

Community-level statistics

Statistics Division
Economic and Social Development Department

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FOREWORD

The Statistics Division is re-evaluating all of its Statistical Programme Development Manuals with the intent to formulate a system approach to the planning, development and conduct of national statistical programmes for food and agriculture with emphasis on developing countries. For example, manuals are under preparation in such important areas as information systems for food and agricultural decision-making, the 1990 World Census of Agriculture Programme, collecting food and agricultural statistics through household surveys and a Glossary of Terminology used in Food and Agricultural Statistics, in addition to this Manual on Community Level Statistics. Manuals covering the collection and/or preparation of statistics in technical areas such as agricultural prices, commodity supply/utilization accounts, food balance sheets, investment flows into agriculture, economic accounts for agriculture and monitoring and evaluating agrarian reform and rural development using socio-economic indicators will also be developed or revised.

Leroy Quance
Director
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CHAPTER I - SIGNIFICANCE AND CHARACTERISTICS OF THE PROGRAMME

1.0 Introduction

Many developing countries have for some time past embarked on systematic planning for socio-economic development with a view to removing the poverty of the people. The usual approach has been to prepare plans and projects at the national level and to some extent disaggregate these at the regional level. Most of the countries have, however, discovered that this procedure, the top down approach, does not necessarily lead to an even and balanced economic and social growth. In both the national and the regional plans, allocations of public outlay are made to principal sectors of the economy and social activities in the light of accepted priorities and desired targets of growth. However, the remoteness of the planning agencies from areas of implementation and the vastness of geographical coverage hamper the matching of sectorial financial allocations as well as the potential for regulating the distribution of development gains. Nor can the sectorial allocations be integrated with the local resources in a manner that optimises returns in terms of production, increased employment and income of the community (village or locality) in general and of the people below the poverty line in particular. The disillusionment with 'Top down' approach has led to a significant change in the planning process in several countries. A new approach is concerned with planning at the micro-levels. Its basic philosophy is to involve people in the village or locality in the development process from programme planning through execution and evaluation. Individuals whether a person or a group of persons in the village or locality are to be encouraged to think and decide themselves the priority of development that they consider best for them. However, in all this, the national requirements and parameters of development have to be maintained. In other words, the 'Top down' planning is to be disaggregated through people's involvement.

The reorientation of the development strategy from 'Top down' to 'Bottom up' planning involves the identification of the main constraint of the people, careful examination of the locally available resources in relation to the felt needs of these people and more precise designing of the policies and action programmes which will help to improve their conditions. This would require a comprehensive data base at the village or locality level, much more detailed and timely than what the national statistical system have at present. Building up a comprehensive data base at the village or locality level is a long drawn process but it is important to make a beginning if micro planning is to have real impact on the poor.

1.1 Background

The FAO Regional Office for Asia and the Pacific (RAPA) since 1975 had tried to develop a profile of statistics at the village or locality level to help implementation of its Small Farmers' Development Programme in several countries of the Region involving people at different levels, particularly the rural poor in the development process. This resulted in the preparation of the Small Farmers' Development Manual, Vol. I and II by a team of officers in RAPA, which dealt, at some length, with the profile of statistics at the village or locality level required for the implementation of the project.

The Seventh Session of the Asia and Far East Commission on Agricultural Statistics (AFCAS) held in Bangkok in August 1978 considered the requirements of data in the light of the new strategies for development and strongly recommended the programme

for the promotion of village or locality level statistics. The RAPA took the initiative and organized an ad hoc committee consisting of representatives of the selected member countries and several UN Agencies (ESCAP, ILO, UNICEF and ADB) to discuss procedures for the development of village or locality level statistics. The FAO also sponsored a study team consisting of experts from selected member countries, Bangladesh, India, Nepal, Philippines and Thailand and International Organizations like FAO, ESCAP, ADB, UNDP and SIAP, who visited the Republic of Korea and the Philippines in 1979 and observed the statistical systems developed in these countries for village or locality level statistics. In the meantime, a manual on community level statistics prepared by the Government of Bangladesh was also made available. The FAO Regional Office for Asia and the Pacific, Bangkok, separately prepared a Training Manual on community level statistics. On the request of the Hashemite Kingdom of Jordan, an expert was also deputed by the FAO to Jordan during 1981-82 to study the village statistics system in that country and make suggestions for its improvement.

Taking into account all the relevant material available, and the experiences of various experts, it was thought to formulate some guidelines on the subject and make them available to member countries specially those developing countries which are planning or engaged in the Agrarian Reform and Rural Development (ARRD).

1.2 Main Characteristics and Scope of the Programme

The Programme places emphasis on several important aspects of data collection at the village or locality level. Consideration is to be given to the new emphasis on decentralization of decision making process, in particular, the planning machinery within the framework of national policy, to enable people's participation in planning, formulation and implementation of development programmes and evaluation of results thereof.

The collection and analysis of data at the village or locality level are based on the assumption that these would be necessary for formulating schemes for the improvement of the living standards of all people at the village or locality level, in particular the rural poor, and for monitoring and evaluating progress of the projects. The proposed programme of development of village or locality level statistics is not supposed to duplicate the collection of data under the existing systems of various countries, but it is rather expected to supplement the present sources of information from surveys and censuses and administrative records by involving the local people. It is assumed that the national system of data collection will develop a procedure for tabulation of information at the village or locality level, which are needed for planning purposes, and the gap in information will be filled through the implementation of the village or locality level statistics programme. Individual countries have their own statistical system. The data base for each of the systems is generally agency specific. Statistical project planning, execution and monitoring are undertaken from the view point of agency concerned primarily in terms of its resources to generally fulfill the needs at the national or regional levels. Initiatives for such programmes are usually taken at the top with no consideration at the village or locality level participation. In fact, the village or locality community does not even know the purpose of such statistical projects. A synoptic view of such statistical systems of a nation shows fragmentation in data base. Such fragmented system is unable to adequately provide data for rural development at village or locality level. Data base must provide full description of the village or locality in order to formulate a scientific development plan and its periodic evaluation.

1.3 Review

Some of the statistically developed countries do possess the system of data collection at the village or locality level although direct involvement of the local people is not envisaged in the programme. For example, the maintenance of detailed land records by the 'patwari', a government agent at the village level in India, is the main source of annual crop area and land use statistics in the country. Even the agricultural census results are largely obtained by tabulating the village land records. In such situations, the data base at the village or locality level should not be difficult to establish provided the 'patwari' and the local people cooperate with each other in this endeavour.

In Bangladesh, to make the village level planning effective the Government set up in 1974-75 a village shawnirvar (self reliance) committee consisting of representatives of all economic and social groups for conducting village affairs. One of the functions of this committee is to conduct a comprehensive survey (census) of the rural activities with which the local people are directly concerned. In such surveys, some data are supposed to be collected by making enquiries from the individual households while the other will be obtained through the community questionnaires. For example, data on population, land use, crop areas and yields will be collected by enquiries from the individual households and then tabulated for providing the village or locality level statistics. Data on number of schools, post offices, ponds, length of road, recreational facilities, cooperatives, etc. will be collected through the community questionnaires.

In the Republic of Korea, a new organization, 'Rural Saemaul Undong' (RSU) has been set up. The RSU adopted the strategy of selecting villages as the basic units of planning, implementation and evaluation. A nationwide village survey was carried out by the Government in 1972 and on the basis of this survey, all the villages in the country were classified into three categories, under-developed, developing and developed villages. For advancing each village from one stage to a higher one, besides certain minimum required projects, some additional projects were recommended. For the formulation, implementation and evaluation of these projects, a detailed statistical profile of the village was required on a continuing basis. For the purpose, an organizational structure and an information system were developed. Major types of statistics at the village level collected relate to village resources and facts including the data on income. The detailed procedures for collection and processing of data has also been laid down.

In the Philippines also, there is a proposal for the establishment of a data bank in the Bureau of Agricultural Economics which could perhaps develop and maintain a system of village or locality files based on the existing information and also proposed to be collected. The tentative programme for the system envisages the maintenance of a Family Card, Village Card and Farm Record Books.

1.4 Link with the World Census of Agriculture and other Statistical Programmes

The World Census of Agriculture, may, no doubt, provide an important component of village or locality level statistics, but that itself may not be sufficient. But data on list of villages or localities along with their relevant characteristics, such as agricultural population, number of agricultural holdings, number of households, area of agricultural land, areas under important crops, number of livestock by categories, etc., generated through the census of agriculture when supplemented by data obtained from population and housing censuses and other surveys can serve as a good base for the village or locality level statistics. Countries, therefore, should not lose the opportunity of conducting censuses for obtaining village or locality level statistics. This will, however, need the cooperation and coordination among all the national statistical authorities concerned. The task may not be formidable if the national governments are convinced

in formulating the micro level plan for improving the quality of life of the rural poor through the use of quantitative data.

Since the censuses are costly operations, these are conducted at long intervals of time. Therefore, to update the important census information, the village or locality level agencies should be properly used. Such agencies should also be encouraged to collect and maintain the village or locality level data which are generally not collected through the censuses but otherwise available in the administrative records. For example, data on number of school going children, number of births and deaths in the village, number of members of cooperative societies, etc. can be easily maintained at the village or locality level and can be suitably linked with the census information.

1.5 Steps for Implementation

Successful implementation of the programme for village or locality level statistics depends to a great degree on the national policy decisions and actions at the highest level. It will also be governed by the stage of development of the national statistical system and the planning needs. The development of a system for village or locality level statistics is a slow process and may take a long time before it could be effectively useful. The development of statistics that are available now in most of the countries took many years to reach the present stage. There are still many countries where data on even principal items of their economy are not available. It should be appreciated that it is not practicable for the statistical organizations in several countries with the resources available at present in terms of personnel, equipment and infrastructure to undertake data collection programmes at the village or locality level. Data collection at the village or locality level should consequently be organized initially in the selected areas on selected items with phased expansion to new areas in future. It may be considered a good beginning if data available from various censuses and administrative records are initially tabulated at the village or locality level and maintained for use in a prescribed register. The scheme may then be gradually expanded to cover data on additional items which are not covered either by census programmes or for which no administrative records are available. Inclusion of new items may require some experimentations with respect to the methodology that has to be followed.

1.6 Coordination of related work with UN and other Specialized Agencies

The implementation of the integrated rural development programme undertaken by the countries involves several national and international agencies. Every agency has its own programme for implementation and requires corresponding data for the formulation of its plan. To avoid the duplication and to make the scheme of data collection at the village or locality level less expensive, it will be desirable to develop proper coordination between UN and other Specialized Agencies. A proper system should be evolved for regular exchange of information among such agencies.

CHAPTER II - SOME TECHNICAL CONSIDERATIONS

2.0 Concepts of Community and Community Level Statistics

In most of the developing countries, the village or the locality has been a self-contained unit of social and economic activities.

People residing in a village or locality, depending upon the social and economic system of the area, share the local resources for their living and participate in their improvements. This has been the reason why in the 'bottom up' planning strategy which has become increasingly important in recent years, the village or locality rightly constitutes the planning unit. Consequently it follows that a resource inventory needs to be built around the village or locality as a basic statistical unit.

The UN Handbook of Population Census Methods defines locality "as a distinct and indivisible population cluster (also designated as agglomeration, inhabited place, populated centre, settlement, etc.) of any size having a name or locally recognized status and functioning as an integrated social entity. This definition embraces population clusters of all sizes with or without level status, including fishing hamlets, mining camps, farms, ranches, market towns, communes, villages, towns, cities and many others".

"Localities as defined above should not be confused with the smallest administrative divisions of a country. In some cases the two may coincide. In others, however, even the smallest administrative division may contain two or more localities". Thus it will be seen from the above that, while in some countries locality may be synonymous with village, in some other it may mean a group of villages. In the extreme case a locality may be a subdivision, lowest administrative unit.

In many countries of Asia and Pacific Region, the village or locality coincides with the lowest planning unit in the country. For example, in Korea, Maul (village) is the basic unit of planning and, therefore, under the SAEMAUL UNDONG (Rural Reform Movement) a wide range of statistics with the people actively participating in their collection has been built up with the Maul as the basic unit. Similarly, in the Philippines efforts are being made to build up a data base at the Barangay (a village or a group of villages) level. In Bangladesh under the self-reliance Movement it is the local people or Gram Sarkor who draw up the plans, implement them and then evaluate the results. In the case of India, however, locality may mean a 'Panchayat' or a Block (group of villages) as the Panchayat/Block constitutes the lowest unit of planning in the country. Because of the maintainance of comprehensive land records in large parts of the country, up-to-date village level statistics, particularly in the field of agricultural statistics, do exist and through appropriate tabulation programme it can be built up at any level. But in other fields of statistics, no such system exists.

Community level statistics may, therefore, refer to all that is needed for describing the social and economic life of the people residing in a village or locality. The data from these two sources when judiciously pooled together will constitute the community level statistics.

2.1 Need for uniform concepts of basic items

A sound statistical system must satisfy the criteria of good statistics, viz. timeliness, comparability and accuracy. For statistics to become comparable, they must follow standardized concepts and definitions and must be collected through standardized methodology. This requires predetermination of all the concepts that are used in data collection and data analysis. What is more important that such concepts should not lend themselves to ambiguity or to different response because of either lack of knowledge of the statistics or suspicion regarding their use. The community level statistics when added up together should be capable of providing regional and national level statistics. In most of the countries, efforts are already being made through the censuses and surveys to collect various kinds of data, including some of those needed at the village or locality level and these efforts will continue to be made till the time a sound system and organization are not established for collection of data at the level of the lowest unit of planning. It, therefore, comes imperative that the countries should adopt uniform concepts and definitions to take advantage of various efforts made by them for improving the statistical series. To make the data internationally comparable, it may be desirable that the countries adopt the common statistical concepts evolved by UN and other international agencies. These are available in various instruction manuals prepared by the UN agencies. However, concepts as developed for some of the important items relevant to the village or locality level statistics are given in Appendix A.

2.2 Frequency and Methodology of Data Collection

For planning at the macro-level, the lack of very up-to-date data does not adversely affect the planning process in achieving certain broad objectives and targets. However, at the micro-level where rapid changes are likely to occur timely statistical information is of great importance and for this reason the programme of generating statistics at the village or community level has been envisaged.

The village or locality level statistics programme if implemented properly is capable of providing a wider range of data than the censuses or surveys. In the initial stages of building up the system for the data base at the village or locality level, considerable time and effort may be needed. If people are motivated through vigorous publicity campaigns and if their active cooperation is coming forth, it may not be very difficult for the village or locality committee in charge of planning, to recruit the services of educated and enlightened people in the village, preferably school teachers and educated youths for collecting the bench-mark data. Once the system is established the up-dating of the data base becomes a continuous periodic affair. The whole objective is to provide a source for timely data which is very essential for small area planning. In some cases, frequency of reporting information may be high while in some other cases data collected once may be used for a long time. For example, the condition of a crop has to be reported more frequently while data on land use available once a year may be sufficient for planning purposes.

The accuracy of data will depend upon the method of collection. In cases where only counting the number is involved, an educated person with some training should be able to collect correct information. But in case of quantitative data, like crop areas and production, the measurement technique must be capable of providing reasonably accurate data. In the initial stages, efforts should therefore, be made to adopt simple methods for collecting data on items which can be easily subjected to enquiry methods or actual counting. As the data reporter gains experience and the people develop confidence that the data supplied by them will be used for preparing programmes for their benefit, items of complex nature for data collection at the community level may be added in the list of

items. Since the present national system for data collection is not likely to discontinue with the introduction of the community level statistics programme, the data collected at the village or locality level through the existing system should be an integral part of the community level statistics.

2.3 Pre-testing and Pilot Enquiries

Pretests

The village or locality statistics cover many items and the information is collected by the village agency which may not have well-trained personnel in statistics. It is therefore important to carry out pretest and pilot enquiries to study the various steps involved in the collection of data. The objectives of the pretest enquiries should be confined to testing the questionnaires, instruction manuals and concepts and definitions.

The pretests should be conducted under varying socio-agro-economic field conditions. The results of the pretests, which should be submitted to the national committee, should give concrete and constructive suggestions on the revision of questionnaires, concepts and definitions, methods of collecting information, etc. It should, in particular, emphasize whether some parts of the questionnaires either need to be given up or revised. It should critically examine every question included in the questionnaires from the point of view of (i) the reaction of the respondents and the quality of information furnished in the answers, (ii) the reaction of the interviewer and the difficulties faced in extracting the information, and (iii) utility of every question from the point of view of data obtained. The pretest enquiry should be taken well in advance of the pilot enquiry so that there is adequate time for revising the questionnaires, instruction manuals and concepts and definitions to be used in the pilot enquiries.

Pilot enquiries

The scale of the pilot enquiries should be such as to reflect the conditions that one will face in the normal operations in the system of village or locality statistics. Its size and spread should be reasonably large as to represent the various agro-economic and social conditions of the area in which the system of village or locality statistics is to be introduced. The pilot enquiries should not only help to finalize the questionnaires, concepts and definitions but also provide adequate information for determining the requirement of the number of field enumerators and supervisors, method and mode of tabulation, time-table, various types of biases and errors likely to occur in the field data, etc.

A well conducted pilot enquiry must provide adequate technical inputs for improving the plan of main operations. A critical report on the pilot enquiry must be brought out well in advance. The report should mention the main objectives and the various stages of planning and implementing the project. The results of the pilot enquiry in the tabulations and derived tables should be given. Suggestions for changes in the material prepared for the pilot censuses and in procedures and methods followed should form a part of the report. It should deal with the adequacy of the questionnaires, the concepts and definitions, the training of the field and supervisory staff, field organization, etc.

2.4 Supervision of Data Collection

Supervision of village agencies work is essential for the success of the system of village or locality statistics. Since the agency at the primary level is a voluntary agency, the supervisor has to deal with them very tactfully. The best supervision is achieved by working with the field agencies on the job. At the start of the field work, the supervisor should be present at several interviews. By listening to and by observing the interviews, the supervisor may detect deficiencies and take immediate remedial action. Subsequent visits should be organized on a regular pattern: the observation of at least one interview and checking of a prescribed number of filled-in schedules for completeness and internal consistency should be made compulsory for the supervisor. When the village agency has completed one phase of the work in a village or locality, the supervisor needs to review the work done to ensure that all households are accounted for, all the heads of households interviewed and the questionnaires properly completed.

Special attention should be given by the supervisors to the listing of household and ensure that there are no omissions or duplications.

2.5 Uses of Data and their Limitations

The basic philosophy of developing the village or locality level statistics programme is oriented from 'top down' to 'bottom up' and this can be achieved only if the village or locality people get involved in data collection and using them for formulation of development plans for improving their social and economic conditions: How the data can be used for preparing an optimum development plan - should not be considered a simple exercise. This realization is not even at national level in many countries. Once the importance of statistics for formulating and evaluating of development plans is fully realized by the planners, the availability of adequate resources for data collection and their analysis should not be difficult. First task in the integrated rural development is to locate the various social and economic groups in the village or locality, particularly those below the 'poverty line'. This can be done only with the help of socio-economic data for the village or locality. For formulating the projects for improving the social and economic conditions of the village people, data on resources available in the village or locality will again be needed. Whether the progress of the plan project is satisfactory and in the right direction as envisaged originally can be judged by monitoring the implementation of the project through the help of relevant data. All the data needed for calculation of socio-economic indicators for judging the success of the ARRD can be abstracted from this source.

Another great advantage that is expected to emerge if the village or locality level statistics programme is successfully implemented is that all the data needed at the regional and national level can be generated from this source.

The village or locality level statistics collected by the people themselves will suffer from accuracy and reliability at least in the initial stages. Enumerators recruited from the village or locality may not be trained in the standardized concepts and definitions, they may be indifferent to the entire programme, the methodology of collection of data may be crude, and there may not be effective supervision over their work. All these factors may contribute to the inaccuracy of data. Therefore, users of these data should always be fully cautious of the limitations.

CHAPTER III - ORGANIZATION

3.0 Organization at Community Level

The organizational structure and the procedures to be followed up for collection of village or locality statistics are very important. In fact, no system will be effective unless an adequate organizational structure is established with specific duties and responsibilities. The success of the system depends on the sound and efficient village or locality agency which will have the primary responsibility for the collection of data. The question whether this agency should be voluntary or paid agency depends on the size, resources and the local conditions prevailing in each country.

For example, in the Republic of Korea the Rural Saemoul Undong (RSU) - rural reform movement - a sound organizational structure has been built up. The statistical information system is a sub-system of the RSU, and the general characteristics of the RSU basically provide the conceptual framework for the RSU's statistical information system.

In this system the village level agency is a voluntary agency. Fifteen members are elected from among the villagers. One of the fifteen is again elected as the Saemoul leader and he is responsible for collection of village level data with active cooperation of the villagers. Voluntary nature and people's participation are the basic elements of this system.

In the other system which is prevalent in India, the village level agency is responsible for collection of agricultural statistics. It is a paid agency. In this system, the village accountant who is a paid government employee of the Land Record Department goes from field to field during the crop seasons and records the particulars of crops grown, land use, irrigation, details of ownership and tenancy, etc., in the village Register. There is no direct people's participation in the collection of data, and this system, as mentioned earlier relates only to agricultural statistics.

In considering the village level agency for collection of data, countries will have to consider the pros and cons of both the systems. Village people are mostly illiterate in the developing countries and are generally apprehensive about the intention behind the collection of data by someone unknown to them. But through the voluntary system, they are adequately convinced that the data collected by their own representatives or a literate member of their community within the village are meant for their benefit. There is very little chance to conceal anything from them. As a result, the quality of data would be more reliable and free from bias. The cost is almost negligible. Since it is a localized, small census in every field of activity, it helps in integration of statistics for a more meaningful analysis. However, if effective steps are not taken to lay down standard concepts and definitions, formats, procedures, etc., and impart intensive training, there is a danger that introducing the problem of comparability and aggregation of data at a higher level may become impossible.

Constraint of resources rules out the setting of the system of a full time agency at the village level on salary basis. Moreover in this system since data are collected by a government agent, people in the villages are generally reluctant to give reliable information. There is also a possibility of a full time agency at the village level being overburdened with multi-various duties as it is the last link of administration in the village. This results in relegation of statistical work to the background.

It is assumed that under the system of micro-level planning it is very likely that a representative body consisting of some elected or selected persons headed by a "headman" would be responsible for undertaking development plans at the village or locality level. This representative body would normally consist of people representing different social and economic groups and have a secretariat where services are rendered either voluntarily or full time. The responsibility for collection and maintenance of village or locality statistics should rest on this representative body and its secretariat. This body considering the local conditions should entrust the statistical work to educated people in the village like the school teacher or educated youth who after enlisting the cooperation of the people will collect the necessary data. As a first step, the countries after considering the local conditions should devise a suitable machinery at the village or locality level.

3.1 Organization at Regional Level

In most of the countries, the sectorial planning is practised. For agricultural development, the responsibility of planning lies with the national ministry of agriculture. The ministry of education takes the responsibility for general education of the community. Each planning agency needs data for its own sector and main source of the basic data is the village or locality. Depending upon the resources available and priority of the development plans, each sector has established its own statistical machinery for collection of data for its requirements. Under the village or locality statistics programme, the enumerator recruited by the community at the village or locality level will be responsible for collection of all kinds of data through the cooperation of the people. To make the programme effective, the specialists at the regional level will have to participate in the training of the enumerators and supervision of their work. The coordination may be done by the regional statistical office under the centralized statistical system, otherwise by the regional plan coordinator.

3.2 Organization at National Level

The organizational structure at the national levels may involve only restructuring of the existing system with some strengthening. Depending upon the centralized or decentralized statistical system prevailing, countries will have to consider the organization to be responsible for the implementation of the village or locality statistics programme. This could be the Central Statistical Organization or the Ministry of Rural Development or the Ministry of Planning or the Ministry of Agriculture, etc. No guideline should be laid down as conditions vary from country to country. Whichever may be the organization, it has to consult with other departments and public agencies to draw up a list of core items on which information will be collected at the village or locality level. For the guidance of the countries, a list of items on which village level data need to be compiled is given in Appendix A.

This list, which is divided into two parts, viz. items for which information is required (1) at the village or locality level and (2) at the household level, is by no means all inclusive. Countries keeping this list in view may modify their list of items to suit the local requirements. Once these lists are drawn up after exhaustive discussions at various levels, standard formats need to be evolved and detailed manuals giving concepts, definitions and methods eliciting information need to be drawn up.

The village or locality level data under the system are collected by people who are not trained in statistics. Countries will therefore have to give specific attention to the training of the primary workers. A well thought-out training plan will have to be devised. Countries may consider arranging a series of short-term training courses for the village or locality level agencies.

Guidance, supervision and test checking of the data collected by the village level agencies would ensure uniformity and enhance their reliability. Countries will have to consider how the existing supervisory statistical agencies could be utilized for this purpose.

The system envisages complete enumeration at the village/locality level for important items of information, and therefore countries will have to consider the introduction of the system in a phased manner. Some pilot studies may be carried out in some villages or the different regions of the country. Based on the experience gained in the pilot studies, a phased programme may be drawn up for the introduction of the system in the entire country.

3.3 Need for Publicity and Propaganda

Some items of information collected in the system of village or locality statistics, such as land tenure, indebtedness, family planning, etc., are of a very sensitive nature and people will be generally reluctant to answer such questions and supply correct information unless they are fully convinced that the information supplied by them will not be used for any other purpose except for formulation and implementation of welfare programmes benefitting them. The success of the system will therefore depend on the willing and active cooperation of the people. Every effort will have to be made therefore to enlist their cooperation and active participation.

Informing the public about the system of village or locality statistics cannot therefore be overstressed. Inadequately informed citizens may jeopardize the entire project. The purpose of publicity is to bring the project to the attention of all the people. The scope of the project and the uses to be made of the data collected particularly for development planning and formulating schemes at the village or local level should be clearly explained.

The most effective means of publicity will vary from country to country. In many countries the daily and weekly press, cinema, radio, television and posters could be used. In other countries the cooperation of the local religious leaders, chiefs of communities, heads of business associations, labour groups, public service organizations could be effective.

School publicity programmes may also be quite efficient because school children are apt to bring home word to their parents and relations. The national, regional and village committees will have to play an effective role in the publicity campaign.

CHAPTER IV - TABULATION OF DATA

4.0 Introduction

The data collected in the system of village or locality statistics permit a wide range of tabulation and cross classifications. Both the village or locality and the individual household can be used as the units of analysis. In addition to the cross classification and tabulation, with the expansion of computer capabilities it is now possible to retain the primary data in its entirety in the form of village or locality files. In order to maximize the benefit, it is, therefore, essential to develop a data bank at the national centre. Besides the traditional analysis of data corresponding to a limited objective, consideration can be given to all the characteristics for which information has been collected or a subset of them as the basis of analysis. Countries may, therefore, give careful consideration to the development of data bank along with the introduction of the system of village or locality statistics.

The tabulation programme should take into account the recommendation of the Programme of Action drawn up by the World Conference of Agrarian Reform and Rural Development (WCARRD) which outlines the need for development of appropriate indicators for national monitoring purposes and also for providing the quantitative basis for reporting to the FAO Conference on the progress regarding agrarian reform and rural development. Data for many indicators like adult literates as percentages of the population of age 15 years and over, primary school enrolment ratio, vocational training, quality of rural housing, amenities in the village, size of holding, land distribution, tenancy, etc., can be had from the system of village or locality statistics.

The tabulation can be done in two stages. The first relates to generation of basic tables at the village or locality level. The second stage of tabulation may be pooling up of the results at the village or locality level to provide information at regional and national levels. At the second stage, cross tabulation may also be necessary in order to derive the maximum information from the community statistics.

4.1 Scope and Format of Tabulation at Community Level

The data at village or locality level needs to be tabulated in a way as to give an overall picture of the social and economic conditions of the community. Because of the limitations of the village agency in the know-how, the tabulation at the village or locality level has to be simple and should not involve any analysis of data. In some cases, it may involve only copying of the data from the basic sheet while in others it may mean the aggregation from the household schedule. The data contained in these tables could be maintained in standard form of a village register which should be available for ready reference.

The following twelve basic tables are suggested to be prepared at the village or locality level in the form of registers.

Part A - Proposed Tables at the Village or Locality Level

Table 1	-	Demographic and social particulars of population and special features of the village or locality
Table 2	-	Facilities available in the village
Table 3	-	Land utilization of the village or locality
Table 4	-	Area of arable land irrigated by source of water

- Table 5 - Number and area of agricultural holdings in the village or locality
- Table 6 - Crop area, average yield per hectare of important crops in the village or locality
- Table 7 - Number of livestock and poultry of the village or locality
- Table 8 - Number of agricultural machinery and equipment and transport facilities of the village or locality
- Table 9 - Number of teachers and students in the village or locality
- Table 10 - Number of doctors, nurses and midwives of the village or locality
- Table 11 - Number and type of village industries and rural artisans of the village or locality
- Table 12 - Miscellaneous information of the village or locality.

In addition to these twelve tables, there are a number of other tables in Part B, where characteristics of the household members, occupation, main source of livelihood, literacy by age and sex classification, etc., are given. The preparation of these tables cannot be done by the village agency. Either national or regional centres for tabulation have to prepare these tables and pass them on to the village or locality for their use and inclusion in the village register.

Formats of the Tables

Table 1 - Demographic and social particulars of population and special features of the village or locality

1. Situation
2. Area of the village
3. Number of housing units
4. Number of households

Number of agricultural households	Number of non-agricultural households	Total
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5. Demographic and social particulars

Sex			Literacy		
Males	Females	Total	Males	Females	Total

6. Accessibility
7. Village prone to floods or tidal waves/drought/typhoons or hurricanes/earthquakes.
8. Special development programme, if any, in the village or locality

Table 2 - Facilities available in the village

S.No.	Type of facility	Yes/No
1.	<u>Headquarters</u>	
a)	Sub-district	
b)	Extension workers	
2.	<u>Education</u>	
a)	Primary school	
b)	Middle school	
c)	Adult literacy centre	
d)	Vocational training centre	
3.	<u>Health</u>	
a)	Dispensary clinic	
b)	Family planning centre	
c)	Veterinary dispensary clinic	
4.	<u>Transportation and Communication</u>	
a)	Animal drawn/pedal driven transport	
b)	Bus station	
c)	Railway station	
d)	Post-office	
e)	Telegraph office	
f)	Main road	
g)	Approach road	
5.	<u>Marketing and trading centres</u>	
a)	Weekly market	
b)	Warehouse	
c)	Seed distribution	
d)	Fertilizer distribution	
e)	Pesticides distribution	
f)	Others	
(i)	Grocery	
(ii)	Cloth	
(iii)	Pharmacy	
6.	<u>Banking and credit</u>	
a)	Rural bank	
b)	Cooperative credit society	
c)	Moneylender	
7.	<u>Others</u>	
a)	Electricity (street lighting	
b)	Community radio set	
c)	Agricultural machinery repair service centre	
d)	Drinking water supply	
e)	Barbers shop	
f)	Community hall	
g)	Cinema	
h)	Library or reading room	
i)	Police station	
j)	Worship centre, e.g., Church, temple, mosque, etc.	
k)	Playground	
l)	Women's club	
m)	Beauty parlour	
n)	Public latrine	
o)	Care homes for elderly persons	

Table 3 - Land utilization of the village or locality

S.No.	Item of land use	Total area
1.	Arable land	
a)	Area under temporary crops	
b)	Area under temporary meadows and pastures	
c)	Area under temporary fallow	
d)	Area under all other arable land	
2.	Land under permanent crops	
3.	Land under permanent meadows and pastures	
4.	Area of wood and forest land	
5.	Area of all other land	
Total area under all uses		

Table 4 - Area of arable land irrigated by water source in the village or locality

S.No.	Area of arable land irrigated by				Total
	Tube wells or bore wells	Other wells with pumps or irrigation water wheels	Gravitational flow	Other irrigation sources	

Table 5 - Number and area of agricultural holdings of the village or locality

S.N.	Size class	Number of holdings	Total area
1	Below 0.5 ha.		
2	0.5 ha. and under 1.0 ha.		
3	1.0 ha. and under 2.0 ha.		
4	2.0 ha. and under 3.0 ha.		
5	3.0 ha. and under 4.0 ha.		
6	4.0 ha. and under 5.0 ha.		
7	5.0 ha. and above		
All holdings			

Table 6 - Crop area, average yields per hectare of important crops of the village or locality

S.No.	Name of the crop	Total area	Average yield per hectare	Area under high-yielding variety

Table 7 - Number of livestock and poultry of the village or locality

S.No.	Item	Total number
1.	<u>Livestock</u>	
a)	Cattle	
b)	Buffaloes	
c)	Sheep	
d)	Goats	
e)	Pigs	
f)	Horses	
g)	Others	
2.	<u>Poultry</u>	

Table 8 - Number of agricultural machinery, equipment and transport facilities

S.No.	Item	Number
1.	<u>Agricultural machinery and equipment</u>	
a)	Tractors	
b)	Reapers, mowers and binders	
c)	Combines (harvesting and threshing)	
d)	Threshing equipment	
2.	Transport facilities (specify)	
a)		
b)		
c)		

Table 9 - Number of teachers and students in the village or locality

S.No.	Type of educational institution	Number of teachers			Number of students	
		Male	Female	Total	Males	Females
1.	Primary school					
2.	Middle school					
3.	Adult literacy centre					
4.	Vocational training school					
5.	Others (specify)					
	Total (for all institutions)					

Table 10 - Number of doctors, nurses and midwives of the village or locality

S.No.	Type	Number of doctors	Number of nurses	Number of midwives
1.	Dispensary/clinic			
2.	Primary health centre			

Table 11 - Number and type of village industries and rural artisans of the village or locality

S.No.	Item	No of normal workers	No.
I.	<u>Village industries</u>		x
1.	Hand loom		x
(a)	Cotton		x
(b)	Silk		x
(c)	Woollen		x
2.	Coir or rope making		x
3.	Handicrafts		x
4.	Others (specify)		x
II.	<u>Rural Artisans</u>		
1.	Carpenters	x	
2.	Cobblers	x	
3.	Blacksmiths	x	
4.	Goldsmiths	x	
5.	Potters	x	
6.	Tailors	x	
7.	Barbers	x	
8.	Beauticians	x	
9.	Mechanics	x	

Table 12 - Miscellaneous information of the village or community

S.N.	Item	Number
1.	Houses with electric connection	
2.	Industrial establishments, if any, using electric power	
3.	Shareholders of cooperative credit societies	
4.	Shareholders of consumer cooperative society	
5.	Shareholders of producers cooperative society	

4.2 Scope and Format of Tabulation at Regional and National Levels

The coordinating statistical agency at the regional and national level of the country should acquire the copies of the tabulation sheets developed by the village agency and undertake further tabulation and analysis of data, needed at the regional and national level for planning and other decision making purposes. The national statistical agency should store these data systematically by village or locality and undertake at least two types of tabulations: simple comparative index of progress of the various village communities in different field of activities with regional and national totals; cross-classify the data for deriving the maximum information contained in it. Under the centralized statistical system, tabulated data, and results of analysis should be made available without any delay to the main users, government ministries and departments including the community level agency.

Tables proposed to be prepared at regional or national centres are given below. Some of them are summary tables by localities, districts, and regions and others are tables relating to various characteristics of the village or locality which can be prepared only at the regional and national tabulation centres.

Part B. Tables proposed to be prepared at regional or national tabulation centres

- Table 1 - Demographic and social particulars of population and special features of villages or localities, sub-districts and districts.
- Table 2 - Number of villages in the sub-district, district, etc. where facilities enumerated are available within the village.
- Table 3 - Population by marital status, age and sex.
- Table 4 - Population in the households by size of household.
- Table 5 - Population of 10 years of age and over by literacy, age and sex.
- Table 6 - Population of school going age and below 24 years by school attendance.
- Table 7 - Economically active population by occupation, age and sex.
- Table 8 - Population by main source of livelihood by age and sex.
- Table 9 - Housing conditions and sanitary facilities.
- Table 10 - Number of persons gainfully employed and unemployed by sex.

- Table 11 - Distribution of the number and area of ownership holdings.
- Table 12 - Distribution of the number and area of operational holdings.
- Table 13 - Distribution of the number and area of wholly rented holdings.
- Table 14 - Distribution of the number and area of holdings reporting renting.
- Table 15 - Distribution of rented area and terms of renting.
- Table 16 - Distribution of area operated on a squatter basis.
- Table 17 - Fragmentation of holdings.
- Table 18 - Land utilization statistics by villages or localities, sub-districts and districts.
- Table 19 - Area of arable land irrigated by water source for villages or localities, sub-districts and districts.
- Table 20 - Crop area and average yield per hectare of important crops.
- Table 21 - Area under high yielding varieties of important crops.
- Table 22 - Area of arable land treated with fertilizer and pesticides.
- Table 23 - Number of livestock and poultry.
- Table 24 - Number of agricultural machinery and equipment and transport facilities.
- Table 25 - Percentage expenditure on important consumer items.
- Table 26 - Number of teachers and students by sex.
- Table 27 - Number of doctors, nurses and midwives
- Table 28 - Number of rural or village industries and village artisans.
- Table 29 - Miscellaneous information by villages or localities, sub-districts and districts.

Table 2 - Number of villages in the sub-district and district where facilities enumerated below are available within the village

S.N.	Type of facility	Villages in the sub-district		Villages in the District	
		Total	No. of villages where the facility is available	Total	No. of villages where the facility is available
1	<u>Headquarters</u>				
	a) Sub-district				
	b) Extension				
2	<u>Education</u>				
	a) Primary school				
	b) Middle school				
	c) Adult literacy centre				
	d) Vocational training centre				
3	<u>Health</u>				
	a) Dispensary/clinic				
	b) Family planning centre				
	c) Veterinary dispensary/clinic				
4	<u>Transportation and communication</u>				
	a) Animal drawn or pedal driven				
	b) Bus station				
	c) Railway station				
	d) Post Office				
	e) Telegraph Office				
	f) Main road				
	g) Approach road				
5	<u>Marketing and trading centres</u>				
	a) Weekly market				
	b) Warehouse				
	c) Seed distribution				
	d) Fertilizer distribution				
	e) Pesticides distribution				
	f) Others				
	i) grocery				
	ii) cloth				
	iii) pharmacy				
6	<u>Banking and Credit</u>				
	a) Rural bank				
	b) Cooperative credit society				
	c) Money lender				

.../...

Table 2 - (Continued)

Serial Number	Type of facility	Villages in the sub-district		Villages in the district	
		Total	No. of villages where the facility is available	Total	No. of villages where the facility is available
7	<u>Others</u> a) Electricity (street lighting) b) Community radio set c) Agricultural machinery repair service centre d) Drinking water supply e) Barber's shop f) Community hall g) Cinema h) Library or reading room i) Police station j) Worship centre k) Play ground l) Women's club m) Beauty parlour n) Public latrine o) Care homes for elderly people				

Table 4 - Population in the households by size of household

S. N .	Geographic division (locality, sub-district, district)/size of household	Population	Aggregate number of households
	All households Households consisting of: 1 person 2 persons 3 persons 4 persons 5 persons 6 persons 7 persons 8 persons 9 persons 10 persons and over		

Table 5 - Population of 10 years of age and over by literacy, age and sex

S. No.	Geographic division (locality, sub-district, district)/ sex and age in years	Total	Literacy	
			Literate	Illiterate
	<u>Both sexes</u>			
1	Total 10 yrs. and over			
2	10 - 14 years			
3	15 - 19 "			
4	20 - 24 "			
5	25 - 29 "			
6	30 - 34 "			
7	35 - 44 "			
8	45 - 54 "			
9	55 - 64 "			
10	65 and over			
	<u>Male</u>			
	(as for both sexes)			
	<u>Female</u>			
	(as for both sexes)			

Table 6 - Population of school going age and below 24 years by school attendance

S. N .	Geographic Division (locality, sub-district, district)/sex and age in years	School attendance		
		Total	Attending school	not attending school
	<u>Both sexes</u>			
	Total			
	5 ^{1/}			
	6			
	7			
	8			
	9			
	10			
	.			
	.			
	.			
	24 ^{2/}			
	<u>Male</u>			
	(as for both sexes)			
	<u>Female</u>			
	(as for both sexes)			

1/ The lower limit should be usual age for entrance into school.

2/ If a significant number of older persons are attending school the upper age limit should be extended as appropriate and the necessary additional categories should be added to the age classification.

Table 8 - Population by main source of livelihood, age and sex

S. No.	Geographic division (locality, sub-district, district)/sex and age in years	Total population	Main source of livelihood				
			Economic activity	Pensions of all kinds	Benefits & assist- ance (other than pensions	Property or other invest- ments	Support by another person or persons
	<u>Both sexes</u>						
	All ages						
	Under 15 ...						
	15 - 19 ...						
	20 - 24 ...						
	25 - 29 ...						
	30 - 34 ...						
	35 - 39 ...						
	40 - 44 ...						
	45 - 49 ...						
	50 - 59 ...						
	60 - 64 ...						
	65 - 69 ...						
	70 - 74 ...						
	<u>Male</u>						
	(as for both sexes)						
	<u>Female</u>						
	(as for both sexes)						

Table 10 - Number of persons gainfully employed and unemployed by sex

S. N.	Name of the village or locality	Total population	Total number of households	Number of persons gainfully employed throughout the year						Number of persons gainfully employed part of the year						Number of persons unemployed throughout the year		
				Principal employment by type		Subsidiary employment by type I		Subsidiary employment by type II		Principal employment by type		Subsidiary employment by type I		Subsidiary employment by type II		Males	Females	Total
				Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total

Table 13 - Distribution of the number and area of wholly rented holdings

S. N.	Name of the village or locality	Number and area of holdings rented from others in the size class of							Total Number	Total Area
		Below 0.5 ha Number Area	0.5 ha and under 1.0 ha Number Area	1.0 ha and under 2.0 ha Number Area	2.0 ha and under 3.0 ha Number Area	3.0 ha and under 4.0 ha Number Area	4.0 ha and under 5.0 ha Number Area	5.0 ha and above Number Area		
1										
2										
3										
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		Sub-Total for the district								
		Total for the district								

Table 17 - Fragmentation of holdings

S.No.	Name of the village or locality	Total number of holdings	Total area	Total number of parcels	Average number of parcels per holding	Average area per parcel	Average number of parcels and average area per parcel in the size group of									
							Below 0.5 ha	0.5 ha and under 1.0 ha	1.0 ha and under 2.0 ha	2.0 ha and under 3.0 ha	3.0 ha and under 4.0 ha	4.0 ha and under 5.0 ha	5.0 ha and above			
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*Averages to be worked out separately for the sub districts and districts.

Table 22-Area of arable land treated with fertilizers and pesticides

S. N.	Name of the village or locality	Total arable land			Area treated with fertilizer			Area treated with pesticides		
		Irrigated	Un- irrigated	Total	Irrigated	Un- irrigated	Total	Irrigated	Un- irrigated	Total
		Sub- total for sub-district								
		Total for the district								

Table 23 - Number of livestock and poultry

S. N.	Name of the village or locality	Total arable land	Number of livestock						Number of poultry
			Cattle	Buffaloes	Sheep	Goats	Pigs	Horses	
:									
:									
.									
.		Sub-total for the sub-district							
.									
.									
.		Total for the district							

Table 24 - Number of agricultural machinery and equipment and transport facilities

S. N.	Name of the village or locality	Tractors	Reapers, mowers and binders	Combines (harvest and threshing)	Threshing equipment	Transport facilities (specify)
	Total for sub-district					
	Total for District					

Table 25 - Percentage expenditure on important consumer items

S. N.	Name of the village or locality	Total number of households	Average size of the household	Percentage expenditure on important consumer items													
				Cereals and starches	Pulses	Meat, fish and eggs	Oils and fats	Dairy products	Fruits and vegetables	Drinks and stimulants	Total food expenditure	Fuel and lighting	Clothing	Medicines	Religious ^{1/}		

^{1/} Religious, social activities including weddings.

Table 26 - Number of teachers and students, by sex

S. N.	Name of the village or locality	Number of teachers and students in :																															
		Primary schools						Middle schools						Adult literacy centres						Vocational training centres						Other institutions							
		Males	Females	Total	Teachers	Students	Total	Males	Females	Total	Teachers	Students	Total	Males	Females	Total	Teachers	Students	Total	Males	Females	Total	Teachers	Students	Total	Males	Females	Total	Teachers	Students	Total		
1		Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students
2		Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students
3		Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students
.		Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students
	Sub-total for the sub-district																																
	Total for the District																																

Table 29 - Miscellaneous information of the villages or localities

S. N.	Name of the village or locality	Total population	Total number of households	Total number of houses	Number of houses having electric connection	Number of households Having knowledge of family planning devices	Number of households using family planning devices	Number of households in debt	Number of industrial establish- ments if any using electric power	Total number of share holders Cooperative societies		
										Cooperative credit Societies	Consumer cooperative societies	Producers cooperative societies

It will be useful if cross-tabulation is taken by the countries for some of the items. The number of items to be covered in the system of village or locality statistics is quite large and they may be classified and tabulated in many ways. Because of the limitations of resources, the cross-tabulation may be confined to fewer items as listed below. However, countries may decide according to their own priorities which cross-classifications they want to undertake as a part of their tabulation programme.

Tables recommended for cross-classifications

Number of table	Item and basic classification	Classified by	Cross-classification proposed
1	<u>Demographic particulars</u>		
1.1	Total population by age and sex	village or locality	by marital status by level of education
1.2	- " -	"	- " -
1.3	- " -	"	by main source of livelihood
1.4	- " -	"	by size of household
2	<u>Literacy and education</u>		
2.1	Population of 10 years of age and over by sex	"	by literacy
2.2	Population of school going age and below 24 years of age by sex	"	by school attendance
3	<u>Economic activity</u>		
3.1	Economically active population by sex and summary age groups	"	by occupation by level of education
4	<u>Housing condition and sanitary facilities</u>		
4.1	Housing conditions and sanitary facilities	"	by main source of livelihood
4.2	- " -	"	by level of education
5	<u>Employment</u>		
5.1	Number of persons gainfully employed	"	by number of rural or village industries
5.2	- " -	"	by level of education
6	<u>Holdings</u>		
6.1	Number and area of holdings	"	by total area or arable land
6.2	Number and area of holdings by land use	"	- " -
6.3	Major temporary crops	"	by irrigated area
6.4	Number of holdings by specified number of cattle	"	by total area or agricultural land

Number of table	Item and basic classification	Classified by	Cross classification proposed
6.5	Number of holdings by specified number of buffaloes	village or locality	by total area or agricultural land
6.6	Area under high yielding varieties of crops	"	by irrigated area
6.7	Area treated with fertilizers	"	by irrigated area
6.8	Area treated with pesticides	"	by irrigated area
7	<u>Consumer expenditure</u>		
7.1	Percentage expenditure on important consumer items	"	by size of household
7.2	- " -	"	by occupational status of the head of the household
7.3	- " -	"	by type of house

4.3 Community Statistics as an Integral Part of National Statistical System

While drawing up plans for the introduction of the system of village or locality statistics it is very important to study the relationships between village or locality statistics and national statistical activities. Proper understanding will greatly contribute to improvement of the national statistical system in general and more efficient utilization of all resources available both for the village or locality statistics and other statistical programmes.

In the initial stages all available data at the village or locality level from other sources should be brought together in the form of a village or locality information sheet and should be made available to the village or locality agency. This would give the village agency an idea as to the information available, its accuracy and relevance to village or locality level planning and the gaps in the information. Thus in the initial stages, information available from other statistical programmes would serve as benchmark data. As the system of village or locality statistics develops, it could help in updating the available information from other sources. The system can also bring out the lacunae in the available information and help in taking remedial measures for improving the overall system of national statistics.

4.4 Quality Check of Data

The collection of data at the village or locality level is a big statistical operation. A large number of village agencies is involved in the collection of a variety of data. The size of the questionnaire would be large and many items are not easily observable. The respondents are rural people who often are not educated and do not have any concept of quality and quantity. Many errors and biases are therefore likely to occur from numerous sources. These errors begin to creep in right from the preparatory stage, such as determination of concepts and definitions to be used and go on adding up at every subsequent stage. The errors may be classified in three groups:

- (i) Errors resulting from inadequate preparation
- (ii) Errors committed in the stage of data collection
- (iii) Processing and tabulation errors.

At the preparatory stage some definitions may be inadequate and some concepts may be defined in a misleading way, with the result that the primary enumerators do not apply them correctly at the enumeration stage. The wording of some of the questions in the formats may be ambiguous. The manual of instructions may not be well drafted and therefore not clear to them. If it is too detailed the primary worker may not take the trouble to read it carefully with the same result as in the case of very brief instructions. The selection and training of enumerators and supervisors may itself be deficient. Listing errors are also very common in any big statistical operation. All possible sources of error must be considered in the programme of quality checks which may have to be conducted on a regular basis immediately after the field operations are over.

Therefore to maintain quality and reliability it is necessary to conduct quality checks of the data in order to determine the magnitude of errors and biases, and sampling plays an important role in this.

An effective but operationally simple quality check system should be developed by the Central Statistical Organization or the Statistical Agency responsible for the village or locality statistics at the national level. The national statistical agency has special responsibility with respect to ensuring quality control at all levels of village statistics.

4.5 Processing of Data on Electronic Computer

The statistical data collected under the system of village or locality statistics are so voluminous, diverse and extensive that unless classified, condensed and summarized in some manner, they are quite incomprehensible for the purpose for which they are collected. Processing work which involves great outlays in money, staff and national resources is therefore important and should receive careful attention.

The preparation for data processing has to start early in the planning stage for the introduction of the system of village or locality statistics. Preparation of the tabulation programme requires knowledge of the volume of data, type, number and speed of equipment, facilities available (quantity and quality) and time limit for completing each operation and its cost. It is during the planning stage that the details of the tables must be prepared. A complete list of tables, their type and format and approximate date of issuance should be determined in consultation with the principal users. This should be done when finalizing the questionnaires. The size of the questionnaire, order of inquiries, recording codes and relating the entries to the final tables have all great effect on efficiency and accuracy of data processing, saving time and money and reducing errors resulting from coding and punching processes.

In view of the volume of data to be tabulated and the need for developing a data bank containing the village or locality files, most of the countries will have to go in for mechanical tabulation. However, due consideration may be given to the relative merits of manual processing in countries with low labour cost. Often a combination of manual and computer processing may be appropriate. A number of preliminary data processing operations may be undertaken manually by qualified field personnel in each administrative district or province in the country. These operations include preliminary

editing of questionnaires and the preparation of district and provincial totals on some important items. The manual tabulation would also include preparation of some basic tables at the village or locality level by the village agency.

The details of data processing will depend on the available facilities for the purpose. However, there are certain operations to be conducted before starting computer work, the most important of which are:

- (i) Checking for completeness of enumeration and of questionnaires. Adequate organization of the field work included control of village agencies' work and receipt of questionnaires from each village or locality. If there exists sufficient organization in the field, the work of the central office is reduced considerably. For example, the questionnaire for each village or locality needs to be checked against the list of households for that village or locality to ensure completeness of coverage. Suitable action needs to be taken if some questionnaires are missing. Preliminary scrutiny of the questionnaires is another important task to be done by the supervisory staff. All this must be undertaken before starting the data processing operations. This could be done by passing on complete returns of the village agencies to the supervisors and to the scrutiny staff regularly as they become available and not all together at the end of the field work. Apart from evenly spacing the scrutiny work this will help in rectifying the omissions and other errors by referring them back to village agencies while they are still fresh on the job.
- (ii) Coding, punching and verification. After the above checks are performed there should be a well defined and complete organizational plan for data processing operations, including order of operations, rate of performance of each operation, number of data processing staff and their distribution over various operations and their training.
- (iii) Maintenance and control of questionnaires. Since it is a huge statistical operation it will not be possible to ensure that all questionnaires are received without establishing control measures. The complete returns received from villages or localities should be passed on to the supervisors regularly as they become available. To simplify control measures the questionnaires should be grouped, otherwise any control will be time consuming. Alphabetical or geographical indexing and proper filing are essential. Control should also extend to the removal of questionnaires from folders and recording of such removals.

As records pass through various processing stages, they should be periodically checked to detect any delays, misplacement of questionnaires, etc.

The use of computers affects all data processing operations: the pre-coding of items on the questionnaire, the kind and number of corrections made during the review of the questionnaire for completeness, the entering of codes on the questionnaire, the correction of errors detected during key punching or key to tape operations and the specifications for tabulations. The planning for computer use should start simultaneously with the preparation of the questionnaire. Also computer programming requires experienced statisticians to work with computer system analysts and programmers.

The success of the data processing programme depends on the following:

- (i) having outlines of all statistical tables prepared at the same time as and in coordination with the preparation of the questionnaire;

- (ii) having all the computer programmes prepared and thoroughly tested by the time the data collection begins;
- (iii) requiring the computer system analysts and programmers to fully document all the programmes so that other programmers will be able to make corrections, the computer programme should be self-documented by comments within them and user manuals should be prepared;
- (iv) limiting changes in the computer programmes to those which are absolutely necessary after the programmes have been prepared.

Considerable time is required to write computer programmes for tabulation, error identification and certain desirable types of automatic error correction. This work needs to be started well in advance. After the computer programmes are prepared they should be tested using the data obtained from the pre-test surveys.

Data processing is a lengthy operation requiring many months, perhaps more than a year before all the tables are completed; steps should therefore be taken to obtain more urgently needed data before all the results are available by planning the whole tabulation programme in two or more phases. The first phase will include the more important and urgent tabulations while the second and subsequent phases will include the other more detailed tabulations in accordance with the priorities established in each country.

4.6 Need for Storage and Retrieval of Information

The village or locality statistics are to be used at different levels and by different agencies. Therefore, these statistics are to be maintained in such a way that all the users have easy access to them. Moreover, basic objective of collecting such comprehensive statistics at village or locality level is that these would be used for formulation and evaluation of micro-development plans. To achieve this objective it is necessary to establish a micro-level data bank at the national statistical agency centre or even at the regional statistical centres. Modern computer facilities should make the task of storage and retrieval of data relatively easy. As discussed earlier, detailed statistical analysis of voluminous data generated by the village or locality statistics programme cannot be completed in time without resorting to the electronic computer based processing. If that is so, the storage problem should not be difficult. In some cases data should be stored as such while in some other cases, summarised data for storage should be preferred. Generally, there are two kinds of storage. One is the computer readable media and the other is storage for documents on paper. Computer readable media are card, magnetic tape, disk, drum, etc. Appropriate media should be chosen on the basis of available computer system, nature of processing and volume of data. The village or locality statistics should be stored on magnetic tape because its capacity for storage is large.

Storage is linked to retrieval system. The purpose of retrieval is to (i) use the data whenever required, (ii) make a reference to the relevant compiled data or data in source documents, and (iii) make periodic updating of the relevant records. This, in other words indicates that the storage should be done in a systematic manner so that any required data can be retrieved without much effort within the shortest possible time.

CHAPTER V - TRAINING

5.0 Instructions and Training for Village Agencies

The quality of data collected in the system of village or locality statistics depends on the quality of field work performed by the village agencies. The village agencies have to understand clearly all the details of the procedures to be followed and learn a large number of concepts and definitions. While intensive training of the personnel of the village agencies helps in this process, it needs to be supplemented by printed material in the form of an instruction manual. The manual will help them to understand on their own what they have been taught in the training classes and also consult those points about which doubts may arise as they proceed with their work.

Instructions presented in the prepared manuals need to be in simple language and easy to understand. They must also be complete and provide guidance on all major and frequently encountered problems.

Good instructions and an adequate village agencies training programme are paramount because the quality of village or locality statistics largely depends on the personnel of the village agencies collecting the data. The following subjects are suggested for consideration for the training programme of the personnel of the village agencies:

- (1) Importance of village or locality statistics
 - (a) Objectives of the system of village or locality statistics
 - (b) Uses of village or locality statistics
- (2) General information
 - (a) Nature and scope
 - (b) Definitions and procedures
 - (c) Method of collection
 - (d) Time reference
 - (e) Field organization
- (3) The interviewer and interviewing
 - (a) Desirable attributes of the interviewer
 - (b) Preparation for the interview
 - (c) Tips on interviewing
 - (d) Resolving common problems in interviewing
- (4) The formats
 - (a) Basic concepts and definitions
 - (b) Item by item explanations and how to make proper entries
- (5) Simple tabulation
 - (a) Calculation of simple arithmetic mean and weighted average
 - (b) Concept of frequency
 - (c) Preparation of one-way frequency table
 - (d) Concept of two-way classification
 - (e) Preparation of two-way frequency table
 - (f) Calculation of percentages and proportions
 - (g) Practicals based on actual data relating to village or locality.

5.1 Instructions and Training of Supervisors

In the system of village or locality statistics, it is envisaged that the primary field workers would be voluntary agencies. In order to bring about uniformity and standardization in the methods and procedures of collecting data and in concepts and definitions, the supervisors need to play a vital role. Special emphasis should therefore be placed on the instructions and training of supervisors. They should undergo an intensive training programme. The following topics are suggested for their training programme:

- (i) Importance of the village or locality statistics
- (ii) Organization of work of village or locality statistics
- (iii) Responsibilities of the supervisors
- (iv) Method of recruiting the primary enumerator for collection of village or locality statistics
- (v) Preparation of list of households
- (vi) Concepts and definitions of terms used in community level statistics
- (vii) Method of conducting training classes for the village agencies
- (viii) Supervision of the work of the village agency
- (ix) Scrutiny, editing and coding of schedules filled in by the village or locality level agencies
- (x) Preparation of tabulation sheets of basic village or locality data
- (xi) Computation of means, percentages and proportions and how to interpret them
- (xii) Preparation of one-way and two-way frequency tables and simple interpretation
- (xiii) Use of random numbers and other methods for selecting random samples
- (xiv) Method of crop-cutting experiments
- (xv) Use of village or locality maps.

These are only guidelines. Comprehensive instruction manuals for both village level enumerators and supervisors have to be drafted by the countries in local languages. Before finalizing these manuals, they may be tested in the field by involving the village enumerators and supervisors. The responsibility of preparation of the instruction manuals should lie with the national statistical agencies.

APPENDIX A

This appendix contains the proposed items, the information to be collected and the definitions and explanatory remarks.

Naturally not all the proposed items are applicable to any one country and the information to be collected and its time reference may also vary from one country to another. Countries must decide which of the proposed items are relevant to their own conditions and data requirements and what additional items are required to supplement those proposed. All the proposed items are important for certain data requirements. However, countries may find it necessary to modify some of the proposed items and the information to be collected to meet their own special needs.

The concepts and definitions used here are generally in harmony with those used in other related fields of statistics. The Programme attempts to harmonize concepts and definitions relating to different fields of statistics but this effort is most efficiently undertaken at the national level. Countries are therefore urged to ensure adequate harmonization of the concepts and definitions used in their national statistical systems pertaining to agriculture, population, housing manufacturing and other non-agricultural industries and in other national demographic and labour force surveys.

The proposed items and definitions are arranged in two sections, viz. items on which information is to be collected for (i) village or locality as a whole and (ii) the individual household within a village.

Section I - Village or Locality Data

This Section is divided into eleven sub-sections. An attempt has been made to suggest an indicative pattern of items which could with necessary adjustments be used in several countries of the Region. Every country will have to amend, enlarge or delete some of the items to conform to national unique administrative and development priorities. Similarly, even the basic concepts and definitions given may have to change. A village or locality may have to be defined differently from one country to another.

Sub-section I - Location and identification particulars

Proposed Items

11. Name of the village or locality
12. Sub-district
13. District
14. State/Province
15. Geographic code

Definitions and explanations

Village or locality:

Geographic code

One of the important components of the Programme is the development of a data bank at the micro-level in a phased manner. The first step towards this is to evolve a geographic (geo-code) code system for the entire country. One must know where the village or

localities are physically located and also know its environmental aspects such as topography, climate, etc.

Generally a country is divided into administrative divisions such as State, country, districts, villages, etc. A name is usually attached to each one of them. The size of the village may vary from country to country but it is called by a definite name. Sometimes the same name may indicate two or more geographic areas. Keeping in mind the above difficulties and also to facilitate computer processing a numerical coding may be developed in such a way as to identify the village or locality uniquely.

Sub-section II - Population

Proposed items

21. Sex
 - 21.1 males
 - 21.2 females
 - 21.3 total

22. Literacy
 - 22.1 males
 - 22.2 females
 - 22.3 total

23. Number of households
 - 23.1 Number of agricultural households
 - 23.2 Number of non-agricultural households

24. Number of housing units

Time reference

The time reference for the information to be collected is a specific date, which may be the date of enumeration or a day close to it.

Definitions and explanations

Total population : The concept of total population is not so simple as it may appear. There are two ideal types of population count, the de facto and the de jure. The former comprises all the people actually present in a given area at a given time. The latter is more ambiguous. It comprises all the people who 'belong' to a given area at a given time by virtue of legal residence, usual residence or some similar criterion. In practice modern censuses call for one of these ideal types with specified modifications and it is difficult to avoid some mixture of the two approaches. In the Programme, the countries are urged to follow the national practice while recording the total population according to sex.

Literacy : Literacy, according to United Nations, is defined as the ability of a person to both read and write, with understanding, a short simple statement on his every day life. A person who cannot meet this criterion is regarded as illiterate. An illiterate person, therefore, may not read and write at all or he may read and write only figures and his own name or he may only read and write a ritual phrase which has been memorized. The language or languages in which a person can read and write are not a factor in determining literacy.

25. Household

The village or locality constitutes the people and the primary objective of all development programmes is to improve their living standards. The problems of the people are better understood in the light of recurring statistics on various characteristics of the households to which they belong. Once village or locality is taken as the unit of planning the collection of data on households which constitutes the village or locality becomes inescapable. Household data on various items are therefore of vital importance in micro-level planning.

The concept of household ^{1/} is based on the arrangements made by persons, individually or in groups, to provide themselves with food or other essentials for living. A household may be either a) a one person household, that is a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multi-purpose household, or (b) a multi-purpose household, that is a group of two or more persons who make common provision for food or other essentials for living. The persons in the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated persons or a combination of both.

Households usually occupy the whole, part of, or more than one housing unit, but they may also be found living in camps, in boarding houses or hotels or as administrative personnel in institutions, or they may be homeless. Households consisting of extended families which make common provision for food, or of potentially separate households with a common head resulting from polygamous unions, may occupy more than one housing unit.

Based on the economic activity the households can be classified as agricultural households or non-agricultural households. The bulk of the households in the village or locality are generally agricultural households. The concept of agricultural household therefore needs to be understood clearly. There are three different concepts based on three different criteria, namely: (1) farm household, (2) farming household, and (3) agricultural household.

26. Farm household

The concept of farm household ^{2/} is used in a restricted sense and is based on the criteria of residence. It is limited to households usually residing on a land holding or farm. Thus it excludes households residing in near-by villages or in towns and could represent only a small fraction of the agricultural household. The usefulness of such a concept is limited to the study of the socio-economic conditions of households actually living on a farm.

27. Farming household

This concept of farming household ^{3/} is based on the criteria of operating a holding and, since the census of agriculture is to cover inter-alia all holdings operated by individual persons or households, the definition should be comprehensive and should be spelled out as follows: "Households in which at least one member (not necessarily the head, the reference person or the main income earner) is operating a holding." Such a definition is especially useful when the socio-economic characteristics of households are to be related to the characteristics of the holding. However, it does not cover all agricultural households as it excludes the households of landless agricultural labourers and also members of the holding operated by a juridical person.

1/ Programme for the 1980 World Census of Agriculture, FAO, Rome.

2/, 3/ Collecting Statistics on Agricultural Population and Employment, FAO

Another concept of agricultural household^{1/} is based on the criterion of the economic activity in agriculture or of one particular member of the household; the head, the reference person or preferably the main income earner. The coverage of such a concept is large. However, the concept excludes those farming households in which the operator of the holding is not the head, the reference person or the main income earner, which is a rare situation.

Definition of Agricultural Household^{2/}

For the purpose of this Programme the following definition is considered more appropriate. A household is considered to be an agricultural household when at least one member of the household is operating a holding or when the household head, reference person or main income earner is economically active in agriculture.

In the census of agriculture, because of the cut-off point as regards the size of the holding or the value of its produce, the households of marginal and small farmers (and the landless labourers) are excluded from its scope. But these marginal and small farmers constitute part of the bulk of the vulnerable sections of the rural areas. Most of the development plans of the countries in the region lay great stress on raising the living standards of the disadvantaged groups of society. The household approach envisaged in the scheme of village or locality level statistics will include not only the marginal and small farmers and the agricultural labourers, but also other members of the disadvantaged group. It is therefore the only way of getting at them.

29. Holding

Agriculture is the mainstay of the villages or localities and the pattern of distribution of land largely determines the socio-economic life of the people living there. The statistics of land holdings are therefore of great relevance in any scheme of village or locality statistics.

A holding^{3/} for agricultural census purposes, has been defined as a techno-economic unit of agricultural production comprising all livestock kept and all land used wholly or partly for agricultural purposes and operated under the management of one person or more without regard to title, legal form, size or location. The holding as a techno-economic unit under a single management generally has the same means of production such as labour, farm structures, machinery or draught animals.

When the household surveys are used to collect data on agriculture, some problems may arise in establishing the relationship between a holding and an agricultural household. Different relations may exist.

- (a) One-to-one correspondence between a holding and an agricultural household, i.e. one holding is operated by one agricultural household (or by one or more of its members). This situation is typical in many developing countries. Even if there are exceptions to this relationship, some countries prefer to ignore them for practical or operational reasons and define an agricultural holding as all land and/or livestock operated by the agricultural household.
- (b) Two or more households are jointly operating one holding. Such cases are not very frequent, but if they do occur then there are different possibilities for dealing with them. The recommended way, whenever an agricultural household is selected in the sample, is to include all other households which jointly operate the same holding. In the tabulation for some characteristics of holdings

^{1/}, ^{2/} Collecting Statistics on Agricultural Population and Employment, FAO

^{3/} Programme for the 1980 World Census of Agriculture, FAO, Rome.

(area, tenure, production, etc.) such joint households should be shown as a separate group or treated as a single household. Dividing the area, production, etc. of one holding between one or more households would be in most cases impossible; on the other hand, for the tabulation of characteristics of agricultural population each of the joint households may be treated separately as an individual household. If the relative importance of such cases is great, then a combination of both criteria is recommended for detailed study.

- (c) Different members of the same household may operate a different holding. Some countries consider such cases as sub-households and tabulate each holding with characteristics of the members of the sub-households only. Other countries define all separate holdings operated by members of the same household as one holding. This situation occurs frequently in some countries where some crop fields are operated by the wives independently from other household members. Strictly speaking, these fields should be treated as separate holdings but are considered for practical reasons as part of the household's holding.

In the system of village or locality level statistics, data will be collected by the village level agency whose staff are not well trained in statistics.

Moreover, all other particulars collected relate to household. It will therefore be more convenient to follow the practice mentioned in (a) above, i.e. an agricultural holding is considered as all land and/or livestock operated by the agricultural household.

30. Housing Unit : A housing unit is a structurally separate and independent place of abode. It may (i) have been constructed, built, converted or arranged for human habitation, provided that it is not, at the time of the survey, used wholly for other purposes and that in the case of mobile, improvised and collective premises, it is occupied at the time of the survey or (ii) although not intended for habitation, actually be in use as such at the time established as reference for the survey, consequently, housing unit may be a) an occupied or vacant house, apartment, independent room or group of rooms; b) an occupied hut, cabin, trailer, hotel, institution, camp, or c) a barn, cave or any other shelter used as living quarters at the time of the survey.

The essential features of a housing unit as defined above are separateness and independence. An enclosure may be considered separate if surrounded by walls, fences, etc. and covered by a roof so that a person or group or persons can isolate themselves from other persons in the community for purposes of sleeping, preparing and taking their meals or protecting themselves from the hazards of climate and environment. The criterion for 'independence' is direct access from the street, etc. or more generally, an enclosure is considered independent when the occupant can come in or go out of their living quarters without passing through anybody else's premises.

Sub-Section III - Special features

31. Situation

- 31.1 lowland
- 31.2 upland
- 31.3 mountainous/hilly tract
- 31.4 near river/lake/forest/desert

32. Prone to

- 32.1 floods or tidal waves
- 32.2 drought
- 32.3 typhoons or hurricanes
- 32.4 earthquakes

- 33. Accessibility
 - 33.1 throughout the year
 - 33.2 part of the year only
- 34. Special programmes implemented
 - 34.1 integrated rural development programme
 - 34.2 small farmers development programme
 - 34.3 marginal farmers and agricultural labourers development programme

Time reference

The time reference for the information to be collected is one year. Preferably this may be the agricultural year.

Explanation:

The geographical location, the terrain and the vulnerability of the village or locality to natural calamities like floods, typhoons, earthquakes, etc. are to be given under items 31 and 32. The villages prone to floods or which come under heavy rainfall areas are not accessible during the rainy season or flood season. The number of months for which they are not accessible is to be given under item 33.2. A number of special development programmes for improving the living standards of the people in the rural areas are being undertaken in the countries of this region. The programmes mentioned under item 34 are only illustrative.

Sub-Section IV - Facilities available

Proposed Items

- 41. Headquarters
 - 41.1 Sub-district
 - 41.2 Extension workers
- 42. Education
 - 42.1 primary school
 - 42.2 middle school
 - 42.3 adult literacy centre
 - 42.4 vocational training centre
- 43. Health
 - 43.1 dispensary/clinic
 - 43.2 family planning centre
 - 43.3 veterinary dispensary/clinic
- 44. Transportation and communication
 - 44.1 Animal drawn/pedal driven transport for e.g. cycle, rikshaw, etc.
 - 44.2 bus station

- 44.3 railway station
- 44.4 post office
- 44.5 telegraph office
- 44.6 main road
- 44.7 approach road

- 45. Marketing and trading centres
 - 45.1 weekly market
 - 45.2 warehouse
 - 45.3 seed distribution
 - 45.4 fertilizer distribution
 - 45.5 pesticides distribution
 - 45.6 others
 - (a) grocery
 - (b) cloth
 - (c) pharmacy

- 46. Banking and credit
 - 46.1 rural bank
 - 46.2 cooperative credit society
 - 46.3 money lender

- 47. Others
 - 47.1 electricity
 - 47.2 community radio set
 - 47.3 agricultural machinery repair service centre
 - 47.4 drinking water supply
 - 47.5 barber's shop
 - 47.6 community hall
 - 47.7 cinema
 - 47.8 library or reading room
 - 47.9 police station
 - 47.10 worship centre, e.g. church, temple, mosque, etc.
 - 47.11 playground
 - 47.12 women's club
 - 47.13 beauty parlour
 - 47.14 public latrine
 - 47.15 care home for elderly persons

Time Reference

The time reference for the information to be collected is a specific date, which may be the date of enumeration or a day close to it.

Explanation

The object of this sub-section is to collect data about the existing facilities in the village. Where a locality is not synonymous with the village but consists of more than

one village, these data are to be collected in respect of each village of the locality in order to reflect the true picture of the conditions in the villages.

The administrative division in the country differ from country to country. It is therefore difficult to indicate whether the village is the headquarters of a particular administrative division. Under item 41 provision has been made to indicate whether the village has the facilities for sub-district and extension workers' headquarters. This can be suitably modified.

In some villages of countries in the region apart from academic institutions like primary school, middle school, adult literacy centre, etc. there could be vocational training centres. Vocational training centre is an institution where the learning process is designed to provide practical skills and knowledge directly applicable to a particular occupation but less than that required at the technical level.

Under item 43 information about the medical and veterinary facilities in the village is to be given. The information to be given here relates to the dispensaries or clinics run by qualified medical practitioners belonging to any system of medicine having a dispensary or a clinic. Similar procedure is to be followed in respect of item 43.3.

Seven items are listed under transportation and communication. In addition there could be a public call office in some villages. Depending upon the local situation countries may add or delete some of the items. In some villages there may not be a regular building where the bus may stop. The bus may just stop on the roadside. The intention here is to ascertain whether the village has the facility of transportation through a bus. In some villages the main road may be passing through and in some the main road may not pass through but there is only an approach road to the main road. Relevant information is to be given under 44.6 and 44.7.

Under marketing and trading centres provision has been made for recording information about weekly market. In some villages there is a weekly market held on a particular day where villagers purchase their provisions and also sell their produce. Wherever such facilities exist necessary information may be collected. Similarly storage facilities may be available in the form of Government or Cooperative private warehouses.

In some countries rural banks have been set up to assist the agriculturists with credit and banking facilities. These are generally branches of bigger banks manned usually by one person.

Under 'others' fifteen items have been listed. Depending upon the development priorities, countries could add or delete certain items. For example, in some villages the facility of a community television set is available. By machine repair and service centre is meant the facility of agricultural machinery repair service centre, for example, tractor service centre. Item 47.4 relates to drinking water supply. This could be piped supply from water supply centre or water from tubewell, surface well, tank or river. The intention is to collect information regarding whether the village has the facility of clean drinking water or not.

With the gradual breaking of the joint family system the problem of looking after the elderly persons is assuming importance. The number of such persons can be had from

the population details of the households. Regarding facilities available for them an item 'Care home for elderly persons' has been added at 47.15 in Sub-section IV.

Sub-section V - Agriculture

Proposed Items

- 51. Land utilization
 - 51.1 arable land
 - (a) area under temporary crops
 - (b) area under temporary meadows or pasture
 - (c) area temporarily fallow
 - (d) area under all other arable land
 - 51.2 land under permanent crops
 - 51.3 land under permanent meadows and pastures
 - 51.4 area of wood and forest land
 - 51.5 area of all other land

Time Reference

The information to be collected should refer to the agricultural year.

Definitions and explanation

The definitions and explanations given here are the same as those given in the Programme for the 1980 World Census of Agriculture and have been repeated here for two reasons namely, (i) to bring about harmonization between the concepts and definitions followed in agricultural census and the programme of village or locality level statistics, and (ii) to make this publication a self-contained one.

Land utilization : This refers to the major classes of land utilization in the village. For classification the gross area is to be recorded for each class.

Gross area : This refers to the area of all land under the respective land utilization, including uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelter belts.

Arable land : This refers to all land generally under rotation whether it is under temporary crops, left temporarily fallow or used as temporary meadows.

In some countries the term "arable land" also includes land under permanent crops and other countries may use this term in a different sense. The national practice is to be followed under the Programme.

Land under temporary crops : This includes all land used for crops with a growing cycle of under one year, sometimes only a few months, which needs to be newly sown or planted for further production after harvest. Crops remaining in the field for more than one year should also be considered temporary crops if harvesting destroys the plant (e.g. cassava and yams). Crops grown in rotation and therefore destroyed when the land is ploughed (e.g. alfafa, clovers and grasses) should be considered as temporary crops. Asparagus,

strawberries, pineapples, bananas and sugarcane, for example, are sometimes grown as permanent or biennial crops and sometimes as annual crops. The respective areas should therefore be classified as under temporary or under permanent crops as the case may be. The specialized cultivation of vegetables, flowers, bulbs, ornamental plants and kitchen and market gardens (including cultivation under protective cover, e.g. glass or plastic) should also be included in this category; however, land under trees and shrubs producing flowers, such as roses and jasmine should not.

Land under temporary meadows and pastures : This is the land temporarily cultivated with herbaceous forage crops for mowing or pasture. Because some practical difficulties may arise in differentiating temporary meadows from permanent meadows and pastures, it is suggested that a period of less than five years be considered as temporary. Some countries use different criteria and a few countries do not distinguish between temporary and permanent meadows or pastures. National procedures should be followed under the Programme.

Land under temporary fallow : This is the land at rest for a period of time before it is cultivated again. If the land remains fallow too long, it might acquire certain characteristics which would determine its inclusion in other major land use group such as "permanent meadows and pastures" (if it could be used for grazing) or "wood or forest land" (if it has become overgrown with trees that could be used as timber, firewood, etc.) or "all other land", when it becomes a waste land. A maximum period of idleness, probably less than five years should be specified. On the other hand a piece of land should not be considered as temporarily fallow unless it has been or is intended to be kept at rest for at least one agricultural year.

If the enumeration is done at a time when sowing or planting has not been completed, the area lying fallow at that time which will be put under the crops soon afterwards should be classified by the crops to be sown or planted and not as fallow land.

Fallow land that is temporarily used for grazing should be classified as fallow if the land is normally used for the cultivation of temporary crops.

All other arable land : This category includes all rotation land not put to any of the uses mentioned above such as arable land temporarily damaged by floods, land prepared for cultivation but not sown because of unforeseen circumstances and abandoned land.

Land under permanent crops : This signifies land cultivated with crops which occupy it for a long period of time and which do not have to be planted for several years after each harvest. Land under trees and shrubs producing flowers, such as roses and jasmine, is so classified, as are nurseries (except for those forest trees, which should be classified under 'wood or forest land'). Permanent meadows and pastures (see definition of arable land) are excluded.

Land under permanent meadows and pastures : This means land used permanently (i.e. for five years or more) for herbaceous forage crops, seeded and cared for or growing naturally (wild prairie or grazing land). Permanent meadows and pastures on which trees and shrubs are grown should be recorded under this heading only if the growing of the forage crops is the most important use of the area.

Wood or forest land : This includes all wood lots or tracts of timber, natural or planted and have or will have value as wood, timber or other forest products. Nurseries of forest trees should also be classified under this category.

All other land : This includes all other land not elsewhere specified whether potentially productive or not. Some countries may wish to sub-divide this class into potentially cultivable and uncultivable.

Sub-Section V - (cont'd)

Proposed Items

52. Holdings

52.1 Number of holdings

52.2 Area of holdings

Time Reference

The time reference to be followed is the agricultural year.

Definitions and explanations

Holding : (See definition 29)

The number and area of holdings are to be given in respect of twelve size classes, namely: below 0.1 ha, 0.1 - 0.2 ha, 0.2 - 0.5 ha., 0.5 - 1.0 ha., 1.0 ha - 2.0 ha., 2.0 - 3.0 ha., 3.0 - 4.0 ha., 4.0 - 5.0 ha., 5.0 - 7.5 ha., 7.5 - 10.0 ha. and above. The small class interval is followed to get an idea of the number and area of marginal and small holdings in the village or locality.

The definition of a marginal and small holding varies from country to country and region to region within a country depending upon the size of the holding, soil type, irrigation facilities, etc. In some countries of the Region all unirrigated holdings below one hectare are classed as marginal holdings and those between one to two hectares as small holdings. No rigid formula could be laid down. The country practice may be followed.

Sub-Section V - (cont'd)

Proposed Items

53. Irrigation

53.1 Area irrigated by tube wells or bore holes

53.2 Area irrigated by other wells with pumps or irrigation water wheels

53.3 Area irrigated by gravitational flow

53.4 Area irrigated by other irrigational facilities

Time Reference

The time reference to be followed is the agricultural year.

Definitions and explanations

This refers to the gross area of the land purposively and normally provided with water other than rain for improving production of crops and pastures. The uncontrolled flowing of land by the overflow of rivers or streams should not be considered as irrigation. However when rain water or water from uncontrolled overflow of rivers and streams is collected and later used for irrigation, this practice should be considered as irrigation. Land irrigated more than once during the agricultural year should be counted only once for this purpose.

Sub-Section V - (cont'd)

Proposed Items

54. Crops

54.1 Temporary Crops

- (a) wheat
- (b) rice
- (c) maize (corn)
- (d) barley
- (e) millet and sorghum
- (f) oats
- (g) rye
- (h) others

54.11 Tuber, root and bulb crops

- (a) potatoes
- (b) sweet-potatoes
- (c) cassava
- (d) others (for details of other crops, please refer to the programme for the 1980 W.C.A.)

54.12 Leguminous plants mainly for grain (excluding soyabean and groundnut)

- (a) edible dry beans
- (b) edible dry peas
- (c) others (for details of other crops, please refer to the Programme for the 1980 WCA)

54.13 Crops mainly for industrial purposes

54.13.1 Sugarcane

- (a) sugar cane
- (b) sugar beet

54.13.2 Oilseed crops

- (a) ground nut
- (b) Soyabean
- (c) others (for details please refer to the Programme of the 1980 WCA)

54.14 Spices, condiments, aromatic and medicinal plants

54.15 Fibre crops

- (a) cotton
- (b) jute
- (c) others (for details of other crops, please refer to the Programme of the 1980 WCA)

54.16 Other industrial crops

- (a) Tobacco
- (b) others (for details of other crops please refer to the Programme of the 1980 WCA)

54.17 Other temporary crops

- (a) Vegetables
- (b) special horticultural cultivation crops
- (c) Fodder crops
- (d) Crops grown mainly for production of seed

(For details of crops please refer to the Programme of the 1980 WCA)

54.2 Permanent Crops

54.21 Fruit crops

- (a) oranges
- (b) mandarines and tangerines
- (c) lemons
- (d) apples
- (e) grapes
- (f) bananas
- (g) others

54.22 Permanent crops for industrial purposes

- (a) coffee
 - (b) cocoa
 - (c) tea
 - (d) coconut
 - (e) olive
 - (f) rubber
- (For details of other permanent crops, please see the Programme for the 1980 WCA)

Time Reference

The time reference for harvested or sown areas for temporary crops is the agricultural year. The time reference for the permanent crops is a specific date which may be day of enumeration or some other day close to it.

Definitions and explanations

The proposed classification of crops is the same as followed in the Programme of the 1980 World Census of Agriculture. Only crops of major importance are given. Countries may wish to expand or abridge the list of crops to be covered. The information to be collected is the area and average yield per hectare of crops, may also be collected.

The data to be collected for temporary crops is the area harvested or expected to be harvested. Some countries collect the data on area sown. The national practice is to be followed.

Area harvested : This is the area from which crops are gathered. The area harvested for each crop grown on arable land is the aggregate of all areas from which the crop has been harvested throughout the agricultural year, the harvested areas being counted as many times as they are used for growing the crop during the reference period. In some countries data on harvested crop areas are also obtained separately for each cropping season during the agricultural year. Some practical problems may arise in reporting the area of temporary crops grown on non-arable land. In all cases, duplication must be avoided in counting areas under the same crop producing more than one product during the agricultural year.

Net crop area: This is the crop area actually harvested, sown or planted or under the crop excluding uncultivated patches, bunds, foot-paths, ditches, headlands, shoulders, shelterbelts, etc. Preferably net areas, but otherwise gross areas, should be reported for temporary crops.

Gross crop area: This is the total crop area harvested, sown or planted or under the crop, including uncultivated patches, bunds, footpaths, ditches, headlands, shoulders, shelterbelts, etc. Gross area is to be reported for permanent crops.

Area sown or planted: This is the area on which sowing or planting has been carried out on the soil prepared for that purpose. It is usually net for temporary crops and gross for permanent crops.

Successive crops : In this case, crops, either the same or different ones are sown or planted and harvested more than once in the same field during the agricultural year. Successive cropping is of great importance in countries with more than one cropping season. The field or parts of it may also be left fallow during one or more of the cropping seasons or it may be sown or planted and harvested during each cropping season in the same agricultural year. The area of successive crops is to be reported for each crop separately for each time the area is sown or planted during the agricultural year. Thus, if two different crops are sown one after another on the same field the area of that field will appear twice, once under each of the two crops concerned and sometimes more in countries having more than two cropping seasons. Similar counting of areas also occurs if the same crop is grown successively during the agricultural year. Thus the total of reported crops areas for the agricultural year may be and usually is larger than the total physical area. However, successive gathering of crop products from the same standing crops should be reported only once unless the same crop is sown or planted and harvested more than once during the agricultural year.

Crop mixtures: This generally refers to two or more different temporary or permanent crops (but not both temporary and permanent crops) grown simultaneously on the same field or plot. The number, kinds and proportions of the crops in the mixture will generally vary according to the prevailing practices in various countries or regions within the same country or to other factors such as meteorological conditions.

In some countries certain temporary crops, particularly grains, are grown and harvested as mixtures. It is recommended that a mixture of this kind be treated as if it were a single crop, without attempting to estimate the area under each individual crop. However, the names of the individual crops in the mixture should be specified and the name of the most important constituent crop or crops indicated. Examples of such mixtures are mixed cereal grain crops, other mixed grain crops and mixed grasses grown for hay.

For other types of crop mixtures, it may be practicable and desirable to estimate the area which each crop would have covered if it had been grown alone. Various methods are in common use or may be devised, for estimating the area to be assigned to individual crops in the mixture. Such methods may be based on quantities of seeds used for the crops in the mixture, densities of plants in temporary or permanent crop mixtures as compared with the usual density in pure stands, eye estimates of the proportions of areas occupied by component crops (if distinguishable) the number of plants or trees per unit of area, etc.

The situation when a particular crop is planted between rows of another crop (e.g. sorghum and ground nuts between rows of cotton or groundnuts between rows of maize or sorghum) is usually referred to as interplanted crops. It may be differentiated from mixed temporary crops and from associated crops. It is generally desirable to assign the area of interplanted crops to individual crops in proportion to the areas occupied by each crop.

Associated crops : When both temporary and permanent crops are grown simultaneously in the same field, each of the crops is referred to as an associated crop. This situation should be distinguished from that of a crop mixture as defined above (i.e. combinations of temporary crops or combinations of permanent crops). The method to be used for assigning areas under each of the associated crops may differ among the countries in view of prevailing variations in their agricultural practices. In general, estimated net harvest areas are suggested to be reported for temporary crop components of the associated crops and estimated gross areas for permanent crop components. Countries are to follow the national practice in this regard.

Sub-Section V (cont'd)

Proposed Items

55. Fertilizers and pesticides

55.1 Total arable land

55.11 Irrigated area

(a) area treated with fertilizer

(b) area treated with pesticides

55.12 Unirrigated area

(a) area treated with fertilizer

(b) area treated with pesticides

Time Reference

The time reference for the information to be collected is the agricultural year.

Explanation

In many countries promoting increased use of fertilizers is one of the major programmes undertaken for increasing agricultural production. With the spread of high yielding varieties, the use of pesticides has also gone up considerably. Data of area treated with fertilizers and pesticides are therefore become very important. It would be ideal if crop-wise data in respect of the use of fertilizers and pesticides is collected. If this is not possible total area treated with fertilizer and pesticides separately with break up for irrigated and unirrigated areas may be gathered.

Sub-Section V (cont'd)

Proposed Items

56. Livestock and Poultry

56.1 Livestock

- 56.11 Cattle
- 56.12 Buffaloes
- 56.13 Sheep
- 56.14 Goats
- 56.15 Pigs
- 56.16 Horses
- 56.17 Others

56.2 Poultry

Time Reference

The time reference for the information on the above items is a specific date usually the day of enumeration or some other day close to it.

Definitions and explanations

The information to be collected refers to the number for the village or locality. In case of livestock it would be ideal if the number were collected by specified age groups, sub-classified by sex and purpose for important kinds of livestock. The work load may be heavy and as such only the number for broad categories has been suggested. Countries may wish to supplement the proposed classification to suit their data requirements.

Livestock: Refers to all animals kept or reared mainly for agricultural purposes and present in the village or locality on the reference date.

Poultry: Covers hens, cocks, pullets, chicks, ducks, geese, turkeys, guinea fowls, pigeons, etc. The total number of important categories of poultry may be given.

Sub-Section V (cont'd)

57. Agricultural machinery and equipment and transport facilities

- 57.1 Tractors
- 57.2 Reapers, mowers and binders
- 57.3 Combines (harvesting and threshing)
- 57.4 Threshing equipment
- 57.5 Transport facilities

Time Reference

The time reference for the information to be collected on the above items is a specific date, usually the day of enumeration or some other day close to it.

Explanation

Agricultural machinery and equipment refers to that which is available for agricultural use in the village or locality. Any agricultural machinery and equipment which is not in a usable condition should be excluded. The number available in this village or locality is to be reported.

Under transport facilities no items are given as the situation varies from country to country. Some of the items for which information could be collected are the number of (i) trucks if any, (ii) cars, jeeps and station wagons and (iii) carts and wagons (animal drawn), wheel-barrows and others. Countries may wish to draw the list of transport facilities that are generally available and collect the necessary information.

Sub-Section VI - Education

Proposed Items

- 61. Primary school
 - 61.1 Number of teachers by sex
 - 61.2 Number of students by sex

- 62. Middle school
 - 62.1 Number of teachers by sex
 - 62.2 Number of students by sex

- 63. Adult literacy centre
 - 63.1 Number of teachers by sex
 - 63.2 Number of students by sex

- 64. Vocational training centre
 - 64.1 Number of teachers by sex
 - 64.2 Number of students by sex

- 65. Others
 - 65.1 Number of teachers by sex
 - 65.2 Number of students by sex

Time Reference

The information for all the items in this sub-section should refer to a specific date, which may be the day of enumeration or a day close to it.

Definitions and explanations

The information to be collected relates to the number of students and teachers, sex-wise in the institutions listed above. The existence of the above institutions has already been covered under item 42 of Sub-section IV.

"Education is taken to comprise organized and sustained communication designed to bring about learning. Included in this scope are activities that in some countries and in some languages may not be usually described as education, but rather training or as cultural development. Excluded are types of communication that are not designed to bring about learning or that are not planned in a pattern or sequence with established aims. Two main types of education may be distinguished. The first may be described as regular education, this is the system that provides a ladder by which children and young people may progress from primary and middle schools through higher education generally beginning at the age of

five to seven and continuing up to early twenties. In the second type - adult, education - is provided for people who are not in the regular educational system".^{1/}

In some villages there could also be vocational training school (defined in sub-section IV).

Sub-Section VII - Health

Proposed Items

71. Dispensary/clinic
 - (a) Number of doctors
 - (b) Number of mid-wives
 - (c) Number of nurses

72. Primary health centre
 - (a) Number of doctors
 - (b) Number of mid-wives
 - (c) Number of nurses

Time Reference

The information should refer to a specific date which may be day of enumeration or day close to it.

Definitions and explanations

The number of doctors practicing, the number of trained mid-wives and the number of nurses available is to be given. Only recognized medical practitioners belonging to any system of medicine namely, Allopathy, Homeopathy Unani, Aayurvedic, etc. are to be considered. Quacks practicing medicine and untrained mid-wives should not be considered. The primary health centre is generally run by Government or Public Body whereas a dispensary/clinic may be run by Government or private persons.

Sub-Section VIII - Rural or village industries

Proposed Items

81. Handloom
 - 81.1 Cotton
 - (a) number of units
 - (b) number of normal workers

 - 81.2 Silk
 - (a) number of units
 - (b) number of normal workers

^{1/} Social Indicators: Preliminary guidelines and illustrative series, United Nations

- 81.3 Woollen
 - (a) number of units
 - (b) number of normal workers

- 82. Coir or rope-making
 - (a) number of units
 - (b) number of normal workers

- 83. Handicrafts
 - (a) number of units
 - (b) number of normal workers

- 84. Others (specify)
 - (a) number of units
 - (b) number of normal workers

Time Reference

The information should refer to a specific date which may be day of enumeration or a day close to it.

Definitions and explanations

There are two separate categories of rural industries as explained below:

- (i) Distinctly village type of industrial production closely related to the local resources and initiatives and serving highly localized agencies. These are mostly undertaken by small enterprises in craft, service and pre-industrial activities and
- (ii) more organized and specialized forms of production often undertaken by factories and serving wider markets. These perhaps require aggregate resources beyond the limits of what may be available in the local community.

The village type of industrial activities are always carried out by informal enterprises in the sense that production is irregular and discontinuous. Production has normally been long established although it may be seasonal and may be associated with other forms of economic activity such as cultivation or trading. The establishment has a permanent clientele and regular suppliers of raw materials and place of production. Some group of workers often the members of the same family who possess traditional skills and very little in the matter of equipment other than simple hand tools.

The other type of rural industries are more organized industrial activities and they are characterized by greater specialization and sophistication in production techniques.

In the system of village or locality statistics in respect of the first type. The information to be collected refers to the number of households having these industries and the average number of persons usually engaged during the major part of the year.

A large number of women and children are employed in rural or village industries. In view of the importance of data on employment of women and children, countries may consider the collection of data on the number of workers sex-wise.

Sub-Section IX - Rural Artisans

Proposed Items

91. Carpenters
92. Cobblers
93. Blacksmiths
94. Goldsmiths
95. Potters
96. Tailors
97. Barbers
98. Beauticians
99. Mechanics.

Time Reference

The information should refer to a specific date which may be day of enumeration or a day close to it.

Sub-Section X - Use of electric power

Proposed Items

101. Number of houses with electric connection
102. Number of industrial establishments if any using electric power

Time Reference

The information for the items given above should refer to a specific date which may be day of enumeration or a day close to it.

Explanation

The intention of this section is to get information about the number of houses having electric connection and the number of industrial establishments if any in the village or locality using electric power.

The supply of electricity in the village or locality is generally through a government source or through Public Corporation. In some cases it is possible the supply may be through generators owned by private people. The industrial establishments generally have their own generators;. The information to be collected relates to both sources.

Sub-Section XI - Cooperatives

Proposed Items

111. Cooperative credit societies
 - (a) number of institutions
 - (b) number of shareholders

112. Consumer cooperative societies
 - (a) number of institutions
 - (b) number of shareholders

113. Producers cooperative societies
 - (a) number of institutions
 - (b) number of shareholders

Time Reference

The information on the items refers to a specific date either day of enumeration or a day close to it.

Explanation

The information on the spread of cooperative movement is proposed to be collected through this section. In a village or locality there could be various types of cooperative institutions, namely, cooperative credit societies, consumer cooperative societies, and Producers Cooperative Societies. The number of such institutions and the number of shareholders or members of these institutions is proposed to be collected.

There are a number of self-employed persons in the village like blacksmiths, potters, carpenters, cobblers, etc. who contribute to the economic and social welfare of the village or locality. They are generally few in number and well known in the village. The number of such persons can be collected either directly or through the information supplied through the household schedule.

Section II - Household data

The household sector plays a key role in the economic and social structure of developing countries and data on this sector are essential for investigating household as a composite economic unit, measuring its contribution to economic growth and assessing the extent of improvement in living conditions and of changes in social situation. Household data on the following main subject fields are therefore important:

- a) household consumption, expenditure and income

- b) labour force, employment, unemployment and under-employment
- c) demographic characteristics, fertility, mortality and migration
- d) household and family structure, position of women, elderly persons and children
- e) conditions of housing, health and education
- f) activities of household enterprises (agriculture, industry trade, etc.)

It is, however, not possible to obtain household data on all the above items on a complete count basis (except very occasionally by a special and costly effort) nor is it necessary. Surveys designed on scientific principles of sampling and conducted according to particular conditions of the country can produce reliable and adequate data.

Household data collected through the system of village or locality statistics supplemented by other surveys would provide data on all the above aspects for micro-level planning.

The items for which information is to be collected at the household level in the system of village or locality statistics are given in this section which is divided into fourteen sub-sections. The items listed indicate the broad scope of the subjects to be covered. Countries are free to enlarge or reduce the scope and coverage of the items depending upon their local needs.

Sub-Section II - General Information

- 21. Name of head of the household
- 22. Father's/husband's name
- 23. Household size
 - 23.1 adult males
 - 23.2 adult females
 - 23.3 male children
 - 23.4 female children
 - 23.5 Total

Time Reference

The information should refer to a specific date, preferably the day of enquiry or a day close to it.

Definitions and detailed explanations

Household : (Please see definition 25)

Head or other reference member of the household : In identifying the members of the households it is traditional first to identify the household head and then the remaining members of the household according to their relationship to the head. The head of the household is defined as that person in the household who is acknowledged as such by the other members (although it has been agreed that a more desirable definition for purposes of dependency statistics would be the person who bears the main responsibility for the economic maintenance of the household, it is not recommended that this definition be applied because of difficulty of collecting information needed to determine economic responsibility).

This procedure is based on the assumption that one person in the household, i.e. the head, has the primary authority and responsibility for household affairs and in the majority of cases is its chief economic support.

In most countries of the world, this procedure is still appropriate but in countries where spouses are considered equal in household authority and responsibilities and may share economic support of the household, the concept of the head of the household is no longer considered valid even for family households. In order that the relationship among the members of the household is determined, the latter countries may prefer (a) that the members of the household designate one amongst them as the reference member with no implication of headship or (b) that provision be made for designations of joint headship where desired.

Adult: Persons above 18 years of age are to be treated as adults.

Total population : Please see sub-section II

Sub-Section III - Characteristics of members

31. Name of the member of the household
32. Sex
33. Age
34. Relationship with the head
35. Marital status
36. Literate or illiterate
37. Educational level
38. Occupation
 - (a) main occupation
 - (b) secondary occupation
39. Livelihood (main source)

Time Reference

The reference for the information to be collected is a specific date which may be the date of enumeration or a day close to it.

Definitions and explanations

Age : Age is the estimated or calculated interval of time between the day of birth and the date of enumeration, expressed in the largest possible completed units of solar time, i.e., year for adults and children and months for infants under one year of age. This information may be secured either by obtaining the year, month and day of birth or by asking directly for age at the last birthday. The first method usually yields more precise information, but it is impossible to use it in enumerating illiterate population and, in any case, it involves additional processing in converting the answers into completed years. The direct question of age at last birthday is more economical to process but may yield less precise results, since it more easily permits approximate replies. It is, however, the appropriate question to use when a considerable proportion of the population cannot give a precise birth date. When it is not possible to obtain the ages of the persons enumerated in terms of either the date of birth or completed years, it is suggested that enumerators be instructed to record age in groups which would roughly differentiate among infants under 1 year of age, young children between 1 year and 5 years of age, older children 6 - 14 years of age, men in the economically active ages, and women in the child bearing ages (15-45 and men and women beyond these ages.

Relationship to head : After identification of the head or other reference member of the household, the remaining members of the household should be distinguished in relation to that person as appropriate as (a) spouse, (b) child, (c) spouse of the child, (d) grand-child or great-grandchild, (e) parent (or parent of spouse), (f) other relatives, (g) domestic employee, (h) other person not related to the head or other reference member. Where this classification is considered too detailed for successful collection of the information categories (e) and (g) may be eliminated; persons who would fall into either of these categories can then be identified as appropriate, as 'other relative' or 'person not related to the head or other reference member'.

Marital status: System of classifying the population by marital status vary from country to country in accordance with prevailing marriage laws and customs. None-the-less efforts have been made to bring consistency into the use of terms and classifications by the several countries of the world. The results of these efforts have been set forth in the recommendations of the Population Commission of the United Nations for the 1970 Censuses of Population. The United Nations includes the following categories in its minimum list: (a) single (never married), (b) married and not legally separated, (c) widowed and not remarried, (d) divorced and not remarried, (e) married but legally separated.

Literate or illiterate : Please see sub-section II

Education qualifications or level : Education qualifications are the qualifications (i.e. degree, diplomas, certificates, etc.) which an individual has acquired, whether by full time study or part time study or private study, whether conferred in his home country or abroad and whether conferred by educational authorities, special examination bodies or professional bodies. The acquisition of educational qualifications, therefore, implies the successful completion of a course of study.

Information on qualifications received should be collected primarily for persons having completed a course of study. Such information should include the title of the highest degree, diploma or certificate received, with an indication of the field of study if the title does not make it clear.

The most recent recommendation on the classification of levels of education is given below:

1. First level not completed
 - 1.1 No schooling
 - 1.2 Partly completed
2. First level completed (ISCED)
 - 2.1 No education at the second level
 - 2.2 First stage of the second level partly completed
3. First stage of the second level completed (ISCED 2)
 - 3.1 No education at the second stage of second level
 - 3.2 Second stage of the second level partly completed
4. Second stage of the second level completed (ISCED 3)
 - 4.1 No education at the third level
 - 4.2 First stage of the third level partly completed

5. First or second stage of the third level completed (ISCED 5, 6, or 7)
 - 5.1 Programmes at the first stage of the type that leads to an award not equivalent to a first University degree completed (ISCED 5)
 - 5.2 Programmes at the first stage of the type that leads to a first University degree or equivalent completed (ISCED 6)
 - 5.3 Programmes at the second stage of the type that leads to a post-graduate degree or equivalent partly completed (ISCED 7)
 - 5.4 Programmes at the second stage of the type that leads to a post-graduate University degree or equivalent completed (ISCED 7)

This classification should be basic at the one-digit level on the understanding that it would be recognized in the recommendations that some countries may not be able to distinguish basic headings 3 and 4.

Sub-division of the second and third levels by type of education is recommended for those countries where it is feasible. Within the second level, the sub-divisions should be:

- (a) General education, which does not aim at preparing the pupils directly for a given trade or occupation
- (b) Vocational education which aims at preparing pupils directly for a trade or occupation other than teaching
- (c) Teacher training, which aims at preparing pupils directly for teaching

Within the third level the sub-divisions should be:

- (a) Education at Universities and equivalent institutions leading to an academic degree
- (b) Teacher education at non-university institutions
- (c) Other education at non-university institutions.

Occupation : Refers to the kind of work done during the time reference period established for data on economic characteristics by the person employed (or performed previously by the unemployed), irrespective of the industry or the status in which the person should be classified. For purposes of international comparisons, it is recommended that countries compile their data in accordance with the International Standard Classification of Occupations, 1968 (ISCO, 1968) (47) issued by the International Labour Office. If this is not possible, provision should be made for the categories of the classification employed to be convertible to the ISCO, 1968 or at least to the minor (two-digit) groups of this classification. If it is thought that many persons in a country have more than one occupation during the time reference period, information on the secondary occupation may also be collected.

Livelihood (main source of) : The main source of livelihood is the principal source from which each person has derived his economic sustenance for a substantial period of time (e.g., six months or longer) immediately preceding the date of the census.

The data should be collected so as to permit a classification of the population into persons whose main source of income is:

- (a) Economic activity (wages, salaries, fees, commissions, pay in kind, subsistence production, sickness and maternity compensation and other income derived from economic activity);
- (b) Pensions of all kinds paid by the state, other public bodies, cooperative organizations, enterprises or institutions (old-age pensions, superannuation pensions, survivors' pensions, disability and invalidity pensions, veterans' pensions, etc.);
- (c) Benefits and assistance (other than pensions) provided by the state, other public bodies, cooperative organizations, enterprises or institutions (scholarships, unemployment benefits and relief, family allowances, aid provided to inmates of mental or other hospitals or of institutions for the care of the aged, the needy, the infirm or orphans, etc.);
- (d) Property or other investments (rents, interest, dividends, royalties, e.g. from land or mineral rights, life insurance benefits, etc.);
- (e) Support by another person or persons. The main source of livelihood should be investigated for both economically active persons and those who are not economically active. Some economically active persons (such as many married women) may actually be dependent on other persons for their main source of livelihood, others may receive their principal income from financial investments. On the other hand, some persons who are not economically active may have a substantial private income although a great many will be dependent on another person, on the state or on a private institution.

Sub-Section IV - Characteristics of housing and sanitary facilities

- 41. Area of the house
- 42. Owned/rented
- 43. Roof
 - 43.1 thatched
 - 43.2 galvanized/tin
 - 43.3 bricks
- 44. Floor
 - 44.1 mud
 - 44.2 bamboo/wood
 - 44.3 concrete
- 45. Walls
 - 45.1 mud
 - 45.2 thatched
 - 45.3 bamboo/wood
 - 45.4 concrete

- 46. Posts
 - 46.1 bamboo/wood
 - 46.2 mixed wood/concrete
 - 46.3 concrete
- 47. Electric supply
- 48. Drinking water
 - 48.1 tubewell
 - 48.2 tank
 - 48.3 river or spring
 - 48.4 average distance to source of drinking water supply
- 49. Latrine
 - 49.1 none
 - 49.2 pit or open type
 - 49.3 watersealed

Time Reference

The information to be collected should relate to a specific date, date of enumeration or a day close to it.

Definitions and explanations ^{1/}

House or dwelling unit : Please see sub-section II

Sub-Section V - Employment characteristics of the members

Proposed Items

- 51. Gainfully employed throughout the year
 - 51.1 Principal employment
 - (a) type of employment
 - (b) number of months employed
 - 51.2 Subsidiary employment - 1
 - (a) type of employment
 - (b) number of months employed
 - 51.3 Subsidiary employment - 2
 - (a) type of employment
 - (b) number of months employed

^{1/} For detailed concepts and definitions to be used in this section please refer to Principles and Recommendations for the 1980 Housing Censuses issued by the United Nations Statistical Office.

52. Gainfully employed part of the year

52.1 Principal employment

- (a) type of employment
- (b) number of months employed

52.2 Subsidiary employment - 1

- (a) type of employment
- (b) number of months employed

52.3 Subsidiary employment - 2

- (a) type of employment
- (b) number of months employed

53. Unemployed throughout the year.

Time Reference

The information to be collected should refer to the whole year.

Definitions and explanations

This information is to be recorded in respect of each member of the household. The object of this section is to get a broad picture of the employment position of the members of the household and therefore the data collected here would only help to have benchmark information for detailed employment surveys. Some of the international recommendations on concepts relating to employment are given below. Countries may wish to suitably modify them to meet their own local needs.

Employed: Persons in employment consist of all persons above a specified age in the following categories:

1. (a) at work, persons who performed some work for pay or profit during a specified brief period;
(b) with a job but not at work; persons who, having already worked in their present job, were temporarily absent during the specified period because of illness or injury, industrial dispute, vacation or other leave of absence, absence without leave, or temporary disorganization of work due to such reasons as bad weather or mechanical breakdown.
2. Employers and workers on own account should be included among the employed and may be classified as "at work" or "not at work" on the same basis as other employed persons.
3. Unpaid family workers currently assisting in the operation of a business or farm are considered as employed if they worked for at least one-third of the normal working time during the specified period.

4. The following categories of persons are not considered as employed:

- (a) Workers who during the specified period were on temporary or on indefinite lay-off without pay
- (b) Persons without jobs or business or farms who had arranged to start a new job or business or farm at a date subsequent to the period of reference
- (c) Unpaid members of the family who worked for less than one third of the normal working time during the specified period in a family business or farm.

Gainfully occupied : For the purpose of international classification, any occupation for which the person engaged therein is remunerated, directly or indirectly, in cash or in kind - i.e., any principal remunerated occupation or any secondary occupation which is the sole remunerated occupation of the person concerned - is to be considered as a gainful occupation. Housework done by members of a family in their own homes is not included in that description, but work done by members of a family in helping the head of the family in his occupation is so included, even though only indirectly remunerated. The occupation of persons working in labour camps or other similar institutions or on unemployment relief projects is to be considered as a gainful occupation.

Young persons of working age and not at school, who have never actually exercised a gainful occupation, are not to be treated as part of the gainfully occupied population, even though they may be seeking work and consequently included in statistics of unemployment.

Unemployed :

1. Persons in unemployment consist of all persons above a specified age who, during the specified period were in the following categories:

- (a) workers available for employment whose contract of employment had been terminated or temporarily suspended and who were without a job and seeking work for pay or profit;
- (b) persons who were available for work (except for minor illness) during the specified period and were seeking work for pay or profit, who were never previously employed or whose most recent status was other than that of employee (i.e., former employers, etc.), or who had been in retirement;
- (c) persons without a job and currently available for work who had made arrangements to start a new job at a date subsequent to the specified period;

2. The following categories of persons are not considered to be unemployed:

- (a) persons intending to establish their own business or farm, but who had not yet arranged to do so, who were not seeking work for pay or profit;
- (b) former unpaid family workers not at work and not seeking work for pay or profit.

Sub-Section VI - Land owned and land operated

Proposed Items

61. Total area including the homestead owned
62. Owned area given to others on any basis
63. Owned area self-operated (61 minus 62)
64. Area rented from others
 - 64.1 for an agreed amount of money and/or produce
 - 64.2 for a share of produce
 - 64.3 in exchange of services
65. Area operated on a squatter basis
66. Area under operational control (63 + 64 + 65)
67. Number of parcels

Time Reference

The information to be collected should refer to the agricultural year.

Definitions and explanations

Holding : (Please see definition 29)

Area owned : Area owned is the total area of the holding including homestead owned by the holder, for which he possesses title or ownership and consequently the right to determine the nature and extent of use. Area of the ownerlike possession may also be included in the area owned. This comprises the area of the land held under conditions that enable the household to operate it as if the household were the owner although the household does not possess the title of ownership. Some common types of ownerlike possession include:

- (i) Land operated under perpetual lease, hereditary tenure and under long-term leases, usually ranging from 30 to 99 years, for which the rent is sometimes nominal,
- (ii) Land peacefully and uninterruptedly operated by the holder without legal title of ownership or long-term lease for a long period of time, such as 30 years, without legal title of ownership or long-term lease for a long period of time, such as 30 years, without payment of rent.
- (iii) The system under which a person receives, rent free, a plot from tribal, "ejidal" or other communal land and retains it as long as it is kept under cultivation by his own labour and that of members of his household, but which he cannot sell or mortgage.

Area of the holding rented from others : This includes the total area of all parcels of the holding which are rented or leased by the holder from other persons, usually for a limited period of time. The rental arrangement may take different forms:

- (i) Land rented for an agreed amount of money and/or produce : Payment may be made in the form of specified amounts of money, produce or both. These amounts are fixed in advance as part of the rental arrangements. The administration, management and operation of the land, in general, are the responsibility of the holder (i.e. the lessee).
- (ii) Land rented for a share of produce : The holder delivers to the landlord an agreed share (fraction or percentage) of the produce or, in exceptional cases, the equivalent in money. The amount of the share varies according to local conditions and the type of agriculture involved (crops, livestock and livestock products, poultry, etc.). The technical responsibility for management of the holding may be shared to a limited degree with the landlord if the latter contributes tools, fertilizers or other aids. The economic risks of the operation, as far as income is concerned, are always shared by the holder and the landlord.
- (iii) Land rented in exchange for services : In this category the usufruct is granted to the holder instead of wages. Two examples are: (a) the agricultural labourer operating a piece of land received from the landlord, in return for which he must work, unpaid, for a certain number of days; and (b) the holder granted a piece of land in partial payment for services to the government, to a religious organization or to others.

Ownership holding : In agricultural census the holding concept relates to the operational aspects irrespective of ownership. While operational holding data are very important for agricultural planning, data on ownership holdings are also very relevant in the scheme of village or locality statistics. Where substantial area is rented in or rented out data on ownership and operation are entirely different. The tabulation of information collected under item 61. would give a broad picture of the land distribution according to ownership.

Area operated on a squatter basis : This item comprises the total area of the land operated for which the holder lacks title of ownership and for which use he does not pay rent even though he retains its total usufruct. Land occupied by squatters may be either private or public property occupied without the consent of the owner, even though this is sometimes tolerated especially in public domain.

Parcel : A parcel of the holding is any piece of land entirely surrounded by land, water, road, forest, etc. not forming part of this holding. It may consist of one or more cadastral units, plots or fields adjacent to each other. By definition any two parcels of the same holding are non-contiguous. The term parcel as it is used here should not be confused with the same term in cadastral work.

Sub-Section VII - Land utilization

Proposed Items

71. Arable land

- 71.1 Area under temporary crops
- 71.2 Area under temporary meadows or pastures
- 71.3 Area temporarily fallow
- 71.4 Area under all other arable land

- 72. Land under permanent crops
- 73. Land under permanent meadows and pastures
- 74. Area of wood and forest land
- 75. Area of all other land

(For time reference, definitions and explanations, please refer to sub-section V)

51)

Sub-Section VIII - Irrigation

Proposed Items

- 81. Area irrigated by tubewells or borewells
- 82. Area irrigated by other wells with pumps or irrigation water wheels
- 83. Area irrigated by other irrigational facilities

(For time reference, definitions and explanations, please refer to Sub-section

V-53)

Sub-Section IX - Crops

Proposed Items

- 91. Temporary crops
- 92. Permanent crops

(For time reference, details of crops to be covered, definitions and explanations, please refer to Sub-section V-54)

Sub-Section X - Fertilizers and pesticides

(For time reference, details of items to be covered and explanations, please refer to Sub-section V-55)

Sub-Section XI - Number of livestock and poultry

(For details of items to be covered, time reference, definitions and explanations, please refer to Sub-section V-56)

Sub-Section XII - Number of agricultural machinery and equipment and transport facilities

(For details of items to be covered, time reference, definitions and explanations please refer to sub-section V-57)

Sub-Section XIII - Expenditure on important consumer items

Proposed Items

- 131. Food
 - 131.1 Cereals and starches
 - 131.2 Pulses
 - 131.3 Meat, fish and eggs
 - 131.4 Oils and fats
 - 131.5 Dairy products
 - 131.6 Fruit and vegetables
 - 131.7 Drinks and stimulants

- 132. Fuel and light
- 133. Clothing
- 134. Medical
- 135. Religious and social activities including weddings

Time Reference

The expenditure incurred in the previous month prior to the day of enumeration may be collected in respect of all items except clothing, medical, religious and social activities for which the reference period should be previous year.

Explanation

The scope of this section could be expanded to cover items of food consumption and also income. It is, however, to be considered very carefully

- (i) whether it is necessary to have data on food consumption or income on a complete count basis. A well designed sample survey may be able to serve the purpose and
- (ii) whether it is advisable to over burden the village agencies right in the initial stages of the introduction of the system of village or locality statistics.

Any attempt to get information on income on a complete count basis right at the initial stages will not be conducive to the smooth introduction of the system. If data on food consumption and income on a complete count basis are considered essential, they could be added at a later stage when the system has got stabilized.

Therefore only important items of expenditure are proposed to be collected to get an idea of the pattern of expenditure and also levels of poverty.

Sub-Section XIV - Miscellaneous information

Proposed Items

- 140 Family planning

- 140.1 Knowledge about family planning
- 140.2 Use of family planning devices

- 141. Membership of cooperatives
- 142. Debt of the household if any.

Explanation

Knowledge about family planning and use of family planning devices by the adult married members of the household is to be ascertained. Similarly, information on the number of members of the household who are members of the cooperatives may be collected. The information on indebtedness and its extent (if possible) of the household may also be ascertained. The time reference to be followed for the purpose of indebtedness is one year prior to the date of enquiry.