

**2013 LABOUR FORCE SURVEY
INTERVIEWER'S FIELD MANUAL**

**REFERENCE WEEK:
September 29 – October 5, 2013**



**ECONOMICS AND STATISTICS OFFICE
GOVERNMENT OF THE CAYMAN ISLANDS**

Information on hand

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FOREWORD

This manual has been prepared for the benefit of persons involved with implementing the Cayman Islands Labour Force Survey (LFS). It is to be used primarily as a training and reference manual for survey interviewers. It is the MOST important aid provided for persons in their role as Interviewer. Interviewers should carry their manual with them when in the field and become familiar with its contents and layout so they can refer to it quickly.

The manual will provide an understanding of the LFS, its objectives, questionnaire content, the conditions under which the survey is to be conducted, and defines the role as an interviewer. Above all, it ensures that procedures across the Islands conform to the same set of standards. This manual can also be used as a reference for all other persons involved with the implementation of the LFS.

You are encouraged to read this manual thoroughly, RE-READ it regularly during your period of employment and take it with you whenever you are out on your work.

You will receive comprehensive training so that you can properly fulfill your duties and responsibilities. In addition, there will be on-going review of your work.

Even if you were an interviewer in a previous Labour Force Survey it is **essential** that you study this manual thoroughly, since new sections were added and some were revised. There are also some sections, which continue to cause "problems" and this manual may help to further clarify these issues.

You should bring any problems to the attention of the Field Supervisor and if you have doubts at any time during your employment about aspects of your work, CONTACT THE FIELD SUPERVISOR.

Census and Survey Supervisor
September 2013

TABLE OF CONTENTS

FOREWORD	ii
1 INTRODUCTION	1
BACKGROUND	1
COMPULSORY TRAINING	1
TRAINING PACKAGE	1
TRAINING GROUND RULES	1
THE STATISTICS LAW	2
CONFIDENTIALITY	2
MISSION STATEMENT	2
2 THE LABOUR FORCE SURVEY	3
BACKGROUND AND OBJECTIVES	3
STRUCTURE OF THE LABOUR FORCE SURVEY	4
KEY CONCEPTS AND DEFINITIONS	5
DESIGN OF THE LFS QUESTIONNAIRE	12
3 COMPLETING THE LFS QUESTIONNAIRE	13
COVER PAGE	13
LIST OF HOUSEHOLD MEMBERS	16
SECTION 1 DEMOGRAPHIC CHARACTERISTICS	18
SECTION 2 EDUCATION AND TRAINING	21
SECTION 3 ECONOMIC STATUS	24
SECTION 4 EMPLOYMENT	28
SECTION 5 NOT WORKING	33
SECTION 6 PREVIOUS EMPLOYMENT	35
SECTION 7 OVERSEAS EXPENSES AND REMITTANCES	36
SECTION 8 DWELLING CHARACTERISTICS	38
4 ROLE OF SURVEY STAFF	42
INTERVIEWER	42
5 INTERVIEWING SELECTED HOUSEHOLDS	45
INTERVIEWING PROCEDURE	45
INTERVIEWING TECHNIQUES	48
INTRODUCING YOURSELF AND THE SURVEY	50
FREQUENTLY ASKED QUESTIONS	51
GENERAL INSTRUCTIONS FOR RECORDING RESPONSES	54
6 POST INTERVIEW	57
CHECK THE COMPLETED QUESTIONNAIRE	57
SIGN THE COMPLETED QUESTIONNAIRE	59
COMPLETE THE INTERVIEWER'S CONTROL FORM	59
QUESTIONNAIRE STORAGE	59
RETURN OF MATERIALS	60
7 ADMINISTRATIVE INFORMATION	61
TIMETABLE FOR LFS DATA COLLECTION	61
CONTACT INFORMATION	61
FIELD WORK DOCUMENTS AND SUPPLIES	61
PERFORMANCE	62
PAYMENT	62

8 THE IMPACT OF ERRORS ON THE FINAL RESULTS 63

APPENDIX A: SCHOOL CROSS REFERENCE CHART 65

APPENDIX B: EXAMPLES OF OCCUPATIONS 66

APPENDIX C : EXAMPLES OF BUSINESSES 67

APPENDIX D: INCOME CROSS REFERENCE CHART 70

APPENDIX E: LISTING 71

APPENDIX F: CALL BACK CARD 72

APPENDIX G: LETTER TO HOUSEHOLDER 73

APPENDIX H: INTERVIEWER’S CONTROL FORM..... 74

1 INTRODUCTION

BACKGROUND

The Economics and Statistics Office is responsible for collecting information on Cayman Island's population and economy, which has provided necessary indicators for development policy and planning. One of the key tools used for collecting such information is the Labour Force Survey (LFS). This year, the ESO will once again embark on collecting information at the household level to determine the status of the labour force.

COMPULSORY TRAINING

The ESO recruits and trains temporary Interviewers to assist the staff in conducting the survey. It is compulsory that all persons involved in the collection and supervision of fieldwork attend the training sessions. The training enables such persons to have a thorough knowledge of the main concepts and be familiar with the LFS questionnaire and the Training Manual. The training generally lasts for two or more days and is conducted at the Economics and Statistics Office. Attendance and punctuality at all sessions are important and would be key factors in determining your suitability for the post.

TRAINING PACKAGE

A training package has been prepared for each person attending this training. A list of the supplies has also been included in each package. Check now to ensure that you have been provided with all the materials that are listed on your list of supplies. You will be guided as to which documents and supplies you will need for the various sessions in this training.

TRAINING GROUND RULES

It is important that certain ground rules are established before the training session gets underway. These ground rules should be agreed upon by everyone involved in the training, and could include basic rules with respect to:

- use of cell phones
- dress code
- one person speaks at a time
- constructive criticism

THE STATISTICS LAW (2011 Revision)

This Law is the legal means by which employees of the Economics and Statistics Office (ESO) are empowered to collect information (Section 7). It lays out the penalties for breach of confidentiality and for not providing information as covered in Sections 18 and 19 respectively. You should make sure that you have read through the Statistics Law so that you are familiar with its power and the penalties for breach of confidentiality.

Copies of the Statistics Law and the Oath will be provided to each interviewer. It is recommended that you keep them in your possession at all times when conducting interviews.

Respondents are legally obliged to provide information asked for in the LFS; however ESO prefers that people answer the questions because of moral suasion.

CONFIDENTIALITY

The success of the survey depends on full public cooperation. A poor response will NOT provide the information needed. One way to encourage cooperation is to maintain the confidentiality of the Survey, which is guaranteed under Section 8 (1A) of the Statistics Law (2011 Revision). We must reassure the public that this is being done.

You have signed an Oath or Affirmation, which guarantees to the public that the information they give you will not be revealed to anyone outside ESO. There are penalties for disclosing information, even if it is done simply through carelessness, so be on your guard throughout.

MISSION STATEMENT

Our mission is to assist the people of the Cayman Islands and those outside the country in making informed socio-economic analysis or decisions through the provision of statistical products and economic reports derived from various data compilation activities.

We aim to provide these services within the parameters set by the Statistics Laws of the Cayman Islands, in accordance with accepted statistical methodologies and in a timely and user-friendly manner. We also strive to ensure the integrity of our data dissemination by increasingly moving towards international standards.

2 THE LABOUR FORCE SURVEY

BACKGROUND AND OBJECTIVES

The Cayman Islands Government Statistics Office initiated a Continuous Household Survey Programme (CHSP) to collect socio-economic information to be used for programme planning and policy making. The first survey in this programme was the 1990-91 Household Income and Expenditure Survey, followed by the Labour Force Survey (LFS).

The first LFS in the Cayman Islands was conducted in October 1991. From 1992 to 2007 the survey was conducted twice per year in March/April and October. These months represent the low and high peaks of employment. Since 2008, the LFS has been conducted once per year, in October, due to budget constraints. When there have been major surveys or censuses that include questions on the labour force, no LFS were conducted. This was the case when the 1999 Census, the Household Budgetary Survey in 2007 and the 2010 Census were conducted.

The LFS aims to collect information mainly on the supply side of the labour market, i.e, information on those working or wanting to work.

The LFS collects social and economic information for use in the following areas:

1. MACRO-ECONOMIC MONITORING

The change in the numbers employed is a good indicator of changes in economic activity. We need to track these changes, specifically with the type of jobs and the industry in which people work.

2. HUMAN RESOURCE DEVELOPMENT POLICIES

The economy is changing all the time. In order to meet the needs of the changing economy, people need to be trained. We need to identify these areas of training.

3. EMPLOYMENT POLICIES

For an economy to work at its maximum potential, all those wanting to have work should have jobs. Some people may wish to have full-time jobs and can only find part-time work. We need to know how many persons are in this position, so that Government policies can be designed to encourage full-employment.

4. INCOME SUPPORT AND SOCIAL PROGRAMMES

For the majority of people, employment income is their main means of support. People not only need jobs but also productive jobs in order to receive reasonable incomes. We need to know what levels of income are being earned by different groups of persons.

STRUCTURE OF THE LABOUR FORCE SURVEY

The Labour Force Survey is structured to collect data at the household level. The basic tool for collecting the data is a questionnaire which includes specific questions that would determine the economic status of the population. Trained interviewers conduct face-to-face interviews with members of the household.

The LFS is a random sample survey, which uses a systematic random sampling procedure to ensure geographic representation proportional to a predetermined ratio. This means that not every household is included in the sample and those selected are done so purely by chance. However, since all households have a chance of selection, the more often the survey is conducted, the higher the chance of repeat selection. It must be stressed that the 'sample selection' is generated by computer and is completely random.

The basic sequences of events for the survey are as follows:

- ❖ Questionnaire and Manual reviewed and revised
- ❖ Tabulation Plan developed
- ❖ Sample size estimated
- ❖ Questionnaires printed
- ❖ Interviewer recruitment
- ❖ Sample drawn and prepared
- ❖ Interviewer training conducted and Interviewers selected
- ❖ Assignments prepared
- ❖ Survey of households conducted
- ❖ Questionnaires returned, edited, coded and data entered
- ❖ Data processed and analysed, arranged into statistical tables and published
- ❖ Survey reviewed

KEY CONCEPTS AND DEFINITIONS

Caymanian/Caymanian status

Any person who is so recognised by law, usually due to birth to a Caymanian parent or having been granted status is considered to be a Caymanian.

Non-Caymanian

Any person who is not defined as "Caymanian" or having "Caymanian Status" is considered to be a Non-Caymanian.

Household

You must identify each separate "**HOUSEHOLD.**" This is essential, as the household is the basic unit for which we wish to collect data.

A household comprises **EITHER**:

- one person living alone; or
- a group of persons (not necessarily related) living at the same address **AND** with common housekeeping, i.e. sharing at least one meal a day **AND** sharing living arrangements. This concept is used for persons sharing an apartment or house or a one-room together.

In most cases, the dwelling unit will also be the household. There are instances however, where this does not apply. In the Cayman Islands, **rooms in dwelling units are sometimes rented individually by the 'owner.'** While these persons may share a common living area, **EACH ROOM SHOULD BE TREATED AS A SEPARATE HOUSEHOLD.**

DO NOT confuse the terms "family" and "household." It is possible for one family to be living on the same parcel of land and consist of three households while it is conversely possible for members of three families to form one household on the same parcel. You are to interview the **HOUSEHOLD.**

Typically a household will have its own private entrance from outside or a common passageway distinctly NOT part of any living area. However, if persons are living in different buildings on the same parcel AND have common housekeeping (i.e. share at least one meal a day) they would be considered one household.

WHOM TO INCLUDE OR EXCLUDE

The basic rule is to include everyone in the household (defined above) who has been living in the Cayman Islands for at least 6 months prior to the Reference Week, or INTENDS to live here for 6 months or more. All persons who satisfy this criterion MUST be included regardless of Caymanian Status or age.

INCLUDE PERSONS WHO DURING THE REFERENCE WEEK, AS PART OF THE HOUSEHOLD, WERE:

- ❖ family members working on another island, in another country or at sea if the present address is considered their "home" (for less than 6 months)
- ❖ family members studying abroad who have the intention of returning to their home in the Cayman Islands.
- ❖ away on vacation (for less than 6 months)
- ❖ away on business (for less than 6 months)
- ❖ persons in an institution (e.g. hospital, prison) (for less than 6 months)
- ❖ domestics, boarders or lodgers living in the Cayman Islands (for at least 6 months)
- ❖ "visitors" from elsewhere in the Cayman Islands (for at least 6 months) (e.g. relatives), who currently consider the address their "home"

EXCLUDE PERSONS DURING THE REFERENCE WEEK, EVEN IF PRESENT, WHO WERE:

- ❖ family members working and living away from the address and consider elsewhere their "home"
- ❖ separated spouses visiting only occasionally who have a "home" elsewhere
- ❖ students at school overseas, if they do not intend to return to live in the Cayman Islands.
- ❖ persons in an institution (e.g. hospital, prison) for the past 6 months or likely to remain in an institution for at least 6 months
- ❖ daily helpers and domestics **NOT** living in (these individuals are a separate household unless they live in an "annex" to the main dwelling **AND** share at least one meal a day)
- ❖ visitors (**not** intending to live at least 6 months in the Cayman Islands)

Be very sure to include **EVERYONE** who usually lives in the household, **especially the young and the old and those temporarily absent (less than 6 months)**. Even though the survey is mainly about the labour force we need an accurate count of the whole population.

Head of household

The only criterion that is used to define a head is that the person should be a responsible adult, 18 years or older, who could provide information on other members of the household. There are few exceptions where a 16 or 17 year old could be the head of the household.

A member of the household is designated as the head primarily to establish the relationship of household members. Every household must have a member designated as head for the purpose of this survey. In a single family household, the father or mother is usually designated the head. It does not matter which one is designated the head. In a one-person household, that person is the head. In a household where members are unrelated, the head is that person whom the other members designate as the head of household for the purpose of this survey.

The person running a guesthouse or similar establishment where a payment is made for boarding and lodging is considered the head of household.

Key Informant

This person could be either the Head or a responsible adult that can provide information on all the members of the household, and information on the housing characteristics.

Reference/Survey Week

The given calendar week of the year to which the survey (most questions) relates. The reference period 'last week' refers to the calendar week i.e. Sunday through Saturday that immediately precedes the week in which the interview is conducted.

Working-Age Population (WAP)

The WAP is comprised of all persons 15 years or older.

Economically Active Population:

This group is comprised of all persons 15 years or older contributing or available to contribute to the production of goods and services according to the United Nations System of National Accounts. Two useful measures of the economically active population are the "usually active population" and the "currently active population." An equivalent term for the latter is "labour force". The former is in reference to activity that occurred in the 12 months prior to the survey reference week, while the latter is in reference to activity that occurred **during the reference week**.

Labour Force

The labour force is comprised of all persons aged 15 years or older who were engaged in any form of economic activity, for at least one hour, during the reference week, or who were seeking and available to be engaged in producing economic goods and services. Also included would be all those persons who were temporarily absent from

work during the reference week. Hence, the labour force is made up of all those persons who either had jobs (the Employed), or those who did not have jobs but were seeking and available to work (the Unemployed).

Employed/Work/Job

Paid Employment: Persons 15 years or older who, during the reference period performed some work for wage or salary, payment in kind as well as persons with a formal attachment to their job but temporarily not at work.

Self-Employment: Persons 15 years or older who, during the reference period performed some work for profit or family gain, in cash or in kind in one's own business/enterprise, and persons with own business/enterprise but temporarily not at work.

Under-employed

Persons who work less than a total of 30 hours in the reference week and were willing and available for additional hours of work are considered to be under-employed.

Unemployed

Persons who, during the reference period were (a) without work; (b) currently available for work and (c) actively looked for a job, or had definite arrangements to start a job within 4 weeks.

Not In the Labour Force

Persons who, during the reference period were not economically active i.e. they were not working, not available for work, and not seeking work. For example, landlords, students, housewives, women who collect bonus and are not involved in actual managerial posts, pensioners, etc.

Category of Worker

This distinguishes whether a person works for himself, i.e. self-employed, or works for someone and receives payment in cash or kind. Additional information on whether the self-employed has paid help or not, is also captured under category of worker.

Occupation

The kind of work done during the reference period by the person employed, or the kind of work done previously if unemployed or not in the labour force, or the kind of work desired in the future by jobseekers, REGARDLESS of the industry or status in employment of the person. For example, accounts clerk, legal secretary, domestic worker, fisherman, human resource manager, etc.

Each occupational type is systematically classified and coded using the International Standard Classification of Occupations (ISCO 2008), which allows for international comparison. Occupations may be placed in one of 10 major groupings; however, each is given a specific code depending on the description of the tasks and duties of the job and the skill needed to perform those duties. ISCO is used to classify the information on previous and present occupation, as determined from the Labour Force Survey.

The level of education is useful in helping to determine the level of skill that an individual needs to perform a particular job. Errors in the classification of occupations could occur when an interviewer does not give adequate or complete descriptions of tasks and duties performed by a respondent. Occupations may also be coded incorrectly when a low-skilled job is given a high-skilled code or vice versa.

Industry

The branch of economic activity carried out at the person's place of work during the reference week. This is defined in terms of the kind of goods produced or services supplied by the unit in which the person works and NOT necessarily the specific duties or functions of the person's job. For example, manufacture of wearing apparels, sugar cane growing, poultry rearing, etc.

Similar to occupational classification, industries are systematically classified into different categories based on similar economic activities carried out by a set of units. This is done using the International Standard Industrial Classification of All Economic Activities (ISIC Revision 4). Establishments are classified in industries based on a detailed description of the main economic activities that occur there.

Errors in the classification of industries could occur when an interviewer does not give adequate or complete descriptions of economic activities. For example, inaccuracies may arise when an interviewer lists the economic activity of an establishment by the occupation of the person employed there rather than the activity that is carried on at the business.

Multiple Jobs

A person with more than one job during the reference week, including contract work, is considered to have multiple jobs.

Main Job

A person with more than one job in the reference week should decide themselves which one is their main job. Only if they are unable to do so should the LFS criterion be applied, i.e. the job which has the most hours worked.

Full-time

A person who works a total of 30 or more hours during the reference week is considered to have full-time-work. This category also includes a person who usually works more than 30 hours but who was absent from work as a result of illness, vacation, etc.

Figure 1.1: Main Labour Force Indicators, 2012

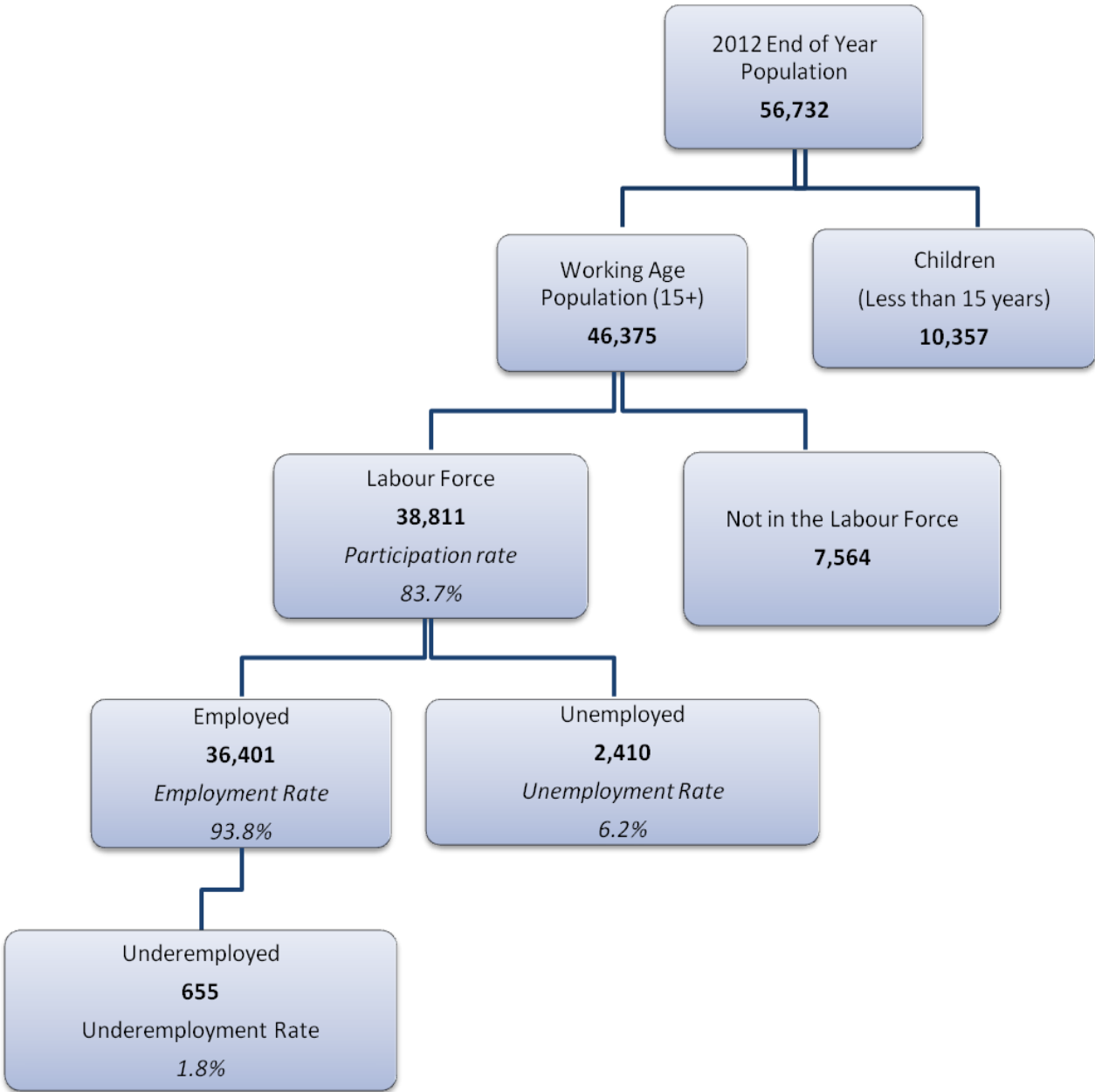


Table 1: Main Labour Force Indicators by Sex, 2012

Indicators	Total	Male	Female
Population	56,732	27,753	28,979
0-14 years	10,357	5,301	5,055
Working Age Population (15+ years)	46,375	22,451	23,924
Labour Force	38,811	19,441	19,370
Employed	36,401	18,059	18,342
<i>of which:</i> Underemployed	668	426	242
Unemployed	2,410	1,382	1,028
Not in the Labour Force	7,564	3,010	4,554
Labour Force Participation Rate	83.7	86.6	81.0
Unemployment Rate	6.2	7.1	5.3

Table 2: Main Labour Force Indicators by Status, 2012

Indicators	Total	Caymanian	Non-Caymanian
Population	56,732	32,201	24,531
0-14 years	10,357	7,654	2,703
Working Age Population (15+ years)	46,375	24,547	21,828
Labour Force	38,811	18,418	20,393
Employed	36,401	16,493	19,908
<i>Of which:</i> Underemployed	668	370	298
Unemployed	2,410	1,925	485
Not in the Labour Force	7,564	6,129	1,435
Labour Force Participation Rate	83.7	75.0	93.4
Unemployment Rate	6.2	10.5	2.4

DESIGN OF THE LFS QUESTIONNAIRE

The LFS questionnaire and this manual are necessary for the remainder of this training. (Refer to a copy of the questionnaire in your training package).

The LFS questionnaire is designed to gather information on the economic activities of persons in the working age population. It also gathers basic demographic information on persons under 15 years of age, and includes questions on overseas expenses, remittances, and dwelling characteristics.

The Labour Force Survey questionnaire is comprised of the following sections:

- Cover page
- Record of Visits
- List of Household Members
- Section 1: Demographic Characteristics
- Section 2: Education and Training
- Section 3: Economic Status
- Section 4: Employment
- Section 5: Not Working
- Section 6: Previous Employment
- Section 7: Expenses and Remittances
- Section 8: Dwelling Characteristics
- Comments
- Inset Maps

The questionnaire booklet allows for information for up to six persons in a household. When a household has more than six persons a second questionnaire booklet is used. Further information on completing an additional questionnaire booklet for a household is presented at page 17.

Sections 1 and 7 must be completed for **ALL** resident members of the household (**including children**). Sections 2 and 3 must be completed for **ALL** persons **15 YEARS OF AGE OR OVER**. Sections 4, 5 OR 6 must be completed for those 15 years of age and older, depending on their economic status, which will be determined in Section 3. Only the head of the household or a responsible adult is required to respond to Section 8. Consequently, no respondent will be asked all questions in the questionnaire.

In addition to questions, the questionnaire also has skip instructions, and notes for the interviewer. The skip instructions are written in a box, while the interviewer's notes are written in bold italic. These instructions are guides for you when administering the questionnaire and should not be read to the respondent.

3 COMPLETING THE LFS QUESTIONNAIRE

This chapter will assist you in the proper completion of the LFS questionnaire. The questions are presented and comments are added for further clarification.

COVER PAGE

The information on the cover page will help to identify the household and the number of household members, the Enumerator who conducted the interview and supervisor. It will also indicate the result of the interview. Some of the information on the cover page should be filled in before you go into the field while, others should be filled in after the interview is completed and you have checked your work.

SAMPLE NUMBER

This number will be given to you. The four-digit Sample Number is a unique identifier assigned by the ESO for each household. **Get this number from the address label** on the questionnaire. It is the first set of numbers to the far left on the first line of the address label. You can also find this number on your List of Households. **Before the interview begins**, transcribe the number to the respective boxes on the questionnaire.

E.g.: Address label

Sample Number	
9122	- 01-1010 -11D - 001
VILLAS OF THE GALLEON	
BLOCK K, APT #93	
#1089 WESTBAY RD	

DISTRICT AND EA NUMBERS

These numbers will be given to you. The District and EA numbers are assigned by the ESO specifically for census and survey purposes. **Get these numbers from the address label.** The District Number (2 digits) is the second set of numbers from the left and the EA Number (4 digits) are the third set from the left on the first line of the address label. You can also find these numbers on your List of Households. **Before the interview begins**, transcribe these numbers to the respective boxes on the questionnaire.

E.g. Address label

<i>District Number</i>	<i>EA Number</i>		<i>Block</i>	<i>Parcel</i>
9122 - <u>01-1010</u> -11D - 001			9122 - 01-1010 - <u>11D</u> - <u>001</u>	
VILLAS OF THE GALLEON			VILLAS OF THE GALLEON	
BLOCK K, APT #93			BLOCK K, APT #93	
#1089 WESTBAY RD			#1089 WESTBAY RD	

BLOCK AND PARCEL

These numbers will be given to you. The Block and Parcel numbers are assigned by the Lands and Survey Department for their administrative purpose. **Get these numbers from the Address Label.** The block (2 digits and a letter, **See example above**) is the second set from the right and the Parcel (3 digits) is at the far right on the first line of the address label. You can also find these numbers on your List of Households. **Before the interview begins**, transcribe these numbers from right to left in the respective boxes on the questionnaire.

ADDRESS OF HOUSEHOLD

This will be given to you. An address label for each household on your list is pasted on to the questionnaire.

TELEPHONE NUMBER

A **day-time** telephone number, if available, for the person who is listed as the head or is the key informant should go here. This information would be used if there is need for clarification after the questionnaire has been completed. Make every attempt to get a contact number while reassuring the respondent that confidentiality pertains to ALL aspects of the survey. Often a telephone call is sufficient to get queries "straightened out."

NUMBER OF PERSONS IN THIS HOUSEHOLD

The total number of persons listed in Q1.0 for the household should be written in the box after the interview. Check to make sure that the total is equal to the number of males and females. If there are no persons (e.g. No contact, Vacant, etc.) then write "00" in the boxes for total. In the case of a Refusal or Verified No contact try to obtain the number of resident household members and the sex of these members.

THIS INFORMATION IS REQUIRED ONLY FOR QUESTIONNAIRE BOOKLET NUMBER 1.

BOOK NUMBER

When a household has six or fewer persons, the information for all persons in the household is captured in one questionnaire booklet. In such cases the book number is 1 of 1. If a household has seven or more persons, an additional questionnaire must be used to capture information on all members of the households. In such a case the first

book would be 1 of 2 and the second will be book 2 of 2 etc.

ADDITIONAL HOUSEHOLDS

If you encounter additional households at the dwelling unit on your list, record this information in the comments section at the back of the questionnaire, giving exact location of each household in the dwelling unit. E.g. Rm #1 first door on R thru passage OR Rm#3, door opp. kitchen. NB. You will interview the **first** household at the dwelling unit with whom you have made contact.

ENUMERATOR'S SIGNATURE AND NUMBER

When the interview is complete, or you have made every effort to conduct an interview, and you have re-checked the questionnaire for consistency, possible missing information, clarity, etc., you must sign on the line. This is your verification that the questionnaire has been completed as instructed and to the best of your ability. Each Interviewer will be assigned a unique number, which is to be written in the boxes provided.

FIELD SUPERVISOR'S SIGNATURE AND NUMBER

The Field Supervisor should review all questionnaires submitted by Interviewers in his/her Team, and sign each of them after it is satisfactorily completed. Each Field Supervisor will be assigned a unique number, which is to be written in the boxes provided.

EDITOR/CODER SIGNATURE AND NUMBER

The Editor/Coder should sign each questionnaire after it has been edited and coded. Each Editor/Coder will be assigned a unique number, which is to be written in the boxes provided.

RESULT OF INTERVIEW

This information is used to summarise the results of the interview after completion and **ONLY ONE** choice is to be marked.

1. **FULLY COMPLETED:** ONLY if the entire questionnaire is completed, as required, for the household.
2. **PARTIALLY COMPLETED:** Some of the information is missing for one or more members of the household.
3. **REFUSAL:** TOTAL refusal by the household to participate in the Survey or refusal to answer the majority of the questionnaire particularly Sections 3-6.
4. **UNABLE TO FIND ADDRESS:** You determine that the dwelling unit was merged with an adjacent one to become one unit. E.g., you visit apartment # 5 and found out that it is now merged with apartment #4 as one unit. Your questionnaire for apartment #5 should be marked as choice 4, Unable to find address. This choice should also be marked if you are unable to locate the assigned address.
5. **VACANT:** You determine upon verification that no one lived at the address on

Saturday of the Reference week (Oct 5, 2013)

6. UNDER CONSTRUCTION/ DERELICT: You determine that the dwelling was under construction/renovations or derelict. Evidence of a dwelling unit under construction includes construction material and/or equipment on site, foundation or walls erected.
7. DEMOLISHED: The dwelling has been torn down.
8. TEMPORARY SECOND HOME: You establish that the entire household present during Reference week was second home residents.
9. TEMPORARY SHORT-TERM RENTAL: You establish that the entire household present during Reference week was short term visitors and the dwelling is usually a short term rental.
10. VERIFIED NO CONTACT: You verified with neighbor(s) or strata / office / property manager that the dwelling is presently occupied but the occupant(s) is/are not at home OR you have knowledge that the household was away on vacation.
11. NO CONTACT: You are unable to establish contact with the household but there are signs of occupancy. E.g. garbage outside, shoes in patio, lights or fan on or off etc.
12. OUT OF SCOPE: If a household dwelling has been turned into a store or an office or some other use other than as a dwelling. Shade this code if current household at dwelling are residents for less than 6 months of the year. **Please be sure to comment on status of dwelling.**

Be sure you understand the difference between VACANT (5) and NO CONTACT (11).

RECORD OF VISITS

Each time you visit an assigned household a line must be completed with appropriate information. If no one is at home, record the time of your visit and a comment. If the interview is completed, in part or in whole, you must record the time you arrived AND left. This information serves as a guide for you to time your next visit so that it is different from previous visits and assist if someone else is given the assignment for follow-up.

LIST OF HOUSEHOLD MEMBERS

1.0 NAME OF HOUSEHOLD MEMBERS

Q. Please give the names of all those who are members of this household.

C. Note that persons listed as household members should:

INCLUDE:

- All person staying or intending to stay in the Cayman Islands for at least six (6) months
- Newborn babies. If baby has not been named write BABY of Person number...
- Elderly persons
- Residents students abroad.

NOT INCLUDE:

- Visitors who reside elsewhere in the Cayman Islands or abroad.

You should probe for anyone who might be away but usually lives in this household.

The head of the household should be the first person listed.

It is preferred that the first person listed is a responsible adult, 18 years or older, who could provide information on other members of the household and who will be designated as the head of household. There are a few cases where the head of household might be younger than 18 years. In such cases, list the person as the head of household, make a note of this in the Comment Section and inform your supervisor of the exception. Write the names of **ALL** household members, starting with the name of the person considered to be the head of the household. Only the first name is required. The name is recorded to distinguish persons entered on the questionnaire and enable you, as the interviewer, to refer to the correct person if information is missing. If more than one person in the household has the same name they should be distinguished further (e.g. Jr., Sr., etc.).

If the respondent does not want to give the names of household members, reassure him/her that names ARE NOT put on computer records and are NEVER used in any published result. The respondent may use letters or nicknames to distinguish household members. If necessary, you may proceed without any names.

Always probe to find out if children, elderly or anyone who might be **temporarily away but who usually lives in this household** were included in the list of household members.

The Listing of Household Members allows for the names of 18 persons. However, the questionnaire allows for information on only six (6) persons. If there are more than six (6) persons in the household simply continue on a blank questionnaire. Fill in the Sample number, District, EA, Block, Parcel and Book No. on the cover page of the additional questionnaires. It is not necessary to complete anything else on the cover page.

For the seventh person (i.e. first person on second questionnaire) in the Person # column, draw a line through the '1' and write in '7'. This is to indicate that the information is for person number 7.

SECTION 1 DEMOGRAPHIC CHARACTERISTICS

Section 1 should be completed for **all** members of the household. It includes nine (9) basic questions on citizenship, age, sex, country of birth, which are useful for a more detailed profile of the population.

1.1 **RESIDENCY IN CAYMAN ISLANDS**

- Q. Has.... been in the Cayman Islands for at least six (6) months or intends to stay for at least six (6) months?
- C. This question is included at the very beginning to ensure that the appropriate persons are counted in the LFS. The six months should be consecutive. Therefore, anyone who has not been here or not intended to be here for six consecutive months must not be counted. This does not affect residents who are abroad on vacation, medical, study or special leave for extended periods.

Note the skip instruction: **If response is 2 or 99 END INTERVIEW**

If the response is 'No' for person '**number one**' then someone else should be identified as the head of the household and placed as person 'number one.'

1.2 **RELATIONSHIP TO THE HEAD OF HOUSEHOLD**

- Q. What is’s relationship to the Head of the household?
- C. For the first person listed the answer will ALWAYS be choice 1, Head. The Head is simply a reference person (as noted above) selected for the purpose of coding relationship. There is no need to ask person 1 this question, just mark choice 1, Head.

For all other persons, indicate their relation ONLY to the Head person. Persons living together in a common-law situation, even though not legally married, should be marked at choice 2. Children, adopted children and step-children of the head should be marked at choice 3. "Other relative" would include any other relative who does not fit choices 2 to 8. Foster children should be indicated at "non-relative." Note that a "live-in domestic", should be indicated by marking choice 10, NOT choice 11.

When additional questionnaires are used for a household, make sure that at Q1.2, you mark his/her relation to the head on the first questionnaire.

There are cases when the Key Informant would indicate the relationship of each person when listing the household members, e.g. 'I live here with my husband and two children'. In such cases, you could fill in this information without asking Q1.2.

1.3 SEX

- Q. What is's sex?
- C. Mark the appropriate choice. Be sure to ask the sex of ALL persons who are not visible to you while completing the questionnaire since there are many names that can refer to either sex.

1.4 MONTH AND YEAR OF BIRTH

- Q. What is's date of birth? Please give the month and year.
- C. The month and year of birth should be recorded here. If not known write 99/9999.

1.5 AGE

- Q. What was ...'s age as at the week ending Oct. 5, 2013?
- C. The age recorded here should be as at the end of the reference week i.e. October 5, 2013. NOTE: Age must be recorded for all persons. If not known estimate. **If less than one year write 00 and use 97 for age over 96.** The reason for two questions on age is that AGE is a crucial variable in population estimates and labour market analysis and therefore it must be of very good quality.

1.6 CAYMANIAN STATUS

- Q. Which one of the following best describes....'s status in the Cayman Islands?
- C. Again, mark the appropriate choice. It does not matter how a person acquired "Caymanian Status" they should be marked as Caymanian.

If a person has lost status under the age of eighteen (18) years because of some provision of the Law they should be marked as Caymanian under the following conditions:

- i. if on 31 August 1992, they were a legitimate child, step-child or adopted child of a person who possesses Caymanian status;
- ii. at the time of birth, whether born in or outside the Islands after 31 August 1992
 - a. at least one parent possessed Caymanian status; AND
 - b. one parent was domiciled in the Islands

With regards to an illegitimate child the provisions of subsection ii above shall

have effect subject to the following modifications:

- iii. subject to subsection iv and v below, the mother ALONE must have possessed Caymanian status and have been domicile in the Islands. The father's status or location shall NOT be taken into account;
- iv. where the child is subsequently legitimated and has not already acquired Caymanian status, then the date of the subsequent legitimization shall, for the purpose of the foregoing provisions, be treated as if it were the date of birth of the child, and the status and domicile of the father of the child may then be taken into account;
- v. if the Immigration Board makes a declaration for the purposes of the application of status that a person claiming to be the father of the child has proved so to their satisfaction to be and undertakes responsibility for the maintenance of the child, then the status and domicile of that person may be taken into account.

Any reference in the above provisions to the status or domicile of the father of a person at the time of that person's birth shall in relation to a person born after the death of his father, be construed as a reference to the status or domicile of the father at the time of the father's death.

Once again please remember that "naturalization" (i.e. possession of a Cayman Islands passport) and/or "residency" does not mean Caymanian Status.

Note that dependants, e.g. spouses and children of permit/contract holders should be marked at choice 3.

Persons working Under the Operations of the Law should be marked at choice 3, i.e. they are awaiting results of their application to the Immigration Department.

Persons who are permanent residents WITHOUT rights to work and who are working on a government contract should be marked at choice 4.

1.7 COUNTRY BORN

- Q. In what country was born?
- C. This is to get information on the country where the physical birth took place.

Note the skip instructions:

If response is 1, GO TO 1.9.

NB. Ireland refers to Republic of Ireland while Northern Ireland is

considered as part of the UK

1.8 ARRIVAL IN THE CAYMAN ISLANDS

- Q. In what year did.... LAST come TO LIVE in the Cayman Islands?
- C. This is to get information when **non-Caymanian born** arrived in the Cayman Islands **to live**. NOTE: If a person has come here several times, for example 1980 – 1985, 1990-1992 and 1999-; it is the LAST arrival (1999) that should be recorded. Please note we are not asking about the last time someone returned to Cayman Islands after a vacation, studies, medical trip etc. but when a person **came to stay and/or to live here for at least 6 months**.

Check that the year of arrival is after the person was born. E.g. someone who is 18 years should not have 1990 as year of arrival since this year was before he was born in 1995.

NB. If response is DK/NS, WRITE 9999

1.9 USUAL PLACE OF RESIDENCE OF MOTHER AT TIME OF BIRTH

- Q. At the time ... was born, what was the country of usual residence of's mother?
- C. Country of usual residence is the country where the mother was staying or intended to stay at least 6 months when she gave birth. Hence, if a mother living in the Cayman Islands travels to Jamaica or USA to deliver the baby and then returns to the Islands, the usual place of residence is recorded as Cayman Islands.

United Nations recommends that THE COUNTRY OF BIRTH means the usual place of residence of the mother, which is more useful for demographic analysis. However, in the Cayman Islands Non-Caymanian women who usually live here would go to their home country or another country to give birth since their child would not be considered Caymanian if born here. Therefore, a question on country of birth is included as well.

Note the skip instructions:

If LESS THAN 15 years old, GO TO 7.1

SECTION 2 EDUCATION AND TRAINING

Section 2 is completed for persons age 15 or older. It includes two (2) questions that gather information on the level of schooling and examination passed and four (4)

questions on training.

2.1 HIGHEST GRADE COMPLETED

Q. What is the highest GRADE thatCOMPLETED?

C. At this question you will indicate the highest education level the individual has **COMPLETED**. For those attending school, the level completed will not be the grade they are presently enrolled in, but the previous grade.

E.g. If a person is presently enrolled in high school year 10, the highest grade completed will be Middle year 9, which is choice 12 on the questionnaire.

It is very difficult to measure educational attainment in the Cayman Islands as there are so many people from different countries. Cayman Islands uses, year, while other countries, use grade, class, standard etc. A chart relating approximate age to the year/grade/form a person should have completed in various countries is presented in **APPENDIX A. When in doubt, use the age to determine the equivalent grade completed.**

Vocational (choice16) means completed education/training after high school for certain professions, for example, plumbing, electrical, roofing, refrigeration, carpentry, cabinet making, hair dressing, cosmetology, tailoring etc.

Community College (choice 17) means an institution which offers educational instructions beyond high school level where one can sit 'A' Level GCE or be conferred with an associate degree.

Completed studies at University – St Matthews, ICCI, UCCI, UWI, other Universities and Colleges in the US are marked choice 18.

For those persons who have **not** gone to high school but have done extra studies, at evening school or on their own, to sit CXC or higher level examinations, their highest grade should be OTHER, choice 19.

2.2 HIGHEST EXAMINATION PASSED

Q. What is the HIGHEST EXAMINATION that ever passed?

C. The response to this question should be crossed checked with the response to Q2.1, e.g. it is unlikely that a person who has completed Primary Year 5 would have attained a Bachelor's Degree.

GCE= General Certificate of Education

GCSE= General Certificate of Secondary Education

CXC= Caribbean Examination Council

CE= Certificate of Education

CSE= Certificate of Secondary Education
IB diploma = International Bachelorette

Vocational/Trade Certificates or Diploma both of less than a year and of more than one year are marked as choice 12.

Postgraduate certificate/diploma (choice 16) can be obtained after one year of postgraduate study.

Postgraduate/Masters Degree (choice 17) is used for all postgraduate degrees except Earned Doctorates (choice 18).

Earned Doctorate (Ph.D.) is an advanced research university degree. For a successful completion it requires the submission of a thesis or dissertation of publishable quality that is the product of original research and represents a significant contribution to knowledge.

2.3 RECEIVED TRAINING

- Q. Did ever receive training for any occupation?
- C. If a person has received any type of training for any job you should mark “Yes”. The meaning of “training” should be left to the interpretation of the respondent. If someone feels that their high school training has prepared him or her for an occupation then “Yes” should be marked. Note the skip instruction:

If response is 2 or 99, GO TO 3.1

Only persons who received training are asked Q2.4 to Q2.6.

2.4 OCCUPATION TRAINED FOR

- Q. For which occupation was LAST trained?
- C. Note that some persons might have received more than one set of training, and for different occupations. This question focuses on the LAST training received. Since, occupation given will be coded, it is important that the occupation is specific, e.g. bus driver, primary school teacher, and Accounts Clerk. Add description that would contribute to adequate coding of the occupation. See **APPENDIX B** for examples of occupations.

2.5 WHERE TRAINING RECEIVED

- Q. Where did receive this training?
- C. Note that this question is asked relative to the Cayman Islands. For example, If a respondent says that she received training in a local institution while living in Jamaica, then choose “option 2-Foreign Institution” for the answer, as that

Institution in Jamaica will be foreign relative to the Cayman Islands. However, option 4 “On the job” should be selected regardless of the country in which training took place.

2.6 WHEN TRAINING COMPLETED

- Q. When did COMPLETE this training?
- C. The emphasis is on completing the training. There is an option if the training were not completed.

SECTION 3 ECONOMIC STATUS

Only persons 15 years or older should respond to the questions in this section. The five (5) questions in this section would provide useful information to determine the economic status of persons in the working age population.

3.1 ECONOMIC ACTIVITY DURING THE PAST 12 MONTHS

- Q. During the past 12 months, how many weeks were ...
- a) working, or with job although not at work (**employed**)?
 - b) without work, seeking and available for work (**unemployed**)?
 - c) not working, not seeking and not available for work (**out of the labour force**)?
- C. This question is very important since it categorizes respondents into two major groups, those in the labor force (a & b) and those not in the labor force (c). The Interviewer needs to pause after asking each question in (a), (b) and (c). The past 12 months refers to the 12 months before the week of the interview that is October 2012 to September 2013. If a person was on sick leave and/or vacation for a number of weeks, then these weeks fall in category a, working or with job although not at work. You must record a response to all three choices, a to c.

The weeks recorded in a, b and c must add up to 52. If the total does not add up to 52 weeks then the interviewer must re-check. If any one of them is 52 weeks then “00” should be written in the other two sections. If any two sections, (“a” + “b”), (“a” + “c”) or (“b” + “c”) adds up to 52 weeks then the other section should be “00”.

	Example 1:	Example 2:	Example 3:						
a	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>3</td><td>6</td></tr></table>	3	6	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>6</td></tr></table>	1	6	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>0</td><td>0</td></tr></table>	0	0
3	6								
1	6								
0	0								
b	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>0</td><td>7</td></tr></table>	0	7	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>2</td><td>6</td></tr></table>	2	6	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>9</td></tr></table>	1	9
0	7								
2	6								
1	9								
c.	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>0</td><td>9</td></tr></table>	0	9	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>0</td></tr></table>	1	0	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>3</td><td>3</td></tr></table>	3	3
0	9								
1	0								
3	3								

NOTE THE INSTRUCTIONS INDICATING WHETHER OR NOT YOU ASK Q3.2. Q3.2 should only be asked of those who were out of the labour force for MORE THAN 26 weeks of the year in question, as stated in choice c of Q3.1.

Months	Weeks
1	4
2	9
3	13
4	17
5	22
6	26
7	30
8	35
9	39
10	43
11	48
12	52

N.B. These months do not refer to specific calendar months but only the number of months a person has worked in the reference year. Eg. A person who stated that he/she had worked for three months, probably worked in January, July and August, 2013 OR a person who worked for seven (7) months could have worked October to December, 2012 and April to July, 2013.

3.2 USUAL ECONOMIC ACTIVITY

- Q. What did ... do most when ... was/were not working?
- C. Read the list to the respondent and allow him/her to decide the respective category where he/she belongs.

It is important to note that the reference period is PAST 12 MONTHS. Also, note the instruction to read choices.

What the respondent did MOST during the reference period is determined by the number of months that the respondent was engaged in one of the activities on the list.

THIS QUESTION IS ASKED ONLY IF Q3.1, '1' IS MORE THAN 26 WEEKS.

3.3 ECONOMIC ACTIVITY DURING REFERENCE WEEK

- Q. Did.....do any work in the Cayman Islands for pay, profit or family gain for at

least one hour during the week ending Oct. 5, 2013?

- C. It is important to note that the reference period is **September 29 to October 5, 2013**.

NOTE that **ANY** work, even for **ONE** hour during the Reference Week, is to be interpreted as work. This means that work in an economic activity for as little as one hour is sufficient for a person to be classified as employed.

By "working" we mean the respondent was engaged in some form of economic activity. Thus, by our definition, persons who work in the home in household chores are not to be considered to be "working" nor are those who perform volunteer work. However, persons engaged in an apprenticeship or internship must be classified as "working."

Note that we did not say "some form of paid economic activity." This was deliberate! We do not want you to be confused by the payment aspect of it. Some workers get paid "in cash" and others "in kind." A family worker may be classified in the latter. If a young woman helps her mother in the "family" store, she is to be regarded as "working," (i.e. engaged in some form of economic activity, even though she may receive no money for it).

An understanding of the concept of **ECONOMIC ACTIVITY** is a fundamental requirement in this Survey. It sets the frame for the classification of the economically active population and for all subsequent information collected in the course of the interview. A misunderstanding at this initial stage may have an irremediable impact on the entire interview and on the Survey results.

It is important that **YOU** convey to the respondent a correct interpretation of the concepts, so that the Survey will in fact measure what it is intended to measure.

A respondent's concept of economic activity may differ from the Survey Organizers, so you should **PROBE** if necessary to ensure that he/she understands the concept. We want to ensure that all categories of workers, including casual workers, unpaid family workers, and workers remunerated in kind, respond according to what the concept of economic activity intends to measure. Such persons may not interpret a question like Q3.1 as referring to their situation. Thus you should pay specific attention to the categories identified below to assist you in your probe.

INCLUDE AS "WORKING" PERSONS WHO:

- worked at anything for wages or salary, at time-rates, at piece rates, on commission, for tips, for board and lodging or for any other type of payment in kind (the employee)
- worked for profit or fees in his/her own business or on his/her own farm (the self-employed)

- worked without money, wages or salary, at task (other than housework) which contributed to the operation of farm or business owned and operated for profit in most cases by some member of his/her family--related by blood or marriage (the **unpaid family worker**). Please probe for unpaid family workers
- spent some time in the operation of a business or profession even though no sales were made or professional services rendered, such as doctor or lawyer spending time in his/her office waiting for clients

DO NOT INCLUDE AS "WORKING" PERSONS WHO:

- worked without money or pay for a relative or other person at tasks which did not contribute to the operation of a farm or of a business (e.g. housework, gardening, cutting the lawn, other odd jobs around the house or yard)
- worked without pay assisting a relative or friend in his/her duties as an employee (e.g. accompanying a truck driver)
- worked without pay, either in cash or in kind, as a VOLUNTEER WORKER for service organisations activities such as Boys Scouts, CASA, etc.

Having obtained the answer which you think is appropriate in keeping with the concept of economic activity; you may now mark the appropriate choice.

Note the skip instruction:

If YES GO TO 4.1

A 'Yes' response identifies the person as 'employed' and that person is then asked the questions in Section 4 for the employed.

3.4 ABSENT FROM WORK DURING REFERENCE WEEK

- Q. Did... have a job at which you/he/she did not work during the week ending October 5, 2013?
- C. Although a person did NO work during the Reference Week he/she might have had a job but, been away from it for various reasons. If this is the case, mark "Yes" and continue to Q3.5.

A person who has been laid off AND maintains a formal job attachment should be marked "Yes" at this question. If response is 'Yes' then the respondent must meet one of the following conditions:

- has continued receipt of wage or salary;
- has an assurance of a return to work following the end of the contingency, or an agreement as to date of return.

Regarding temporary absence from self-employment, persons whose enterprise continued to exist while they were temporarily not at work during the Reference Week for some specific reason, should be considered as having a job (i.e. "Yes" at Q3.3).

Note the skip instruction:

If NO, GO TO 3.6

Only those that have been away from their job during the reference week are asked Q3.5.

3.5 WHY ABSENT

- Q. What was the **MAIN** reason why... was absent from work during the week ending Oct. 5, 2013?
- C. This question captures the main reason for not being at work during the reference period. If the reason is other than the six choices listed, mark "Other".

Note the skip instruction:

GO TO 4.1

Follow this instruction for **all** persons that responded to Q3.5 no matter the response that was given.

3.6 EXPECT TO START JOB

- Q. During the week ending Oct. 5, 2013 did.... have a job to start in 4 weeks or less?
- C. Note the skip instruction:

GO TO 5.1

Follow this instruction for **all** persons that responded to Q3.6 no matter the response that was given.

SECTION 4 EMPLOYMENT

This part of the questionnaire is completed **ONLY** for persons **WITH A JOB** during the Reference Week. It is comprised of ten (10) questions. The employed labour force comprises all persons 15 years and over who during the Reference Week were in the following categories:

- paid employment

- i. 'at work': persons who, during the Reference Week, performed some work (even ONLY ONE hour) for wage or salary, in cash or in kind--i.e. answered 'Yes' at 3.3;
 - ii. 'with job although not at work': persons who, having already worked in their present job, were temporarily not at work during the Reference Week but had a formal attachment to their job--i.e. answered 'Yes' at Q3.4;
- self employment
- i. 'at work': persons who, during the Reference Week, performed some work (even ONLY ONE hour) for profit or family gain, in cash or in kind;
 - ii. 'with an enterprise but not at work': persons with an enterprise (e.g. a business enterprise, a farm or a service undertaking) who were temporarily not at work during the Reference Week for some specific reason.

4.1 HOURS OF WORK

- Q. How many hours did.....work in his/her job(s) during the week ending Oct. 5, 2013?
- C. Give hours of work for both main job and other job(s). It does not matter the type of work, it could be an active partnership in a business, some type of self-employment, or working a couple of hours per week for someone.

Record here the TOTAL number of hours the person ACTUALLY worked during the Reference Week, excluding meal breaks. Use whole numbers, counting 30 minutes or more as a whole hour. Thus, 37.5 should be recorded as 38 hours. If in doubt which is the main job, chose the job where the respondent worked most hours. If the respondent has no other job(s) leave the two boxes for hours worked in other job(s) empty. Please probe for other job(s).

Note the skip instruction:

If total is 30 hours or more, GO TO 4.4

Instruction:

If DK/NS use 99 in total and GO TO 4.4

4.2 WHY PART-TIME WORK

- Q. What was the MAIN reason why..... WORKED LESS THAN 30 HOURS in his/her job(s) during the week ending Oct. 5, 2013?
- C. In this question the **MAIN** reason for working less than 30 hours during the Reference Week should be marked. Mark **ONLY** one answer. Teachers on vacation should go to choice 3. Responses such as 'slow economy', 'depends on

demand', 'slow time', 'lay off days' and 'bad weather' should all be recorded at choice 7 - Only Hours Available. Some examples of what would be considered as 'Other' – choice 10, are responses like, 'drug problem', 'arrested', 'handicapped' or 'labour dispute/suspension'. Be careful and mark 'other' if necessary.

4.3 SOUGHT ADDITIONAL WORK

- Q. Did...seek AND was he/she available to work additional hours during the week ending Oct. 5, 2013?
- C. There are two (2) conditions to be met at Q4.3 before you can mark "Yes." FIRST the person MUST have been available to work additional hours and SECOND they MUST be willing to work. If one condition is NOT met then mark "No." The purpose of this question is to find out who is "**under-employed.**"

4.4 CATEGORY OF WORKER

- Q. What category of worker isin his/her MAIN job?
- C. For the self-employed persons, be sure to PROBE to determine whether the individual has any employees or not. An unpaid family business worker is a person who works in a family business and does not receive a wage/salary.

4.5 EMPLOYMENT SIZE

- Q. How many persons are employed at’s place of work?
- C. Indicate how many employees work at respondent’s main job by choosing the appropriate range. For persons working for the Government, mark the number of employees working in their department. For the private sector, mark the number of employees working at the branch of the establishment.

4.6 OCCUPATION

- Q. What is’s occupation in his/her MAIN job?
- C. Occupation is the kind of work done during the reference period by the person employed, REGARDLESS of the industry or status in employment of the person. Example of occupations are accounts clerk, legal secretary, domestic worker, fisherman, human resource manager, etc.

State the person's occupation in his/her main job during the reference week AND the type of work done. Be sure to obtain a description of their main tasks/duties since often times a job title does not sufficiently describe the occupation for the purpose of coding. For example occupations such as "clerk," "engineer," "manager," "seaman," "supervisor," "teacher" etc. are too vague. You will need to PROBE for a more detailed answer. Examples of various occupations are provided in **APPENDIX B**. Banking is **NOT** an accepted answer. Do not use any

abbreviations, e.g. do not put 'EMT, but instead write 'Emergency Medical Technician.'

Each occupational type is systematically classified and coded using the International Standard Classification of Occupations (ISCO 2008), which allows for international comparison. Occupations may be placed in one of 10 major groupings; however, each is given a specific code depending on the description of the tasks and duties of the job and the skill needed to perform those duties. ISCO is used to classify the information on previous and present occupation, as determined from the labour force survey.

The level of education is useful in helping to determine the level of skill that an individual needs to perform a particular job. Errors in the classification of occupations could occur when an Interviewer does not give adequate or complete descriptions of tasks and duties performed by a respondent. Occupations may also be coded incorrectly when a low-skilled job is given a high-skilled code or vice versa.

4.7 INDUSTRY

- Q. What is the name of the business where’s MAIN work is carried out?
- C. Industry is the branch of economic activity carried out at the person's place of work during the reference week. This is defined in terms of the kind of goods produced or services supplied by the unit in which the person works and NOT necessarily the specific duties or functions of the person's job. Examples of industries are construction/ electrical installation, baking of bread, repair of boats/yacht, activities of trust company and hedge funds and retail banking.

For the corresponding occupation at Q4.6, indicate the name of the business carried out by the employer. If it is not obvious from the name, or the business has no name, you should clearly indicate what the employer makes or does. Some employers are engaged in more than one industry (e.g. Government) therefore it is important to specify the type of industry that relates to the person for whom you are recording information. Write the name of the business or the department in government. Examples of various industries are provided in **APPENDIX C**. Finance or Tourism/Tourist Industry is NOT an accepted answer PROBE to find out the name of the business and the main type of activities carried on there.

Similar to occupational classification, industries are systematically classified into different categories based on similar economic activities carried out by a set of units. This is done using the International Standard Industrial Classification of All Economics Activities (ISIC Revision 4). Establishments are classified in industries based on a detailed description of the main economic activities that occur there.

Errors in the classification of industries could occur when an Interviewer does not give adequate or complete descriptions of economic activities. For example,

inaccuracies may arise when an Interviewer lists the economic activity of an establishment by the occupation of the person employed there rather than the activity that is carried on at the business.

4.8 LENGTH OF TIME WITH EMPLOYER

- Q. How long has been working in this business?
- C. Note that if the respondent has had broken service, do not count the years when the service was broken. E.g. Respondent worked with the present employer from 2004 to 2006, changed job, and returned to work with the present employer since July 2008. Then, years working in this business should be five (5), 2008 to 2013.

4.9 MAIN JOB INCOME

- Q. How much was's earnings from the MAIN job he/she was doing in the week ending Oct. 5, 2013?
- C. You should show the respondent the Income flash card (**APPENDIX D**) and ask them in which range was the person's **cash** earnings from main employment and other job(s) respectively, during the reference week.

The flash card shows weekly, monthly and annual amounts. Mark the appropriate choice. For the self-employed you would record their NET earnings (after expenses) during the last month. BE SURE the respondent is clear about the difference between each column of the flash card.

Most people know their weekly or monthly earnings and should not have any problems responding. Persons with varying income should be asked to estimate their usual monthly earning.

Note the skip instruction:

If other job(s) GO TO 4.10, otherwise GO TO 7.1.

Only those who had more than one job must be asked Q4.10. This can be determined from the response in Q4.1.

4.10 OTHER JOB INCOME

- Q. How much was's earnings from the OTHER job(s) he/she was doing in the week ending Oct. 5, 2013?
- C. See comments for 4.9.

Note the skip instruction:

GO TO 7.1

SECTION 5 NOT WORKING

All persons 15 years or older who responded, 'No' at Q3.3; and 'No' at Q3.4 are determined to be 'Not working' and are required to respond to the questions in this section. There are eight questions in this section which gathers information on reasons for not working, job search and availability to start working. Depending on the responses to the questions in the section, a person is classified as unemployed or not in the labour force. To be classified as unemployed, the respondent must meet **all three criteria**, i.e. without work, seeking work and available to work. By coming to this section, the respondent has already met one of the criteria to determine if unemployed.

5.1 REASON FOR NOT WORKING

- Q. What was the MAIN reason why.... was not working during the week ending Oct. 5, 2013?
- C. Self-explanatory. Choose the most appropriate response choice. If not listed in response choices 1 to 9, mark response choice 10, 'Other'.

Note the skip instruction:

IF 9, GO TO 5.6

5.2 JOB SEARCH

- Q. Has....been looking for work in the last 4 weeks?
- A. The question seeks to determine whether the respondent made any effort to search for a job in the last four weeks.

Note that if the response is 'Yes', the respondent would have met two of the three criteria needed to be considered unemployed i.e. without work and seeking work. Those who have responded, 'Already found job and waiting to start', choice 3, are classified as unemployed.

Note the skip instruction:

IF 2, GO TO 5.7

IF 99, GO TO 5.8

Persons that responded 'No' are considered 'not in the labour force' since they did not meet the seeking criteria to be classified as unemployed.

5.3 FUTURE OCCUPATION FOR THE UNEMPLOYED

- Q. What kind of work is ... looking for/has already found?
- C. A specific occupation or job title as such may not be mentioned. In cases like these, probing may help to answer the question. "What type of job would you like to do or, if you would like to own a business what would you make or produce?" The nature of main duties performed is what is important in determining the future occupation. Specify, in as much detail as possible the person's occupation.

5.4 FUTURE INDUSTRY FOR THE UNEMPLOYED

- Q. In what industry is ... looking for/has already found work?
- C. A specific industry as such may not be precisely expressed. In cases like these, probing may help to answer the questions, "Where would you like to work? What is made or produced there?" The nature of goods and/or services produced is what is important in determining the future industry. Specify, in as much detail as possible, the type of work carried on at the person's work place.

5.5 STEPS TAKEN TO LOOK FOR A JOB

- Q. What steps have taken to look for a job?
- C. Job search could be in various forms. Read the list. Multiple responses are allowed.

5.6 AVAILABILITY TO WORK

- Q. Last week, could have started a job if one were offered?
- C. Self-explanatory. This question determines availability, one of the criteria that must be met to be considered unemployed.

Note the skip instruction:

GO TO 5.8

Follow this instruction for **all** persons that responded to Q5.6, no matter the response given.

Note that all persons who responded 'Yes, to Q5.2 **and** 'Yes' to 5.6 are classified as **unemployed**, and all other persons that responded to the questions in Section 5 are **Not in the Labour Force**, since they are without work but are not seeking and/or not available to work.

5.7 REASON FOR NOT SEEKING WORK

- Q. What is the MAIN reason why.... did not look for work during the past four (4) weeks?
- C. One answer should be marked here indicating the MAIN reason why the person did not seek work in the past four weeks.

5.8 FINANCIAL SUPPORT

- Q. What was’s MAIN means of financial support during the week ending Oct. 5, 2013?
- C. Indicate the MAIN source of financial support for ... Mark ONE choice and choose "other" if necessary. Choice 3 includes relatives other than parent or spouse.

SECTION 6 PREVIOUS EMPLOYMENT

This section has four (4) questions that would provide information on length of time without job and the type of job held in the last employment for persons 15 years or older who are not presently working, but have worked before.

6.1 EVER WORKED

- Q. Has....ever had a job?
- C. Note the skip instruction:

If 2 OR 99 GO TO 7.1

Only those who have worked before are asked Q6.2 to Q6.4.

6.2 LENGTH OF TIME WITHOUT WORK

- Q. How long has.... been without work?
- C. Indicate the applicable period of time for which the person has been without work.

6.3 LAST OCCUPATION

- Q. What was....’s last occupation?
- C. For the last occupation worked, note the information in Q4.6 on description for occupation.

6.4 LAST BUSINESS WORKED

- Q. What is the name of the business where....last worked?
- C. For the last business worked, note the information in Q4.7 on description for industry.

SECTION 7 OVERSEAS EXPENSES AND REMITTANCES

Information is gathered for all persons in the household and is used to determine the amount of money Cayman Islands' residents spend when they travel abroad and the amount of money they send abroad. This is useful information when estimating Cayman Islands' Balance of Payments (BOP).

7.1 NUMBER OF PERSONAL TRIPS

- Q. How many personal trips did.....make abroad from the Cayman Islands in the past 12 months?
- C. The trips should originate from the Cayman Islands. Do not include trips that a person might have made during the past 12 months, before that person became a resident of Cayman Islands.

INCLUDE trips relating to vacation, health and education. **EXCLUDE** business trips. **PROBE HERE FOR ANY EXTENSION OF AN ORIGINAL BUSINESS TRIP USED FOR PRIVATE GAIN.** If last twelve months has to be specified it is October 2012 to September 2013 (inclusive).

Note the skip instructions:

If NONE, and LESS THAN 15 years write '00' & END INTERVIEW

If NONE, and 15 years or older write '00' & GO TO 7.3

7.2 COST OF TRAVEL

- Q. What is the **TOTAL** estimated cost in CI\$ that ... spent abroad on items such as food, accommodation and entertainment during the past 12 months?

Also **INCLUDE** personal items, gifts, and transportation within country.

EXCLUDE cost of airline tickets

- C. **INCLUDE**, the total amount spent on entertainment, gifts and personal effects accommodation, health expenses, educational expenses, ground transportation,

food and drinks should be recorded here. Also include expenses on these categories if spending occurred during extension of an original business trip used for pleasure. **EXCLUDE** airfare from Cayman Islands to original destination.

7.3 MONEY SENT ABROAD

- Q. During the past 12 months, did.....SEND money abroad?
- C. Expatriate among others, are more likely to send money abroad for savings and investments.

Note the skip instruction

If 2 or 99, and respondent is the KEY INFORMANT GO TO 8.1

If 2 or 99, and respondent is NOT KEY INFORMANT, END INTERVIEW.

Both conditions must be met.

7.4 MONEY SENT ABROAD

- Q. Over the past 12 months, how many times have ... sent money abroad?
- C. Probe to get as much details as possible as the person might have some difficulty in recall. Ask about weekly, then monthly, then quarterly to get some indication and multiply appropriately.

7.5 AMOUNT OF MONEY SENT ABROAD

- Q. How much is the TOTAL estimated amount (in CI\$) that.....SENT abroad during the past 12 months?
- C. If the amount stated by the respondent is in a currency other than CI\$ then the Enumerator should write the amount in the Comments Section and estimate the CI\$ equivalent and write in the amount at Q7.5.

7.6 MEANS OF SENDING MONEY ABROAD

- Q. How was this money SENT abroad? **Multiple answers allowed.**
- C. Wire transfer includes sending money through Banks (Wire transfer/draft/money order/ ATM card).

This is also used as a channel for transfer of remittance. A person holding an account in a particular bank gives an ATM card for that account to another person abroad who may withdraw funds from that account.

7.7 USE OF MONEY SENT ABROAD

- Q. For which of the following was the money MAINLY used?
- C. The main use should be determined by the amount of money (the most) sent for a particular reason.

SECTION 8 DWELLING CHARACTERISTICS

The Key Informant provides the answers to the nine (9) questions in this section.

8.1 TYPE OF DWELLING

- Q. What type of dwelling does this household occupy?
- C. Read the choices. Once a 'yes' response is given, mark the corresponding number and move on to the next question.
- iii. **Detached house:** a dwelling that stands alone with no other accommodation directly attached to any side, on top or beneath. It has at least one bedroom that is separate from the living area.
 - iv. **Semi detached house:** a dwelling unit sharing a common wall and common boundary with no more than one other dwelling unit, each on its own exclusive lot. It has at least one bedroom that is separate from the living area.
 - v. **Duplex:** two dwelling units, one above the other, side by side or in the front and behind having a common wall and being on one lot. It has at least one bedroom that is separate from the living area.
 - vi. **Apartment:** a building which is used or intended to be used as a home or residence for **more than two** separate dwelling units. It has at least one bedroom that is separate from the living area.
 - vii. **Condo/townhouse:** a building with two or more stories with an inside stair case to reach upper stories. It has at least one bedroom that is separate from the living area.
 - viii. **Studio:** a dwelling unit with one room that has a contained bathroom and kitchen. It has **NO bedroom** that is separate from the living area.
 - ix. **One-room:** a dwelling unit with one room that **does not** have a contained bath and kitchen. The one room serves as bedroom and living area.

- x. **Combined business/dwelling:** A building that has a business and a dwelling unit, one above the other, side by side or in the front and behind.
- xi. **Boat/yacht:** a sea vessel used as a dwelling unit, may be anchored/moored in the sea/canal or on dry dock.
- xii. **Other:** includes trailer home and other types not defined.

8.2 NUMBER OF ROOMS

- Q. Number of rooms.
- C. Count living and dining rooms, bedrooms and any other room including kitchen and utility room. Do not count bathrooms, garages, porches, verandahs, passage ways or rooms used ONLY for business purposes.

Studios have **one** room and **no** bedrooms.

For dwelling units that have open floor plan with designated areas for living room, dining room, and kitchen count these as three separate rooms even though there are no walls separating them. The floor plan for such type of dwellings would have designated these spaces as such.

8.3 NUMBER OF BEDROOMS

- Q. Number of bedrooms.
- C. Do not count rooms used mainly for other activities (e.g. a living room), but DO count spare bedrooms. **Note:** A One-room and Studio dwelling should be marked as having no bedrooms.

8.4 TYPE OF TENURE

- Q. Is this accommodation.....
- C. Read the choices. Once a 'yes' response is given; mark the corresponding number and move on-to the next relevant question.

We are seeking to determine the occupancy status of the household with regards to owning or renting. **ONLY** if an occupant **PAYS** the rent (including known subsidized rent) should choices 3 or 4 be marked. If the household is paying a monthly fee which goes towards the purchase price of the dwelling, then the answer should be 2. If the total rent is paid by someone other than any of the occupants (e.g. an employer) then mark choice 5. If the accommodation is occupied by some means other than choice 1 to 6, then mark choice 7 **AND specify**.

Note the skip instruction if response is choice 3 or 4:

GO TO 8.6

8.5 ESTIMATED RENT

Q How much do you think it would have cost to rent (not including utilities) a similar accommodation per month?

C. This question is **ONLY** asked of those who answered 1, 2, 5 or 6 at Q8.4 The information should be provided by an occupant of the household. It may be necessary for you to **PROBE**, being careful **NOT TO** suggest or lead the respondent. "Similar" includes such things as location, size, condition and furnishings. Complete the rent in the appropriate boxes.

If the amount stated by the respondent is in a currency other than CI\$ then the Enumerator should temporarily write the amount in the Comments section and put in the CI\$ amount later.

Note the skip instruction:

GO TO 8.8

8.6 RENT PAID

Q. How much rent do you pay for this accommodation?

C. This question is only asked of those who answered 3 or 4 at Q8.4. Indicate here the monthly rent. Disregard information about rent which may be changing this month or next. If the respondent is one of several persons who share the rent, we need the **TOTAL** rent, not just his/her share. Probe to find out if the amount quoted is just one share (the respondent's) or the total amount paid by all. Also, if the rent is subsidized by the employer or another person, and the respondent pays only a share, we need the **TOTAL** rent and not just the share that the respondent pays. Care must be taken when transcribing the amount of rent into the boxes on the questionnaire. We have seen examples where 18,000 were written instead of 1,800. Please be careful.

8.7 UTILITIES INCLUDED IN RENT

Q. Does the rent include any of the following utilities?

C. Read the choices and mark the corresponding options that get a 'yes' response. Mark choice 4 if no utility is included in the rent.

8.8 ACCESS TO COMMUNICATION TECHNOLOGY AND OTHER AMENITIES

Q Does this household have the following?

- C. State if the household has Internet, Cable/Satellite or Air-condition and House Insurance. For the internet, hotspots or unlicensed connections are not included. Housing insurance refers to building and/or contents insurance.

8.9 NUMBER OF HOUSEHOLD AMENITIES

- Q How many of the following does this household own?

- C. State how many telephone landlines, cell phones, computers and motor vehicles. If none, write '00'.

The number of landline phones means different phone numbers and not number of telephone equipment which are extensions of one line.

Do not count the equipment and vehicles if they are used mainly for business purposes.

COMMENTS

This section should be used to write any notes concerning aspects of the survey or peculiarities of the household. This may include address description if there is some detail which would better serve to locate or identify the dwelling.

INSET MAPS

This section should be used to draw a new inset map representative of new households found at a dwelling whose location cannot be easily described.

4 ROLE OF SURVEY STAFF

The success of the LFS depends on the collaborative efforts of everyone involved in the coordination of the survey, supervision of field work and the collection of data. A description of the role of those involved in each stage of the survey is outlined below.

INTERVIEWER

As interviewers, you will be the key persons in collecting the information needed. Therefore, the accuracy and quality of the survey data depend on the thoroughness with which you perform your task.

This training will enable you to collect the required information. In addition, your approach, tact, patience and self-confidence would assist you in obtaining co-operation from your respondents. Always introduce yourself, presenting your ID card, and explaining the purpose of your visit.

Your main duties:

- **PREPARE** the cover page information on the questionnaires before you visit the households using the information provided on the household listing (Appendix E) E.g. E.A.#, address, etc. Use pencil only
- **CONTACT** every household assigned to you.
- **RECORD** any additional information to the comment section of the Listing that would make the household more identifiable.
- **CONDUCT** complete interviews of each person 15 years or over. This may mean making callbacks to certain households if the interview was not completed. Interviewers are allowed four callbacks and field supervisors need to verify.
- **RECORD** answers accurately.
- **ENSURE** that the appropriate person section is completed for each person in the household. If an additional questionnaire is used, this should have all the necessary information to identify the household and person.
- **ARRANGE** with your supervisor specific times of the day you will meet to discuss your weekly progress. All appointments should be kept.
- **REPORT** to your supervisor any difficulty in interpreting the questions or obtaining information (such as refusals) and include in the comment section of the questionnaire the date and time when your FS accompanied you to a household.
- **CORRECT** errors or omissions pointed out by your supervisor.

- **REMEMBER** that a questionnaire should be submitted for each household on your list regardless of the result code. Each interviewer needs to be accountable for each questionnaire given to him/her.
- **SUBMIT** all completed questionnaires, including additional ones used for larger households, spoilt and blank questionnaires, interviewer's control form and maps to your field supervisor.

Following the simple "Do's" and "Don'ts" below will help you avoid problems of confidentiality:

SOME "DO'S"

- **ALWAYS** carry your identification card and show it upon introducing yourself.
- **ALWAYS** check that you are talking to the Key Informant if you have to phone back to discuss the questionnaire.
- **ALWAYS** treat the public with respect. This applies no matter how badly you think they have treated you. Remember you are a Government representative on official business.
- **ALWAYS** remember that confidentiality covers **ALL** information obtained during your duties, including anything you are told or observe for yourself.
- **ALWAYS** take a positive line on confidentiality. Reassure the public, by your actions, that you take confidentiality seriously.
- **ALWAYS** secure a completed questionnaire in the pouch with which you are provided. When visiting multiple households, put the completed questionnaire in the pouch before moving on to the next household.
- **ALWAYS** report any loss of materials immediately to the Field Supervisor.

SOME "DON'TS"

- **DON'T** discuss the contents of an interview with unauthorized persons--even members of your immediate family. In the Office be discreet. Even a casual remark may be perceived as a breach of confidentiality.
- **DON'T** give questionnaires with any information, even if they are incomplete, to anyone outside ESO.
- **DON'T** leave any questionnaires with information unattended. Keep them with you at all times when in the field and store them safely at home.

- ***DON'T*** let any unauthorized person accompany you on your visits.
- ***DON'T*** ask respondents to supply answers in front of visitors.

5 INTERVIEWING SELECTED HOUSEHOLDS

INTERVIEWING PROCEDURE

You will be given a list (APPENDIX E) of all the households in your assignment. These households were randomly selected from the Household Register, which was last updated in August 2013. The list includes basic information that will assist you in finding the selected households, information on the district and EA the households are located, the block and parcel number, street address and basic description of the building such as type of fencing, location of the dwelling unit etc.

In addition, you will also receive a map of the area to assist you in finding the household. Maps, which are produced by the Land Information System (LIS) will contain various bits of information which are essential that you understand. The EA and parcel numbers, which pertain to the street, are indicated toward the top and the selected parcels are highlighted on the sheet. The names of streets that appear on maps may not correspond to the names on street signs in the field. Red dots indicate gazette right of ways but may not be evident in the field or may not be exactly where the map indicates. Sometimes one parcel is on both sides of a road this is so because the original parcel has since been split by a road.

If you have been assigned a household that has a description which says, "**See Map Inset**", you should receive an additional map that has been hand drawn. These maps have been produced to assist in locating households in multiple-dwelling buildings. Once you arrive at the parcel, you should be able to orient the map inset to correspond to the layout of the parcel and locate the door that relates to the selected household and dwelling.

CHECKING FOR EXTRA DWELLING AT THE SAMPLE ADDRESS

Sometimes a sample address listed as a single dwelling actually contains more than one dwelling. These "Extra Dwellings" (for example, apartment over a garage, etc.), not seen at the address when it was listed, must **NOT** be included in the survey.

When you go to a sample address, ask yourself the question, or inquire if necessary: "*Is there any other household at this specific address?*" (In addition to the one already listed). This information can be obtained by inspection, or if necessary, from the residents of the sample address. In most cases the answer to this question will be "No" since the greater part of the listing is usually accurate. If the answer to this question is "Yes", go to the cover page at 'No of households not previously in the registry' and write in the number of extra household at that address.

NOTE: If the rooms in a dwelling are rented individually by the owner there might be just one entry in the household register but in reality several different households within the dwelling. Interview only **ONE** of the households found at that address.

Do not take interviews at other dwellings that have been listed separately and are not in the sample.

COMBINED ADDRESSES: You may find, occasionally, that the reverse situation exists: two dwellings have been combined since the time of the last update; or you find that what was listed as two dwellings is actually only one. Conduct the interview at the existing dwelling only if the first of the two listed addresses was designated for the sample. Describe the situation briefly on the first page of the questionnaire. If the sample address is the second of the two listed dwellings, consider that the sample dwelling is now non-existent; **take no interview**, but explain clearly the reason for the non-interview in the Comments Section of the questionnaire. Similarly if one actual dwelling has been listed as three or more addresses, it comes into the sample only when the first is selected.

ADDRESS WITHOUT HOUSEHOLDS: The sample address can be a vacant dwelling, or a store or offices containing no households. If you find it still vacant, **take no interview and make no substitutions** but record as vacant in the results choice. Those sampled addresses which are now stores or offices should be marked as **Out of Scope**. Describe briefly the facts in the **Comment Section** on the questionnaire for the sample address.

DIFFICULT INTERVIEWS

One fact to remember is that, it is the address you have been assigned that is selected, **NOT** the person(s) living at the address.

If you discover you have been assigned a neighbor with whom you would feel awkward or uncomfortable interviewing, or someone with whom you strongly believe it would be difficult for you to complete an interview, for whatever reason, you should immediately notify the Field Supervisor. Your assignment may be switched or reassigned, rather than risk a refusal.

CONTACTING HOUSEHOLDS

One household may represent 5 to 20 other households, so every interview, **even one**, is important.

If you do not contact anybody at an address you will need to make **at least three OTHER** visits at different hours on different days. For households where the final status is "no contact", at least one visit should have been on a Saturday or Sunday AND if two consecutive "no contacts" are made on weekdays, the last two visits should be on weekends. If you would like to leave a note with a name and contact number, you may, **BUT** only after **four** previous visits.

Every attempt to establish contact at an assigned household **must be** recorded on the Record of Visit Section. It may be necessary to discreetly inquire of neighbors whether anyone usually lives in a household to establish whether it is a **VACANT or NO CONTACT** situation. It is important that you understand the difference between "vacant" and "no contact" since misclassification between these two terms could have

an impact on estimates derived from the sample survey.

If you find more than five households at an assignment **ONLY ONE** will be interviewed. Write and draw a detailed description of **EACH** household on the Survey Control Sheet so that our Household Register can be updated. Conversely if the description indicated more than one household (for example it indicates a duplex) but you verify the building is designed to accommodate only one household, then you should make a note so the Register can be revised to show this. **You must also note the number of additional households found not previously in the household register on the first page of the questionnaire.**

Difficulties with cooperation (e.g. refusal), communication (e.g. language) or locating households should be reported as soon as possible to the Field Supervisor. Please do not wait until you return the questionnaire. **NEVER** substitute another accommodation for the one assigned.

You may leave a copy of the call back card, which appears in Appendix F at any household that you are having difficulty getting a response. You will receive a few copies with your assignment. Please do not leave call back cards after only one or two visits. If the person is reluctant to participate, be sure to inform him/her that the matter will be referred to your Supervisor.

It is recommended that you do not attempt a first contact after 8:00 P.M., as some persons will find this hour offensive. If upon arrival you believe persons are at home but the lights are out **DO NOT** knock. Make a note to this effect in the comment section of the Survey Control Sheet and try another day.

You should personally interview everyone in the household 18 years and over, if at all possible. If the only person home when you call appears to be under 18 simply find out when would be the best time to return. **Do not** question them about any aspect of the survey, as this may offend their parent(s). Also, do not take data from ANYONE who is not part of the household (e.g. friends, neighbors or domestics not living in).

If the respondent is unable to provide data about someone who is a member of the household, for whatever reason, you must still make every reasonable effort to fully complete the questionnaire. There are various means by which this may be achieved.

Ask the respondent to obtain the data on your behalf.

Find out when might be the best time, for you to contact the person for whom the data is missing.

Get a telephone number so you may personally contact the individual for whom the data is missing. Do not simply leave the questions blank.

IF YOU HAVE ANY DIFFICULTY ESTABLISHING CONTACT NOTIFY THE FIELD SUPERVISOR

INTERVIEWING TECHNIQUES

As previously mentioned, learning what it takes to be a good interviewer cannot be accomplished all at once. It will take practice and a good deal of effort on your part. We rely significantly on you to be a good interviewer. The interviewer's goal is to collect accurate information by using the survey questionnaire according to sound interviewing practices. This section contains some principles that **EVERY INTERVIEWER MUST USE** if he/she is to be good at the job.

There are three basic elements in any interview situation:

1. the interviewer;
2. the respondent; and
3. the questionnaire.

Given the three basic elements there are three things you are asked to do in order to conduct an accurate interview:

Ask the questions as worded, following the instructions.

On the questionnaire, where lists are provided in the area immediately below the question, **DO NOT** read aloud the list of choices unless otherwise stated. Use the list **ONLY** to prompt a hesitant or unsure respondent.

1. Listen carefully to the respondent's answers.
2. Record those answers properly on the questionnaire.

What could go wrong in each of the above three things?

1. The interviewer may ask the wrong question, leave off part of the question and/or reword the question.
2. The interviewer may not listen to the respondent and/or not give the respondent enough time to answer the question fully.
3. The interviewer may forget to mark an answer and/or mark an answer incorrectly.

One of the points emphasized is that you must ask the questions as worded. This means that you **MUST NOT** make any assumptions about the ability of the respondent

to understand the questions or to answer them. If the respondent shows they do not understand the question, first repeat it slowly putting emphasis upon important words and phrases. **DO NOT** add any words and **DO NOT** apologise for the question. However, probing, which is covered below, may be necessary.

Another point is the problem of an interviewer biasing an interview by failing to be neutral. Forms of bias can be verbal (i.e. spoken to the respondent) or non-verbal (i.e. facial expressions or silent reaction). As an interviewer, you must not "lead" respondents to answer questions in a certain way. Eg.. "So you are from Honduras right?" instead of asking the question as stated in Q1.7. **OR** instead of asking Q8.5 as worded you asked "You think you could get a cool \$5,000 for this house if you rent it?" Your reaction, spoken or unspoken, could lead the respondent to give inaccurate responses.

Conversation with respondents may "stray." Remember, it is **ABSOLUTELY** essential that you remain neutral in any remarks you make about a subject. Forget how you feel personally about any controversial matter such as religion, politics, status, etc. and listen to the respondent. Then quietly, subtly, but firmly, **REDIRECT** the conversation back to the questionnaire. Keep the interview as brief as possible.

The last point to make about interview bias deals with you personally. This point is, to "get out of yourself" in interviewing. This means that you must get rid of any pre-conceived ideas that you have about a particular type of person. Do not let your own attitudes influence the interview. Do not anticipate answers. We are interested in that respondent's answers. You must therefore avoid allowing your attitude to influence his/her response. Although you may have an inclination of the response that will be given to a question, you must still ask the question and record the answer given.

Your ability to read the questions as they are intended to be read and to accurately record the respondent's answer is vital to the Survey. Most of the questionnaire items are Self-explanatory and should present no problem to you or the respondent. However, sometimes the respondent may not understand the question completely and you may have to probe to receive an answer. **PROBING** is another important skill that you need to do your job. Four basic types of probes are pausing, re-reading the question, asking for more information and zeroing-in.

Furthermore you should be conscious of inconsistent answers from one part of the questionnaire to the next. For example, if someone states that they are an "unpaid family worker" and then indicate an income other than zero you will have to probe.

One important aspect of probing is that probes must be neutral. When you probe, avoid the tendency to suggest answers to the respondent. Sometimes, you may become impatient with a respondent and may be tempted to actually suggest an answer. **DO NOT DO IT! WORD YOUR PROBES VERY CAREFULLY.**

One final point to note about probing is DO NOT OVER-PROBE. If a respondent has answered your question, do not continue to probe. Once you have been given an answer that meets the objectives of the question, mark the answer. Do not continue to probe.

Your success as an interviewer is related to the degree to which you commit yourself to the job. Your attitude, your knowledge of the Survey and your ability to apply the points, which have just been discussed, ALL contribute to your development as an interviewer. It is hoped that you will keep those points in mind as you do your job and that you will apply them.

ON COMPLETION OR TERMINATION OF AN INTERVIEW BE SURE TO THANK RESPONDENTS FOR THEIR TIME AND COOPERATION.

INTRODUCING YOURSELF AND THE SURVEY

It is important that you do not offend people by your manner, approach, timing or dress. You should try to be courteous, neat and in short, have the appearance of a responsible person. All these help to create a favorable impression which tends to make the person being interviewed more responsive.

It is at the doorstep that you begin to sell yourself and the survey. If your approach is uncertain or uneasy, if you cannot answer the questions asked and appear unknowing about the work and its purpose, these feelings will be communicated to the respondent who will react accordingly. The personal relationship of confidence and understanding established between you and the respondent provides the foundation for good interviewing. This relationship, or "rapport", is determined by your introduction and the manner in which you present yourself and the survey.

Be as polite in your departure as you were on your arrival. Say good-bye, and thank the respondent for the information he/she provided. When the interview has been completed, the respondent should feel his/her time was well spent.

Your introduction as an interviewer should tell the following:

1. who you are;
2. whom you represent;
3. what the Survey is about; and
4. what you are going to do (ask some questions).

Printed below is a text recommended for use to introduce yourself and the Survey.

Hello (Good Evening). My name is _____ and I am from the Economics and Statistics Office. Here is my ID card. We are currently conducting a Labour Force Survey in the Cayman Islands. I would be grateful if I could talk with you about the Survey.

The Survey is being conducted to provide data on the number of people working and not working. Information collected will be used to monitor the economy and plan services for the future. I will simply ask you to respond to a series of questions about this household. ***EVERYTHING YOU REPORT IN THIS SURVEY WILL BE KEPT COMPLETELY CONFIDENTIAL TO THE STATISTICS OFFICE.*** No name or information that would

allow anyone to identify a specific household or person **WILL EVER** be released.

You must introduce yourself and the survey to each person in the household you would like to interview. This is even important if a person was not around when you first introduced yourself.

When a household refuses to participate, leave a copy of the Letter to the Household (**APPENDIX G**) and inform the respondent that your Supervisor will contact the household.

FREQUENTLY ASKED QUESTIONS

While out in the field it is quite likely you will be asked some general questions about the Survey. Respondents may want information on a number of matters before they will agree to participate.

The previous chapters have provided some background to deal with questions you may be asked. Below information is summarized in a simple question and answer format. It will save time in the field, and improve your chances of completing an interview, if you can become familiar with these answers.

If you cannot answer a specific question you are asked, and the person is reluctant to complete the interview, then explain to the person that you will find out the answer and let them know as soon as possible or you will ask the Field Supervisor to contact them.

Q: WHAT IS THE SURVEY FOR?

A: The Survey is designed to collect information on the number of people working and not working. Information collected will be used to monitor the economy and plan for the future. The Survey is also used for estimating the population in the Cayman Islands.

Q: WHY/HOW WAS I SELECTED?

A: Your household address was randomly selected by a process set out by the Economics and Statistics Office. I am to interview all members of this household.

Q: DO I HAVE TO PARTICIPATE?

A: You are legally required to complete the Survey as provided by the Statistics Law; however we would prefer that you participate because you understand the importance of the information you will provide.

Q: WHAT IF I REFUSE TO PARTICIPATE?

A: The matter will be reported to my supervisor.

Q: WHAT DO I HAVE TO DO?

A: I will ask the questions which you are requested to answer and then I will record your answer.

Q: DO I HAVE TO ANSWER ALL THE QUESTIONS?

A: Yes! We would like for you to answer all questions relevant to your situation. However, if there is a particular question you strongly object to answering, we may leave it and move on to the next one.

Q: WHY DO YOU NEED MY NAME?

A: Names are used so that if there are any questions once the questionnaire is completed and it becomes necessary to contact you again, we will both know who we are talking about. Names also assist me in completing the questionnaire and in keeping all the information straight. If you prefer we could conduct the survey using aliases. However, I would be willing to proceed without any names if you would like.

Q: WHY ARE YOU ASKING QUESTIONS ABOUT INCOME?

A: Employment is the main source of earnings for most people in the Cayman Islands. Realistic measures of employment earnings are helpful for policy makers and economic planners.

Q: IS MY FORM KEPT SECRET?

A: YES! All the information is confidential. All members of the Statistics Office, including myself have sworn or affirmed an oath of confidentiality. Personal information you provide will remain secret and will not be seen by anyone outside the Statistics Office. Information is used ONLY to compile statistical data and no information is EVER released which would allow another person to be able to identify who the data pertains to. Your name and address ARE NOT entered in any computer.

Q: WHY DO YOU NEED TO KNOW IF I HAVE MORE THAN ONE JOB?

A: In Cayman it is believed that many people hold more than one job. All jobs held are important to those looking at the labour market. It does not matter to the ESO if the jobs are being held "illegally".

Q: WHY ARE YOU INTERVIEWING ON THE WEEKEND? WHY ARE YOU INTERVIEWING SO LATE IN THE EVENING?

A: Most interviewers have a full-time job during the day. Therefore they must try to make contacts in the evenings and on weekends. Also, this is often the best time

to find most people at home.

Q: *WHY ARE THERE QUESTIONS ABOUT HOUSING IF THIS IS ABOUT THE LABOUR FORCE?*

A: The main purpose of this additional section is to gather information on the rental situation in the Cayman Islands. This form will provide valuable information to assist ESO in monitoring changes in rent patterns. It is more economical to collect this information along with the Labour Force Survey.

GENERAL INSTRUCTIONS FOR RECORDING RESPONSES

It is very important that all information on the questionnaires is recorded properly. The questionnaires will be scanned and the information gathered will be stored in a database. Any irrelevant mark on a questionnaire will be picked up at the scanning stage, and will have to be deciphered from the relevant information at the verification stage. You must therefore ensure that responses are recorded properly. Follow the guidelines below for recording responses:

USE A 2B PENCIL: Interviewers will be provided with these pencils. No other pencils, pens or markers should be used to record responses on the forms.

ENSURE that responses were recorded in the respective person number row.

ENSURE THAT BUBBLES ARE FILLED IN COMPLETELY: The possible answers for many of the questions have been pre-coded. Select the appropriate choice and fill in the bubble.

E.g.:

2.5					
Where did..... receive this training?					
1Local institution				
2Foreign institution/organization				
3Correspondence				
4On the job				
5Apprentice/Job Internship				
6 Other				
9DK/NS				
<input checked="" type="radio"/>	1	<input type="radio"/>	4	<input type="radio"/>	99
<input type="radio"/>	2	<input type="radio"/>	5		
<input type="radio"/>	3	<input type="radio"/>	6		

If these choices are not marked properly the scanner will not read the choices correctly.

You must **NOT** use **x** or \surd to mark a response.

MARK ONLY ONE RESPONSE: Most of the questions require only one response unless otherwise stated. There are two questions that allow for multiple responses; Q5.5 steps taken to look for a job, and Q8.7 utilities included in rent

WRITE NUMBERS IN BOXES FOR INTERVIEWERS: The boxes that interviewers should write numbers in are distinct from those that are used for coding purposes. The lines are not **bold** as those used for coding.

E.g. Boxes for Interviewers to write in:

--	--

E.g. Boxes for Coders to write in:

--	--	--

You **must not** write in the boxes for Coders.

WRITE NUMBERS CLEARLY: You will be required to write in the number responses in the boxes provided for some of questions including, age, date of birth, number of hours usually worked, number of rooms and bedrooms:

E.g.

1.5		
What was ...'s age as at week ending Oct. 5, 2013?		
	2	2

Ensure that the numbers are clearly written and are not touching the edge of the boxes provided. The cover page of the questionnaire has an example of how the numbers should be written.

PRINT WORDS: You will be required to write in answers for occupation and industry/business. You must print if your cursive writing is not clear. Your handwriting must be legible.

SPECIFY FOR 'OTHER': There are two types of 'Other' choices in the questionnaire:

Other: Mark the respective choice when the response is different from the other choices listed, (**see Q2.5**).

Other (please specify): _____

Mark the respective choice when the response is different from the other choices listed and write the response on the line provided in the answer section, **(see Q3.2, choice 7)**. This allows for a re-evaluation of the 'other' response to determine if it can be categorized as one of the other choices listed.

Ensure that your handwriting is legible and descriptions are clear. Coders will need to understand what is written so that the information is adequately coded.

MINIMUM USE OF DK/NS: The 'don't know/not stated' is always choice 99 or coded 99, 999 or 9999. This choice is included to indicate when a respondent does not know the information about another household member or does not want to state the information about himself. When marked, it also indicates that the question was posed to the respondent. The use of DK/NS should be minimal. Your Field Supervisor will check for excessive DK/NS answers.

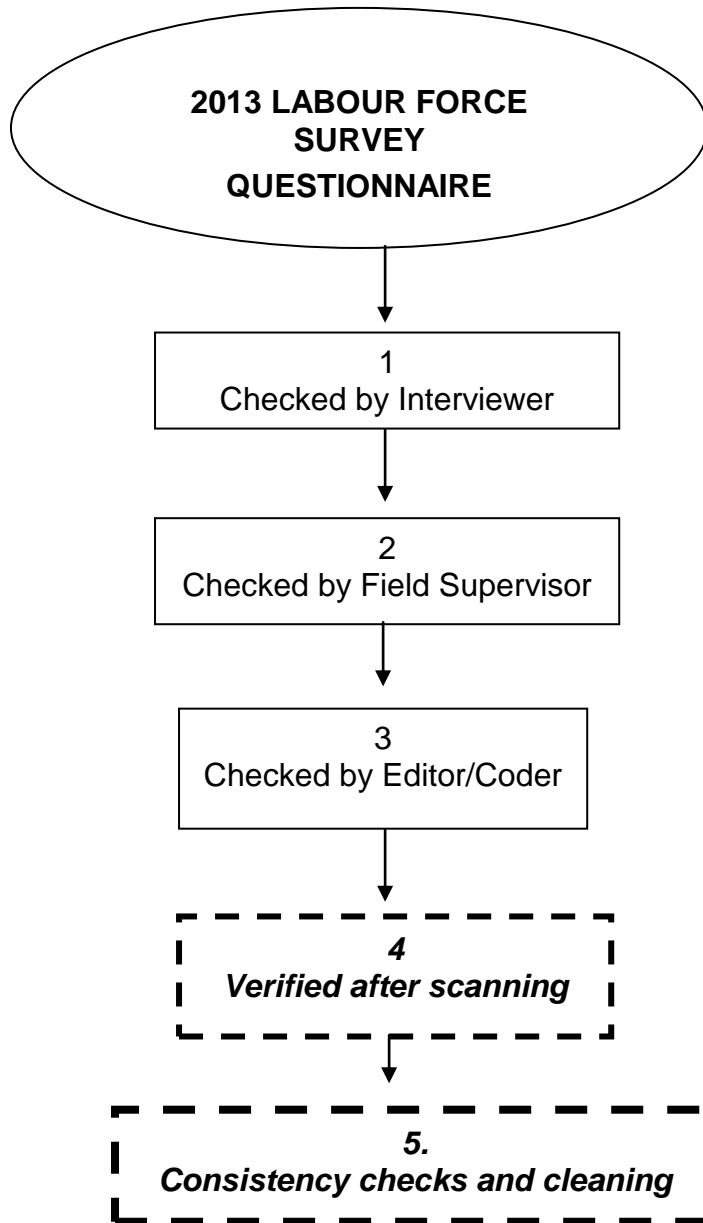
MAKE NO IRRELEVANT MARKS: There should be no other mark on the questionnaire except those that are required for completing the questionnaire and recording responses.

ERASE NEATLY: If you must erase do so as neatly as possible. Clean off any residue of the eraser and do not tear the sheets of the questionnaire when erasing.

6 POST INTERVIEW

The diagram shows that a questionnaire is checked at least three (3) times before the information is entered into the computer and given the final computer edit.

CHECK THE COMPLETED QUESTIONNAIRE



The first two levels of checking the questionnaires are very important since questionnaires could be returned to the field for further clarity. At levels three to five, the edit checks will have to be fixed in the office since field work would have been completed by then.

Your job does not finish at the end of the interview. Before you pass the completed questionnaire to your supervisor you should check through each questionnaire carefully, question by question, looking for the following:

General Checks

Ensure that the batch of questionnaires has the range of sample numbers that was issued and that they are ordered numerically (see Appendix E). The batch should include the completed, spoiled and unused questionnaires.

Ensure that questionnaires used at the training, which have their own barcode numbers, are not used for the fieldwork.

Cover Page Checks

Ensure that all the **Sample, District, EA, Block and Parcel** numbers were transferred correctly from the **Label** or **Household Listings** to the cover page of the respective questionnaire. Ensure that they are clearly printed in the corresponding boxes.

Ensure that the **Result Code** has been filled out. Do not submit a questionnaire if there was only one visit to the household and the result code is 2, 10, or 11.

Inside Cover Page Checks

Ensure that a person section is completed for each person listed as a household member.

Demography Checks

At Q1.2 ensure that only one person is marked as choice 1, 'Head'. A household should have only one 'Head.'

Education and Training Checks

Only persons 15 years or older should respond to these questions, ensure that age at Q1.5 is 15 years or older.

Check Q2.1 with age at Q1.5. The type of school usually corresponds with age.

Check Q2.2 with age at Q1.5. The highest examination passed corresponds with age.

The highest examination passed should correspond with the highest grade completed. Cross check Q2.1 and Q2.2.

Economic Status Checks

Ensure that skip instructions are followed at Q3.1, Q3.3, Q3.4, Q3.5 and Q3.6.

At Q3.1 ensure that a, b and c add up to 52. Only if c is more than 26 weeks, should there be a response at Q3.2

Employment Checks

Only persons 15 years or older should respond to Q4.1, ensure that age at Q1.5 is 15 years or older.

Check that only persons who responded 'Yes' choice 1 to Q3.3 and those who responded to Q3.5 answer Q4.1.

Only persons who have more than one job should respond to Q4.10. These persons would have given hours worked in main and other job in Q4.1.

Not Working Checks

Ensure that skip instructions are followed at Q5.1, Q5.2, Q5.4 and Q5.6.

Previous Employment

Ensure that skip instructions are followed at Q6.1

Housing Checks

Ensure that the number of bedrooms at Q8.2 is not greater than the number of rooms at Q8.3.

Comments Section

Check that comments are clean and reference the Question # and person where necessary.

SIGN THE COMPLETED QUESTIONNAIRE

You must sign each questionnaire that you have completed. Your signature will attest that you have conducted the interview, recorded the responses correctly and checked the completed questionnaire before handing it in to your supervisor.

COMPLETE THE INTERVIEWER'S CONTROL FORM

You must complete the Interviewers' Control Form (**Appendix H**) whenever you pass a batch of questionnaires to your Field Supervisor. This form allows you to record each questionnaire that you have completed. It is useful to keep track of the progress of your work and the overall Survey data collection.

QUESTIONNAIRE STORAGE

Store completed and checked questionnaires in the envelopes provided. They should be

separate from the questionnaires you still have to complete. Do not leave the completed questionnaires where it is easy for anyone to have access to them. Remember that all completed questionnaires have confidential information and must be dealt with as such.

RETURN OF MATERIALS

You should return completed and checked questionnaires to your Field Supervisor at least twice weekly. Unless instructed otherwise, all materials issued to you **must be** returned to the ESO upon completion of your assignment. This includes maps, listing, ID card, blank questionnaires, etc. The Interviewer Manual is yours to keep.

7 ADMINISTRATIVE INFORMATION

If selected, you will receive your assignment after training has been completed. At that time you should organize your work for the coming week when you will start conducting interviews. You will be instructed by the Field Supervisor when all field work is to be completed. It will be in your best interest, and the interest of the LFS, to interview all respondents as soon as possible.

TIMETABLE FOR LFS DATA COLLECTION

Try to organize your work to make the best use of your time, (i.e. visit households when people are most likely to be at home rather than at a time more convenient to you). Also make the most efficient use of your vehicle (i.e. organize your visits so you do not go back and forth). This saves you time and effort. Remember to include in your calendar meetings with your Field Supervisor.

DATE	TASK
October 4 – 5	Get your assignment and arrange with your FS to discuss the assignment.
October 6 – November 4	Conduct interviews
October 21	At least half of your assignment should be completed.
November 5	Return all work to the Field Supervisor

CONTACT INFORMATION

You will be given a list of the contact information for all the persons working in your team, as well as the contact information for the ESO. Carry this list with you at all times, especially when you are out in the field.

FIELD WORK DOCUMENTS AND SUPPLIES

The Field Supervisor will give you the following documents and supplies with your assignment:

- Appointment Letter
- Service Contract
- Affirmation/Oath (signed copy)
- Statistics law
- Identification Card
- EA Maps
- Questionnaires
- List of Households
- School and Income Reference Card
- Call-Back Cards
- Interviewer Control Forms
- Pencils

- Sharpener
- Eraser
- Clipboard
- Plastic envelopes
- Bag

PERFORMANCE

You will be hired to complete a specific task within a specific time frame. Therefore, it is important that every effort is made to complete the task within the schedule time and to the best of your ability.

Resignation

If you for any reason cannot complete the task you should inform your Field Supervisor immediately and return all documents given to you including completed and incomplete questionnaires, list of households, EA map, reference cards, identification card and clip board. You will be paid for the services completed based on your contract.

Termination

You will be terminated if there is proof that you have committed any of the following violations:

- falsified information on questionnaires;
- divulged information given in confidence;
- disrespected a respondent;
- far behind schedule with assignments; or
- have too many errors or omissions on the questionnaires.

PAYMENT

Your payments will be based up your successful completion of the task. Interviewers will be paid \$30.00 for each household interviewed subject to the submission of the completed questionnaire. This standard fee includes any costs incurred by the Interviewer.

Households with result codes 3 – 11 will be paid \$10.00 per questionnaire subject to the submission of the completed questionnaire Supplement. This standard fee includes any costs incurred by the Interviewer.

The above payments will be specified in the Service Agreement you will be signing with the Economics and Statistics Office.

Payment will be made in November 2013.

8 THE IMPACT OF ERRORS ON THE FINAL RESULTS

Errors can creep in at every stage of a Survey. The questionnaire may be poorly designed resulting in the questions being poorly understood; the interviewers may be poorly trained and so fail to interview correctly; coding may be inaccurate, etc. Controls have been put in place by the Statistics Office in an effort to identify discrepancies and shortcomings in the data-collection procedures and minimise errors. Some of these controls include interviewer training, testing, edit checks, re-interviewing and observation programs.

There are two basic types of error present in estimates based on a sample survey such as the Labour Force Survey, namely Sampling Error and Non-sampling Error. While you as an interviewer have little effect on minimising Sampling Error there are several ways you can minimize Non-sampling Error. Included in Non-sampling are coverage error, response error, non-response and processing errors. The principal obstacles to achieving good data are interviewer bias, non-response and slippage.

The term "interviewer bias" refers to all errors that slip in during data collection as a result of an interviewer's influence on the situation. Different interviewers may obtain different responses from the same respondent for a variety of reasons including differing skill levels and/or personalities.

The accuracy of the Labour Force Survey results decrease as the rate of non-response rises. It is essential that the rate of non-response be reduced as much as possible if the final survey results are to provide an accurate picture of the situation being studied. Again, refer to the notes regarding the contact of households and call-backs.

The last principal obstacle to be discussed is slippage which is the measurement of observed under-enumeration and may be caused by many factors. You will reduce slippage by making sure everyone who should be included in the survey is included, as outlined in this manual. Another important point is to be sure the "Result" section is completed accurately, especially differentiating between No Contact, Out of Scope and Vacant.

Each member of the survey team completes his or her work better if each interviewer has done his/her part to ensure that the information recorded is accurate, clear and correct. When the questionnaires are returned to the office, coders read and code the answers so that the information can be entered on to the computer. This job is made more difficult if:

- handwriting is illegible
- answers are missing
- answers do not make sense (e.g. a person is recorded as 91 years old and living with his parent; or a person is recorded as retired/elderly and expects to look for work in the next six months)

- answers are vague (e.g. occupations such as manager, clerk, or supervisor are recorded)

At this stage, if the coder cannot proceed, the questionnaires must be returned to the interviewer for additional information. Sometimes, errors do not show up, because the answers still make sense.

The end result of errors is that the Statistics Office is presented with more work and the results may be misleading. The policies that the results are designed to inform may be misconstrued. This would be a huge waste of time and resources for **GOVERNMENT, THE STATISTICS OFFICE, YOURSELVES, YOUR RESPONDENTS AND THE PUBLIC.**

TAKE PRIDE IN THE QUALITY OF YOUR WORK.

GOOD LUCK!

APPENDIX A: SCHOOL CROSS REFERENCE CHART

CODE	AGE	CAYMAN	BWI	USA	HONDURAS	PHILIPPINE S
1		None	None	None	None	None
2	4-5	Nursery/Pre-K	Pre-K	Kindergarten		Pre-K
3	Any Age	Special Educ.	Special Educ.	Special Educ.	Special Educ.	Special Educ.
4	5-6	Year 1	Grade 1	Kindergarten	Kindergarten	Kindergarten
5	6-7	Year 2	Grade 2	Grade 1	Grado 1	Grade 1
6	7-8	Year 3	Grade 3	Grade 2	Grado 2	Grade 2
7	8-9	Year 4	Grade 4	Grade 3	Grado 3	Grade 3
8	9-10	Year 5	Grade 5	Grade 4	Grado 4	Grade 4
9	10-11	Year 6	Grade 6	Grade 5	Grado 5	Grade 5
10	11-12	MS Year 7	Form 1	Grade 6	Grado 6	Grade 6
11	12-13	MS Year 8	Form 2	Grade 7	Ciclo comun 1	1st Year (HS)
12	13-14	MS Year 9	Form 3	Grade 8	Ciclo comun 2	2nd. Year (HS)
13	14-15	HS Year 10	Form 4	Grade 9	Ciclo comun 3	3rd. Year (HS)
14	15-16	HS Year 11	Form 5	Grade 10	Carrera 1	4th. Year (HS)
15	16-17	HS Year 12	Sixth Form	Grade 11	Carrera 2	1st. Year College
16	16+	Vocational	Vocational	Vocational	Vocational	Vocational
17	16+	Com. College	Sixth Form	Grade 12	Carrera 3	2nd. Year College
18	18+	Univ./College	Univ./College	Univ./College	Univ./College	Univ./College
19	18+	Other	Other	Other	Other	Other
99	18+	DK/NS	DK/NS	DK/NS	DK/NS	DK/NS

APPENDIX B: EXAMPLES OF OCCUPATIONS

2411 Accountant	3122 Computing Equipment Controllers
3433 Accounting Associate Professionals	1226 Computing Service Managers
4121 Accounts Clerk	4122 Counter Clerk, Insurance
3433 Accounts Supervisor	4215 Debt Collector
3431 Administrative Assistant, Telephone Service Centre	5139 Dental Assistant
3431 Administrative Assistant, Television Advertising Sales	5132 Dental Hygienist
2429 Administrative Legal Secretary	3225 Dental Nurse
1221 Administrative Manager	7311 Dental Technician
3431 Administrative Officer	2222 Dentist
3213 Agricultural Assistant	2144 Electronics Engineer
2145 Agricultural Engineer	3114 Electronics Engineering Technician
9211 Agricultural Labourer	7242 Electronics Fitters, Installers and Repairers
3212 Agricultural Research Technician	4141 Filing Clerk
3115 Air Conditioning and Refrigeration Technician	4222 Hotel Clerk, Front Desk
7241 Air Conditioning and Refrigeration Equipment Installer	3412 Insurance Agent
7213 Air Conditioning Duct Erector	1317 Insurance Branch Manager
4121 Audit Clerk	3412 Insurance Broker
3443 Audit Examiner	3417 Insurance Claims Adjuster
2411 Auditor	4122 Insurance Clerk
4215 Bill, Debt and Related Cash Collectors	3432 Insurance Officer
4121 Billing Clerk	3412 Insurance Representatives
3433 Bookkeeper	2419 Insurance Underwriter
1313 Building Contractor	3226 Nurse
3111 Chemical and Physical Science Technicians	5132 Nurse's Aide
2146 Chemical Engineer	3227 Nurse Midwifery
3116 Chemical Engineering Technician	4121 Payroll Clerk
3111 Chemical Laboratory Technician	4159 Personnel Clerk
2113 Chemists	3141 Ship's Captains and Deck Officers
2142 Civil Engineer, General	2145 Ship's Chief Engineer
3118 Civil Engineering Draughtsperson	3141 Ship's Chief Officer
3112 Civil Engineering Technician	5111 Ship's Chief Steward
4122 Claims Clerk	7135 Ship's Electrician
5149 Cleaning Supervisor	3142 Ship's Master
3431 Clerical Supervisor	3141 Ship's Officer
4112 Clerk-Typist	2470 Ship's Pilot
8283 Computer Assembler	5111 Ship's Steward
3122 Computer Operator	4122 Trust Clerk
3121 Computer Programmer	3419 Trust Officer

APPENDIX C : EXAMPLES OF BUSINESSES

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
	A- Agriculture, forestry and fishing	
LOOK OUT FARM		01303
SIGNATURE GARDEN & NURSERY	Plant Nursery & Garden	01190
CAYMAN COMMERCIAL FISHERIES LTD	Deep Water Commercial Fishing	03111
	B - Mining and quarrying	
SCOTT'S EQUIPMENT LTD	Land Excavation & Quarrying	08101
	C - Manufacturing	
PIONEER BAKERY	Bakers Retail	10711
TORTUGA RUM COMPANY LTD	Manufacturers, Retailers, Wholesalers Of Rum Cakes, Condiments, Confectionary, Cofi	10712
A.L. THOMPSON'S ROOF TRUSS PLANT	Manufacture Metal Roofing	25111
	D - Electricity, gas, steam and air conditioning supply	
CARIBBEAN UTILITIES COMPANY LTD (CUC)	Generate and distribute Electricity	35100
CAYMAN BRAC POWER & LIGHT CO LTD	Generate and distribute Electricity	35100
	E - Water supply; sewerage, waste management and remediation activities	
OCEAN CONVERSION (CAYMAN) LTD	Production And Distribution Of Deslained Water (See Cayman Water Co. & Desalco	36000
WATER AUTHORITY-CAYMAN	Sales Of Eco-Friendly Wastewater Treatment Systems	36000
ENTECH LTD	Sewage Disposal	37001
	F - Construction	
JERNAT CONSTRUCTION	Home Construction & Repairs	41001
ADVANCED ROAD CONSTRUCTION & PAVING	Road Construction & Paving	42101
TROPIC AIR CONDITIONING	Air Conditioning And Refrigeration Repairs And Service	43222
	G - Wholesale and retail trade; repair of motor vehicles and motorcycles	
ADVANCE AUTOMOTIVE LTD	Auto Sales & Service	45101
CAYMAN DISTRIBUTORS LTD	Distribution Of Alcoholic & Non-Alcoholic Beverages	46300
FOSTERS FOOD FAIR	Retail/ Warehouse (Supermarket)	47111
BEAUTY CENTRE & SUPPLY	Retail Of Products	47722
	H - Transportation and storage	
CAPT. MARVIN'S ISLAND TOURS	Tour Operator	49223
CAYMAN AIRWAYS LTD	Air Transport	51101
CONDOR LTD	Warehousing	52101

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
	I - Accommodation and food service activities	
THE RITZ CARLTON GRAND CAYMAN	Hotel	55101
ST. MATTHEW'S AUXILIARY SERVICES LTD	Student Housing	55900
TOP TASTE	Restaurant	56101
CATERING TRADITIONAL CAYMAN	Catering Services	56210
	J - Information and communication	
REAL LIFE	Publishing Company	58132
VIBE 98.9 FM	Broadcasting	60100
WESTSTAR TV LTD	Cable Subscription And Broadcast Advertising	61301
	K - Financial and insurance activities	
MONEY EXPRESS/EXPRESS REMITTANCE SEF	Money Transfer	64199
NATIONAL BUILDING SOCIETY OF CAYMAN	Banking, Mortgaging & Money Transfer	64192
BRITISH CAYMANIAN INSURANCE CO LTD	Home, Life Health And Auto Insurance	65120
	L - Real estate activities	
CARIBBEAN PROPERTY CORPORATION LTD	Purchasing, Owning, Renting, Managing And Renovation Of Condo Known As Turtle Beach	68101
BRITCAY HOUSE LIMITED	Commercial Property Rental	68103
CENTURY 21 THOMPSON REALTY	Real Estate Brokers	68201
	M - Professional, scientific and technical activities	
MAPLES AND CALDER (ATTORNEY-AT LAW)	Law Firm	69101
ANCHIN, BLOCK & ANCHIN (CAYMAN) LTD	Audit & Accountancy Firm	69200
ABACUS CONSULTING LTD.	Engineering Consultants	71101
BANCROFT DESIGN GROUP LTD	Architecture And Design For Residential And Commercial Projects	71102
	N - Administrative and support service activities	
ISLAND SCOOTER AND AUTO RENTAL	Scoters And Auto Rentals	77102
PERSONNEL 2000 Limited	Staffing Agency	78101
HEWS JANITORIAL MAINTENANCE & SUPPLY	Janitorial Services	81210
	O - Public administration and defence; compulsory social security	
CI GOV - PLANNING DEPARTMENT	Government Department	84111
FIRE DEPARTMENT	Government	84232

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
	P - Education	
BODDEN TOWN PRIMARY - GOVT.	Primary School	85102
UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS	College	85301
LIGHTHOUSE SCHOOL	Service- Special Education	85213
CAYMAN SPORTS PROFESSIONALS	Coaching & Co-Ordinating Of Sporting Events	85410
D.D. MUSIC LTD	Music Education, Performing & Publishing Music	85420
	Q - Human health and social work activities	
SMILE DENTAL CLINIC	Dental Clinic	86203
CAYMAN ISLANDS IMAGING Ltd	Radiology: X-Rays, Mamography, Ultrasound, Ct Scanning & Mri	86906
CAYMAN AIR AMBULANCE LTD	Air Ambulance Medevacs, Aircraft Management, Charter And Related Services.	86907
THE WELLNESS CENTRE	Counselling Services	
	R - Arts, entertainment and recreation	
BLUE WATER PRODUCTIONS LTD	Event Promotions	90001
PROSPECT PLAYHOUSE	Perfoming Arts Theatre	90007
DIVE TECH LTD	Scuba Diving & Dive Training	93291
	S - Other service activities	
CAYMAN ISLANDS CHAMBER OF COMMERCE	Promote And Protect Business And Public Welfare	94110
CAYMAN ISLANDS SOCIETY OF HUMAN RESOURCES	Non-Profit Institution	94120
BETHEL BAPTIST CHURCH	Baptist Church	94910
PURITAN CLEANERS LAUNDROMAT	Dry Cleaning And Laundry Services	96010
KYLES INNOVATIVE BARBERS & BEAUTY SALON	Beauty Salon & Barber	96020
	T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use	
AAA CAREGIVERS	Domestic / Caregivers	97001
AFFORDABLE ASSISTANCE	Baby-Sitting & More	97001

APPENDIX D: INCOME CROSS REFERENCE CHART

CODE	WEEKLY	FORTNIGHTLY	MONTHLY	ANNUAL
1	\$0 - \$199	\$0 - \$399	\$0 - \$799	\$0 - \$9,599
2	\$200 - \$399	\$400 - \$799	\$800 - \$1,599	\$9,600 - \$19,199
3	\$400 - \$ 599	\$800 - \$1,199	\$1,600 - \$2,399	\$19,200 - \$28,799
4	\$600 - \$ 799	\$1,200 - \$1,599	\$2,400 - \$3,199	\$28,800 - \$38,399
5	\$800 - \$1,199	\$1,600 - \$2,399	\$3,200 - \$4,799	\$38,400 - \$57,599
6	\$1,200 - \$1,799	\$2,400 - \$3,599	\$4,800 - \$7,199	\$57,600 - \$86,399
7	\$1,800+	\$3600+	\$7,200+	\$86,400+
8	Not Stated			

APPENDIX E: LISTING

SAMPLE #	DISTRICT	EA#	BLOCK	PARCEL	ADDRESS 1	ADDRESS 2	ADDRESS 3
1	1	1020	12C	194	THE ISLANDS CLUB	UNIT #10	#809B WEST BAY RD
2	1	1030	12E	13	3 LVL CONC HSE TILE RF	GRG @ RT GRVL D/WAY	#677 D WEST BAY RD
3	1	1030	12E	41	CAYMAN RESORTS DETACHED I	DRWAY R; SAND YD	#19 LIZARD RUN DR
4	1	1030	12E	13	SEASCAPE; CONC APT SHGL RF;	YELLOWBIRD	#677 WEST BAY RD
5	1	1040	12E	22	ISLAND PINE VILLAS	APT #13	#523 WEST BAY RD
6	1	1040	12E	22	ISLAND PINE VILLAS	APT #30	#523 WEST BAY RD
7	1	1040	12E	63	THE CAYMAN CLUB	CONDO #25	#643 B WEST BAY RD
8	1	1050	12E	27	CAYMAN SANDS	APT #9 & #10	#479 WEST BAY RD
9	1	1050	12E	43	SEA GULL CONDOS	BLOCK B #20	#513 WEST BAY RD
10	1	1050	12E	43	SEA GULL CONDOS	BLOCK A #6	#513 A WEST BAY RD
11	1	1050	12E	53	CAYMAN REEF RESORT	BLOCK 2 APT #24	#497 B WEST BAY RD
12	1	1050	12E	53	CAYMAN REEF RESORT	BLOCK 3 APT #32	#497 C WEST BAY RD
13	1	1060	12E	77	LAGUNA DEL MAR	APT #10	#441A WEST BAY RD
14	1	1060	12E	77	LAGUNA DEL MAR	APT #27	#441B WEST BAY RD
15	1	1060	13B	1	REGAL BEACH CLUB	#633 THIRD FL; BLDG 6	#431 WEST BAY RD
16	1	1060	13B	193	SOUTH BAY BEACH CLUB	CONDO #32	#38 PIPER WAY
17	1	1070	13B	102	7 MILE BEACH RESORT	APT #7	#19A WEST BAY RD
18	1	1070	13B	7	CRESCENT POINT	CONDO #28	#319 WEST BAY RD
19	1	1070	13B	7	CRESCENT POINT	CONDOS #18	#319 WEST BAY RD
20	1	1081	13B	125	TREASURE ISLAND	CONDOS #225	#229 L WEST BAY RD
21	1	1081	13B	125	TREASURE ISLAND	CONDOS #125	#299 L WEST BAY RD

APPENDIX F: CALL BACK CARD

ECONOMICS AND STATISTICS OFFICE



ECONOMICS AND STATISTICS OFFICE
GOVERNMENT OF THE CAYMAN ISLANDS

Information on hand

LFS Interviewer

I am the Labour Force Survey interviewer for this area. I missed you on a number of my visits.

Please call me at _____ to schedule an appointment.

Your contribution to the 2012 Labour Force Survey is very important.

APPENDIX G: LETTER TO HOUSEHOLDER

Dear Householder,

A random, sample survey of households is currently being conducted in the Cayman Islands. This letter has been left by an interviewer because he/she has been unable to get your cooperation to complete the survey. I would take this opportunity to address some questions which you may have and encourage you to participate in this important survey.

1. All information is confidential. We are not allowed by law to pass any information about you to any person outside our department. We do not publish information which would allow anyone to identify you.
2. Interviewers are assigned an address to visit which has been randomly selected by our computer. You as an individual have not been chosen. We have no information on the names of individuals who live at any address.
3. You may have been selected in a previous survey. For every survey all households have an equal chance of being selected. Household characteristics are always changing and previous questionnaires are destroyed.
4. Our interviewers are employed part-time and have their own full-time jobs, which means they can usually only contact you during evenings and weekends.
5. The average interview should take less than 15 minutes.

Most of all, estimates of the entire population are derived from the survey. As a sample survey, your particular household represents 5 to 20 other households. Therefore, your non-participation would severely affect our efforts to make accurate estimates.

I trust that you would seriously consider participating in this important exercise. Should you have any questions or concerns please feel free to contact our Field Supervisor, Ms. Nicole Emmanuel Jones, directly at 244-1613. Your interviewer or the Field Supervisor will be able to explain the purpose of the survey to you.

