

CAYMAN ISLANDS



Supplement No. 6 published with Gazette No. 18  
dated 30 August, 2010.

**THE STATISTICS LAW  
(1996 REVISION)**

**THE CENSUS (CAYMAN ISLANDS) REGULATIONS, 2010**

**THE CENSUS (CAYMAN ISLANDS) REGULATIONS, 2010**

**ARRANGEMENT OF REGULATIONS**

1. Citation
2. Definitions
3. Early returns
4. Census Manager, area supervisors and field supervisors
5. Enumerators
6. Instructions and arrangements
7. Duties of Census Manager
8. Duties of area supervisor
9. Duties of field supervisor
10. Duties of enumerator
11. Duty to give information with respect to oneself
12. Duty of responsible adult or person in charge to give information

CAYMAN ISLANDS

**THE STATISTICS LAW  
(1996 REVISION)**

**THE CENSUS (CAYMAN ISLANDS) REGULATIONS, 2010**

In exercise of the powers conferred by section 6 of the Statistics Law (1996 Revision), the Governor in Cabinet makes the following Regulations -

1. These Regulations may be cited as the Census (Cayman Islands) Regulations, 2010. Citation

2. In these Regulations - Definitions

“area supervisor” means a person assigned as such under regulation 4(b);

“Census Day” means the 10<sup>th</sup> October, 2010;

“census forms” means the forms issued by the Director of the Economics and Statistics Office;

“census information” means particulars required under the Census (Cayman Islands) Order, 2010 to be stated in the returns;

“Census Manager” means the person assigned as such under regulation 4(a);

“enumerator” means a person assigned as such under regulation 5;

“field supervisor” means a person assigned as such under regulation 4(b);

“head of the household” means a responsible adult member of the household recognized as the head of the household by the other members of the household; and

“resident” means a person who has lived in the Islands for at least six consecutive months, and includes -

- (a) a person in the Islands on Census Day who intends to remain in the Islands for at least six months; and
  - (b) a person who is a member of a resident household but living abroad for the purpose of study.
- Early returns 3. Residents who will not be in the Islands on Census Day but who intend to return not later than six months after leaving the Islands may complete returns one week before Census Day and send the completed returns by registered mail to the Economics and Statistics Office.
- Census Manager, area supervisors and field supervisors 4. The Director of the Economics and Statistics Office shall assign -
  - (a) a person to be the Census Manager; and
  - (b) such other persons as he deems fit to be area supervisors and field supervisors.
- Enumerators 5. The Director of the Economics and Statistics Office shall assign such number of persons as are necessary to be enumerators.
- Instructions and arrangements 6. The Director of the Economics and Statistics Office shall -
  - (a) give such instructions and make such arrangements as are necessary for the Census Manager to carry out his duties under regulation 7; and
  - (b) make other arrangements for the purpose of taking the census.
- Duties of Census Manager 7. A Census Manager shall perform the following duties -
  - (a) divide the Cayman Islands districts into enumeration areas and prepare a map delineating every enumeration area;
  - (b) specify the details of -
    - (i) census forms and visitation records;
    - (ii) all necessary steps in collecting and recording the required census information; and
    - (iii) all necessary steps in interviewing the members of each household in the assigned enumeration area, through manuals, training materials and training programs;
  - (c) make all arrangements and give instructions for area supervisors, field supervisors and enumerators to carry out their duties under these Regulations;
  - (d) specify the details of report forms to be submitted by area supervisors and field supervisors and give instructions on their completion;
  - (e) specify the details of field supervisors' control forms to be prepared by field supervisors under regulation 9(c) and reviewed

by area supervisors under regulation 8(g) and give instructions on their completion;

- (f) make recommendations to the Director of the Economics and Statistics Office regarding the replacement of area supervisors, field supervisors and enumerators who may not be able to carry out their duties;
- (g) receive all completed census forms and reports from area supervisors;
- (h) prepare and submit reports on the progress and completion of the census to the Director of the Economics and Statistics Office; and
- (i) prepare the Census Report for the Cayman Islands 2010 comprising the administrative report on the conduct of the census including lessons learned, and the census results presented in tables and other forms.

8. An area supervisor shall perform the following duties -

Duties of area supervisor

- (a) receive and carry out instructions from the Census Manager;
- (b) prepare work schedules and assignments for all field supervisors and enumerators in their assigned areas;
- (c) assist with the training of field supervisors and enumerators;
- (d) distribute census forms and supplies to field supervisors;
- (e) monitor and submit weekly reports on the progress of the census in his assigned areas;
- (f) arrange meetings with field supervisors and enumerators to discuss work schedules and assignments;
- (g) review field supervisors' control forms as specified by the Census Manager;
- (h) receive all completed census forms and submit these to the Census Manager;
- (i) make recommendations to the Census Manager regarding the replacement of field supervisors and enumerators who may not be able to carry out their duties;
- (j) review all recommendations from field supervisors regarding the replacement of enumerators who may not be able to carry out their duties;
- (k) hold weekly progress report discussions with the Census Manager; and
- (l) carry out such instructions of the Census Manager as may be issued for the purpose of taking the census.

9. A field supervisor shall perform the following duties -

Duties of field supervisor

- (a) receive and carry out instructions from area supervisors;
- (b) distribute all necessary census forms and other materials to enumerators;

- (c) prepare field supervisors' control forms as specified by the Census Manager;
- (d) arrange meetings with each of the enumerators to check on their fieldwork;
- (e) conduct re-interviews of randomly selected households for each enumerator;
- (f) accompany interviewers to households as necessary and seek to persuade respondents to participate in the interviews;
- (g) examine the results of all questionnaires, verify all interviews that are not fully complete and provide details on the date and time verification was done;
- (h) examine all completed questionnaires for errors and omissions, and require enumerators to take appropriate steps to correct errors and supply the omitted information;
- (i) submit all completed census forms and required documents to the area supervisors;
- (j) make recommendations to the area supervisor regarding the replacement of enumerators who may not be able to carry out their duties;
- (k) hold weekly progress report discussions with the area supervisors; and
- (l) carry out such instructions of the area supervisors as may be issued for the purpose of taking the census.

Duties of enumerator

10. The enumerator shall perform the following duties -

- (a) meet his field supervisor to receive assignments and instructions specified by the Census Manager;
- (b) receive all census forms for his assigned enumeration area and preserve these until they are completed and returned to his field supervisor;
- (c) canvass and list all buildings in the assigned enumeration area in the visitation record as specified by the Census Manager, and submit these to his field supervisor;
- (d) take all steps specified by the Census Manager to interview the members of each household in the assigned enumeration area;
- (e) complete all census forms in a manner specified by the Census Manager and submit these to his field supervisor;
- (f) take all necessary steps to make corrections or complete all information required in census forms that are found by field supervisors to be in error or to have omissions;
- (g) hold weekly progress report discussions with field supervisors;
- (h) submit all completed documentation; and
- (i) carry out all instructions of the field supervisor for the purpose of taking the census.

11. (1) A person with respect to whom census information is required to be furnished by these Regulations shall, upon demand by an enumerator, give to the enumerator such information. Duty to give information with respect to oneself

(2) A person who contravenes paragraph (1) commits an offence and is liable on summary conviction to a fine of one thousand dollars.

12. (1) Returns containing census information with respect to all persons who passed the Census Day in a private dwelling shall be made by a responsible adult member of the household or the head of the household. Duty of responsible adult or person in charge to give information

(2) The person in charge of an institution including a boarding house, hospital, rest home, prison or any other communal establishment, or the captain or other person in charge of a ship or boat within the territorial waters of the Islands shall submit census information in respect of all persons who are residents of the Islands who passed Census Day at the institution.

(3) A person, with respect to whom it is the duty of a responsible adult referred to in paragraph (1) or a person in charge in paragraph (2) to submit census information, shall, upon demand, give such census information to the responsible adult or the person in charge, as the case may be.

(4) A person who contravenes this regulation commits an offence and is liable on summary conviction to a fine of one thousand dollars.

Made in Cabinet the 17<sup>th</sup> day of August, 2010.

Kim Bullings

Clerk of the Cabinet.