

**LABOUR FORCE SURVEY
(Fall 2007)**

INTERVIEWER FIELD MANUAL

**REFERENCE WEEK:
September 30 – October 6**

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FOREWORD

This manual has been prepared for the benefit of persons involved with implementing the Cayman Islands Labour Force Survey. 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 Survey, its objectives, its content, the conditions under which it is to be conducted and define your 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 Survey.

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 the work.

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

If you were an interviewer in a previous Labour Force Survey it is essential that you study this manual thoroughly as there are some sections, which continue to cause "problems" and this manual may help to further clarify these issues.

Census & Survey Supervisor
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CHAPTER 1: INTRODUCTION

A: WHY HAVE THE SURVEY?

The Cayman Islands Government Statistics Office initiated a Continuous Household Survey Programme ("CHSP", for short) 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. The Labour Force Survey ("LFS", for short) was the second in the CHSP.

The first ever LFS in the Cayman Islands was conducted in October 1991, and they have been conducted twice annually since 1992, except for March 1998 and the year 1999, when the Census, which is done every decade was undertaken. No survey was undertaken in October 2006 due to preparations for the Household Income and Expenditure Survey/ Survey of Living Conditions. (HIES/SLC). The Spring 2007 LFS was incorporated in the SLC. The first reference week is usually in March, and the second reference week is usually late September so that the survey is completed before Pirate's Week. Continuous LFSs will enable comparative analysis of the labour market over time.

The LFS aims to collect information on the supply side of the labour market, that is, 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.
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 who these people are so that Government policies are 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.

B: STRUCTURE OF THE SURVEY

The Survey is designed to produce information twice a year, in March and September, on the number of people employed, unemployed and those not in the labour force on Cayman Brac and Grand Cayman.

A systematic random sampling procedure is used to ensure geographic representation proportional to a predetermined ratio. The predetermined sampling ratios for this round are 1:10 for George Town, 1:10 for West Bay and 1:10 for Bodden Town, East End, North Side and Cayman Brac. This means that one in every 10 household in all districts will be selected for this round of the Survey.

Data collection will consist of direct interviewing by you, the interviewer. The basic tool for the data collection is a questionnaire consisting of eight parts namely:

1. Identification of **all** resident members of the household;
2. Education characteristics of the household.
3. Determination of those employed and unemployed making up the labour force and those who are not members of the labour force;
4. Information on those employed--broken into two parts, single and multiple job holders;
- 5A. Information on those unemployed but actively seeking work; and
- 5B. Information on those who are unemployed and not members of the labour force.
6. Information pertaining to expenditure and remittances.
7. Information on small business in the informal sector.

Section 1, 2 and 6 will be completed for **ALL** resident members of the household (**including children**). Section 3 will be completed for **ALL** those members of the household **15 YEARS OF AGE AND OVER**. Section 4, 5A OR 5B will be completed for those 15 years of age and over depending upon which part is appropriate. Consequently no respondent will be asked all 56 questions on the questionnaire. Instead both the number and the sequence of questions will be determined by the response to individual items. As a result, respondents 15 years and older will answer, on average, about 28 questions.

A brief summary of key concepts and their definitions are contained in Appendix A.

A housing module, Section 8, is included on the last page of the LF questionnaire. This part is to be completed for each in-scope household after the LF section has been completed. It will provide valuable information on the housing situation on Cayman Brac and Grand Cayman and assist the Statistics Office in monitoring changes in housing patterns for the Consumer Price Index.

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

- Questionnaire reviewed and revised
- Sample size estimated
- Questionnaire sent for printing
- Interviewer recruitment
- Sample drawn and prepared
- Interviewer training conducted and Interviewers selected
- Assignments prepared
- Survey of households conducted
- Questionnaires returned, edited, coded and entered
- Data analysed, arranged into statistical tables and published
- Survey reviewed

C: ROLE OF THE INTERVIEWER

Your **MAIN RESPONSIBILITIES** as an interviewer are:

1. **CONTACTING** every household assigned to you.
2. Conducting accurate and complete **INTERVIEWS** with all of those you contact.
3. **INFORMING** the Survey Supervisor of any household at which an interview cannot be conducted or completed.
4. Maintaining the **CONFIDENTIALITY** of the Survey.
5. **REPORTING** progress to the Survey Supervisor, as required;

6. **COMPLETING** administrative forms.
7. **RETURNING** completed forms to the Survey Supervisor.
8. **UNDERSTANDING** the Survey.
9. Being business-like, to the point, confident and polite; and
10. **UPDATING** the Household Register.
11. **VISITATION RECORD:** As part of your normal duties, a Visitation Record is required for all households visited during the survey. A separate record is done for each **Enumeration Area (EA)** visited in the order and date the household is visited. A copy of this can be seen in Appendix H.

The main problems which you may encounter, and which you should be able to overcome, include the following:

- * Some households may be difficult to contact and you will need to make every effort to reach them.
- * There will be some reluctance to participate and you will have to attempt to persuade householders to participate.
- * There may be some questionnaires which need to be amended after you have checked them. You may need to contact the household again to clarify some answers.

Your task as an interviewer is central to the whole Survey because it is **YOU** who make personal contact with the respondent. The quality of your work ultimately affects, to a very large extent, the results of the Survey. It is therefore important that you understand what the Survey is all about, know the format of the questionnaire and know what the questions mean. The degree of your knowledge and understanding will inspire confidence in the respondent; otherwise he/she may be reluctant to supply the information being sought.

Learning what it takes to be a good interviewer cannot be accomplished all at once. It takes practice and a good deal of effort on your part. As you gain experience in interviewing you will find that the techniques you use, the questionnaires you fill out and the confidence you display will become almost second nature to you.

FIRST IMPRESSIONS ARE VERY IMPORTANT. YOU MUST SELL THE SURVEY.

D: ROLE OF THE SURVEY SUPERVISOR

THE SURVEY SUPERVISOR IS PRESENT TO HELP YOU.

THE PRIMARY ROLES of the Survey Supervisor are to:

1. Train you.
2. Ensure that field procedures are followed correctly; and
3. Help you do the best job you can do.

While you will be doing the actual data collection, the Survey Supervisor will be ultimately responsible for ensuring that you do your work satisfactorily. You will report to him/her the outcome of all the interviews assigned to you and return all questionnaires issued to you (whether completed or not).

The Survey Supervisor serves as a link between you and the other Survey Organisers. He/She will inform you of the instructions given by the Organisers and, in turn, you should inform him/her of the difficulties you encounter.

YOU SHOULD PAY SPECIAL ATTENTION TO, AND MAKE NOTE OF, ANY PROBLEMS CONCERNING THE INTERPRETATION OF THE QUESTIONNAIRE. Your notes will help to continually improve the quality of the survey.

To ensure accuracy and consistency, which are vital to the success of the production of statistics, and to ensure that your work is being done correctly, the Survey Supervisor will:

1. scrutinise all the questionnaires you have completed to check that each interview has been completed properly; and
2. spot check some of the respondents whom you have interviewed.

The Survey Supervisor will meet with you periodically to discuss any difficulties, which you may have.

E: THE STATISTICS LAW

This Law is the legal means by which employees of the Statistics Office are empowered to collect information. It lays out the penalties for not providing information as well as penalties for breach of confidentiality covered in Section F of this chapter. 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 will be provided to each enumerator. It is recommended that you keep it in your possession at all times when conducting interviews.

Respondents are legally obliged to provide information asked for in a survey, however the Statistics Office prefer that people answer the questions because of moral suasion.

F: 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 the Statistics Law. 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 the Statistics Office. There are penalties for disclosing information, even if it is done simply through carelessness, so be on your guard throughout.

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

SOME "DO'S"

- * **ALWAYS** carry your authority card and show it upon introducing yourself.
- * **ALWAYS** check that you are talking to the correct person 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. Confidentiality **ALSO** includes the households, which are selected.
- * **ALWAYS** take a positive line on confidentiality. Reassure the public, by your actions, that you take confidentiality seriously.
- * **ALWAYS** report any loss of materials immediately to the Survey Supervisor.

SOME "DON'TS"

- * **DON'T** discuss the contents of an interview with unauthorised persons--even members of your immediate family. In the Office be discreet. Even a casual remark is a breach of confidentiality.
- * **DON'T** give questionnaires with any information, even if they are incomplete, to anyone outside the Statistics Office.
- * **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 unauthorised person accompany you on your visits.
- * **DON'T** ask respondents to supply answers in front of visitors.

Additionally, all materials issued to you must be returned to the Survey Supervisor so that they may be carefully stored or destroyed. **NB. The manuals are yours to keep.**

G: YOUR TIMETABLE FOR SURVEYING

If selected, you will receive your assignment after training has been completed. At that time you should organise your work for the coming week when you will start interviewing. You will be instructed by the Survey Supervisor when all field work is to be completed. It will be in your best interest, and the interest of the Survey, to interview all respondents as soon as possible after the Reference Week. You should make every possible effort to have made at least one visit to every assigned household by the second weekend. **The closer your interviews are to the Reference Week, the better the respondent's sense of recall and hence the more accurate will be the information that is collected.**

Try to organise 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. organise your visits so you do not go back and forth). This saves you time and effort.

DATE	TASKS
REFERENCE WEEK September 30 – October 6	organise work
Sunday, October 7 to Monday, November 5	conduct interviews ; return work to the Survey Supervisor as completed
Wednesday, October 24	attempted at least one contact with every assigned household
Tuesday, November 6	return all work to the Survey Supervisor

CHAPTER 2: CONTACTING SELECTED HOUSEHOLDS

A: 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 favourable 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 ***WILL EVER*** be released.

B: 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:

1. Ask the questions as worded, following the instructions.
2. Listen carefully to the respondent's answers.
3. 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 emphasised 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. 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 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. A reply which appears obvious to you must be confirmed prior to making the entry.

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 straightforward 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.

A video produced by the U.S. Department of Commerce, "One on One: Getting It Right", is available from the Statistics Office for your viewing pleasure. The video covers basic interviewing skills and techniques and would be very useful in supplementing the contents of this manual and enhancing your interviewing techniques.

C: WHAT IS A 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.

Common housekeeping means sharing at least one meal a day **OR** sharing a living room. This concept is used for persons sharing an apartment or house together.

In most cases, the dwelling unit will also be the household. There are cases however, where this is not the case. In the Cayman Islands, ***rooms in dwelling units are 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.

D: WHOM TO INCLUDE AND 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)
- * away on vacation (for less than 6 months)
- * away on business (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**, but resident of 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 lives in the household, **especially the young and the old**. Even though the survey is about the labour force we need an accurate count of the whole population.

IF YOU HAVE DIFFICULTY DECIDING WHO TO INTERVIEW CONTACT THE SURVEY SUPERVISOR

E: THE SELECTION AND CONTACT OF HOUSEHOLDS FOR INTERVIEW

As the Survey is required to provide accurate statistical information on the members of households in the Cayman Islands it is important that those households identified to be part of the Survey be a reflection of all households in the Cayman Islands. The definition of a household thus reflects the fact that all those who live within the Cayman Islands may be included.

A statistically derived sample of households on Grand Cayman and on Cayman Brac has been derived which will be sufficient for the purposes of this survey round. To obtain a representative sample of resident households a separate sample is selected in each electoral district, excluding Little Cayman for the Sister Islands. Each district is divided into a number of Enumeration Areas (EAs). EAs are areas, which were for the most part, conveniently enumerated by one interviewer during the 1989 Census. Some EAs have now grown significantly and have been further sub-divided since the 1999 Census. In any

event, EAs are well-defined areas with boundaries. Households are randomly selected from each district and correspond to a specific EA.

In addition to the description of the address selected (see "Household Identifier" in Chapter 3, Section A on page 21) you may 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 sheet, 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 gazetted 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. **NOTE** that if you receive a photocopy of a map sheet, which contains topography, the buildings, if any, plotted on the maps are based on aerial photography.

If you have been assigned a household description, which include the words "**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 sample.

CHECKING FOR EXTRA DWELLING AT THE SAMPLE ADDRESS.

Sometimes a sample address, which was listed as a single dwelling actually contains more than one dwelling. These "Extra Dwellings" (for example, helper's quarters over a garage, etc.), not seen at the address when the block was listed, must be included in the survey if we are to have an unbiased sample.

When you go to a sample address, ask yourself the question, or inquire if necessary: "*Are there any other dwellings 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", *interviews should be taken at all extra dwellings discovered at the specific address.* At the top of the Cover Sheet for each of these "extra" interviews, write "Extra Dwelling." This procedure is designed to pick up 1, 2, 3 or 4 dwellings in one spot missed by the lister; **if you find 5 or more**, do not interview them, but send us quickly a description of the situation and wait for further instructions.

Do not take interviews at other dwellings that have been listed separately and are not in the sample. If you happen to notice actual dwellings missing from the listings (dwellings that should be associated with specific listed addresses not in present sample), describe

their location on a note attached to the listing sheet. If you find missed dwellings, and cannot decide clearly whether they should be associated with the sample address or with other listed addresses, send in quickly the description of the situation and wait for instructions.

COMBINED ADDRESSES: You may find, occasionally, that the reverse situation exists: 2 dwellings have been combined since the time of the last update; or you find *that what was listed as 2 dwellings is actually only 1*. Interview at the existing dwelling, only if the first of the 2 listed addresses was designated for the sample. Describe the situation briefly on the Cover Sheet. If the sample address is the second of the 2 listed dwellings, consider that the sample dwelling is now **nonexistent**; take no interview, but explain clearly the reason for the non-interview in the Result/Comment section of the Cover Sheet. Similarly if 1 actual dwelling has been listed as 3 or more addresses, it comes into the sample only when the first is selected.

ADDRESS WITHOUT DWELLING: *The sample address can be a vacant dwelling, or a store or offices containing no dwellings.* These seem doubtful to the lister who entered them just in case. If you find it still vacant, take no interview and make no substitutions but record as vacant in the results box. Those sampled addresses which are now stores or offices should be marked as Out of Scope. Merely describe briefly the facts on the Cover Sheet for the sample address and send it in quickly to the Survey Supervisor.

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. Household members are contacted to obtain LFS statistics.

If you discover you have been assigned a neighbour 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 Survey Supervisor. Your assignment may be switched or reassigned, rather than risk a refusal.

If you do not contact anybody at an address you will need to make at least three (3) **OTHER** visits at different hours on different days. You should have attempted at least one contact for each assignment within the first ten (10) days. Furthermore, 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 4 previous visits. One household may represent 5 to 20 other households, so every non-interview, even one, is important.

Every attempt to establish contact at an assigned household must be recorded on the Survey Control Sheet of the questionnaire (front page) for the corresponding household. It may be necessary to discreetly inquire of neighbours whether anyone usually lives in a household to establish whether it is a **VACANT or NO CONTACT** situation. It is critical that you understand the difference between "vacant" and "no contact" since misclassification between these two terms will have a significant impact on estimates derived from the sample survey.

If you find more than five households at an assignment **ONLY ONE** will be interviewed. Simply call the Census & Survey Supervisor with all the required information and one will be randomly selected for you to do. 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.

Difficulties with cooperation (e.g. refusal), communication (e.g. language) or locating households should be reported as soon as possible to the Survey 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 B 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 them 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 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 15 years and over, if at all possible. If the only person home when you call appears to be under 15 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, neighbours 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.

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

F: 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 summarised 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 Survey 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.

Q: WHY/HOW WAS I SELECTED?

A: Your household was randomly selected by a process set out by the Economics and Statistics Office. It is actually your address that was selected, not you. I am to interview everyone living here.

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. 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. The Statistics Office does not care 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: I am only employed on a part-time basis to do this interviewing as I have a full-time job during the day. Therefore I must try to make my 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 the Statistics Office in monitoring changes in rent patterns for the Consumer Price Index. It is more economical to collect this information along with the Labour Force Survey.

CHAPTER 3: QUESTIONNAIRE INSTRUCTIONS

This chapter has been included to assist you in the proper completion of the questionnaire. In addition to the Survey Control Sheet the questionnaire consists of eight (8) major parts. Each section, including the Housing Module, will be discussed and the terms used will be explained. The paragraphs below also provide you with information to deal with queries respondents might have about certain questions. It will be necessary for you to have a copy of the questionnaire present in order to fully comprehend this chapter as you study.

If you cannot answer a specific question you are asked, or encounter a case which is not covered below, make a note and refer the matter to the Survey Supervisor.

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

HOW TO RECORD ANSWERS

A 2B pencil must be used to record all answers. Enumerators will be provided with these pencils, no other pencils or means of recording answers on the forms should be used. **Please pay special attention to the example on the front cover of the questionnaire. Letters and numbers should not touch the edges of the box.**

A: SURVEY CONTROL SHEET

The front page of the questionnaire, the "Survey Control Sheet," is to be completed after you have completed the rest of the questionnaire. In other words, you should go straight to page 1 to start the interview.

HOUSEHOLD IDENTIFIER

Centred toward the top of the front page will be a label containing, from left to right, the Sample Number, Enumeration Area, Block/Parcel and "Address."

Each household is identified by a unique Sample Number.

The Enumeration Area ("EA" for short) consists of two letters and three digits, which identify the geographic location of the household (e.g. CB - Cayman Brac, WB - West Bay, etc.). The fourth digit is a further breakdown of main enumerator areas which had to be subdivided because of significant growth. The EAs were established during the 1989 Census, expanded during the 1999 Census and these allow the comparability of data between household surveys and censuses.

Locating the parcel number on the map you are given should assist you to find an assigned household. If you have access to land registry information, you **MUST**

remember that the name of the parcel owner may not necessarily be the household to interview.

The last three lines of the Household Identifier label contain an "address" description of the household assigned. By using a combination of the block/parcel and the description, you should be able to locate your assignment. If there is a discrepancy, **the address described has priority over the block/parcel**. Most households should now have house numbers and street addresses, which can further assist you in finding the location. Please make note of ANY discrepancy (e.g. name change of apartment) and inform the Survey Supervisor. Abbreviations which may be used in the household descriptions are contained in Appendix C.

INTERVIEWER NUMBER

Each interviewer will be assigned a unique number, which is to be written in the box provided.

TEL NO

A **day-time** telephone number, if available, for the person listed at "Contact" should go here. Like "Contact" this information would be used if some information needs to be clarified after the questionnaire has been completed. If the telephone number is "unlisted" still make an attempt to get some 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

The total number of persons listed in Part 1 for the household should be written in the box. If there are no persons (e.g. refusal, vacant, etc.) then write "**00**."

NUMBER OF HOUSHOLDS NOT PREVIOUSLY IN REGISTER

The total number of additional households found in a dwelling should be recorded here. Eg. If the description of the sampled address indicates a single household or dwelling (conc hse), but instead you find doors on the inside with numbers indicating separate households, record these and briefly describe their location.t

RESULT OF SURVEY

This information is used to summarise the results of the Survey after completion and **ONLY ONE** box is to be ticked as follows:

1. **ONLY** if the entire questionnaire is completed, as required, for the household

2. If the respondent refuses, or does not know, any question (**even one**) that should be answered
3. TOTAL refusal by the household to participate in the Survey
4. You are unable to locate the assigned address
5. You determine that no one lived at the address on Saturday of the Reference Week
6. You determine that the dwelling was under construction/renovations
7. The dwelling is derelict and no longer habitable or has been demolished.
8. You establish that the entire household present on Saturday of the Reference Week was short term visitors or second home residents
9. You are unable to establish contact with the household AND you have knowledge that someone usually lives at the address (e.g. the household was away on vacation)

Be sure you understand the difference between NO CONTACT (4) and VACANT (6).

If you discover that someone to be included in the survey lived at the assigned address on Saturday of the Reference Week, but has since moved, then you should inquire as to their whereabouts and inform the Survey Supervisor. If located they will be interviewed, otherwise (No Contact) would be marked. Conversely, if someone has moved into a dwelling which was vacant during the ENTIRE Reference Week they SHOULD NOT be interviewed and (Vacant) would be marked.

RECORD OF VISITS

Each time you visit an assigned household a line must be completed with appropriate information. If no one is 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 arrive AND leave. 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.

COMMENTS

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

INTERVIEWER SIGNATURE and DATE

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 and date it. This is your verification that the questionnaire has been completed as instructed and to the best of your ability.

B: PART 1 - TOTAL POPULATION

Starting with Q1.0 first, Section 1 to be completed, as instructed, for **ALL** resident occupants of the household, regardless of their age. All eight (8) questions **MUST BE** answered for each person listed.

Q1.0 NAME OF PERSON (N)

Q1.0 and Q1.1 have been designed to ensure that the appropriate persons are included in the survey. After asking Q1.0 you will need to probe for anyone who might be away but who usually lives in this household to determine whether or not they fall within the scope of the survey.

Write the names of ALL household occupants, including children who are to be included in the Survey as defined in Chapter 2 of this Manual. 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 distinguish further (e.g. Jr., Sr., etc.). Names **ARE NOT** put on computer records and are **NEVER** used in any published result. If necessary, you may proceed without any names.

It is preferred that the first person listed is an adult in the household and responsible for the majority of its "affairs."

The letter 'N' in the questions refers to the name of the person for whom data is being collected.

If there are more than eight (8) persons in the household simply continue on a blank questionnaire. For the ninth person (first person on second questionnaire) make sure at Q1.2, that you *mark his/her relation to the first person* on the first questionnaire. Also you need **ONLY** write the sample number next to the words "HOUSEHOLD IDENTIFIER" on the Control Sheet of the second questionnaire (it is not necessary to complete anything else on the Control Sheet).

Q1.2 RELATIONSHIP OF (N) TO FIRST PERSON

For the first person listed the answer will **ALWAYS** be box 1, Head. The first person is simply a reference person (as noted above) selected for the purpose of coding relationship. For all other persons indicate their relation **ONLY** to the first person. Persons living together in a common-law situation, even though not legally married, should be ticked at box 2. Step-children and children of a partner are to be considered related to the

first person, if so appropriate. "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 box 10, NOT box 11.

Questions 1.3 to 2.2 give us vital statistics in order to categorise and analyse labour force information by sex, status, age, education and training groupings (e.g. number of persons in the labour force whose highest level of education completed is a university degree).

Q1.3 SEX

Mark the appropriate box. 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.

Q1.4 AGE

The age recorded here should be as at the end of the reference week i.e. October 6, 2007.

Q1.5 CAYMANIAN STATUS

Again, mark the appropriate box. It does not matter how a person acquired "Caymanian Status" they should be marked as Caymanian.

Please note that "naturalization" (i.e. possession of a Cayman Islands passport) and/or "residency" do not mean Caymanian Status.

Unless a person under the age of eighteen (18) years has lost status under 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 domicile 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" do not mean Caymanian Status.

Q6 SCHOOL ATTENDANCE

This is to get information on the number of people in part and fulltime schooling, who may or may not still be working. A number of people attend school fulltime and still work part-time, while conversely some go to school part-time and work either part-time or fulltime.

C: SECTION 2 – EDUCATION CHARACTERISTICS

Section 2 is completed for **ALL** persons, regardless of their employment status.

Q2.1 HIGHEST GRADE COMPLETED

At this question you will indicate the highest education level the individual has **COMPLETED**. If in doubt about where a particular level goes on the questionnaire, refer the matter to the Survey Supervisor. A chart relating approximate ages, American grades and Caymanian classes for primary and secondary schools is provided in Appendix D. For someone who has had **NO SCHOOLING** you should tick box 1, NONE.' All others are self explanatory.

Q2.2 HIGHEST EXAMINATION PASSED

Self explanatory

PERSONS UNDER 15 YEARS OF AGE SHOULD GO TO SECTION 6

D: SECTION 3 – POPULATION 15 YEARS AND OVER

Q3.1 - ECONOMIC ACTIVITY DURING REFERENCE WEEK

This question asks whether a person did ANY work for pay, profit or family gain during the **ONE** week reference period.

By "working" we mean the respondent was engaged in some form of economic activity. Thus, by our definition, women 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 may be classified as "working."

Notice 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).

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.

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 Organisers, so you should **PROBE** if necessary to ensure that he/she understands our concept. We want to ensure that all categories of workers, including casual workers, unpaid family workers, workers remunerated in kind, respond according to what the concept of economic activity intends to measure. Such persons may not interpret a question like Q10 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)
- 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 organisation 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 box "Yes" or "No." If "Yes" is marked skip to 4.1 which deals with "Employed Persons", otherwise continue to Q3.2

Q3.2 REGULAR JOB

Although a person did NO work during the Reference Week they may have had a job but been away from it for various reasons (i.e. maintained a formal job attachment). If this is the case, mark "Yes" and continue to Q3.3. However if the person had no work (i.e. was not economically active as defined above), mark "No" and skip to Q3.4. Therefore a person who has been laid off AND maintains a formal job attachment should be marked "Yes" at this question.

In the case of paid employment, the notion of "formal job attachment" would be dependent on any one of the following:

- the continued receipt of wage or salary;
- an assurance of a return to work following the end of the contingency, or an agreement as to the date of return;
- the elapsed duration of absence from the job for which workers can receive compensation benefits without obligation to accept other jobs.

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 Q3.2).

Q3.3 WHY ABSENT

At Q3.3 we want to know why the person WHO HAD A JOB did not do any work (not even one hour) during the Reference Week. If the reason is other than the three choices listed, mark "Other" and write the reason. For all the choices you would then skip to 4.1 which deals with "Employed Persons."

Q3.4 FUTURE JOB

This question seeks to determine whether a person had **CONFIRMATION** of a job to start within four (4) weeks immediately after the Reference Week. If an employer is awaiting word about the application of a work permit you would mark "No" at Q3.4 for the person, as an application is NOT confirmation of employment. If there is a definite start date within four weeks mark "Yes" and skip to 5.1 which deals with "Unemployed Persons"; otherwise mark "No" and continue to Q3.6.

Q3.5 WHY NOT WORKING

We want to know the reason person was unemployed during the reference week.

Q3.6 JOB SEARCH AND AVAILABILITY FOR WORK

Q3.6 seeks to determine availability for work AND whether the respondent made any effort at all, formal or informal, to look for work in the four weeks previous to the Reference Week by utilizing any of the methods listed on the questionnaire or others not listed. Note that if the response is "Yes" we would proceed to 5A.1 which deals with "Unemployed Persons". If the response is "No", then proceed to 5B.1 which deals with "Persons not in the Labour Force".

NOTE that if the response is "No", you will need to probe regarding the reasons why the respondent did not take any initiative to find work during the four week period. If the reason is that the respondent has already found work to start later ("future start" - either in paid- or self- employment) then he/she should be regarded as "unemployed" and you would proceed to 5A.1. (In this case you should go back to Q3.4 and change the "No" to a "Yes"). If the person is waiting for a work permit and did NOT seek work they are not considered part of the labour force and you would proceed to 5B.1.

E: SECTION 4 - EMPLOYED (WITH A JOB)

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

paid employment

- (1) "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 3.1;
- (2) "with a job but 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 Q3.2;

self employment

- (1) "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;
- (2) "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.

Q4.1 MULTIPLE JOBS

If the person had more than one job during the Reference Week they should answer "Yes" for this question and If the response is "No", then write in the space provided for the main job only.

Q4.2 YEARS IN MAIN JOB

Record the total number of years the respondent worked in main job. For those working for a period less than six (6) months, write "97". For those working for a period of 6 months to a year, record "1". Write "99" when length of service is not stated.

Q4.3 HOURS OF WORK

Give hours of work for both jobs. 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. If the person answers 30 hours or more skip to Q4.6, otherwise continue to Q4.4. Use whole numbers, counting 30 minutes or more as a whole hour.

Q4.4 WHY PART-TIME WORK

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 box 1. Responses such as 'slow economy', 'depends on demand', 'slow time', 'lay off days' and 'bad weather' should all be recorded in box 46 - Only Hours Available (OHA). Some examples of what would be considered as "Other" – box 9, are responses like, 'drug problem', 'arrested', 'handicapped' or 'labour dispute/suspension'. Be careful and follow the appropriate skip procedure depending on the response. Mark "other" if necessary and write the reason given.

Q4.5 JOB SEARCH

There are two (2) conditions to be met at Q4.5 before you can mark "Yes." **FIRST** the person **MUST** have been available to work additional hours and **SECOND** they **MUST** have sought work by a method identified at Q3.6. If one condition is **NOT** met then mark "No." The purpose of this question is to find out who is "under-employed."

Q4.6 EMPLOYMENT STATUS

Three (3) categories are indicated into which the respondent (an employed person) can be placed. They may be: (1) an employee - not owning a business and working for someone; (2) an own account worker - owning a business and **NOT** employing any other worker; **OR** employing at least one person; or (3) an unpaid family worker - person working in a family business who does not receive a wage/salary. For the self-employed respondent, be sure to **PROBE** to determine whether the individual has any employees or not.

Q4.7 EMPLOYMENT SIZE

Indicate how many employees work at respondent's main job by choosing appropriate range.

Q4.8 OCCUPATION

State the person's main job **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 vague. You will need to **PROBE** for a more detailed answer. Examples of various occupations are provided in Appendix E. **BANKING** is **NOT** an accepted answer. Do not use any abbreviations, which are unknown to you.

Q4.9 INDUSTRY

For the corresponding occupation at Q4.8 indicate the kind of business carried out by the employer. 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 department in government. **NB** Schools are listed under Department of Education and **NOT** Ministry of Education. Examples of various industries are provided in Appendix F. TOURISM is NOT an accepted answer.

Q4.10 and Q4.11- EMPLOYMENT INCOME

You should show the respondent the "flash card" and ask them in which range was the person's cash earnings from main employment and other jobs respectively, during the last month. The flash card (see Appendix G) shows weekly, monthly and annual amounts. Tick the appropriate box for MONTHLY CASH EARNINGS. 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.

PERSONS WHO HELD A JOB SHOULD PROCEED TO SECTION 6..

F: SECTION 5A - UNEMPLOYED (WITHOUT A JOB)

Part 5A concerns the UNEMPLOYED person only. The unemployed labour force comprise all persons 15 years and over who during the Reference Week were:

"without work" i.e. were not in paid employment or self-employment ("No" at Q3.4);

"currently available for work" AND i.e. were available for paid employment or self-employment ("Yes" at Q3.6); AND

"seeking work" i.e. had taken specific steps in the four weeks previous to the Reference Week to seek paid employment or self-employment ("Yes" at Q7).

The questions in this Part relate to the persons who satisfy these criteria. One EXCEPTION is related to "seeking work" where future starts are included. In other words, someone is still considered unemployed if they are not seeking work because they have a job to start in the next four weeks.

Q5A.1 LENGTH OF UNEMPLOYMENT

Indicate the applicable period of time for which the person has been unemployed.

Q5A.2 NEW LABOUR FORCE ENTRANTS

This is a "filter" question so that the appropriate questions are asked concerning the person. If a person has never had a job you should go to Q5A.5. If not, continue to Q5A.3. This question pertains to having worked ANYWHERE before, not just the Cayman Islands.

Q5A.3 OCCUPATION IN LAST JOB

For the last job held indicate the occupation information as in Q4.8.

Q5A.4 INDUSTRY OF LAST JOB

For the last job held indicate the industry information as in Q4.9.

Q5A.5 FINANCIAL SUPPORT

Indicate the MAIN source of financial support for the unemployed person. Mark ONLY one box and complete "other" if necessary. Choice 3 includes relatives other than parent or spouse.

Q5A.6 OCCUPATION SEARCH

For type of job required, indicate the occupation information as in Q4.8

FOR PERSONS WHO WERE UNEMPLOYED PROCEED TO SECTION 6.

G: SECTION 5B - NOT MEMBERS OF THE LABOUR FORCE

The questions in 5B are for persons who are NOT MEMBERS OF THE LABOUR FORCE. These are persons who would have answered "No" to Q3.6.

Q5B.1 REASON FOR NOT SEEKING WORK LAST MONTH

One answer should be marked here indicating the MAIN reason why the person did not seek work AND was not available for work in the past month. Complete "other" if necessary. Included with "housekeeping" would be such things as caring for children, elderly or disabled.

Q5B.2 FINANCIAL SUPPORT

This question is identical to Q5A.5.

H: SECTION 6 – EXPENSES AND REMITTANCES

Q6.1 PERSONAL TRIPS

Include trips relating to vacation, education. **EXCLUDE** business trips. **PROBE HERE FOR ANY EXTENTION OF AN ORIGINAL BUSINESS TRIP USED FOR PRIVATE GAIN.**

Q6.2 COST OF TRAVEL

Total amount spent on entertainment, accommodation, health expenses, educational expenses, ground transportation, food and drinks should be recorded here. **INCLUDE expenditure** on these categories if spending occurred during extension of an original business trip used for pleasure. **EXCLUDE** airfare from Cayman Islands to original destination.

Q6.3 GIFTS AND PERSONAL EFFECTS BOUGHT ABROAD

These are gifts such as souvenirs, crafts, alcoholic drinks and clothes etc. which were purchased abroad and brought to Cayman Islands. This does not include items which were purchased and air freighted or shipped.

Q6.4 GIFTS AND PERSONAL EFFECTS TAKEN ABROAD

These are gifts such as souvenirs, crafts, alcoholic drinks and clothes etc. which were purchased in the Cayman Islands and **TAKEN** abroad. These items are not to be returned to the Cayman Islands.

Q6.6 to Q6.10 REMITTANCES SENT TO AND RECEIVED FROM ABROAD

All questions are self explanatory.

I: SECTION 7 – SMALL BUSINESSES

Q7.1 TO Q7.7

All questions are self explanatory.

UPON COMPLETION OF THE QUESTIONNAIRE PROCEED TO THE INSIDE OF THE FRONT COVER TO CONDUCT THE HOUSING MODULE.

J: SECTION 8 - HOUSING MODULE

Data obtained from the Housing Module will be used in calculating the housing component of the Quarterly Consumer Price Index. The Consumer Price Index measures the change of prices in the Cayman Islands and is the main "inflation" indicator. The cost of shelter is a large component in the Consumer Price Index and this information is very essential.

All questions should be read exactly as printed. Words which appear in *italics* are for clarification and should not be read. Words which are underlined should be emphasized. This section consists of six (6) questions as follows:

- Q8.1 This question determines if the household is included in this section. If the answer is Yes, continue on. If the answer is NO then the Interview ends here as during the reference period the household was not resident of the Cayman Islands.
- Q8.2 Mark 1 if the accommodation stands alone with no other accommodation directly attached to any side. Even if another house is 3 feet away in the same yard, the answer would be 1. Most other accommodations would come under choice 3. A one-room accommodation which is part of several other apartments will fall in choice 5. A trailer or live-a-board boat would fall under choice 7 and 8 respectively,.
- Q8.3 In reading this question you should read the choices. 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, then go to question 8.5a. **NB** If the household is paying a monthly fee which goes towards the purchase price of the dwelling, then the answer should be "5" If the total rent is paid by someone other than any of the occupants (e.g. an employer) then mark choice 6. If the accommodation is occupied by some means other than choice 1 to 6, then mark choice 7 AND describe.
- Q8.4 This question is **ONLY** asked of those who answered 1, 2 or 6 at question 8.3. 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 on the appropriate line. You do not need to do any conversions.
- Q8.5a Indicate here the **LAST** month's 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.
- Q8.5b Indicate here by shading YES or No whether the household is covered by insurance.

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

CHAPTER 4: POST SURVEY

A: AFTER THE INTERVIEW

Your job does not finish at the end of the interview. There are some important things, which must be carried out to ensure the smooth running of the Survey.

RESULT OF SURVEY

- * You need to mark the appropriate box on the Survey Control Sheet as described on page 20.

QUESTIONNAIRE CHECKING

- * You should check through each questionnaire carefully, question by question, looking for the following:
 1. Are all the questions that should have been answered complete? If not, you must call back for missing information.
 2. Are the answers to all questions clear? Remember that these answers must be understandable to the coding staff back at the Statistics Office.
 3. Are the answers consistent?

QUESTIONNAIRE STORAGE

- * Store checked and completed questionnaires in the envelopes provided. They should be separate from the questionnaires you still have to complete.
- * You should return completed and checked questionnaires to the Statistics Office **twice weekly**. Please bring in the questionnaires, **post only as a last resort**.

RETURN OF MATERIALS

- * Unless instructed otherwise, all materials issued to interviewers must be returned to the Statistics Office upon completion of the survey. This includes maps, bag, ID card, blank questionnaires, etc. The Interviewer Manual is yours to keep. You should note that you may be required to pay **a replacement fee for bags that are not returned and a fine of \$25 for ID cards which are not returned**.

B: COMPLETING YOUR LOG OF HOURS AND EXPENSES

The pay you receive depends on you clearly and accurately keeping your Log complete. You are entitled to claim for expenses which you incur in connection with your work, starting from the day you are appointed and continuing through your period of employment. One page of the Log is for recording mileage and other expenses, except telephone calls. The last page is specifically for telephone calls. To make sure you get paid correctly and promptly, and to assist the Survey Supervisor in monitoring your progress, you must complete at least one line in your Log EVERY day you work on the Survey (include training).

In the "Date" column record the date for which expenses are being claimed. In the "Time" column record the period of time during the day for which the expense was incurred. In the column titled "Car" under "Expenses" record the total number of miles traveled during the time period previously noted. In the "Other" column write a brief description of the expense and attach the supporting receipt.

For telephone calls you should record EACH call on a separate line. Remember that the Log is for recording expenses which YOU incur, so you should not record telephone calls made from work (unless you are self-employed). In the "Island" column indicate TO which island you called.

You should have your Log up-to-date at all times as the Survey Supervisor may need to check it periodically. The Survey Supervisor must check and endorse your Log before any payment is made. Please remember to **sign your log of expenses** before returning to the Survey Supervisor.

The allowances paid will be these:

Travel by private transport

- 50 cents per mile, Grand Cayman
- 53 cents per mile, Cayman Brac

Official phone calls

- within Cayman Islands – land line to land line
 - 9 cents first 1 minute
 - 2 cents each additional minute

- Land line to Mobile (C & W)
27 cents per minute
- Mobile to Mobile (C& W)
20 cents per minute
- Mobile to Mobile (other carriers)
25 cents per minute

Other incidental expenses incurred **MUST** be supported by receipts. **NB:** Excessive mileage **will not** be paid, please plan your route wisely.

C: 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 minimise Non-sampling Error (see video). 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. Chapter 2 of this manual contains important notes on interviewing skills and techniques. Furthermore it is important that you follow the established procedures closely.

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, in Chapter 2 are 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 Chapter 2 of this manual. Another important point is to be sure the "Result of Survey" 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: 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 (see page 22 for details)

COMMON HOUSEKEEPING - sharing at least one meal a day OR sharing a living room

EMPLOYED - a person who has a formal attachment to a job for pay or profit whether an employee or employer; he/she may have worked for only one hour during the Reference Week or been temporarily absent with a formal job attachment

FULL-TIME - 30 or more hours of work during the reference week

HOUSEHOLD - either one person living alone OR a group of persons (not necessarily related) living at the same address AND with common housekeeping

INDUSTRY - refers to the general nature of the business carried out in an establishment where a person works

JOB/WORK - any form of economic activity from which a person gets paid in cash or in kind

LABOUR FORCE - the combined total of the non-institutional population (i.e. not in residential institutions such as the prison or hospital) aged 15 and over who, during the reference week, were employed or unemployed

MAIN JOB - job in which a person will spend the most time working, on average over the course of a year

MULTIPLE JOB - more than one job or business including contract work

NON-CAYMANIAN - anyone who is not defined as "Caymanian" or having "Caymanian Status"

NON-LABOUR FORCE - the non-institutional population aged 15 and over that is not employed or was unemployed and not seeking work during the reference week

OCCUPATION - refers to the kind of work people do as determined by their job title and the description of their most important duties

PART-TIME - less than 30 hours of work during the reference week

REFERENCE/SURVEY WEEK - the given calendar week of the year to which the Survey (all questions) relates

UNEMPLOYED - persons who were without a job, had actively looked for a job and were available to work or had definite arrangements to start a job within 4 weeks

APPENDIX B: CALL BACK CARD



STATISTICS OFFICE

Labour Force Interviewer

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

Could you please call me at _____

Your contribution to the Labour Force Survey is very important.

APPENDIX C: HOUSEHOLD REGISTER ABBREVIATIONS

Add'n	- addition	E	- east	Opp	- opposite
A/C	- air condition				
Apt	- apartment	Fl	- floor	Pt	- point
		FP	- foot path		
BB	- basketball			Rest	- restaurant
Bk	- black	Gdn	- garden	R	- right
Blks	- blocks	Gr	- green	ROW	- right of way
Bl	- blue	Gy	- grey	Rd	- road
Bldv	- boulevard			Rm	- room
Br	- brown	Hg	- high		
Bldg	- building	Hwy	- highway	Sch	- school
Busi	- business	HS	- high school	Shgle	- shingle
		Hse	- house	Sm	- small
Ch	- church	HH	- household	S	- south
Cir	- circle			Span	- Spanish
Cl	- close	Is	- island	Str	- stairs
Col	- column			Stn	- station
Conc	- concrete	Jct	- junction	St	- street
Cres	- crescent				
Cul	- cul-de-sac	Ln	- lane	U/C	- under construction
		Lg	- large		
Deco	- decorative	Ldry	- laundry	W	- west
Dr	- door	L	- left	Wh	- white
Dbl	- double	Lt	- light	W/	- with
Dw	- down				
Dr	- drive	Mi	- mile	Yd	- yard
Drway	- drive way	Mt	- mount	Yl	- yellow
Dup	- duplex				
		N	- north		

APPENDIX D: SCHOOL CROSS REFERENCE CHART

AGE (approx.)	AMERICAN (grade)	CAYMANIAN (class)
4 - 5	Pre-K	--
5 - 6	K	Year 1
6 - 7	1	Year 2
7 - 8	2	Year 3
8 - 9	3	Year 4
9 - 10	4	Year 5
10 - 11	5	Year 6
11 - 12	6	Middle School, 1st year
12 - 13	7	Middle School, 2nd year
13 - 14	8	Middle School, 3rd year
14 - 15	9	High School, 3rd form
15 - 16	10	High School, 4th form
16 - 17	11	High School, 5th form
17 - 18	12	Community College, Lower 6th

APPENDIX E: EXAMPLES OF OCCUPATIONS

2411	Accountant
3433	Accounting Associate Professionals
4121	Accounts Clerk
3433	Accounts Supervisor
3431	Administrative Assistant, Telephone Service Centre
3431	Administrative Assistant, Television Advertising Sales
2429	Administrative Legal Secretary
1221	Administrative Manager
3431	Administrative Officer
3213	Agricultural Assistant
2145	Agricultural Engineer
9211	Agricultural Labourer
3212	Agricultural Research Technician
3115	Air Conditioning and Refrigeration Technician
7241	Air Conditioning and Refrigeration Equipment Installer
7213	Air Conditioning Duct Erector
4121	Audit Clerk
3443	Audit Examiner
2411	Auditor
4215	Bill, Debt and Related Cash Collectors
4121	Billing Clerk
3433	Bookkeeper
1313	Building Contractor
3111	Chemical and Physical Science Technicians
2146	Chemical Engineer
3116	Chemical Engineering Technician
3111	Chemical Laboratory Technician
2113	Chemists
2142	Civil Engineer, General
3118	Civil Engineering Draughtsperson
3112	Civil Engineering Technician
4122	Claims Clerk
5149	Cleaning Supervisor
3431	Clerical Supervisor
4112	Clerk-Typist
8283	Computer Assembler
3122	Computer Operator
3121	Computer Programmer
3122	Computing Equipment Controllers
1226	Computing Service Managers
4122	Counter Clerk, Insurance
4215	Debt Collector
5139	Dental Assistant
5132	Dental Hygienist

3225 Dental Nurse
7311 Dental Technician
2222 Dentist
2144 Electronics Engineer
3114 Electronics Engineering Technician
7242 Electronics Fitters, Installers and Repairers
4141 Filing Clerk
4222 Hotel Clerk, Front Desk
3412 Insurance Agent
1317 Insurance Branch Manager
3412 Insurance Broker
3417 Insurance Claims Adjuster
4122 Insurance Clerk
3432 Insurance Officer
3412 Insurance Representatives
2419 Insurance Underwriter
3226 Nurse
5132 Nurse's Aide
3227 Nurse Midwifery
4121 Payroll Clerk
4159 Personnel Clerk
3141 Ship's Captains and Deck Officers
2145 Ship's Chief Engineer
3141 Ship's Chief Officer
5111 Ship's Chief Steward
7135 Ship's Electrician
3142 Ship's Master
3141 Ship's Officer
2470 Ship's Pilot
5111 Ship's Steward
4122 Trust Clerk
3419 Trust Officer

APPENDIX F: EXAMPLES OF INDUSTRIES

Accounting
Baking
Construction
Electricity Supply
Health
Insurance
Postal
Quarrying
Retail
Transportation
Tour Company

Agriculture
Banking
Courier
Fishing
Hotel
Legal
Printing
Real Estate
Social Work
Travel Agency
Water Supply

Bar
Condominium
Education
Government Department
Import/Export
Manufacturing
Private Household
Restaurant
Telecommunications
Trust
Wholesale

APPENDIX G: INCOME CROSS REFERENCE CHART

	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 - 1199	\$ 1,600 - 2,399	\$ 19,200 - 28,799
4	\$ 600 - 799	\$ 1,200 - 1599	\$ 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 - 1799	\$ 2,400 - 3,599	\$ 4,800 - 7,199	\$ 57,600 - 86,399
7	\$ 1800+	\$ 3600+	\$ 7,200+	\$ 86,400+
8	Not Stated			

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 effect 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 Survey Supervisor, Ms. Nicole Emmanuel Jones, directly at 244-1613. Your interviewer or the Survey Supervisor will be able to explain the purpose of the survey to you.