and identification card.
- 4.1.2 Making sure adequate extra supplies are secured.
- 4.1.3 In a team meeting, allocate the EDs to the enumerators. In most cases only one enumerator will work in an ED. Some enumerators will be required to cover more than one ED. In exceptional cases (very large EDs or EDs where work has been delayed or done badly) more than one enumerator may work in an ED. However, great care must be taken to clearly define the segments of the ED that each enumerator will work in.
- 4.1.4 Once the allocation of EDs has been completed, and agreed, the boundaries of each ED must be determined. In some cases, these boundaries are straightforward, following roads or other easily identified landmarks (rivers, etc.). If the boundaries are straightforward, and the enumerator comes from the area, it may be sufficient to go through the boundaries on the map to make sure the enumerator is clear where the boundaries are. Where a boundary is a road, care must be taken to only visit households on the side of the road included in the ED and not to cross the road. Where boundaries are less clear or the enumerator is from outside the area or the enumerator is not sure where the boundaries are, **THE SUPERVISOR MUST GO WITH THE ENUMERATOR AND WALK RIGHT AROUND THE BOUNDARY**. If the boundary coincides with another ED under the same supervisor, both enumerators should walk around with the supervisor. **ACCURATE IDENTIFICATION OF ED BOUNDARIES IS ESSENTIAL FOR A GOOD CENSUS COVERAGE**.
- 4.1.5 The supervisor is responsible for the quality and coverage of the work in his/her area. The quality of forms **MUST** be checked for each enumerator early on in the enumeration (first few days) as this is the time to correct any miss-understandings or errors in enumeration. Ensuring good work from day one will result in good quality.
- 4.1.6 After the enumeration has been completed in an ED, check the coverage, comparing the total number of households visited with the 2011 Population Census results. If there is a difference of more than 10% (plus or minus) then you need to do a check in the field by yourself. If there is not a satisfactory explanation for the difference, send the enumerator to enumerate the complete ED again.
- 4.1.7 Check data quality systematically, 1/20 (5%) of "**HOUSEHOLD QUESTIONNAIRES GAC-01**" in each ED selected per coverage checking. Check especially carefully for the classification of households as Non-Farm; Under the cut-off and Farm. If there are many inconsistencies, send the enumerator to re-interview the complete ED.
- 4.1.8 Check data quality systematically, 1/20 (5%) of "**FARM QUESTIONNAIRES GAC-02**" in each ED selected per coverage checking. If there are many inconsistencies, send the enumerator to re-interview the whole ED.
- 4.1.9 The final check should include checking that every household identified as having a farm should also have a GAC-02 form. Check that every parcel identified in Section VI of GAC-02 has a parcel form. After the material (questionnaires and cartography) has been checked and accepted, transfer the enumerator to the next ED. Complete the summary sheet summarising the number of GAC-01B forms completed and GAC-02 forms completed and put all forms in the ED envelope.
- 4.1.10 Send as soon as possible the completed ED material to the Agricultural Census Office, in order that the **QUALITY CONTROL TEAM** may be able to start their own check. Remember that the Agricultural Census Office will authorize the final payments for the field staff only after the material has been

accepted by, the **QUALITY CONTROL TEAM**.

4.2 THE ENUMERATOR

- 4.2.1 Go to the ED, as identified on the map provided, and familiarize yourself with the boundaries with the help of the supervisor, when needed.
- 4.2.2 Most of the time the enumerator is able to start immediately, the census data collection, without driving-walking around the entire ED. Observe what is inside: land use, cultivated crops, geographic features, dwellings and other buildings. This will be helpful in talking with farmers about the agricultural activities of the land they operate.
- 4.2.3 If necessary, find a well-informed person (a knowledgeable person of the village, for example), who can help to identify boundaries and the farmers existing inside the ED. The first household found may provide valuable information to identify the neighbouring households and farms.
- 4.2.4 Identify an easy **STARTING POINT** on the map and start the enumeration procedures to find the first dwelling. Organise your route through the ED so ALL dwellings are visited.
- 4.2.5 Fill the Listing Form GAC-O1 for each household in the assigned ED. If a dwelling is empty at the time of your visit, check with neighbours if it is VACANT or the household is temporarily absent (at work, visiting relatives or friends, on holiday, etc.). If temporarily absent, arrange to call back using the call back form. Complete Section I of a GAC-01B to remind yourself to call-back.
- 4.2.6 When an ED has been divided in different pieces by the WSs boundaries, collect the information, For each WS separately to facilitate your work and ensure you record the right WS number on each form.
- 4.2.7 Conduct the interview using the Farm Questionnaire GAC-02 for all the farms with 1/4 acre or more of TEMPORARY CROPS Or 25 PER (MANENT PLANTS & OR TREES Or 1 cattle head, Or total of 5 livestock (sheep, Or goats, Or pigs), Or BREEDING (Sheep, Or goats Or pigs) Or 25 poultry (chickens) of any type. For the remaining farms, fill the Listing Form GAC-O1.
- 4.2.8 The information on areas of Long Farm Questionnaire GAC-02 **MUST** be filled parcel by parcel.
- 4.2.9 Before starting the interview, qualify the **INFORMANT**. Normally it is the farmer. But in some cases it could be a person who knows very well, the information being collected, like the manager or the administrator, a competent worker, the farmer's wife, or an old farmer's relative.
- 4.2.10 Thank the informant for the interview. Inquire about other farmers, in the **ED** and where they can be contacted for an interview. Ask also for dwellings and households that are not on sight. Continue identifying dwellings and households until all existing farms inside the **ED** are accounted for.
- 4.2.11 When you are identifying the farms in the **ED**, check for the farms registered on the "**LIST OF THE IMPORTANT AND SPECIALIZED FARMS GAC-04**". The main objective of this list is to assure that the farms having 25 acres or more of total land or farms having less acreage that specialize in particular items (mangos for exportation, for example) are included in the 2012 GAC.
- 4.2.12 Complete the enumeration of the **ED**. Make sure all questions on all questionnaires are answered before leaving the ED. Remember that it will not be easy to go back to the ED for incomplete questionnaires or inconsistent information.

4.3 TIPS ON INTERVIEWING

- 4.3.1 At the onset make clear what is your mission, the confidentiality of the information, and the use of the information.
- 4.3.2 Use a friendly, sincere attitude and establish a relationship of confidence.
- 4.3.3 Make questions sound interesting to the informant (but do not change the questions).
- 4.3.4 Get the respondent to talk freely and informatively.
- 4.3.5 Verify everything you feel doubtful about.
- 4.3.6 Be prepared to meet all sorts of respondents: those who will talk at length, those who hardly want to talk, and those in between.
- 4.3.7 Set up call-backs by phone or calling personally. Remember the out-of-the-way details that a personal interview will bring cannot be obtained by a phone call .
- 4.3.8 Make sure to record the responses during the interview.
- 4.3.9 Make the interview alive.
- 4.3.10 Look presentable: clean, neat, and business-like.
- 4.3.11 Listen attentively to avoid asking questions over and do everything possible to obtain all the information in the first visit. Since some villages and/or farms are in hard to reach areas, return for successive interviews will be more difficult.
- 4.3.12 If possible find out beforehand about your respondent.
- 4.3.13 Keep to your appointments: date, time, venue.
- 4.3.14 Remember that it is always better to conduct the interview with the respondent only, since the presence of another person(s) might influence his/her answers. '
- 4.3.15 In the case of a cultural group, institution or organization first seek the permission of the head before carrying out interviews with the members.

5. HOUSEHOLD QUESTIONNAIRE – GAC-01B

- 5.1.1 The purpose of the Household Questionnaire GAC-01B is to collect a minimum set of information from **ALL HOUSEHOLDS** in the Country. This information will be used to identify households with an agricultural holding (farm), as defined in the 2012 Census. Such households will then complete the Farm Questionnaire (GAC-02). For Non-farm households and households that have some small agricultural activities but do not qualify as operating an agricultural holding, additional information on livestock kept, and crops grown, will also be collected before the interview is terminated.
- 5.1.2 The Household Questionnaire consists of a single piece of paper with 4 Sections on the front and back of the form. **ALL** Households will complete Sections I, II and IV. Households that are classified as Non-agricultural as well as those that do not meet the minimum size limits, as identified in Section II, will also complete Section III.
- 5.1.3 It is your job to visit **every household** in your ED(s) and complete one Household Questionnaire for each household. Your supervisor knows how many households to expect in each ED based on the results of the Population and Housing Census, May 2011 and will use this to check the coverage in your area.

Complete the identification information in Section I.

ALL YES/NO ANSWERS SHOULD BE COMPLETED BY CIRCLING THE APPROPRIATE BOX.

- 5.1.4 Section II is designed to identify households with an agricultural holding. To do this we need to evaluate each of the cut-off limits to decide whether or not the household meets them.
- 5.1.5 **Cut-off Limits are:**
- 1 or more cattle**
 - 5 or more sheep, goats and pigs (combined)**
 - Breeding sheep, goats or pigs**
 - 25 or more poultry**
 - 25 or more fruit, nut or spice trees (combined)**
 - ¼ acre (10,000 sq.ft) of land used for garden crops (temporary vegetables, root crops, herbs, melons, pineapples, flowers, etc.)**
 - Annual sales of agricultural produce of EC\$2,500 or more.**
- 5.1.6 For each livestock type, ask whether the household keeps this type of livestock. If ‘NO’ circle the box with code ‘2’ and continue to the next line. If a household keeps a particular livestock type, circle YES (the box with code ‘1’) and record the number kept. Then you need to identify if the household meets the cut-off limit for this type of livestock. If One or more cattle, circle ‘1’ the YES box. For Sheep, Goats and Pigs, the cut-off is based on there being 5 or more such animals across all three species. Add the number of Sheep, Goats and Pigs together and enter this total in the box provided in Q5. If 5 or more, circle the ‘1’ in the YES box, if less than 5 in total, circle ‘2’ in the NO box.
- 5.1.7 As well as the number of animals kept, we also need to consider whether or not the household is breeding livestock. **ALL HOUSEHOLDS** breeding livestock will be considered to have an agricultural holding. Ask if the household is keeping any of their Sheep, Goats or Pigs for breeding. If YES, circle the ‘1’ in the Yes box. If NO, circle ‘2’ in the NO box.
- 5.1.8 Ask whether the household keeps poultry, including backyard poultry. If YES, circle ‘1’ and enter the number kept and indicate whether or not this meets the cut-off limit of 25 or more poultry. If the precise number is not known ask the respondent to make an estimate. If NO, circle ‘2’.

- 5.1.9 Ask whether the household has any Fruit, Nut or Spice trees. If YES, ask specifically about Nutmeg trees, Cocoa trees and Banana species (all types of bananas and plantains) and complete the lines accordingly. If YES, circle '1' and record the number of trees. If NO, circle '2'. Lastly, ask whether the household has any other fruit, nut or spice trees and if YES, circle '1' and record the total number of these other trees. If NO, circle '2'. As with livestock, the total number of nutmeg, cocoa, banana and other tree crops combined is the criteria for an agricultural holding. Add together the number of Nutmeg trees, Cocoa trees, Banana and Other Fruit, Nut and Spice trees and complete with this total. Indicate whether this total meets the cut-off criteria of 25 or more trees by circling '1' for YES and '2' for NO.
- 5.1.10 As well as cut-off limits associated with Livestock and Fruit, Nut and Spice trees, we are also interested in the area of garden crops (vegetables, root crops, herbs, melons, passion fruit, pineapples, flowers, etc.). Ask the household whether or not they have grown any garden crops **in the last 12 months** and circle the box accordingly (YES or NO.) If YES, enter the area of land used for growing garden crops either in acres (3 decimal places) or Square Feet. Check if the area is greater than the cut-off (1/4 of an acre (0.25) or 10,000 Square Feet) and circle the box accordingly (YES or NO).
- 5.1.11 We also need to know about the **value of sales** of all agricultural and livestock products, by the household, **in the last 12 months**. The main purpose of this question is to see if the sales exceed the cut-off limit of EC\$2,500. **You do not need to know the exact amount**. First ask if the household sold any such produce in the last 12 months (NO/YES). If No circle the 'No Sales' box Code 1. If YES, ask whether it was more or less than EC\$2,500 and circle the appropriate box (code 2 or 3).
- 5.1.12 On the basis of the information collected in Section II, you must now classify each household as Non-farm (code 1), a household under the cut-off limits (code 2) or a household for which you will complete the Farm Questionnaire GAC-02 (code 3). To do this you must evaluate whether they have any livestock or crop activities. If they have answered 'NO' to each question then this is a Non-farm Household (no livestock or poultry, no tree crops, no land under garden crops and no income from agriculture). If they have answered YES to one or more of the questions but have **not met any of the cut-off limits** then this is a household 'under the cut-off limits' (the answers relating to the cut-off limits in the last 2 columns should all be code '2' NO. If they have met one or more of the cut-off limits then this is a household that will complete a Farm Questionnaire GAC-02.
- 5.1.13 If the Household is classified as Non-farm or under the cut-off limits, ask what is the household's main employment or source of income. This could be an occupation or could be remittances, pension, income from investments or other sources of income.

You have now completed Section II of the Household Questionnaire.

- 5.1.14 If the household meets any of the cut-off limits, it will complete GAC-02. SKIP Section III and complete Section IV before administering the Farm Questionnaire (GAC-02). For all other households: non-farm and under the cut-off limits, complete Sections III and IV and **DO NOT** complete a Long Questionnaire for these households.
- 5.1.15 Section III is designed to collect additional information on livestock, tree crops, vegetable crops and root crops for non-farm households and households identified as being below the cut-off limits.

PART A - Ask if the household keeps any horses, rabbits, donkeys/mules or bee hives. Circle the code for YES or NO for each type. If YES, enter the number of livestock or bee hives.

PART B

- FOR NON-FARM HOUSEHOLDS, SKIP TO SECTION IV.
- FOR HOUSEHOLDS UNDER THE CUT-OFF LIMITS BUT ANSWERING 'NO' TO Q11 SECTION II (OTHER FRUIT, NUT OR SPICE TREES), SKIP TO PART C
- FOR HOUSEHOLDS UNDER THE CUT-OFF LIMITS THAT RECORDED 'OTHER' FRUIT, NUT OR SPICE TREES IN Q11 OF SECTION II, CONTINUE.

5.1.16 Start by reminding the household of the information provided in Section II on these crops. (Number of Nutmeg trees, Cocoa Trees, Bananas/Plantains and Other Fruit, Nut or Spice Trees). In this part of Section III, you are only interested in the trees classified in Section II as 'Other Fruit, Nut and Spice Trees' (Q11). Remind the household of how many of these 'other' trees you recorded. Then ask them what variety these trees are and how many of each variety. Enter this information for the Fruit, Nut and Spice Tree varieties on the form and put any other trees in the box marked 'Other'.

REMEMBER the sum of all these trees entered in section IIIB should be equal to the number recorded as 'other tree crops' in Section II Q11.

PART C

- FOR HOUSEHOLDS UNDER THE CUT-OFF LIMITS BUT ANSWERING 'NO' TO Q13 SECTION II (GROW GARDEN CROPS), SKIP TO SECTION IV
- FOR HOUSEHOLDS UNDER THE CUT-OFF LIMITS THAT RECORDED 'YES' TO GROW GARDEN CROPS IN Q13 OF SECTION II, CONTINUE.

5.1.17 Enter the number of plants of each temporary crop grown in the last 12 months. For multiple plantings of short-term crops, add together all the plantings in the last 12 months. If the crop is not listed put it in other vegetable crops.

5.1.18 Enter the number of plants of each type of root crop grown in the last 12 months. For multiple plantings, add together all the plantings in the 12 months. If the crop is not listed put it in other root crops.

5.1.19 Enter the age and sex of the household member **mainly responsible** for the agricultural activities of the household.

Section IV: TO BE COMPLETED BY ALL HOUSEHOLDS

5.1.20 Ask if the Household produces CHARCOAL FOR SALE and circle the appropriate code (YES/NO)

5.1.21 Ask if the household produces MANURE FOR SALE and circle the appropriate code (YES/NO)

5.1.22 Ask if the Household practices any AGRO-FORESTRY and circle the appropriate code (YES/NO). If YES, enter the number of trees owned by the household of the FOUR types listed.

5.1.23 Ask if any members of the household engaged in any fishing activity in the LAST YEAR. If **NO**, CIRCLE '2' (the 'NO' box) for **each type** of fishing listed as well as the question on selling fish. Enter '0' for average number of fishing trips per month.. If **YES**, ask which type of fishing the household members engage in and circle the code for YES/No for each type as appropriate. Ask whether the household sold any fish or aquatic products (circle the code for YES/NO as appropriate) and enter the **average number of fishing trips per month**.

5.1.24 Ask if the household is engaged in GROWING FLOWERS OR POT PLANTS for sale and circle the appropriate code (YES/NO)

- 5.1.25 Ask if the Household is engaged in any AGRO-PROCESSING ACTIVITIES and circle the appropriate code (YES/NO)
- 5.1.26 Ask if the Household has a NURSERY raising plants/seedlings for sale, and circle the appropriate code (YES/NO)

The Household Questionnaire is now complete. Thank the household for their time and for providing the information and continue to the next household.

6. FARM QUESTIONNAIRE GAC-02 INSTRUCTIONS

6.1 GENERAL

Every farm, with at least 1/4 acre of garden crops Or 25 or more Permanent Fruit, Nut or Spice Trees Or 1 or more Cattle Or 5 or more Sheep, Goats or Pigs Or 25 or more Poultry Or Annual Sales of agricultural produce of EC\$2,500 or more has to be interviewed with the LONG FARM QUESTIONNAIRE GAC-02. It is the enumerator's responsibility to account for each questionnaire and interview all farmers who have met the conditions to be interviewed with the Farm Questionnaire GAC-02.

Ensure that you are completely familiar with the Farm Questionnaire GAC-02 and that you fully understand these instructions before you start the census work.

Remember the links between the Household Questionnaire and the Farm Questionnaire related to livestock and poultry numbers, numbers of tree crops and area of land under temporary crops. As you come to these sections in GAC-02, remind the household of their previous answers and ensure the 2 questionnaires remain consistent.

If you make a mistake, rub it out neatly with a rubber and enter the correct answer.

Write carefully, neatly and legibly. Make sure numbers and decimals are clearly written. Complete all the questions you are required to complete.

Make all entries clear and easy to read. Use "Black" lead pencil; however, a Number 2 pencil is recommended with rubber attached. **DO NOT USE INK.**

Each answer **MUST** be written within the box or space provided. Where codes are given for YES/NO questions, **CIRCLE** the appropriate code.

Enter a dash (-) if the question is "NOT APPLICABLE" and a "0" if the answer is none. Never leave an answer cell blank. If an entire question or page or register is "NOT APPLICABLE", do not write dashes (-) in each cell; cross two lines through the entire question, page or register.

After completing the Farm Questionnaire GAC-02, look through each section of the questionnaire, page by page, to see that all the information is complete. **YOU WILL NOT BE PAID FOR INCOMPLETE QUESTIONNAIRES.**

6.2 SPECIFIC INSTRUCTIONS TO FILL THE LONG FARM QUESTIONNAIRE GAC-02

SECTION I. RESPONSIBILITIES

Complete that part of Section I with your name and date, relevant to your position in the census organization.

SECTION II. QUESTIONNAIRE IDENTIFICATION

⇒ Leave blank the cells corresponding to QUESTIONNAIRE No.

⇒ **Copy the CODES of Parish, Watershed (WS) and ED from the Household Questionnaire GAC-01B**

⇒ Copy the household number from the GAC-01B and use it as the Farm Number and record it in the first section or first three boxes of the Farm No. If a household operates one farm, enter the number 1 in the last box or second section of the Farm No. If a household operates more than one farm, then the other related Farm Questionnaires will have the same household number recorded in the first section of the Farm No. but in the second or last section you will record the corresponding number 2, 3 or 4 to indicate that it is the second, third or fourth farm operated by this household.

SECTION III. FARM AND FARMER'S IDENTIFICATION TODAY

⇒ QUESTION

01

 FARM & FARMER'S ADDRESS

Period of Reference: Day of visit.

Phone numbers are important for follow-up and to answer any queries. Please ensure at least one phone number for each household is recorded.

SECTION IV. FARMER AND HOUSEHOLD POPULATION INFORMATION

QUESTION

02

 LEGAL STATUS OF THE FARMER

a. Definitions: Two types of legal status of farmer are first differentiated: private and government; then a further disaggregation is defined:

b. Period of Reference: Day of visit.

c.. Specific Instructions: Draw a circle around only one code. **DO NOT USE CODE 9 (office use only)**

PRIVATE FARMER WITH THE FOLLOWING CATEGORIES:

⇒ **Individual** where the farm is operated by one person.

⇒ **Household** where two or more members of the **same** household (for example husband & wife, father & son, etc.) jointly operate the same farm. It is possible that a household member who jointly operates such a farm may also be the farmer of another farm operated by him/herself alone. In this case there are 2 farms associated with this household.

⇒ **Joint Farmer** when two or more individuals of **different** households jointly operate a farm.

⇒ **Company** when the farm is operated by juridical persons. Joint stock companies, constitute typical examples of this category.

⇒ **Co-operatives** include several kinds of organizations in which the principles of individual, joint ownership, or leasehold, are combined to various degrees.

⇒ **Government** – farms operated for a central or local government directly or through a special body

⇒ **Other:** They are private farmers not specified in any classes mentioned above. Examples are clans, private schools and religious institutions.

QUESTION

03

 TOTAL NUMBER OF HOUSEHOLD MEMBERS

⇒ This information was collected on the Household Questionnaire so refer to the number given.

QUESTION**04****HOUSEHOLD MEMBERS AGED 15 YEARS AND OVER**

⇒ Ask for the names of all adults aged 15 years and over, living in the household during the **Last Week**, starting with the farmer, (by sex circle code), age and average numbers of hours worked on the farm per week during the last 12 months. **If the farm is operated as a ‘Household’ enter the word ‘FARMER’ after the name of each person operating this farm.** Enter the total number of adults listed, at the bottom of this table in the box provided.

QUESTION**05****HOUSEHOLD MEMBERS UNDER 15**

⇒ Ask for the number of household members aged under 15 years, by sex.

CHECK THE SUM OF HOUSEHOLD MEMBERS UNDER 15 PLUS THOSE 15 YEARS AND OVER IS EQUAL TO THE TOTAL IN Q3 AND THE SAME AS ON THE HOUSEHOLD QUESTIONNAIRE GAC-01B. RECONCILE THE DATA AS REQUIRED.

QUESTION**06****LEVEL OF EDUCATION OF THE FARMER**

⇒ Circle the code for the highest level of education achieved by the Farmer.

1. None
2. Primary
3. Secondary
4. Vocational
5. Tertiary

QUESTION**07****MAIN OCCUPATION OF FARMER DURING LAST TWELVE MONTHS**

Enter the Main Occupation of the Farmer during the last 12 months.

a. Definition of Occupation: It is the kind of work done during the reference period by the person employed (or the kind of work done previously, if unemployed), irrespective of the industry or employment status. For persons reporting more than one occupation. MAIN OCCUPATION is determined as the occupation which was most remunerative during the period.

Write a **COMPLETE** description of the **MAIN OCCUPATION** (examples: farmer on own account; a construction worker at Coyaba hotel; an extension officer at the MOA; a manager at Legendary Tourism Agency; fishing for a living; etc.). **LEAVE CODE BLANK.**

SECTION V. FARM LABOUR INFORMATION

QUESTION | | |----| | 8a | |----| UNPAID NON-HOUSEHOLD MEMBERS

a. *Period of Reference: The last week*

Information on unpaid work on the farm by household members was recorded in Q04. Now you need to record details of all UNPAID NON-HOUSEHOLD MEMBERS WORKING ON THE FARM IN THE LAST WEEK. Enter the number of males and females working in this capacity, irrespective of how many hours they worked. Calculate the total.

QUESTION | | |----| | 8b | |----| PAID WORKERS

a. *Period of Reference: The last week*

This section is designed to record the number of PAID WORKERS on the farm in the last week broken down by sex and whether they are paid cash or cash/kind, or only in kind.

⇒ **PAYMENT IN CASH**

It refers to the payment in cash ONLY for labour performed.

⇒ **PAYMENT IN KIND**

It refers to any form of payment for labour performed which does not involve payment in cash (free food, free board, share of production, etc.).

⇒ **PAYMENT IN CASH AND KIND**

It refers to the mixed form of payment in cash and kind for labour performed.

When there is no information in this question 8, cross a horizontal line along the entire question and state the reason in remarks.

SECTION VI. TOTAL LAND & LAND TENURE FOR THE FARM BY PARCEL

QUESTION | | |----| | 09 | |----| NUMBER OF PARCELS

a. *Definition:* See definition of parcel in Chapter 3

b. *Period of Reference: Day of Visit.*

Record the TOTAL number of separate parcels operated by the farm located both inside and outside the ED.

IMPORTANT INSTRUCTION
REMEMBER THAT ALL THE INFORMATION ON FARM AREA COLLECTED IN THIS
SECTION VI AND NEXT SECTION VII MUST BE IN ACRES.

a. Definition: Total land of the farm is the combined area of all the parcels operated by the farmer.

b. Period of Reference: Day of visit

c. Specific Instructions:

- ⇒ For each parcel, record the name (if there is one), the location (Parish) the land in acres, the land tenure (see codes) and circle the code that best describes the slope of the land.
- ⇒ Sum the land areas of each parcel to get the total land farm area.
- ⇒ Do not include the land owned by the farmer, but rented to others (rented out). But include the land rented or operated (squatting, for example) from others (rented in). **BE CAREFUL WITH DECIMAL PLACES.**
- ⇒ Include the area of the farmer's house and the land occupied by farm buildings and other installations.
- ⇒ Do not include the share of the communal land, if the farm livestock is grazing on it.

Land tenure refers to arrangements or rights under which the farmer holds or uses the farm land. A farm may be operated under one or more tenure forms (see codes at bottom of the page). A parcel can only have one land tenure code. If a piece of land has more than one tenure arrangement it should be split into multiple parcels depending on these land tenure arrangements.

a. Definitions:

⇒ **AREA OWNED (FREEHOLD)**

It is the farm area for which the holder possesses title of ownership and has the right to determine the nature and extent of its use. It does not include the area owned but rented to others.

⇒ **AREA OPERATED UNDER "FAMILY LAND" BASIS**

Land in this category is held when the land is inherited by family members, but it has not been assigned to any individual of the family legally.

⇒ **GOVERNMENT RENTED**

All land rented or leased from Government

⇒ **AREA RENTED FROM OTHERS**

This includes total area of all farm parcels rented by the farmer from other private persons or private or public institutions, usually for a limited time period. Rental arrangements may take different forms:

- Land rented for an agreed amount of money and/or produce with land administration, management and operation generally being the farmer's responsibility, namely the lessee.
- Land rented for a produce share or "crop sharing" (in exceptional cases the equivalent of money). The share amount varies according the local conditions and type of agriculture involved (crops, livestock and livestock products, poultry, etc.). Technical responsibility for farm management may be exclusively the farmer's or shared to a limited degree; with the landlord if the latter contributes tools, fertilizers, or other aids. Economic risks of operation to income are shared by farmer and landlord.
- Land rented in exchange of services: the use is granted to farmer instead of wages. Two examples are: 1) Agricultural labourer operates a piece of land received from the landlord, in return for which he must work, unpaid, for a certain number of days. 2) Farmer is granted land use in partial payment for services to government, religious organization or other.

⇒ **FREE USE**

This includes all land used by the farmer without any form of payment to the owner.

⇒ **AREA OPERATED ON A SQUATTER BASIS**

It is total land operated by farmer without ownership title, without the owner's consent and without paying rent while retaining total control over the land's use. Land occupied by squatters may be private or public property occupied.

⇒ **AREA OPERATED UNDER OTHER FORMS OF TENURE**

AREA OPERATED UNDER TRIBAL OR TRADITIONAL TENURE FORMS

Land in this category is held, often without careful planning, with joint or communal use because of traditional or tribal conditions. Land is held on tribal, village or family basis with certain individual rights held by virtue of membership in the social unit. Land title, often vested in the tribal chief, is communal in character, but not absolute.

AREA HELD IN OWNER-LIKE POSSESSION (CROWN LEASE)

It comprises the land area held under conditions which enable it to be operated as if owned by the farmer without possessing an ownership title. It does not include area held in owner-like possession but rented to others or occupied and used by others. Some common types of owner-like possession include:

- Land operated under perpetual and under long-term lease or hereditary tenure, usually ranging from 30-99 years, with a nominal rent.
- Land operated peacefully and without interruption for a time period, such as 30 years, by the farmer without ownership title or long-term lease or payment of rent.
- The system under which a rent-free plot or tribal "communal" land is received and retained as long as it is kept under cultivation by recipient's personal labour and that of household, but which cannot be sold or mortgaged.

Other forms of tenure include land operated under forms other than those described above. Examples are: land operated under transitory forms, such as trusteeship (operated by trustee); land received by members of a collective farm for individual use; or land under inheritance proceedings.

b. *Period of Reference:* Day of visit..

c. *Specific Instruction:* Enter the tenure code.

QUESTION

10

SLOPE OF LAND

a. *Definition:* It is the inclination of the land.

b. *Period of Reference:* Day of visit.

c. *Specific Instruction:* Circle the code that most accurately reflects the slope of the parcel.

SECTION VII. ACTUAL LAND USE OF THIS PARCEL TODAY

QUESTION

11

ACTUAL LAND USE PARCEL BY PARCEL

REMEMBER THE HOUSEHOLD HAS ALREADY GIVEN YOU INFORMATION ON NUMBERS OF TREE CROPS AND AREA OF LAND UNDER TEMPORARY CROPS ON THE HOUSEHOLD FORM (GAC-01), REFER TO THIS WHEN COMPLETING THIS SECTION. IF NECESSARY, RECONCILE THE DATA ON THE TWO FORMS.

a. *Period of Reference:* It is today

- ⇒ **ALL PARCELS LISTED IN Q10 SHOULD HAVE AN ASSOCIATED PARCEL FORM INCLUDING FALLOW PARCELS AND PARCELS UNDER PASTURE, FOREST/BUSH AND NON-AGRICULTURAL LAND. SCATTERED PLANTS ON THESE PARCELS SHOULD ALWAYS BE RECORDED. USE SUPPLEMENTARY SHEETS AS REQUIRED.**
- ⇒ WORK PLOT BY PLOT. DRAW A LINE UNDER EACH PLOT. NUMBER PLOTS SEQUENTIALLY.
- ⇒ REMEMBER TO LIST ALL FALLOW PLOTS, PASTURE PLOTS AND FOREST/BUSH PLOTS AND ANY SCATTERED CROPS ASSOCIATED WITH THEM.
- ⇒ LIST ALL CROPS GROWING IN EACH PLOT, INCLUDING SCATTERED CROPS.
- ⇒ ENTER THE CODE FOR THE TYPE OF PLANTING.
- ⇒ ENTER AREA PLANTED IN ACRES. WHERE AREA IS UNKNOWN OR VERY SMALL (LESS THAN 0.1 ACRE), OR THE CROP IS GROWN AS A SCATTERED CROP, ENTER THE NUMBER OF PLANTS OR TREES **AND** THE SPACING IN FEET.
- ⇒ FOR TREE CROPS ONLY, ENTER THE AVERAGE AGE OF THE TREES

Definitions:

⇒ **TEMPORARY CROPS AND FORAGES**

These include all land in the open air used for crops with an under-one-year growing cycle, which must be newly sown or planted for further production after harvest. Crops remaining in the plot more than one year should also be considered temporary crops if harvesting destroys the plant (for example cassava). Crops grown in rotation and destroyed when the land is ploughed should be considered as temporary crops. The forages are considered temporary crops when the plant is destroyed after harvest.

⇒ **PERMANENT CROPS**

These include land cultivated with long-term crops which do not have to be replanted for several years after each harvest (sugar cane, coconut, cocoa, citrus, etc.)

Be very careful to include in this category the permanent crops 'ASSOCIATED' with temporary crops (for example coconuts inter-planted with cocoa and associated with cassava, and yams); sugar cane associated with beans. Also include coconuts mixed with pastures for grazing purposes.

⇒ **PURE STAND**

This is a single crop cultivated alone in a plot. A pure stand crop may be either temporary or permanent and may have scattered crops associated with it.

⇒ **MIXED CROPS**

Mixed crops are two or more different crops grown simultaneously in the same plot. The number, kind and proportions of crops in the mixture will generally vary according to prevailing practices or other factors, such as meteorological conditions. Mixed crops differ from inter-planted crops in that they do not follow a pattern. Scattered crops may be associated with a mixed crop plot.

⇒ **INTERPLANTED CROPS**

Inter-planted crops are crops planted between rows of another crop (examples: beans between corn rows; cocoa between rows of coconuts). Inter-planted crops may be temporal or permanent crops.

Yields of some mixed and inter-planted crops may be as large as when grown alone, and even when favourable interactions, in the case of special mixtures, may result in increased yields. Scattered crops may be associated with inter-planted plots.

⇒ **SCATTERED CROPS**

Scattered crops are usually grown in small numbers in an 'ad hoc' fashion within a plot of any type. A plot may contain just scattered crops in which case it should be recorded as 'planting type' fallow, pasture, forest/bush plot and the scattered plants/trees listed under this plot.. This will provide the area of the plot.

⇒ **FALLOW ONE YEAR AND LESS**

It is the land lying fallow where a crop was harvested during last season (from January, 2012 to census day), that has been prepared or being prepared (ploughed for example), which will be put under crops soon afterwards.

It could be another land use, like pastures or bush, under that land prepared or being prepared, to be put under crops during next season.

⇒ **FALLOW MORE THAN ONE YEAR AND UPTO THREE YEARS**

This is a land at prolonged rest from more than one year to three years before recultivation.

Land remaining fallow for more than three years may acquire characteristics requiring it to be reclassified, such as "PASTURES" (if used for grazing) or "FOREST/BUSH" (if overgrown with trees that could be used for timber, firewood, etc.), or "NON-AGRICULTURAL LAND" (if it becomes wasteland).

⇒ **PASTURES (CULTIVATED AND NOT)**

These include land used permanently (for one year or more) to grow herbaceous forage crops, through cultivation or naturally for mowing or grazing (wild prairie or grazing land). Permanent pastures on which trees and shrubs are grown should be recorded under this heading only if the growing of forage crops is the most important use of that area.

Do not include temporary forages if harvesting destroys the plant; include them under temporary crops.

⇒ **NATURAL AND PLANTED FOREST AND BUSH**

This includes natural or planted woodlots or timber tracts, constituting part of the farm which have or will have value as wood, timber, other forest products or for protection. Row, belts, and small clumps of natural trees, bamboo and other woody natural vegetation should be included in natural forest. Natural woodland or natural forest used only for recreation purposes should be excluded and reported under the farm "NON-AGRICULTURAL LAND". Bush land and land fallow for more than 3 years should be entered here.

⇒ **NON-AGRICULTURAL LAND**

This includes all other land of the farm, not elsewhere specified, whether or not potentially productive. It covers two land classes:

- Unused and undeveloped land potentially productive for agriculture or forestry, but not yet developed.
- Land in the farm not elsewhere specified.

⇒ **Unused and undeveloped potentially productive land**

This includes uncultivated land, comprising part of the farm but not included under the preceding headings, producing some kind of utilizable vegetable product, such as reeds or rushes for matting and bedding for livestock, wild berries, plants and fruits (bread trees), or land that could be brought into crop production with little more effort in addition to that required in common cultivation practices.

⇒ **Land in the Farm not elsewhere specified**

This includes land occupied by buildings, parks and ornamental gardens, roads or lakes, irrigation canals, open spaces needed for storing equipment and products, wasteland, land under water, mangroves, (dasheen may grow) and any other land not reported under previous classes.

QUESTION

12

TEMPORARY CROPS ALREADY HARVESTED

a. Definitions:

⇒ **SUCCESSIVE CROPS**

The same short-term or temporary crops, may be grown and harvested "SUCCESSIVELY" on the same land, several times during the period of reference (12 months). The plot, or part of it, may be left fallow during one or more cropping seasons, or sown or planted and harvested during each crop season, in the same period of reference.

In order to capture the annual production of temporary crops we need to record crop plantings that have taken place in the census year but already been harvested and are not in the ground at the time of the visit. Each separate planting of a crop that has taken place during the census year, where the crop has already been harvested,

should be reported each time the area was sown or planted during 2012 (census year). Thus, if two different crops are grown successively on the same plot, the plot area will appear twice occupying two lines in question 12, or sometimes more if the farmer is having more than two crop seasons in the same period of reference. Similar area counting also occurs if the same crop is grown successively during the period of reference. Short-term crops such as lettuce will often feature in this section.

Successive harvests from the same standing crops should not be confused with successive cropping. Area for the farmer should be reported once, unless the same crop is sown or planted and harvested more than once during 2012 (census year). This is the case of dasheen, yams and tannias where two harvests are obtained before replanting again the same or other crop. Also sweet peppers, tomatoes, cucumbers, beans and other similar crops may have more than one harvest without replanting.

b. Period of Reference: It is 2012 (the census year).

c. Specific Instructions:

⇒ Register the information on the temporary crops already harvested in 2012 following the same general instruction given above in question 11.

⇒ Use different lines for successive crops in "**PURE & MIXED AND INTERPLANTED STANDS**". Treat them like different plots, since they were planted or sown and harvested several times although in the same physical area. Always remember to ask about successive crops since the tendency of enumerator and farmer is to get and give information on actual season, forgetting about crops planted and harvested in last season (s) during 2012 (the census year). .

⇒ As a special case, Register only once the planted, and harvested areas of dasheen, yams and tannias (include also sweet peppers, tomatoes, cucumbers, beans and other similar crops) in "**PURE & MIXED AND INTERPLANTED STANDS**" when there are two harvests in the census year (January/2012 - December/2012) with-out, replanting (explain this situation in remarks). Otherwise, consider these crops as normal successive crops.

SECTION VIII. IRRIGATION

QUESTION

13

Indicate whether or not irrigation has been used on the Farm in the Census year (2012) by circling the code (YES/NO)

If YES, indicate for each type of irrigation listed, whether or not used and if used, the area in acres of the land irrigated with this type, the type of crop, or crops, that were irrigated and the main water source. (Circle codes)

SECTION IX. LIVESTOCK TODAY

QUESTIONS

14

THROUGH

20

REMEMBER THE HOUSEHOLD HAS ALREADY GIVEN YOU TOTAL LIVESTOCK AND POULTRY NUMBERS ON THE SHORT FORM. REFER TO THIS INFORMATION WHEN ASKING THESE MORE DETAILED QUESTIONS. IF NECESSARY, RECONCILE THE DATA ON THE TWO FORMS.

a. Definitions:

⇒ **LIVESTOCK**

Livestock refers to all animals kept or reared in captivity on the farm, for agricultural purposes.

⇒ **LIVESTOCK POPULATION**

The livestock population refers to numbers of animals present on the farm today, regardless of ownership. Livestock population includes livestock temporarily absent or in transit on enumeration day.

⇒ **CATTLE (SPECIES: BOVINE)**

- COWS: female bovine which has at least one calf in her life time
- CALVES: offspring of a cow, from birth until one year old
- STEERS: castrated male bovine, usually used for meat
- HEIFERS: young female bovine of one year, until her first calf is weaned
- BULLS: uncastrated male bovine, used for service

⇒ **SHEEP (SPECIES: OVINE)**

- LAMBS: male or female ovine, from birth to weaning
- RAMS: uncastrated male ovine, used for service
- EWES: mature female ovine

⇒ **GOATS (SPECIES: CAPRINE)**

- KIDS: young goat of either sex not exceeding one year
- BUCKS: uncastrated male caprine, used for service
- DOES: mature female goat

⇒ **PIGS (SPECIES: PORCINE)**

- PIGLETS: young pig from birth to weaning (between 6-8 weeks after birth)
- FATTENERS: castrated male pig (from birth to 7 months), usually used for meat
- BOARS: uncastrated male pig, used for service
- SOWS: female pig after birth of first litter
- GILTS: female pig up to her first litter is weaned.

b. Period of Reference: Day of visit.

c. Specific Instructions:

- ⇒ Remember that livestock data refers to the "**TOTAL FARM**" inside and outside the selected ED.
- ⇒ Check that each total of livestock **MUST BE EQUAL** to the sum of the parts.
- ⇒ Sometimes it is possible that the informant does not know the livestock classification by sex. In this case, register the total and explain the reasons in remarks.

QUESTION

20

LIVESTOCK DISPOSALS

- ⇒ Ask about Livestock and Poultry sold alive, slaughtered or otherwise lost or disposed of during the Census Year (2012). For each type of livestock, record the numbers sold alive, slaughtered and lost or otherwise disposed of.

SECTION X. USE OF FERTILIZERS & AGRO-CHEMICALS

Q21. Circle the code (YES/NO) to indicate if the household used any fertilizers, organic manure or agro-chemicals during the last 12 months. If NO, go to Section XI.

Q22. If YES, for each type of fertilizer and agro-chemicals listed, indicate if used (YES/NO) and if YES, the extent of use (light use, moderate use, heavy use). The extent of use is determined by the number of crops fertilized or treated with agro-chemicals and the frequency of application. It is a subjective indicator provided by the farmer.

Circle ONE use code ONLY.

⇒ **CHEMICAL FERTILIZERS**

Also known as inorganic fertilizers, these are classed into three main types: **STRAIGHT FERTILIZERS** (nitrogenous, phosphatic, potassic); **MIXED FERTILIZERS** (mixture of two or more STRAIGHTS); **COMPOUNDS** containing two or more of the STRAIGHTS that are manufactured by a chemical reaction.

⇒ **ORGANIC MANURE**

Are the fertilizers produced from plant and animal by-products. The term organic fertilizers include: **FARMYARD MANURE, ABATTOIR RESIDUES, COMPOST** (plant remains), **GREEN MANURE** and **SEAWEED**.

⇒ **AGRO-CHEMICALS**

Refers to chemicals used in farming. These include **PESTICIDES** (control of pests); **HERBICIDES** (weed killers), **INSECTICIDES** (insect killers), **FUNGICIDES** (controlling fungus), **HORMONES** (fruit initiating), etc.

LIGHT USE

Chemicals or fertilizers are used once or 1 to 5 times for the year

MEDIUM USE

Chemicals or fertilizers are used once or 6 to 11 times for the year

HEAVY USE

Chemicals or fertilizers are used 12 or more times for the year

b. Period of Reference: It is 2012 (census year).

SECTION XI. FARM MACHINERY AND EQUIPMENT

QUESTION | | |----| | 23 | |----| MACHINERY & EQUIPMENT

a. Definition:

⇒ GENERAL DEFINITION

This item identifies machinery and equipment used by the farm, wholly or partly for agricultural production. All machinery and equipment used exclusively for non-agricultural purposes during 2012 (the census year) are excluded.

Only machinery and equipment in working order should be reported, including those under repair, or awaiting repair, for less than one month.

It refers to all machinery and equipment for which the farmer owns that is possesses title of ownership and has the right to determine the nature and extent of its use, primarily for agricultural work on his farm. The machinery and equipment may be owned solely by farmer or owned jointly by the farmer and others. For machinery and equipment owned or part-owned, enter the number of units owned or part-owned.

Circle the code (YES/NO) to indicate if the household owned, rented or used any farm machinery and equipment during the last 12 months. If NO, go to Section XII.

If YES, for each type of machinery of equipment, indicate if it is USED (YES/NO). If YES, indicate the number of units owned and /or whether or not this types of equipment has been Rented, Borrowed or Hired from Government in the Census Year (2012) (Circle 1 or 2 for YES/NO). Lastly, indicate the number of days in the year when the equipment was used, irrespective of the duration of the use. If not known precisely, enter an estimate.

b. Period of Reference: For ownership it is today. For renting, borrowing and government hire it is the census year.

SECTION XII. OTHER MISCELLANEOUS INFORMATION

QUESTIONS | | |----| | 24 | |----| THROUGH | | |----| | 29 | |----|

For each question in Section XII, circle the appropriate answer(s). If the answer is NO to the first question, skip to the next section.

⇒ SALE OF AGRICULTURAL PRODUCTS

Circle the code(s) that best describe where the farmer sells his produce.

⇒ FARM ORGANIZATION

Refers to institutions which assist farmers in. producing or disposing of agricultural products.

⇒ TECHNICAL ASSISTANCE

It is the knowledge and skills on agricultural practices applied by the farmers to improve the farm production and its disposal given by the agricultural technicians.

⇒ **CREDIT**

It is the money given to the farmers by the financial institutions to enhance their agricultural production and disposal.

h. Period of Reference: It is 2012 (census year).

c. Specific Instruction: Draw circles around one or more codes of each question.

QUESTION

28

FARMER'S INCOME

a. Definition:

⇒ **INCOME**

It is the payment in cash and/or kind, received by the farmer, for performing any work inside the farm and/or outside the farm. The income from the farm comes from the sale of its produce, renting machinery, etc.

b. Period of Reference: It is 2012 (census year).

c. Specific Instructions:

⇒ Draw a circle only around one code of this question.

⇒ There **MUST** be an answer to this question.

QUESTION

29

FARM RECORDS

a. Definition: They are physical means (copybook, record-keeping book, computer, etc.) where the farmer registers the results of the different activities performed on the farm, such as buying seeds, fertilizers, machinery & equipment, paying the labour, selling the produce.

b. Period of Reference: It is 2012 (census year).

c. Specific Instructions:

⇒ Draw a circle around the code 1 or 2.

SECTION XIII. PRODUCTION ISSUES

Q30. This section is designed to give the farmer the opportunity to tell you, the enumerator, about production issues s/he is currently facing. For each issue listed, indicate by circling the relevant code (YES/NO) whether or not the farmer is facing this issue and if YES, whether s/he considers it a minor or major issue (circle one code). If the farmer has other issues s/he is concerned about, list them on the form with the extent of the issue.

CHECK THE FORM CAREFULLY TO MAKE SURE ALL ANSWERS HAVE BEEN ENTERED CORRECTLY AND LEGIBLY. THANK THE FARMER FOR HIS/HER TIME AND MOVE TO THE NEXT HOUSEHOLD.

7. SPECIAL ENUMERATION SITUATIONS

7.1 NO QUALIFIED RESPONDENT AVAILABLE

If a qualified respondent (farmer, manger or administrator, competent worker, old farmer's relative) is not available, the enumerator **MUST** get some information on when the respondent will be back and/or where to find him/her. Then the enumerator will prepare a schedule for new visits, if s/he is still working in the ED.

The priority for the enumerator is to work as efficiently as possible and to complete an ED in the schedule time. Within this constraint, if the qualified respondent would be available the next day because s/he is visiting a nearby village and is expected back, the enumerator should return the next day for an interview if the team will still be working in the area.

If all the other work has been completed by the team in the area and only one or two farms are in need of completion, the priority is to contact some other informed source (a neighbour, for example) for an interview and only as a last resort to record information as much as possible on the questionnaire by direct observation. In any case a Household Questionnaire GAC-01 has to be started with a clear indication in Section 1 on the information sources. Many questions could remain without answers. Inform your supervisor about this particular household.

7.2 CROP LAND NOT PLANTED TODAY (FALLOW FOR LESS THAN ONE YEAR)

Ask about the crops harvested from January, 2012 to today. Many enumerators tend to forget to ask these questions.

7.3 IMPORTANCE OF HARVESTING DATES FOR TEMPORARY. CROPS

These dates are crucial, to help the enumerator to collect the complete information of temporary crops harvested from January, 2012 to today, especially in areas with successive crops. For example, if the enumerator finds one acre of beans planted in August, 2012, to be harvested in November, 2012, he/she **MUST** collect information about the crops which were harvested from January, 2012 to July, 2012. Enumerators have a tendency to forget about the previous harvest.

7.4 COMPLETELY ENUMERATE THE ASSIGNED ED

THE ENUMERATOR MUST COLLECT THE INFORMATION FROM ALL THE PIECES FORMED BY THE WS BOUNDARIES WITHIN AN ASSIGNED ED. If the ED contains too many small farmers that will take too much time to conduct all the interviews, inform your supervisor. The supervisor will report to the census office in St. George's.

8. FIELD REVIEW OF THE QUESTIONNAIRES

Long Farm Questionnaire GAC-02

- 8.1 In Register 01, all the required boxes in Section II should be filled, namely: WS, parish, village, ED transferring the information from the sketch map. Copy the FARM No. from Short Form GAC-01 B; but leave in blank the space corresponding to QUESTIONNAIRE No. Fill all needed information in Sections III.
- 8.2 In register 03, Section VI, question 10 the total land of the farm has to be equal to the sum of the land of the parcels.
- 8.3 Check that the total land of each parcel in question 11 **MUST** be equal to the total land registered on the bottom of question 11.
- 8.4 Check for 2 lines across a question when there is not data registered on it.
- 8.5 Check for the sums of all the livestock in register 06, Section VIII.

Household Questionnaire GAC-01 A and GAC-01B

- 9.1 Each booklet GAC-01A, would have a number of form GAC-01B.
- 9.2 When all the individual Household Questionnaires GAC-01B have been completed for a particular booklet, please complete GAC-01A.
- 9.3 The first one that is done for the ED would be the main one.
- 9.4 Under Section II, question 20, add up the number of Dwellings, Households, etc. in the booklet and enter the correct number for this Section. Remember the number of Farms under cut-off and Farms in GAC-02 should be equal to the total number of Farms.

ANNEX A: PARISH CODES

Parish codes used for the Agriculture Census

10	St. George
20	St. John
30	St. Mark
40	St. Patrick
50	St. Andrew
60	St. David
70	Carriacou
80	Petite Martinique

ANNEX B: TEMPORARY CROPS

TEMPORARY crops and their codes used for the census

Tuber & Roots

121	Potatoes
122	Sweet Potato
123	Cassava
124	Yam (include Cush-Cush)
125	Edoes
126	Dasheen
127	Tannia
128	Onions
129	Other Tuber/root

Dried Beans & Peas

131	Dry Beans
132	Dry Peas (Pigeon, etc.)
133	Peanuts
139	Other Dry

Industrial Crops

142	Soybean
143	Castor bean
149	Other Industrial Crop

Vegetable - Leafy-Stem

201	Cabbage
202	Celery/Parsley
203	Lettuce/Salad crops
204	Spinach
209	Other Veg. leafy-stem

Vegetable - Fruit Bearing

211	Cantaloupe & Melons
212	Cucumber
213	Eggplant
214	Hot Pepper
215	Okra

Vegetable - Fruit Bearing (continued)

216	Pumpkin
217	Sweet Pepper
218	Tomato
219	Watermelon
220	Christophine
221	Butternut squash
222	Seasoning Pepper
223	Pepper
229	Other fruit bearing

Vegetable - Root/Bulb

231	Beets
232	Carrots
233	Radish
239	Other veg. root/bulb

Vegetable - Leguminous (harvest green)

251	Beans
252	String Beans
253	Peas
259	Other leguminous green

Other Vegetable

261	Cauliflower/Broccoli
262	Corn (Sweet)
265	Herbs (Mint, Chives, Basilic, Thyme, etc.)
266	Ginger
267	Sorrel
268	Vegetables (when unspecified)
269	Others (Asparagus, etc.)
270	Turmeric (Saffron)
271	Chive
272	Basil
273	Thyme

ANNEX C: PERMANENT CROPS

PERMANENT crops and their codes used for the census

Horticulture

- 271 Anthurium
- 272 Ginger Lilies
- 273 Heliconia
- 277 Foliage
- 278 Flowers (unspecified)
- 279 Other Horticultural (Rose, Jasmine, etc)

Pasture (within mixed fields)

- 280 Pasture

Banana / Plantain

- 301 Banana (fig)
- 302 Bluggoe
- 303 Plantain
- 304 Other bananas (Gros Michelle, Rock fig, Silk fig)

Citrus Fruits

- 310 Citrus (unspecified)
- 311 Orange
- 312 Mandarin
- 313 Lemon
- 314 Grapefruit
- 315 Lime
- 316 Seville Orange/Gospo
- 317 Grenadine
- 318 Hystrix
- 319 Kumquat
- 320 Ortanique
- 321 Tangelo
- 322 Pummelo
- 323 Tangerine
- 324 Ugli Fruit
- 325 Other Citrus Fruit

Mango

- 330 Mango (unspecified)
- 331 Ceylon
- 332 Golek
- 333 Graham
- 334 Imperial
- 335 Julie
- 336 Kinghuang
- 337 Pa Louis
- 338 Peach
- 339 Trinidad Starch

Other Fruits

- 341 Avocado (Pear)
- 342 Breadfruit
- 343 Breadnut
- 344 Custard Apple
- 345 Sugar Apple (Atemoya)
- 346 Golden Apple (Large)
- 347 Golden Apple (Dwarf)
- 348 Guava
- 349 Paypaya (Paw paw)
- 350 Passion Fruit
- 351 Sapodilla .
- 352 West Indian Cherry (Cherry)
- 353 Ackee
- 354 Straw berry
- 355 Pine apple
- 356 Carambola (Starfruit, Five Fingers)
- 357 French Cashew
- 358 Condicion
- 359 Damson
- 360 Fig

ANNEX C: PERMANENT CROPS

PERMANENT crops and their codes used for the census

Other Fruits

- 361 Genip (Chinnep, Chinup, Shinup, Skinup)
- 362 Granadilla
- 363 Grape
- 364 Sour Sop
- 365 Star Apple
- 366 Plum (Chinese, Red)
- 367 Governor Plum
- 368 Yellow Plum
- 369 Plums
- 370 Tamarind
- 371 Rambutan
- 372 Jujube
- 373 Mammey Apple
- 374 Pomme Rose
- 375 Pomegranate
- 376 Star Apple
- 377 Wax Apple
- 378 Noni
- 379 Other fruits

Edible Nuts

- 380 Cashew Nuts
- 382 Other Edible Nuts

Beverage Crops

- 385 Coffee
- 386 Cocoa (Cacao)
- 387 Mauby
- 388 Other Beverage

Spices and Aromatic

- 390 Black Pepper
- 391 Bois d' Inde
- 392 Cinnamon
- 393 Clove
- 394 Nutmeg
- 395 Pimento
- 396 Saporte
- 397 Vanilla
- 398 Bay Leaf
- 399 Spices Unspecified
- 400 Other Spices & Aromatic (Tonka bean, etc.)

Oil Crops

- 403 Coconut

Other Industrial

- 405 Lawoma
- 406 Citronella
- 407 Sugar Cane
- 408 Bamboo