

Population and Dwelling Count 95
Survey

Interviewer's Manual
National Institute of Statistics
Geography and Information services

[Pages 1 - 52 were not translated into English]

[p. 53]

4. Content of the questionnaire

In this chapter the sections, questions and concepts contained in the questionnaire of the Poll are explained in detail.

The purpose of the Poll is to get information about the selected dwellings, the households and the habitual residents of them.

This information is registered in a questionnaire that is applied to household through an interview with the head of household or a person 15 years old or older who resides in the dwelling and knows information of its occupants.

4.1 Units of analysis of the Poll

The units of analysis of the Poll are the dwellings, the households and the habitual residents because from them are found the information for later making them known by means of publications in print, photograph or film.

The dwelling

For purposes of the Counting, dwelling is a space normally delimited by walls and roofs of any material where one or more person live, sleep, prepare meals, eat and are protected from the environment. Also, the entrance to a dwelling should be independent, that is, its occupants can enter or leave it without going through the insides of rooms of another dwelling.

This concept generally defines a dwelling, but it is necessary to make the distinction between private and collective dwellings and although the latter are not the object of the Poll, they are

presented so that the interviewer knows the difference between the two.

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Private dwelling

It is a dwelling meant for the lodging of households formed by a person, group of people or families. The dwelling can be inhabited or uninhabited at the moment of carrying out the visit.

[graphic of the question from the census form]

The following, among others, are considered a private dwelling:

All houses that have an independent entrance from the street or property for example: houses on their own lot and houses with separated rooms on the same lot or plot of land.

Apartments in buildings or tenement houses, whose characteristic is an independent entrance for each dwelling from the patio, stairs or hallways, and share a common access.

Shelters that are impoverished places like dwellings under bridges, in drainage pipes, caves and kiosks.

Mobile dwellings are premises that are used as dwellings and that can change places according to the needs of the occupants. Some examples are: tents, camping tents, railroad coaches, trailers, ships and any vehicle.

Any other type of private dwelling are those built for means different than habitual use, but at the moment of the interview are inhabited by people. Some examples are: wine cellars, workshops, schools, lighthouses, farms, etc. Nevertheless, constructions built for habitual use, but that at the moment of the interview are used only as workshop, doctor's office, office, wine cellar etc should not be considered a dwelling.

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Because of operative reasons, it is necessary to differentiate dwellings according to their condition of habitation, that is, those inhabited, uninhabited and of temporary use.

Inhabited private dwelling

It is a dwelling that at the moment of the visit is occupied by one or more people who claim to normally live there.

[graphic of the question from the census form]

Uninhabited private dwelling

It is a dwelling that is meant for habitual use with or without furniture, but that at the moment of the visit no one lives there, but can be inhabited at any moment. In these cases they can be identified because they have for rent or for sale signs.

Dwelling of temporary use

It is a dwelling that at the moment of the visit can be or not be occupied by people, but no one normally lives in it, but it is meant to be used in determined times of the year, for purposes of recreation, work or other reasons.

Collective dwelling

It is a dwelling meant to serve as habitual lodging for people subjected to a subordination of administrative character and obliged to complete norms of coexistence in virtue of being related to a public objective or any common personal interest, such as reasons of health, discipline, order, education, religion, work, lodging, or social assistance.

[p. 56]

[graphic of the question from the census form]

Some examples of collective dwelling are: asylum, boarding school, jail, convent, hotel, boarding house, military barracks, etc.

It is worth clarifying those guest houses, houses of assistance or boarding houses that have five clients or less are considered private dwellings and, therefore, the questionnaire of the Poll is filled out for them.

Households

Household is understood to be a domestic unit formed by one or more people united or not by ties of kinship, who reside habitually in the same dwelling and are supported by a common eating expense, that is, who share the same expenses for food

Habitual residents

Habitual residents are considered to be people who normally live in a dwelling, that is, people who sleep, prepare food, eat and are protected from the environment and because of this recognize it as their habitual residence.

[Pages 57 - 62 were not translated into English]

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4.3 Questionnaire

Below the nine sections of the questionnaire are described and the form for asking and filling out the questions contained in them is indicated.

I Characteristics of the dwelling

This section permits us to know the principle characteristics of a dwelling because it gets the quality of the construction materials, the availability and use of space, the services it has (water in pipes, toilet, drainage and electricity); the fuel used for cooking and the situation of the ownership of the dwelling.

1.1 Walls

With this question the principal material that the walls of a dwelling are made of is identified.

[graphic of the question from the census form]

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The question has eight answer options; circle a code according to the declared material.

When walls are made of different materials, register the one that predominates. If the amount of these materials is equal, then write down the one of lesser quality. The options appear from lesser to better quality.

So, the waste or thrown out material is classified as lesser quality because it includes cardboard, rubber, tin, plastic and other waste materials.

In some certain zones, some of the materials of the classification are known by other terms. For example, "*embarro*" or "*bajareque*" also are known as "*enjarre*" [adobe]. On the other hand, some materials that do not appear can be declared; in these cases circle the most similar option, according to the nature and quality. For example, if the walls are made of couite wood, register the option "Reed bamboo or palm" which is a similar material. If at this moment you do not know what material from the list is similar to what is declared, write down the exact name in observations, later investigate what is similar and circle the corresponding option.

When an informant does not understand the question, read the options until getting an affirmative answer.

1.2 Roofs

This question finds the principal material with which the roof of the dwelling is built.

[graphic of the question from the census form]

The question has six options in its classification; circle the code that corresponds to the declared material.

Here also the options of the materials appear from lesser to better quality.

When a roof is made of different materials, register the one that predominates. If the amount of these materials is equal, then write down the one of lesser quality. So when one material is declared that can be classified in two options, mark the lesser quality. For example, if you have doubt [p. 65] about how to classify a dwelling with pieces of wood, include it in the option "Waste material", which corresponds to the lesser quality.

Also in some zones of the country, they may know the materials of the options by other terms, or they may name a material that does not appear. In those cases, circle the similar option according to the nature and quality. For example, "guano" or "zacate" and other similar materials can be registered under the option "Palm, tile strips or wood." If at the moment of the interview you do not know which material of the list is similar to what is declared, write it down in observations and later investigate what is similar and mark the corresponding option.

When the informant has doubts, read the answer options.

1.3 Floors

This question identifies the material covering the floor of a dwelling. It does not ask for the floors of the patios, gardens or garage, only the rooms of the dwelling.

[graphic of the question from the census form]

Circle the code that corresponds to the answer of the informant.

When the covering of the floors is of different materials, register the predominant. If the quantity of the materials is equal, write down the lesser quality. In the options the materials appear from lesser to better quality.

A floor with a covering of brick or other clay, consider it similar to the option "Cement or solid earth." Also vinyl floor tiles, linoleum, "*congóleum*," "*azulejo*," "*vitropiso*," "*baldosa*," and marble, among others, are registered under the option "Wood, mosaic or other coverings."

Ask the question and wait for an answer from the informant; if it is in doubt or not known, read the options following the established order.

1.4 Kitchen

This question finds out if a dwelling has a kitchen or not. For it, consider that a dwelling has a kitchen, when a room in the dwelling is used to prepare or heat [p. 66] food, whether or not the room is also used as living room, dining room, bedroom or has other uses.

[graphic of the question from the census form]

When the answer is Yes, circle code 1; if it is No, circle code 2.

Also a space delineated by three walls that limits the place meant for cooking, sheds or spaces that do not have walls and that only have a roof are registered as a kitchen.

Also, if a dwelling consists of a single room and in it food is prepared, it is considered that it has a kitchen. Because of this, if an informant responds that there is no kitchen, ask if food is prepared inside the room, and if the response is Yes, circle code 1, if contrary, circle code 2 and go to question 1.6 Rooms for sleeping.

[graphic of the question from the census form]

1.5 Exclusive kitchen

This question finds out if a dwelling has a room exclusively for cooking, that is, if the rooms where they cook is not also used for sleeping.

[p. 67]

If in a room where they cook, they also sleep, it is considered that the dwelling does not have an exclusive kitchen and code 3 is circled. When in a room where they cook, they do not sleep, consider that the dwelling has an exclusive kitchen and circle code 4, even if it has other uses.

1.6 Rooms for sleeping

This question finds out the number of rooms in a dwelling that are used for sleeping. A room is understood to be a space in a dwelling delineated normally by four fixed walls of any material, meant for the lodging of people or other uses or activities of family life.

[graphic of the question from the census form]

Write down in the corresponding boxes the information given by the informant.

Rooms of a dwelling meant for sleeping and that are only occasionally used should be included in the total number of rooms for sleeping, those that at the moment of the Counting are not used for this purpose, but rather as library, shop, wine cellar, among others, are not considered bedrooms.

The rooms that are used occasionally for sleeping and are not meant for it, are not included in the total number of rooms for sleeping, but rather only in the total number of rooms.

Wine cellar, granaries, commercial places, etc. that are used normally or habitually for sleeping should be considered room-bedrooms. If hallways or sheds are used for sleeping, do not consider them rooms.

1.7 Number of rooms

The objective of the question is to know the total number of rooms that make up a dwelling, which are written down in the corresponding boxes.

Room is understood to be a space in a dwelling delineated normally by fixed walls of any material meant for the lodging of people and for other uses or activities of family life.

Any room that does not have four walls because they are circular (as occurs in indigenous dwellings and in some rural populations) or that [p. 68] are delineated with three walls (for example kitchens with a bar or other separation), should be considered a room.

Number of rooms refers to the total number of rooms in a dwelling used for lodging people, such as: bedrooms, living-dining room, kitchen, large room, study, service room, and in general rooms used for family life. Do not count bathrooms, hallways, garages and spaces that only have roofs (terraces, sheds and palm shelters).

[graphic of the question from the census form]

Be careful to count all rooms that a dwelling has, especially in cases where there are many dispersed rooms in a lot of land.

Wine cellars, granaries, and commercial places are counted in the total number of rooms only when any of the occupants of the dwelling sleeps regularly in this place.

Rooms that are uninhabited because they are in ruins or demolished are not counted; those being repaired are always counted when they are in condition of being inhabited.

The total number of rooms of a dwelling will always be greater or equal to the total number of bedrooms. If this is not the case, clarify the situation with the informant and correct the figure.

[graphic of the question from the census form]

1.8 Water in a pipe

The purpose of this question is to find out the availability of water in a pipe provided from a public system, whether or not it is from the government, the community or from an account from a private company.

[p. 69]

Supply network of water is an instillation of pipes that is planned and built for supplying water to dwellings, buildings and schools, among others. It can be administered by the entity, municipality, community or a private company. It is not necessarily an underground instillation

at the base of pipes; it can be above land, the type of material not being important.

This question has four answer options, with the first three dwellings having the service and with the last, those that do not have it, the options are the following:

[graphic of the question from the census form]

Within the dwelling?

It is considered that water from a pipe comes from inside the dwelling, if it has at least a faucet in the inside of one of its rooms. This criterion is expressed only and exclusively when the informant has doubts.

Away from the dwelling, but within the plot of land?

When the faucet only is in the piece of land, in the garage or in the patio, a dwelling has water in a pipe away from it, but within the plot of land.

If the water comes from a private well and has an instillation of pipes planned and built to supply water to the interior of the dwelling or the plot of land, consider that the occupants do have water in a pipe, whether it is inside the dwelling or outside of it, but inside the plot of land.

From a public faucet or hydrant?

The occupants have water from a public faucet or hydrant when they get it from an irrigation channel of public use.

Does not have water in a pipe?

In the cases in which a dwelling has an instillation of pipes for water supply, but it has never worked, consider that it does not have water from a pipe. Also, [p. 70] when the water is obtained from the house of a neighbor, register that the occupants of the dwelling do not have water in a pipe.

1.9 Sanitary services

The purpose of this question is to identify if a dwelling has an instillation or sanitary services, of the type of instillation not being important. Because of this, it is considered that dwellings that have a lavatory, sanitary services, latrine, toilet, tank, black hole or blind well, do have this service, whether or not it is found inside or outside, if it is exclusive of the occupants of a dwelling or if it is of common use with other dwellings within the same piece of land.

[graphic of the question from the census form]

The question has five answer options, which let it be known if a sanitary instillation exists or not,

its type not important. Because of this, the options correspond to the instillations that are used with most frequency in order to name the different types of services or sanitary instillations.

Lavatory or sanitary services have many names and do not always correspond to technical characteristics. Lavatory can be differentiated technically in the following manner:

A hydraulic work that functions or acts as a means of water, that is, an instillation that permits the elimination of residual waters, commonly called sanitary, lavatory, bathroom or WC.

A deposit of confinement, that is, it is an instillation that does not eliminate the waste, but rather they accumulate. In general, it has a limited life and is built away from rooms or the dwelling. Commonly they are called latrine, black hole, blind well or tank.

When the informant answers that there is no sanitary service, circle code 5 and go to question 1.13, Drainage.

In plots of land where there are many dwellings and they respond to you with expressions like, "we use the latrine at my father's house" or "we share the bathroom with another family," consider that the dwelling does have sanitary services.

[p. 71]

If there is a regional term for naming this service, mention it in the question as a synonym.

1.10 Exclusive sanitary service

This question differentiates the dwellings with their own or exclusive sanitary instillation from those that do not have it, that is, the occupants share the service with other dwellings located within the same piece of land.

[graphic of the question from the census form]

When asking this question, mention the type of service that the informant declared in question 1.9 (well, lavatory, etc.)

If only occupants of a dwelling use the service, circle code 1. On the contrary, circle code 2.

Also when there is more than one dwelling in the same piece of land or lot and the occupants are family members who say that the lavatory is for the use of the family, find out if a lavatory exists for each dwelling or if there is only one for all dwellings.

1.11 Water connection

With this question the quality of service is known in part, since it finds out if there is a

mechanism or connection (lever, chain, pedal, etc.), that activates the direct discharge of water from a deposit (box), which permits the elimination of residual waters (excrement), to the drain.

If the sanitary service has a connection of water, circle code 3, do not ask question 1.12 Admission of water, and go to question 1.13 Drainage. When the service does not have a water connection, circle code 4 and continue with the next question.

[p. 72]

1.12 Admission of water

With this question, information from the previous question (Water connection) is completed, since it finds out if the sanitary service manually admits the discharge of water.

If water comes from a tank to the service, circle code 5, in the contrary case, circle code 6.

[graphic of the question from the census form]

1.13 Drainage

The objective of the question is to identify if dwellings have a system of eliminating residual waters (waste waters, from the lavatory, kitchen sink, etc) and classify them according to the place where the system sends them.

A drainage system is an instillation of pipes that is planned and built in a dwelling to eliminate human remains and/or water from the lavatory, sink or shower. The system can drain to a public drainage system, the sea, a gully, etc.

Collecting the drainage is asked with three questions, since the informant does not always understand what is to be learned with the first question.

[graphic of the question from the census form]

When public drain pipes at a regional level are known by other names, for example: tube, tubes, drain, sewer system, they can be mentioned as synonyms for a better understanding for the informant.

If a dwelling has drainage, circle the corresponding option, from 1 to 4 and don't ask questions 1.14 Waste water, and 1.15 Soapy waters, and continue with question 1.16 Electricity.

[p. 73]

If an informant says that a dwelling does not have drainage, consult the information of question 1.9 Sanitary service. If here it was registered that there is some type of service (options 1 to 4),

ask question 1.14 Waste waters. If it is written down that it does not have sanitary service (option 5) go to question 1.15 Soapy water.

1.14 Waste Water

Waste that contains excrement is considered waste water.

[graphic of the question from the census form]

In some cases, people confuse septic tanks with latrines, holes or wells, that is, with instillations that only accumulate the excrement without discharging them. So, when they declare that the excrement goes to a tube with discharge to a septic tank, investigate if the instillation has a filter system that separates the water from the solid waste and if so, mark option 3 to a tank (septic)? But if it is a hole or well that only accumulates the waste, then consider that it does not have drainage, option 5.

To investigate if it is a drainage system, ask if the excrement remains in the tank. If yes, this indicates that it is a hole or well because it does not have a pipe for eliminating the waste water. If the excrement is discharged from a dwelling through water or filtration, consider that it has a pipe for the discharge of waste water.

When the answer is that it has drainage in options 1 to 4, go to question 1.16 Electricity.

1.15 Soapy water

Soapy or dirty water is understood to be free liquid excrement waste that comes from the lavatory, shower, sink etc. This question is only for dwellings that declare to not have drainage of waste water.

[p. 74]

[graphic of the question from the census form]

In the case of poor dwellings that have a hose or a tube that eliminates the water to the patio, piece of land or the street, consider that it does not have pipes for the elimination of soapy water.

1.16 Electricity

With this question, the number of dwellings that has electric energy service for lighting the dwelling is known, without considering the source form where it is provided, which can be a storage battery, public energy service, a private plant or a solar energy plant, among others.

[graphic of the question from the census form]

If a dwelling has electric light, circle code 1, if it does not, circle code 2.

When electric energy is not used to light a dwelling, it does not have a service. For example, when the electricity is only to activate a water pump.

Dwellings connected to a public system of electricity that temporarily has the service suspended, or dwellings that receive light from a public system of an irregular manner are considered with electric light.

1.17 Fuel

With this question the fuel used most frequently to heat or cook food in the dwelling is known.

[p. 75]

[graphic of the question from the census form]

The question has four options, circle only one code, according to the answer of the informant.

When more than one fuel is used, ask for the one that is used most frequently. If they are used equally, ask the informant to decide on one.

1.18 Ownership

This question finds out the degree of security of occupants to remain in a dwelling and identifies the impact on the family budget when it is rented or being paid for.

Ownership is the legal or de facto situation in which occupants inhabit a dwelling.

[graphic of the question from the census form]

This question has four answer options, circle the one where the informant answers affirmatively.

An owned dwelling has two options, which are mentioned below.

Owned, paying for it? 1

When it is being covered or paid for by debit or mortgage.

Owned? 2

When the value of the house is not in debt.

If at least one of the occupants is owner of a dwelling, it is registered as owned. Only the property of the dwelling is taken into account, without that of the land being important. In *[p. 76]*

cases of cooperative pieces of land, it is recommended to read from the option Owned? Without mentioning the option Owned being paid for?

Rented? 3

When a dwelling is occupied in exchange for a rent payment.

In another situation?

When a dwelling is loaned or ceded in exchange for personal service, domestic or other reason.

II Residents in the dwelling and number of households

In this section the number of people who normally inhabit a dwelling and the number of households that are in its interior are found. Because of this, it is important to distinguish those that are habitual residents of a dwelling from those who are not.

Also, it interests us to know how many households exist in a dwelling, given that if a household is related with a relationship variable, it permits them to be classified by type and class. Also, operatively the number of households determines the number of interviews that are done in each dwelling.

To carry out the interview in each household, look for an appropriate informant (head of household or a person 15 years old or older, who is a member of the household and knows the information). Ask for information of each one of the members, registering them in the corresponding questionnaire.

2.1 Number of people in the dwelling

The object of this question is to count the number of people who normally live in the dwelling, that is, the habitual residents.

[p. 77]

Habitual residents are considered to be people who normally live in a dwelling, that is, people who sleep, prepare food, eat and are protected from the environment here and because of this recognize it as their place of residence.

Habitual residence is a specific lodging (dwelling or abode in which one sleeps and/or eats habitually) that a person has and to which he or she can return at any desired moment, that is, the place that a person gives as answer to the question "Where do you live?"

Also, frequently there are small children or elderly that tend to be omitted in the answer. Emphasize to the informant that they also count in the total number of people, since it is very important to find out the whole population.

Include the newborn who have not yet come home to the dwelling because they are at the

hospital.

[graphic of the question from the census form]

Write down the number of people that the informant says.

Keep in mind the following instructions for helping an informant only when there is doubt about who should be considered residents of a dwelling.

Habitual residents are:

People who are temporarily absent for vacations, hospitalization, on a business trip, scholarly practices or any other cause and who recognize the dwelling as their habitual place of residence because they can return to it whenever they wish.

People of foreign nationality who normally live in the dwelling.

Domestic workers and their families always when they sleep and eat in the dwelling.

People in the moment of the interview who are present in the dwelling and do not have any other fixed place to live.

Habitual residents are not:

People who are visiting and have another place of habitual residence, that is, they live in another dwelling.

[p. 78]

People who have gone to live in another place for reasons of studies, work or other reasons.

Foreign diplomats and their families.

Domestic workers who do not sleep in the dwelling.

If doubt remains about including a person as habitual resident or not, consider the following criteria in this order of importance:

Ask the informant, "if I asked you where (name of the person in doubt) lives, what would you tell me?" If the answer is "here" (dwelling where the interview takes place), it is a habitual resident, if contrary, it is not. If doubt remains, apply the following criteria.

Ask where the person in doubt sleeps the majority of days. If the majority of time the person sleeps in the dwelling where the interview is carried out, it is a habitual resident, if contrary, it is not.

It should be clear that people absent temporarily because they are in collective dwellings, like jails, asylums, orphanages etc, for six months or more are not considered habitual residents. Also if their time of absence is less than six months they are habitual residents.

Write down the answer in the corresponding boxes.

When the total number of people in a dwelling is less than ten, write down 01, 02, 03, ...09.

[graphic of the question from the census form]

2.2 Common expenses

This question serves us to know if all the people who reside habitually in a dwelling, are fed from a single expense or budget, that is, if they share the same expense for food, no matter how many people collaborate to have this expense or budget. Also it identifies if one or more household exists in a dwelling.

Household is understood to be a domestic unit formed by one or more people united or not by ties of kinship, who reside habitually in the same dwelling and are supported by a common expense for food, that is, who share the same expense for food.

[p. 79]

This definition presents the following considerations:

A person who lives alone and does not share expenses with other people although living in the same dwelling, constitutes a household.

The common expense for eating can be supported by one or more people.

It is not necessary that there exist ties of kinship between members of the household.

For purposes of the Poll, the common expense is the part of the income that is meant for buying food for a group of people (or person) who form a household, and can be supported by one or more people.

Sharing a single expense means meeting contributions in a single budget for food of all people who form part of a household, including those who are characterized as dependents: children, elderly and students.

[graphic of the question from the census form]

If all people who normally live in a dwelling are fed from the same budget, it is a single household, how many people contribute to this expense or budget does not matter.

If when asking the question the answer is "yes," circle code 1 and go to question 3.2. When the answer is No," circle code 2 and ask question 2.3 to determine the number of households of how many groups of people who have separate budgets for covering food expenses.

[graphic of the question from the census form]

Guests or abandoned people are given special treatment in the Poll. In the case that an informant tells you that they reside habitually in the dwelling, take into account the following:

Guests or abandoned people do not form part of a household that belongs to an owner of a house of assistance or guesthouse because they **pay for the service** of lodging and on occasion also for food; because of this they should go in another questionnaire, as a separate household.

[p. 80]

If guests do not share a same food expense between them, each one constitutes a household, unless they share a same expense then they are considered a household.

If in a dwelling, servants and their families normally reside and also share food with the rest of the members of the household, they should be considered part of it, if food expenses are separate, then they are different households.

2.3 Number of households

The purpose of this question is to determine the number of households in a dwelling.

Take into account that there can be family members who live in the same dwelling but do not share the same expense for food and therefore form different households.

[graphic of the question from the census form]

If two or more households exist in a dwelling, carry out as many interviews as households you find.

When you identify two or more households in a dwelling, before beginning the interview of the second household, transcribe the identification information in the questionnaire, leave section I Characteristics of the Dwelling, and section II Residents in the dwelling and number of households, blank and begin the interview of the second household starting with section III General information, as is indicated below:

- Identification information (fill out)
- Characteristics of the dwelling (blank)
- Residents in the dwelling and number of households (blank)
- General information (begin)

It is necessary that when finishing the interview in every household, you write down in the title page the number of the Household, and the total number of households that exist in the dwelling, also the number of questionnaires used for each household.

[p. 81]

III General information

In this section the basic information of the population is obtained: the number of people residing in the dwelling who are members of the same household, the relationship, sex, age, place of birth and condition of residence. This section permits us to know the structure of the population by age and sex; the type, class and size of the households; the number of people who live in a different place than their place of birth and the number of people who, although they are members of household, are not habitual residents of the dwelling.

[graphic of the question from the census form]

Remember that the questions corresponding to this section are applied to all people registered in the list.

3.1 Registration number

The registration number serves to identify with a code every member of a household and to locate on the correct line the information of each person along with the sections of the questionnaire.

The questionnaire has the capacity to register ten people. When a household is formed by more than ten members, use another questionnaire to register the remaining people. In the second questionnaire, copy the information of geographic identification and leave blank sections I, II and VII (Characteristics of the dwelling, Residents in the dwelling and number of households as well as Social subsidies, health services and disability).

Later modify the registration number of the person written down in the first line of the second questionnaire, assigning the number 11, 12, 13 and so on, successively, until completing the total number of people of the household.

[p. 82]

[graphic of the question from the census form]

3.2 List of people

This question has as its objective to list all the people who normally live in a dwelling and are members of the household. Also, help the informant to remember all the people who make it up, so that you avoid the omission of any member of household.

[p. 83]

Write down the names in vertical form until completing the list.

Observe that the word "normally" is used as equivalent to habitual (usual) because it is clearer for the informant.

Ask the question in a clear, paused and completed manner so that you have an immediate precise answer. It is important to read the sentence "do not forget small children and the elderly" so that the informant does not omit these people.

Write down the first name at the top of the first registration and between name and name do not leave blank lines. Observe and follow the arrow that indicates first writing down all the names before asking the following questions.

At the moment of writing down the names it is necessary to always begin with the head of household since this facilitates that the declaration of people be in descending order, according to their ages; also it helps to have a better declaration of relationship since this is established in relation to the head of household. Also it permits a better control of the interview.

The head of household is the person recognized as such by other members of a household.

If an informant does not designate a head, as can happen in groups of friends or students, ask that they pick any of the members as head and continue until completing the list.

When writing down the names in the list, do not write down surnames, except when they are repeated. In such cases, write down the surname to differentiate them at the moment of getting the individual information.

[p. 84]

Remember that if you make a mistake when writing a name, you should cross it out with two horizontal lines and write down the correct information in the same registration (line).

[graphic of the question from the census form]

For a newborn who still does not have a name, write down "Recently born child" and refer to it in this manner in the rest of the questions.

Take into account that it is only important to have all the people who normally live in the dwelling listed and who are members of the household, if the case is that if before writing down a name an informant mentions to you that he or she does not live there, eh or she should not be registered in the list.

When you finish writing down all the people on the list, circle the number (code) of the person who provided the information.

[graphic of the question from the census form]

When information is supplied to you by more than one informant, circle the number of the person who began to give it to you.

3.3 Verification of the list

This question is asked to confirm that all people who are residents and members of a household are effectively registered, so remember that frequently the informants forget to mention or count small children, the elderly and other people.

[p. 85]

Write down the number of people mentioned in the list in the boxes of question 3.3, after asking the questions.

In case the household used two or more questionnaires, write down the total number of occupants in it in the boxes of the verification section of the first questionnaire and in the second leave the space blank.

When the answer is "yes," circle code 1 and continue with the following question; if the answer is no, that is, someone is missing, include them and circle code 2 and do not correct the verification information.

If they point out to you that one is left over or there is another person, do not cross out the name in the list and in 3.8 classify them in code one or 2 according to the instructions that are explained to you here.

After making sure that you have written down all the members of the household, ask the remaining questions for each one of them in a horizontal manner (3.4 below), confirm the ages marked in the upper part of every section and according to the steps indicated in each question.

3.4 Relationship

This question has as its purpose to identify the relation or relationship between the members of the household with the head and helps to classify the households into family and non family.

The relationship is established in relation to the head of household, who can be the informant or not; but who always should appear on the first line of the list.

Relationship is a link or tie of union that exists between members of a household with the head independently of that the link or tie is established by blood relation, conjugal, adoption, affinity or custom.

As was mentioned, the relations of kinship are blood relation (parents, siblings, cousins, children, grandparents, etc.), conjugal (wife, companion, concubine, etc.), adoption (adopted child), affinity (sibling-in-law, child-in-law, parent-in-law, etc.) or custom (godparents, godchildren etc.).

Also, the relations between members of a household with the head of it can be without kinship. For this, write down exactly what is declared, does not have kinship, friend, no kinship, etc.

[p. 86]

People without ties of kinship with the head of household, establish relations of coexistence because they are residents of the dwelling and above all, because they share with the members of the household expenses for food, for example friends.

In the case of the relationship to the head of household not being clear and you cannot determine the relationship, write down the answer that the informant gives. For example, brother of the wife of the head of household.

Only one head of household should exist, and if they declare more than one, leave the written down one in the first line and establish the relationship with respect to this one; write the situation in observations.

For the first person declared, that is, the head of household, ask the question as confirmation: (Name of the head) is head of household.

When starting with the second person on the list, the informant does not understand the first question, ask the second:

What relationship does (Name) have with (Name of the head of household)?

When people live in the home who do a service, write down the name of the occupation that is done in the dwelling, for example: domestic employee (servant), nanny, housekeeper, gardener, chauffeur, etc. The same situation applies to family members of these servants. In these cases, write down, for example: son of the servant, mother of the housekeeper, husband of the servant, etc.

If in the list of people of a household they continue to declare as relationship an "abandoned person," "guest," or "tenant," write it down and continue registering the information of this person.

In cases where a head does not exist, as can happen in groups of friends or students, establish the relationship in relation to the first person that you wrote down in the list; but a household should never be without a head.

When there are more than ten people in a household, in the second questionnaire cross out on the first line the word head and write the corresponding relationship.

Starting with this question (relationship), the questionnaire is filled out horizontally, so information is found out by person.

3.5 Sex

The objective of this question is to know the composition of the population by sex. Here it is indispensable to have an answer.

[p. 87]

Sex is understood to be the biological condition that distinguishes people into men and women.

Circle the code according to the sex of the person questioned.

When asking for the sex of each person, ask it in an affirmative tone if the name does not allow room for doubt, but if it is a name that can be used for both men and women, then ask the question word for word. The same thing happens with cases of names that are not common and therefore, can correspond equally to a man or woman.

Some examples of common names for both sexes are: Guadalupe, Rosario, Inés, Asunción, Refugio, Concepción, Nazareth, Abigail, Jesús, Soledad, Cristian, Areli, etc.

Circle only one response.

3.6 Age

The same as the question about sex, age provides some of the most important information to know, among other things, how much the birth rate ascended, what part of the population is young, what is adult and what part is in the third age, that is the composition of the population by age. Because of this, it is indispensable to have an answer.

The age of a person is defined as the number of completed or lived years of a person, from the date of birth to the moment of the interview.

Read the whole question and ask for completed years, mentioning the name of the person. If the answer is the date of birth, calculate the age together with the informant.

If the answer is not known, help the person to get an approximate age. Remember that an answer must exist.

To calculate the age starting from the date of birth, subtract the year of birth of the person from 1995 (current year).

Example:

Juan was born in 1969, therefore he is 26 years old ($1995-1969=26$). Another necessary aspect is the month of birth, to know if the age completed results in being a year off or not. Continuing the same example of Juan, he was born in April and the interview is in November, which means that he already completed [p. 88] 26 years. So the answer to the question is 26 years completed. On the contrary, if the month of birth were December, then the answer is 25 years.

When the person is less than a year old, (it is hours, days, weeks or less than 12 months old), write zeros in the spaces meant for it.

Be careful that the informant mentions the age in completed years and not the age they will be. If the answer is "I'm almost 38" or "close to 38" clarify affirming, "that is, you are 37 completed years old." One has to keep in mind that the answer normally corresponds to the age they will be and not the current one. When they answer "around 38," investigate the completed age, confirming if it 37 or 38.

If a person does not remember the age, help with some life event (marriage, birth of a child, school year passed, etc.) or ask that they show their driver's license, birth certificate, voter credentials, or another document where the date of birth appears.

Example:

On this certificate, the year of birth is 1988, subtract from 1995, and considering being born in July and the interview is in November, the answer is 07.

[graphic of the question from the census form]

[p. 89]

On this vaccination card, the date of birth is October of 1988, subtract 1995 and the result is seven, considering that the interview is in November, the year was completed and 07 is written down.

[graphic of the question from the census form]

When they show you their voter credentials, do not look directly at the age, the document was made one to four years before. To get the information, identify the month and the year of birth in the voter key and keep in mind the date that the Poll is carried out.

On this voter credential, the year of birth is 1960, which is subtracted from 1995 and the result is 35; considering that the interview is in November, the year has not been completed, the month of birth being in December, 34 should be written down.

[graphic of the question from the census form]

When the age is 98 or more write 98. 99 is used after trying to get the information by many means, finally you do not get it. It has to be emphasized that one should try to obtain an approximate age, since information with a margin of error is preferable to "does not know" as an answer.

[p. 90]

3.7 Place of birth

With this question the federal entity or country of birth is to be known, as well as the number of people who live in a place different then the place of birth at the moment of the interview.

Place of birth is understood to be the federal entity or country where a person was born.

[graphic of the question from the census form]

If the federal entity that an informant declares is as place of birth of that person coincides with that of the interview, circle code 1 Here in 3.7A; on the contrary, if a different state or country is declared, write down the number in 3.7B.

In the same manner if an informant gives as an answer "here" to refer to place where the interview is carried out, circle code 1.

When an informant has some doubt about the place of birth of the person, write down the entity that the informant recognizes as place of birth, not considering the time spent there.

If after having investigated, some doubts persist, write down "does not know" in the corresponding line.

In cases in which they declare the name of a municipality (delegation) or a locality instead of the name of the entity of birth, ask for the state to which [p. 91] this municipality (delegation) or locality belongs and write it down in the space meant for it; if the state is not identified write down the name of the declared municipality or locality.

It can happen that a person has been registered in a different entity than the one of birth; in these cases register the entity were born and not where registered.

If an informant responds that a person was born in Mexico or Mexico City, ask to specify if it is the Federal District or the State of Mexico.

3.8 Condition of residence

This is a filter question, its objective is to specify or distinguish people on the list who are habitual residents from those who are not, with the goal of avoiding omissions or duplications of

the listed people because there should always be an answer for this question.

The concept of habitual residence is the basis of this question.

Habitual residents are considered to be people who normally live in a dwelling, that is, people who sleep, prepare their food, eat and are protected from the environment and because of this recognize it as their place of residence.

Habitual residence is a specific lodging (dwelling or abode in which one sleeps and/or eats habitually) that a person has and to which he or she can return at any desired moment, that is, the place that a person gives as an answer to the question "Where do you live?"

The question is asked reading the five answer options to the informant. The first two refer to those who are not habitual residents; the three remaining options allude to habitual residents of the household.

The non habitual residents are registered in the following options:

Lives in another place, although is here for now?...1

In this option people who at the moment of the interview are visiting in the selected dwelling and do not recognized (or did not recognize) the interviewed dwelling as their place of habitual residence are registered.

[p. 92]

Lives in another place because of working, studying or other reasons?...2

People who for reasons of work, study, or for other reasons (family, economic, health reasons, etc), live in another place and do not recognized (or did not recognize) the interviewed dwelling as their place of habitual residence.

If the answer is code 1 or 2 go to question 5.1.

Habitual residents are registered in the following options according to their specific situation.

Lives here normally?...3

In this option people who being present or not at the moment of the interview, normally inhabit the dwelling are registered.

Also included in this option are people who work in the dwelling and normally sleep in it, like domestic employees and guests that recognize it as their habitual residence.

Lives here, but is in another place for now?...4

In this option people absent temporarily because of being on vacation, on a business trip, study etc are included.

Also, those people who in their job require frequent trips to other cities like rail road workers, drivers of automobiles (chauffeurs), traveling salespeople etc are included.

In these pointed out cases the people recognize (or recognized) the interviewed dwelling as their place of habitual residence.

Lives here temporarily because of not having another place to live?...5

Here people are included who are temporarily in the dwelling and who do not have another place of residence. Examples of this are relatives or friends who are looking for a house or work or are waiting for another place of residence; the father or mother who spend time with each child and at the moment of the interview live here and do not have another dwelling.

[p. 93]

For this question keep the following in mind:

If when asking the question to the first member of the list, interrupt with phrases like "live here" or "we all live here," read all the options slowly for this person and for the following, ask the question in a confirming manner: "Manuel normally lives here."

If after having read all the options the informant does not know where the person is located who is asked about, apply the following criteria, respecting the order in which they are presented:

Say to the informant: "if you directly asked this person where they live, what would they answer?" If they say "here" write down in option 4, if other dwelling is mentioned write down option 2.

If this condition of residence of the person is not cleared up with this criterion, apply the following:

Ask where the person with doubts sleeps the majority of days. If he or she sleeps the majority of time in the interviewed dwelling, write it down as habitual resident of the dwelling (option 4), on the contrary write down option 2.

Only when the other previous criteria do not resolve the doubt with respect to the condition of residence of the person, apply the following:

Ask about the time of absence of the person and if it is more or equal to six months, write down option 2.

For example, if upon finishing reading the options the informant shows doubt, keep in mind the

following situation:

Informant: Well he leaves for at times to work but returns.

Interviewer: If I asked him where he lives, what would he say?

Informant: Here

Interviewer: (Write down option 4)

But is the answer is "I don't know," continue with the following criterion:

Informant: I don't know.

Interviewer: Where does he sleep the majority of days?

Informant: Well no, there.

Interviewer: Register option 2

[p. 94]

On the contrary, if the response is "here" write down option 4.

But if the answer is "I wouldn't know what to tell you," apply the last criterion:

Informant: I wouldn't know what to tell you.

Interviewer: About how long did he leave the last time?

Informant: For a year.

Interviewer: Register option 2

If the response is less than six months register it as option 4.

IV Migration

In this section the changes of habitual residence of the population from one entity to another or to a country other than Mexico are registered.

[graphic of the question from the census form]

Migration is understood to be a change in habitual residence from one entity to another or from one municipality (delegation) to another (internal migration); also from one country to another (international migration).

This section contains two focuses described below:

To investigate the state and international migration (number of people who came to or left Mexico), based on the previous place of residence (questions 4.1 to 4.5).

To know the place of residence on a set date (November 1990) and therefore the migration at the municipal and state level as well as international immigration (questions 4.6 to 4.7).

[p. 95]

4.1 and 4.2 Condition of migration

Question 4.1 identifies the number of people who lived in a state or country different than their current residence, that is, people who at some moment in their life have had a migratory movement, even having been for a short time.

[graphic of the question from the census form]

If an informant answers yes in 4.1, circle code 1 and go to question 4.3, in the contrary case, circle code 2 and continue with 4.2.

When an informant declares never to have migrated, that is, has not lived in another federal entity or country, and the place of birth does not coincide with the entity of the interview, do not correct the written information and continue with question 4.2.

Vacation trips, commission work, visiting relatives or another cause are not considered migration, since it is not a change of residence.

When an informant doubts when considering whether the person who works or studies in another city migrates or not, ask the following questions in the order they are presented.

"If I ask (Name) where he or she lived, what would he or she say?" if the answer is the place to which they went to work or study, consider them migrants if contrary, register as non migrant.

[p. 96]

If this is not sufficient to know if a person left to live or not in this place, ask for the time absent from the household; if this is more or equal to six months, consider them migrants, if it is less do not register as migrant.

The phrase "even for a short time" refers to the movements made with the intention of leaving to live in another entity and for any reason have returned or changed residence to another entity or country and only lived there days, weeks or a few months.

Question 4.2 verifies that a person has always lived in the entity of the interview. When the answer is "yes," circle the corresponding code. In the case of the answer being "no," clarify with the informant about having lived in another entity or country. After doing this, correct question 4.1 and continue with 4.3.

[graphic of the question from the census form]

If it is not possible to get the answer because the informant reiterates "does not know," circle code 9 and continue to 4.7.

4.3 Place of previous residence

With this question the entity of previous residence of the population is identified, in the case of interior migration in the country.

In the case of people who declare a country different than Mexico as place of previous residence, the country of origin should be known.

[p. 97]

[graphic of the question from the census form]

In this question is written the complete name of the state or country, in the space meant for it.

When they say that a person has lived in many federal entities or countries, write down the last one, in the corresponding space.

Also, when an informant mentions a municipality and does not know or remember the name of the entity to which it belongs, write down its name.

If an informant responds that a person has lived in Mexico or Mexico City, ask to specify if it is the Federal District or the State of Mexico, since it can be confused in some occasions.

In case an informant reports to not remember or not know the state or country previously lived in, write down "does not know" in the corresponding space.

4.4 Time of previous residence

It is the time that a person lived in the entity or country declared in question 4.3.

[p. 98]

The notations in this question are only made in months or years. When the answer is in years and in months, write down only the years in the corresponding space; for example, if an informant reports that a person has lived in the previous entity one year and six months, write down 01 in column 4.4B.

If they declare the time only in months, write it down in 4.4A.

In cases in which the answer is 12 months or more, convert it to years and write it down in 4.4B.

When there is doubt, clarify that it refers to the time of living in the state or country declared in 4.3.

If a person lived less than a month in a previous place, write 00 only in the column of months (4.4A).

When an informant does not remember the time of previous residence, guide by helping as in the following example:

A person is 31 years old and born in Mérida, Yucatán, who at six years old changed place of residence to the place of the interview (entity of Jalisco).

Interviewer: How many months or years did José live in Yucatán?

Informant: Well, he came here when he was six years old.

Interviewer: Before living in Jalisco, did he live in another entity or country?

Informant: No.

Interviewer: Then José lived in Yucatán for six years.

Informant: Yes, that's it.

Also, if after investigating, the time of previous residence cannot be determined, write down 99 in column 4.4A.

4.5 Time of current residence

This question refers to the time that a person has been living in the entity of the interview.

The expression "since the last time arrived" is used when the informant declares the time lived in many occasions in the same entity. If this is the case, ask to only be reported the time past since returning the last time.

It is important to mention that the answer of this question is written down in months or years.

[p. 99]

If they give you answers like "since I arrived in 1986," calculate the time the current residence, in the following manner.

Subtract the year that the person arrived at the entity (1986) from the year of the interview (1995), $(1995-1986=9)$, to determine that the time lived is nine years.

Reintroducing the already mentioned situation, the person born in Mérida, Yucatán, who at six years of age moved to Jalisco, in the moment of the interview has been living in the current residence (Jalisco) 25 years. Also when 99 is written down, "Does not know," it should be only in the month column (4.5A)

Questions 4.6 and 4.7 are directed at habitual residents who are 5 years old or older.

4.6 Place of residence in 1990

With this question the country or entity and municipality (delegation) where a person resided five years ago, that is, November 1990 is known.

Observe that in the upper part of the questionnaire appears the cut off age for indicating that it is asked to only habitual residents 5 years old or older.

[graphic of the question from the census form]

[p. 100]

If a person five years ago was living in a country other than Mexico, write down the name of the country in column 4.6A and go directly to question 5.1 Illiteracy.

If a declared federal entity is the same where the interview takes place, circle 4.6B Here, and ask for the municipality (delegation) where lived in it.

In the same way, if another entity is declared in the Mexican Republic different than that of the interview, write down the answer in 4.6A and ask for the name of the municipality or delegation.

Also if an informant mentions a municipality and does not know or remember the name of the entity to which it belongs, write down the name of it in 4.6A.

If an answer referred to in municipality is different than the place of the interview write it down in 4.6C. If it coincides with municipality of the interview, circle 2 (Here) in 4.6D.

When an informant does not know the name of the municipality or delegation where the person has lived, but remembers the name of the locality (colony for DF) try to find out what is the corresponding municipality (delegation) and if it can't be determined, write down what they declare to you.

When an informant does not know or remember the name of the federal entity or country where the person lived in November 1990, and after investigating it cannot be determined, write down "Does not know" in 4.6A. Do it in the same way as the case of the municipality of residence in November 1990, writing down "Does not know" 4.6C.

Next, go to question 5.1

4.7 Municipality of residence in 1990

This question is directed only to people who did not have state migration, that is, those who declared "no" in 4.1 and confirmed in 4.2 that they have not migrated, because they have always lived in the entity of the interview.

The municipality (delegation) where the person resided in November 1990 is asked for. When

the municipality or delegation declared coincides with the place of the interview, circle code 1 in 4.7A Here. When the municipality is different than that of the interview, write down the name in 4.7A. In cases where they declare the name of a locality and the informant does not know or remember the name of the municipality, but does know the name of the locality, write down the name in the corresponding place.

[p. 101]

Also if an informant does not know the municipality where the person lived in November of 1990, write "Does not know" in 4.7A.

If in any of the questions of this section, an informant tells you that the person is living in another entity or country, return to question 3.8 and in it cross out the registration code and write down code 2. Also mark an asterisk in the question in which it was realized that the person is not a habitual resident and explain the situation in Observations.

V Educational characteristics

The objective of the section is to provide information about the educational characteristics of the population 5 years old or older starting with the variables that form the theme Illiteracy, School attendance, Level of instruction and Other studies. With it, the advances and needs in the education sector are meant to be evaluated, as well as the relation that it has with the demographic and socioeconomic characteristics of the population.

[graphic of the question from the census form]

5.1 Illiteracy

The question is directed to the population five years old or older. With it, the ability of the population between six and fourteen years old to read and write is to be known. Also it permits us to distinguish people 15 years older or older who know how to read and write (literate) from those who do not (illiterate).

When the answer is affirmative, circle code 1, in the contrary case, circle code 2.

[p. 102]

A person knows how to read to write when he or she can read and write a message. Not knowing how to read and write is considered when a person can only write his or her name, isolated words, some numbers or can only read ads, signs his or her name and small phrases.

If an informant responds "a little, " "not much," "more or less," "I write with ugly penmanship," it is necessary to know if the person can really read or write. For this, questions are asked like "can you read and write a letter?" or "Can you write something that has happened to you?"

Consider that there are people who know how to read and write and do not necessarily attend or

attended school. Also, there are those who attend school yet do not know how to read or write. Because of this, whatever the answer the following questions should not be omitted.

5.2 and 5.3 Attendance

These questions are asked to the population 5 years old or older to identify people who currently attend school and who did at one time. Principally it is to be known if people of school age (6 to 14 years) are attending school.

Current attendance is considered to be the fact that a person goes to school or studies in any educational establishments of the National Educational System.

Past attendance is the fact that a person has gone to school or studied in any educational establishments of the National Educational System.

Attendance can be preschool, primary, secondary, preparatory or high school, professional (university, technological, normal, etc.) or post graduate.

The school or educational establishment can be classified in the following way:

- Public or private
- Of Open Education (in which one attends only some days for consulting and/or taking exams).
- Of Special Education (where education to people with audio, visual, language or learning problems is offered).
- Of Primary and secondary Education for adults
- Of technical or commercial Studies (in which a career at a technical level is offered like in academies, private centers, among others).

[p. 103]

Question 5.2 finds out the current scholarly attendance of the population.

When the answer is they do currently attend school, circle code 3 and go to question 5.4, when the answer is no, register code 4 and go to the next question.

If the answer is affirmative, but refers only to illiteracy classes, courses given in cultural centers, university extension courses, workshops or training on the job, consider that the person does not attend school. Some of these courses can be for carpentering, beauty, English, confectionary, photography, personal development, dressmaking, etc.

Question 5.3 finds out the past scholarly attendance of the population.

[graphic of the question from the census form]

When the answer is having attended school, circle the indicated code and continue with the

question of level of instruction (5.4).

If the answer is never having gone to school, circle the corresponding code and go to section VI, about Civil state, if the person is 12 years old or older, if younger than this age, continue with the next person. If this is the last of the list go to section VII of Social subsidies, health services and disability.

[p. 104]

5.4 Level of instruction

The question is asked to all people 5 years old or older with the goal of finding out the highest level of study passed by a person.

Level of instruction is the last grade of studies passed by a person within the formal educational system (preschool or kindergarten, primary, secondary, preparatory, or high school, basic normal, professional and post graduate).

[graphic of the question from the census form]

In this question, only grades or years passed are taking into account, and are written down in column 5.4A, in 5.4B the corresponding code of educational level is registered.

Question 5.4 has the following answer options.

Preschool or kindergarten 1

Register in 5.4A grades or years passed in preschool and in 5.4B code 1 if it is the last level studied by the person.

Primary... 2

Code 2 is registered in 5.4B if the person declares those that form this level (from 1st to 4th grade) as the last grade passed. For example, if the response is took the third year of primary, 2 years have been passed, for which 2 grades in level 2 should be written down.

[p. 105]

When a person takes the first year of primary school and declarers to have attended it and left it not passed and unfinished, ask for the years passed in preschool. If none, register 0 in the grade column and 0 in level. If a person is 12 years old or older go to question 5.5 of Other studies, if younger than this age, continue with the next person on the list.

When it is mentioned "went until fifth," it is important to distinguish if the year mentioned was passed, was not passed or was not finished. The expression "went to fourth" means took the

fourth year and, therefore, there are three passed grades in primary school.

For people who mention having completed the six grades of study of primary school in four years, and got their certificate of complete primary school because the plan is structured as such, consider that if they did finish primary school and write down 6 in grades and 2 in level.

On the other hand, when a person has completed primary school in less years than required because of studying in a program of adult education in the system of open education, and received the certificate of complete primary education, register 6 in grades and 2 in level.

For people older than 50 years who declare to have finished primary school, but did not receive the corresponding certificate since they only passed three or four years of study because there was no possibility of continuing due to the lack of teachers of school being far away, write down the years passed since it is not considered complete primary school.

Secondary...3

People who passed the last year of any of the grades of this level, even in general secondary schools, technical or tele-secondary schools are registered.

When a person declares to have studied secondary school in an open system of adult education, equate it as three years, that is, if it was completed in one year, write down 3 in grades and 3 in level.

In the case of people with any disability (cerebral palsy, mental weaknesses, etc) who have passed years of basic education (primary or secondary), in schools of special education, write down the grades passed and the level in the corresponding spaces. If a person has not or did not pass any year, write down 0 in grades and 0 in level.

[p. 106]

Preparatory or high school...4

Here people who passed the last level and grade in preparatory school, high schools, and technical schools that are equivalent are considered. When this is the situation, write down in 5.4A the grades passed and code 4 in 5.4B.

The educational centers that offer studies equivalent to preparatory or high school are the following:

- School of secondary education.
- School of Sciences and Humanities (CCH).
- Center of Secondary Industrial and Service Technology (CBTIS).
- Center of Secondary Agricultural and Livestock Technology (CBTA).
- Center of Scientific and Technological Studies (CECyT), before vocational.
- Center of Studies of the Sea (CETMar).

- Center of Technological Studies of Continental Waters (CETAC).
- Center of Secondary Forestry Technology (CBTF)
- Preparatory schools

It should be mentioned that in this level, studies done in Conlep (National School of Professional Technical Education) and CETI (Center of Technical Industrial Education) are not considered, since they are not studies equivalent to preparatory, but rather they are for technical purposes. When they tell you this type of study, write down the years passed in secondary school in question 5.4 and, later, register in the question in Other studies, the information about the technical career.

Also, if a person finished preparatory school in two years and can request the certificate write down 3 in grades and 4 in level, since it is equivalent to those normally required.

Normal basic...5

This option finds out information about people who take the Normal Basic whose requisite for joining was finish secondary school. If the requisite is preparatory, then they are considered within the professional level and option 6 is written down.

When an informant declares studies of normal basic and preparatory (high school), ask to pick one and register the grades and level in the corresponding spaces.

Professional... 6

Include people with studies at the degree level done in universities, technologies, polytechnics, and other institutions of superior education, public or private, whose requisite to join is preparatory or high school.

[p. 107]

Studies done in the CETAS (Center of Technological Studies in Sub-Aquatic Activities) and Unitec (Technological University) since the precedent or requisite is preparatory or high school and they are three year schools and are not granted the level of degree are not considered in level of instruction. If they declare studies done in any of these institutions, register it as years passed in preparatory in question 5.4 and later, write down the information of technical career in the questions of Other studies.

When an informant responds that the person has finished the career, but does not know how many years were passed, register 4 in grades and 6 in level.

If a case is presented in which the preparatory or degree level is divided in trimesters or semesters, make the conversion to the calendar year according to the following information:

Two semesters, three four semesters, four trimesters, or six two month semesters equal a year.

For example, if an informant declares to have taken three semesters of professional, write down 1 in grades and 6 in level and went to the fifth semester, write down 2 in grades and 6 in level.

Some careers are taken in four and a half years, that is, nine semesters; in the case of passing all of them, only register 4 in grades.

For people who studied two degrees, only register the career that the informant selects, or the one where most years were taken.

In cases of careers that last more than eight years (music in the Conservatory), register 8 in grades and 6 in level.

Social service required in all careers and interment in the case of medicine are not considered passed grades. For example, if an informant declares to have taken the medical career in 7 years, ask if social service is being considered, and if the informant says it is, register 5 in grades.

Post graduate...7

This level means the studies of master and doctorate done after completing and having obtained a degree.

In the case of people who have passed any year of doctorate, add it to the years passed in masters and register them in the corresponding columns.

It should be clear that the specialties of doctors, whose duration is three years, can be equivalent to masters. Also, the subspecialty corresponds [p. 108] with the doctorate and they are studies with the duration of one to three years, so when they declare studies of this type, register them in this option.

On the other hand, diplomas and courses of specialization remain exclusively at the level of instruction, since they are not granted an academic grade and their scholarly precedence and duration vary. When they declare this type of studies, ask for the last grade and level passed in the formal educational system.

In the same way, when a person does not know how many years have been studied due to taking it in an open system of education in parts (primary and secondary) or subject matters (preparatory), make the conversion into calendar years, according to the following scheme:

Level / Grades / Level

Primary

Finished the first part / 4 / 2

Finished the second part / 6 / 2

Secondary

Finished the first part / 1 / 3
Finished the second part / 2 / 3
Finished the third part / 3 / 3

Preparatory

From 12 to 23 subject matters passed / 1 / 4
From 24 to 35 subject matters passed / 2 / 4
36 subject matters or more / 3 / 4

When a person declares to be taking the first grade of any level, register the grades passed in the previous level. For example, if the first year of secondary school is being taken, write down 6 in grades and 2 in level, which indicates that primary school was completed; or if the first year of preparatory school is being taken, write down 3 in grades and 3 in the level that corresponds to the finished secondary school.

If any person has studied in the United States, given the closeness with Mexico, make the following equivalents:

[The column to the left is in English]

Elementary School / Primary
Junior High / Secondary
High school / Preparatory or high school
College or University / Professional
Master or Doctor / Post graduate

When a person studied in any other country, ask what educational level corresponds to their studies with the levels included in the question. Also, investigate the total number of years passed.

[p. 109]

Does not know...99

Finally, if an informant does not know the information about any of the people on the list, register 9 in grades and 9 in level (Does not know).

If a person is 12 years old or older continue with the following questions, if younger than this age, continue with the next person on the list or, if it is the last, go to section VIII Social subsidies, health service and disability.

When a household has used more than one questionnaire because it is formed by more than 10 people, register the information of sections VIII and IX only in the first questionnaire.

5.5, 5.6 and 5.7 Other studies

This section is applied to only to people 12 years old or older. Its objective is to find out technical or commercial studies and their academic precedence.

Other studies are understood to be technical or commercial careers of terminal character, that is, those that do not have a scholarly requisite to continue studying a higher level, like degree or professional and that have as a requisite for joining the finishing of primary, secondary or preparatory school.

Training courses for and on the job are not considered other studies, because it is not the objective of the Poll to know which population does these type of courses.

Academic precedence or scholarly requisite is a study done to join a higher educational level; for example, the scholarly requisite to join Conlep is completed or finished secondary school. Also those careers that do not require an academic precedence are distinguished.

In question 5.5 whether a person studies or studied any technical or commercial career or not is found out. These studies are offered in educational centers like the following:

Private commercial academies, that offer studies like secretary, private accountant, executive assistant, bank technician, etc in which the scholarly requisite is finished primary or secondary school.

Educational centers that offer technical careers. Like automobile technician, radio technician, refrigeration technician among others, and their scholarly requisite also can be finished primary or secondary school.

Universities or private schools that offer or offered careers of the technical level like social work, nursing, graphic design, and any other, whose scholarly requisite is or was finished secondary school.

[p. 110]

The Conalep (National School of Professional Technical Education) and the CETIS (Center of Technological, Industrial and Service Studies), are for technical purposes in many areas, and their scholarly requisite is secondary school.

Institutions at the superior level that prepare specialized technicians, like technical universities (Unitec) and the Center of Technological Studies in Sub-Aquatic Activities (CETAS), where the scholarly requisite for joining is finished preparatory school, even if its level does not equal a degree, since the studies do not permit joining any masters programs.

The duration of these technical and commercial studies varies between one and three years.

[graphic of the question from the census form]

If an informant declares training courses for or on the job, circle option 2.

When in 5.5 the answer is Yes, that is, study or studied some technical or commercial career, circle code 1 and continue with the following two questions (5.6 and 5.7).

In the case of the answer No, circle code 2 or if the answer is Does not know, circle code 9 and go to section VI Civil state.

[p. 111]

In question 5.6 the years passed in technical or commercial career are registered, if less than one year is declared (11 months, 10 weeks, etc) write down 0. In the case of an answer of years passed in semesters, trimesters, or others, convert the information to school years, two semesters, four trimesters, three four month semesters, or six 2 month semesters being the equivalent to a year.

[graphic of the question from the census form]

In question 5.7 the code that corresponds to the scholarly requisite of the technical or commercial career is written down. The answer options are none specified, primary, secondary or preparatory school finished.

When an informant does not know the information about years passed or the precedence of studies, register code 9 in the corresponding space (not known), since it is in 5.6 or 5.7.

Check that the level given in 5.7 as scholarly requisite is not bigger than that declared in question 5.4 Level of instruction, since it should be equal or lower. That is, in 5.4 last year passed is declared the first year of preparatory school, in 5.7 the only requisite can be none studied (0), finished primary (1), or finished secondary (2) but not preparatory because it has not been completed. If this happens, clarify the situation with the informant.

[p. 112]

In the case of a person declaring to have done more than one technical or commercial career, ask the informant to select one and register the corresponding information about it.

VI Civil State

With this section, the distribution of the population according to its current civil state, number of unions (marriages or free unions), age of the first union, and average time in the first union are known.

This section is applied to all people 12 years old or older.

[graphic of the question from the census form]

6.1 Civil state

The goal of this question is to identify the conjugal situation or civil state that the person currently has.

Civil state permits us to distinguish the population 12 years old or old being found currently united (by marriage or free union), not united (by death, separation or divorce) or single.

Read each of the options and upon receiving an affirmative answer, register the code that corresponds in the box meant for it. Respect the order of the six options and do not presuppose the civil state of people.

If a person has double civil state (one legal and one de facto), the current one is registered or the one corresponding to the moment of the interview.

[p. 113]

Below the options that this question has are mentioned.

Lives in free union?...1

It refers to people who live as a pair without legally or religiously formalizing their union.

Is widowed?...2

They are people whose pair or companion has died and have not been married again, nor live in free union with a companion.

Is separated?...3

It refers to people who do not live with their pair or companion, without getting divorced, including those who have lived in free union and currently do not live with their pair.

When the dynamic of the interview permits you to know that a person has lived in free union and declares him or herself as single because of not living with the pair, clarify it with the informant, saying "ok, but you told me before that you lived in free union;" if the response is "yes but we separated" then register it in this option.

Is divorced?...4

It alludes to people who legally separated from their pair or companion and currently do not live with another pair or have not married again.

Is married?...5

Corresponds to people who are married, either legally, religiously or both.

People married only civilly, only by the church or both, should be classified in this option.

Is single?

They are people who have not married (civil or religiously) and never have lived in free union.

[p. 114]

When writing this option down, go to 7.1.

In this question, consider that a precedent exists of which a person because of being asked has a pair, because the informant said so, ask the question with option 1, if the answer is "no" continue with option 5, for example: Currently does (Name) live in free union?

Wait for the answer; if it is "yes" write down number 1, on the contrary, continue: Is (Name) married?

If the answer is yes, write down code 5.

6.2 Number of unions

The goal of this question is to know the number of unions (legal or not) that each person has had until the moment of the interview, including the current or last union.

Unions are matrimonies (civil, religious or both), and consensual or free unions that each person has had up to the moment of the interview.

Read the complete question and write down the answer in the respective space, considering that 1 to 8 correspond to the number of unions, if more exist, write down 8.

[graphic of the question from the census form]

[p. 115]

9 is for when an informant declares "does not know" and is registered after trying all other possibilities.

Here it is important to consider the following aspects:

When a situation is presented in which a person has lived in free union with a pair, but later this union becomes legal, religious or both, it is considered a single union.

If an informant tells you that the person has been united or married with a pair, but that also they have been separated for some time (one or more occasions), consider that this person has only had one union.

If when asking the question for the first time, it is not understood, it can be adapted only in the following cases:

Case 1

If civil state corresponds to a free union and the informant does not understand question 6.2, adapt it as follows:

"Apart from this union, have you had any other?"

Case 2

If the civil state is married and the informant does not understand question 6.2, ask it in the following way:

"Apart from this marriage, have you had any other union?"

In both cases, if the answer is "yes" ask:

How many unions?

If an informant responds "one" write down the current, plus the previous, that is, 2.

If the answer is "no" write down 1, that is, a single union.

6.3 Age at the first union

This question has as its objective to know the age at which people formed a union or married for the first time, given that it marks an important change in the life of individuals in demographic, economic and social terms.

[p. 116]

The age at the first union is understood to be the number of completed years that a person has when married (religious or civilly) or formed a union for the first time.

Write down the declared age in the corresponding space.
[graphic of the question from the census form]

It is necessary to keep in mind the following considerations:

If the answer in 6.1 is any code from 1 to 5 and only has had one union, this question is asked without including the final phrase in parenthesis (for the first time).

Keep in mind the answers of 6.1 and 6.2 to adapt the sentence "married or formed a union." For example:

Case 1

If the civil state is free union and only has had one union (6.2 = 1), ask:

"How old was (Name) when a union was formed?"

Case 2

If the civil state is married or divorced and only has had one union (6.2 = 1), ask:

[p. 117]

"How old was (Name) when married?"

In the rest of the cases, ask the complete question.

When an informant responds that this age is not know, ask to relate it with some event that took place around this date.

For example, ask in what year did the first union occur and revise the current age. If someone is 30 years old and their first union was in 1988, subtract this from the current year (1995) which gives the result of 7; and the current age (30) subtracting 7, is 23, that is, the age of the first union.

If after trying to get an answer by many means and not getting it, as a last recourse write down 99, "does not know."

Once the question is asked, if a person is married or united and only had one union, go to question 7.1, therefore leave 6.4 blank.

6.4 Age at the first break up

Relating this question with 6.3, the average duration of the first union of those people who united one time who have separated, divorced or become widowed, whether remarried (formed another union) or not is mean to be known. Because of this, this question applies to those who:

Those who currently are widowed, separated or divorced.

Those who currently are married or in a union with more than one union (2, 3, etc.).

For this reason a box appears in the question of the questionnaire with this indication.

The age at the first break up is understood to be the number of completed years that the person was when widowed, divorced, or separated for the first time.

Write down the declared age in the corresponding space.

In this question the following aspects are presented:

It is necessary to emphasize that this age is that which the person was when the dissolving or break up of the first union took place.

[p. 118]

Before answers like "it lasted 6 years with him or her." Add this amount to the answer from 6.3 (age of the first union) and make this result known to the informant in order to confirm if this age is true.

Example

If in 6.4 they answered, "I spent 6 years with him," and in 6.3 you know that the person married at 20 years; then to calculate the age that the person had when separated, add 20 (age of the first union) + 6 (years spent with the pair), which give 26 is the result, which is the age the person was when separated, that is, the answer to question 6.4.

Only to confirm, ask "Then (Name) was 26 years old when separated or divorced?"

When all possibilities of getting the information are exhausted, not even an approximate age, write down code 99 "Does not know."

VII Economic characteristics

In this section some of the economic characteristics of the population of work age (12 years old or older) are found out; which are related to socio-demographic and cultural information about the population, that permit us to know the socioeconomic situation of people and households.

[graphic of the question from the census form]

The information obtained in this section permits us to know, in a specific reference period (the week before the interview), how the work force *[p. 119]* in the country is formed, that is, who worked or looked for work; about the first jobs, what is done in the occupation, how many hours are worked, what are the incomes, the relation with the employer, etc.

Also in the population of 12 years old or older it is meant to distinguish who receives income by different sources at the job and the importance of these perceptions.

7.1 Condition of activity

With this question, people 12 completed years old or older, who have done any economic activity in the week before the interview are distinguished from those who did not because they did non-economic activities.

Economic activity is understood to be every action meant to produce goods (growing corn, raising animals, growing trees, extracting minerals, making furniture, clothes, machinery, etc) and doing any service for the market (repairing vehicles, teaching classes, selling and distributing different products, preparing and serving food, transporting people and cargo, generating and distributing water and electricity, offering medical services, etc.) Also, agricultural production and the raising of animals for the consumption of members of the household are included.

Non-economic activity is understood to be those done to satisfy personal and family needs, like studying, doing domestic chores in their own household, among others. Also activities of personal interest (free services or volunteers in the community, participation in clubs, workshops or recreation associations) are included here also not doing anything for many reasons.

When an informant declares that the person did economic activities and also non –economic, register the information referring to the economic activity that was done. For example, if it is a homemaker who, as well as doing chores in the household, works, register that the person worked. So also, write down option 3 in the case of a student who the week before the interview, aside from studying, actively looked for a job.

[p. 120]

Below the nine answer options in this question are described.

Worked?...1

In this option, people who worked or helped to work at least an hour a week the week before the date of the interview, in an institution, company, business or family piece of land, in the street, among others, are classified, it is not important if they received a payment or remuneration or not.

Also in this option students who did social service in the reference week are classified, receiving a remuneration or bonus or not for the activity they did.

Also, include people who helped in agricultural activities or in the raising of animals for their sale, work in the field or consumption by members of the household.

Also in this category people who in the reference week attended their business, even when no one has hired their service or bought their products.

Did not work, but had a job?...2

It is understood to be people who have a job but did not work in the reference week for any of the following reasons:

- Sickness or accident (temporary incapacity).
- On leave, on military leave, or vacation for a definite time (for example a person on maternity leave).
- Strike or work stoppage in the place of work.
- Breakdown of machinery, equipment, instruments or work vehicles.
- Lack of primary material for doing a job.
- Interruption of work because of bad weather, lack of rain, etc.
- Waiting for the beginning or season of harvest or other agricultural labor.

The characteristic of people classified here is that their absence did not break the tie with their employer (that is, they are not unemployed) and because of that, they have the security of returning to their place of work as soon as the days of leave, vacation, incapacity, restarting the agricultural cycle (seeding, growing and harvesting), of waiting to receive material or resources for production are concluded.

Also in this option those who in the week before the interview carried out a community or social activity and because of it did not work but did have a job, are included. For example: farmers who form part of any commission in their cooperative or community.

[p. 121]

When an informant gives an affirmative answer to option 1 (worked) or option 2 (did not work, but did have a job), write down the corresponding code and go to question 7.3 Occupation or office.

Looked for work?...3

It refers to people who during the week before the date of the interview, actively looked for work, like looking in the newspaper, visiting companies or employment agencies, asking friends about any jobs, doing procedures to begin or open a business, etc.

Also the following people are included in this option:

Those who have looked for work, but during the reference week did not do it for any reason: for example: got sick, cared for a family member, etc.

Those who are about to begin to work or have begun to work the week of the interview, although in the reference week had not looked for work.

Is a student?...4

It finds the people who are enrolled in or attend an educational institution with the goal of receiving education, either in the basic system of education (primary and secondary), middle (high school), or superior (professional) or in any level of technical or commercial education.

Does chores in the household?...5

It is understood to be people who are dedicated to the care and attention of their household. Also in this option family members who help in the labors of the household are classified.

Is retired or pensioned?...6

They are people who receive an income or pension (because of years of work, advanced age, or because they had a work accident) by part of any social security institution (like IMSS or IMSSSTE) or companies where they provided their services and currently do not work.

Is permanently disabled from working?...7

They are people who cannot do a job or economic activity because of a physical or mental problem or impediment.

[p. 122]

When an informant gives an affirmative answer to this option, write down the corresponding number and go to question 7.10 Other incomes.

Does not work?...8

In this option they are understood to be people who did not do any economic activity among which the following can be found:

People of an advance age who are not retired or pensioned.

People who live from rents or bank interests. If they mention to you that the person lives from the rent of houses, buildings, tenement houses, among others, but also does administration of its goods other its business (collects rent, writes bills, arranges permits, etc) classify in option 1 worked?

People who support in a voluntary form beneficiary activities (National volunteer) or affiliates of any political, social, religious or civil organization. If the activity is done as work and they receive a payment, they are classified in option 1 worked?

People who ask for charity and do not do anything (bums), did not look for work.

Classify in option 1, people who give as an answer any situation like, did domestic chores in their household, but also sold fruit; studied in the morning and helped a carpenter in the

afternoon; is pensioned, but sells cosmetics. Give preference to the condition of economic activity, even when the person does few hours or did not receive income for the work done.

Does not know...9

If after reading all options, the person does not know the information, write down code 9 Does not know.

It is important to point out that when an informant selects any of the options 3, 4, 5, 6, 8 or 9, ask question 7.2 Verification of condition of activity

7.2 Verification of condition of activity

This question has the objective of verifying if people who have been classified in options 3, 4, 5, 6, 8 or 9 in 7.1 really did not work in the reference week, since [p. 123] frequently people do an economic activity part time, they help any family business, do not receive income or earn anything, nor recognize the activity that they do as a job.

Register the code according to the answer of an informant, in the respective box.

At the moment of asking the question, reintroduce the option written down in the previous question in the following way:

"Along with doing chores in her household, last week Rosa María..." (and read the options until getting an affirmative answer).

Continue the elaboration when the response registered in the last question has been 9 Does not know, asking the question in the following manner: "So then, last week Federico..." (and read the options until getting an affirmative answer).

In the same way as in Condition of activity, in this a person who works is considered to be when at least one hour was done the week before the date of the interview. Because of it, when an informant mentions that a person worked **less than an hour** in the reference week, write down code 7 Did not work?

This question has eight answer options, which are described below.

Sold any products (cloths, cosmetics, food, etc.)?...1

It is understood to be people who during the week before the week of the interview sold products to obtain a profit or commission. The products sold can be any type: animals, harvested products, natural or prepared foods, cosmetics, new or used cloths, shoes, among others. In the same way, the sale can be done in any place (for example: door to door, in their own house, in the street, etc.).

[p. 124]

It is recommended that upon reading this option you change the products in it, to those common in the region. For example: in Zacatlán, Puebla, the sale of liquor and cider is very common, and the changing of the question can be: "Along with being a student, did Juan sell any products (liquor, cider, cloths, etc)?"

Help to work in a family business?...2

In this option people who in the week before the interview helped in a family business and received a payment for their work or not are registered. The business can be any type: workshop, paper mill, grocery store, fruit and vegetable store, store, general store, cheese stand, taco stand, butcher's shop, pharmacy, etc.

Made some product for sale (food, handicrafts, cloths)?...3

It is understood to be people who made or produced in the reference week, any product for its sale, for example: knitting sacks, making floral arrangements, taping cassettes, making rag dolls, etc.

As in the first option, you can change the examples to products produced in the region.

In exchange for a payment, washed, ironed or sewed?...4

This option finds people who do other domestic chores of **another household in exchange for a payment**. Also people who for a payment, clean or iron other people's clothes in their own home or that of the client Also in this option people who sew other people's clothes are included.

Helped to work in agricultural activities or in the raising of animals?...5

People who helped to work in the agricultural labors or in the raising of animals are classified here, that is, they helped in duties like seeding, harvest, weeding of any agricultural cultivation, shepherding, feeding, vaccination of animals (chickens, rabbits, sheep, etc) for sale or self consumption, or for the same labors of the field.

When an informant claims to raise animals in the patio, in a corral or in the same piece of land of the house, ask for the time spent doing [p. 125] this activity in the reference week. If the answer **is less than an hour a week**, write down code 7, Does not work? This criterion is applied if the raising of animals is for sale or self consumption (consumed by the members of the household).

Do not include in this option people who take care of their own pets (dogs, cats or other animals that one has to accompany, train, etc as members of the family), since this is not recognized as an economic activity, only right down option 7 Does not work?

In exchange for a payment, did another type of work (activity)?...6

In this option, people who in the week before the interview did any activity not previously

considered, by which they received a payment, are classified. For example, repairing electric domestic appliances, cutting hair, taking care of children or elderly, painting a house, washing or taking care of cars, etc.

When the answer of an informant is "yes" to one of the options 1 to 6, go to question 7.4 Duties or functions.

Does not work?...7

In this option, people who confirm to not having worked during the last week are registered.

When you get an affirmative answer in this option, continue with question 7.10 Other incomes.

Does not know...9

If after reading all the options, the person does not know the information, write down code 9, Does not know. In the case of registering this code, go to question 7.10 Other incomes.

7.3 and 7.4 Occupation and office

The objective to these questions is to know the occupation of employed people, that is, the type of work or office they had and the duties they carried out the week before the date of the interview.

In question 7.3, write down the office or position that the person had at the job. When the person had more than one job, write only the office that the informant considers more important.

[p. 126]

When the answer corresponds to very general offices, like teacher, assistant, operator, supervisor, owner, among others, it is indispensable that they give you more details about the occupation, since the description can refer to different occupations. For example:

[Below the text are two columns of occupations. I will translate each section, from left to right.]

A teacher can be:

Teacher of primary school
Carpenter teacher
Mechanical teacher
Bricklaying teacher
Teacher of dance, etc.

On operator can be:

Operator of motor loader
Operator of cranes

Truck operator
Mill operator
Lathe operator

A vendor can be:
Street salesperson
Vendor in a store
Food vendor
House vendor

A driver can be:
Taxi driver
Metro driver
Cargo truck driver
Rail road train driver

An assistant can be:
Bricklayer's assistant
Mechanic's assistant
Miner's assistant
Cook's assistant

A director can be:
Hospital director
Bank director
School director
Movie theater director
Newspaper director

[p. 127]

A manager can be:
Hotel manager
Bank manager
Airline manager
Commercial store manager
Automobile agency manager

A government employee can be:
Municipal president
Secretary of state
Head of transportation
Treasurer of a government office

Answers like worker and employee are common; in these cases ask the informant to clarify what the occupation is.

[Below the text are two columns listing occupations. I will translate the columns left to right.]

Example

Teller
Salesclerk in a jewelry store
Secretary
Clinical lab worker
Collector
Messenger
Automobile mechanic
Food distributor
Electrician
Oilier of machinery
Tinsmith
Bread baker
Cane cutter

When in 7.1 Condition of activity they mention the office, position, or charge of the person, when arriving at this question, confirm with the informant the selected office, like in the following example:

Interviewer: Did Juan work last week?
Informant: Yes, he's a taxi driver
Interviewer: Then Juan's occupation is taxi driver?
Informant: Yes

Question 7.4 has as its objective to know duties or activities that the person does in the occupation registered in the previous question, for example:

[p. 128]

[Question 7.3, Office, position or charge, and question 7.4 Duties or functions are listed side by side. I will translate each position, then its duty.]

Bricklayer contractor
Controls assistants and heads of the job
Supervisor of quality control
Supervises the making of clothes
Stevedore
Arranges boxes in a winery
Technicians in electronics
Repairs electric domestic appliances
Owner in a pharmacy
Administers the pharmacy
Farmer

Grows corn and beans
Rancher
Raises cows
Foreman
Organizes ranching activities
Vulcanizer
Repairs tires

[graphic of the question from the census form]

Write in the corresponding line the duties or functions that they mention, when the informant indicates that the week before the date of the interview, no work was done because of being on vacation, on strike, on leave or military leave, waiting for the beginning of an agricultural cycle or season of harvest, ask what office or position is done.

Register in 7.4 the duties or functions that the informant does in the job, making sure they are as explicit as possible.

Do not forget that when a person had more than one job, only the duties that correspond to the office or charge that the informant pointed out as principle are registered.

[p. 129]

Remember that when in the question about verification of condition of activity (7.2), mark a code 1 to 6 continue with the question about duties or functions (7.4). For these cases ask the question use the term "activity" instead of "work;" for example, What are the duties or functions that Juan has in his activity?"

If after investigating, the informant does not know the office or position (question 7.3) or the duties done in the job (question 7.4), write "Does not know," according to what it corresponds to.

7.5 Situation in the job

The objective of this question is to identify the position or relation that the person had in the job, the week before the interview.

The situation in the job permits us to classify the working population according to being salaried (employer or worker, weekly or daily worker), independent worker (boss or business person, self employed worker) or worker without pay.

[graphic of the question from the census form]

It should be clarified that if a person has done more than one occupation, you should ask for the one registered in 7.3.

[p. 130]

This question has five option answers, which are described below.

Employee or worker?...1

It is a person who worked in exchange for a paycheck, salary or in kind for a boss, company, business, institution or public or private dependency the week before the interview.

Generally, the job of people classified in this option is controlled by a contract, written or spoken.

People who receive a paycheck and also a commission for their work are classified in this option.

People who only receive commission for their sales or services that they do, are considered in option 4 self employed worker (does not hire workers)?

Also government authorities are included here, no matter their level (President of the Republic, governors, secretaries of state, etc.)

Weekly or daily worker?...2

It is a person who worked for a boss in exchange for a biweekly, daily or weekly salary. Generally these people are hired to do agricultural, livestock or construction activities.

Boss or business person (hires workers)?...3

It is a person who is owner of a business, company or establishment that hires one or more employees or workers. When an informant does not understand this option, clarify that bosses or business people hire workers in exchange for a salary.

Self employed worker (does not hire workers)?...4

It is a person who worked in an independent form (alone) in his or her own business and did not hire workers (employees or workers).

When people only receive a commission for the sales or services they do, they are considered in this option.

[p. 131]

In this option people who work in an independent manner and receive help from a family member who does not pay in exchange for work are also considered. In the case that they give them a salary or paycheck, they are classified as bosses.

In the case of farmers and members of cooperatives who in the reference week have not hired

salaried workers, they are classified in this option, in the contrary case, consider them bosses (option 3).

When an informant declares that a person "is a partner," ask if workers are hired; if the answer is "no" write down code 4. Only in the case of hiring workers, assign code 3.

Worker without payment in a business or family plot of land? 5

It is a person who in the week of reference worked without receiving a salary in a family business (plot, workshop, ranch, parcel, etc). People who work without receiving salary in a non family business, also are classified in this option.

If after reading the options to an informant, he or she remains silent, doubting to give an answer or response with an occupation like: contractor, subcontractor, commission agent or sales agent, find out with questions like: "Did you work for another person?" or "Do you receive a salary for your work?" In the case of the answer being "yes" write down code 1 of employee and worker, if it is "no" investigate if workers are hired. If so, write down code 3 boss or business person (hires workers); if workers are not hired, register code 4 self employed worker (does not hire workers)?

If a person has his or her own business, ask if workers are hired. When the answer is "yes," write down code 3 of boss or business person and if it is "no," register option 4 of self employed workers, like in the following example:

Interviewer: Was Carmen in her job an employee or worker?

Informant: No, she worked with a partner.

Interviewer: Did Carmen and her partner hire workers?

Informant: No, she attended to the business in the morning and the partner in the afternoon.

Interviewer: Then Carmen was self employed?

Informant: I think so, yes.

If after exhausting all possibilities to get an answer, an informant does not know the information, write down code 9.

7.6 Hours

This question has the objective of knowing the total number of hours that a person worked in the week before the date of the interview.

[p. 132]

Hours are understood to be the time that a person does the job or an economic activity, as it can be the sale of merchandise, making of products, rendering of a service, etc.

[graphic of the question from the census form]

Write down the hours that an informant tells you. If a person has two or more jobs, ask the question in the following manner: "How many hours did Pedro work at his jobs last week?"

Consider the following within hours worked:

Extra hours worked in the reference week.

Time dedicated to buying materials used in the activity or job, that is, buying primary material for doing an activity done in the established work schedule, is counted within the work week. Also time used by self employed workers for the buying, production and sale of articles, clothes, food, etc is counted here.

Do not consider the following aspects as hours working:

The time a person uses to eat. For example, employees who work a discontinued schedule (from 9 to 2 and 4 to 8 hours) who use one or two hours eating.

[p. 133]

The time that a person uses going from place of residence to work and the return to the dwelling.

For a person who in question 7.1 Condition of activity, indicated not working but had a job (code 2) the reference week, ask the number of hours that are habitually worked.

In cases where they declare only the schedule of work or the hour of arriving and leaving work, calculate with the informant the hours worked daily and the days worked, to get the total number of hours worked the week before the interview.

When an informant gives as an answer "works from time to time" or "does not have a schedule," which is the case of people who do not have a fixed place to work or they work in their own home, investigate the estimated daily time and the number of days worked in the week before the interview.

Example:

Interviewer: How many hours did María work at her activity last week?

Informant: She works a little while during the day, then she only watches animals in the afternoon.

Interviewer: Approximately how much time does she watch them?

Informant: About two hours.

Interviewer: How many days last week did she go to watch the animals?

Informant: Only three days

Interviewer: So she worked six hours last week?

Informant: Yes, that's right.

When the total number of hours that people work is equal to or higher than 98, write down 98 in

the corresponding fields.

If after exhausting all possibilities to get an estimation, an informant does not know the hours worked, write down 99.

7.7 and 7.8 Type of activity

The objective of these questions is to know the distribution of the working population by sector of economic activity.

Question 7.7 has the goal of knowing the type of place where the employed person worked the week before the interview. This place can be a factory, an [p. 134] X-ray laboratory, a dressmaking shop, in the street, in the market, in the house, at a construction site, etc.

For people who had two or more jobs in the week before the interview, the type of activity of the place where the principal work was done should be known, which is the one that the informant selected and was written down in 7.3.

This question has two ways to write down the answer: the first, when the answer of the informant is **equal** to one of the options; in these cases write down the code that corresponds in column 7.7 A and go to question 7.9 about income. The second way is applied when the answer **is not equal** to the listed options; if this is so, write down the answer as such and also describe it in column 7.7B and ask question 7.8 Type of activity.

It is important to point out that the eight answer options included in this question, do not pretend to cover all places of work. These are listed because they are those declared most frequently and result in repeatedly asking for the type of activity, when it is already known. For example, in a school classes are offered, in a hospital health services are provided, in a grocery store groceries are sold, etc.

Some of the establishments or businesses declared by an informant, different then the listed options and **that should be written down exactly in 7.7B are the following:**

[p. 135]

Agriculture or livestock:

Plot of land, livestock ranch, pig farm, agricultural farm, vegetable garden, coffee plantation, etc.

Industry:

Factory, process center, bottling factory, machine shop, bakery, mine, petrol-chemical complex, refinery, carpenter's shop, dressmaker's shop, etc.

Commerce:

Auto shop, mall, general store, paper store, market, hardware store, butcher store, superette, etc.

Services:

Clinic, doctor's office, drycleaners, cleaners, beauty salon, public bathrooms, gymnasium, hairdressers, tinsmith shop, office for lawyers, accountants, private investigation, photocopying, etc.

Along with the previous, also it is possible that an informant declare generic places like: in the street (street salesperson), on the road (transportation worker), etc. In these cases it is necessary that in the following question (7.8) the activity done in the declared place is written in detail.

When an informant declares the registered name of an institution, establishment, business or company, register the complete name, unless they have an abbreviation known at the national level, for example: INEGI, Pemex, IMSS, ISSSTE, DIF, SARH, SEP, among others.

In the cases in which an answer is the name of a person, investigate if this person has an establishment or place to work which is the name. If you cannot determine it, write the name that informant gives you, for example: "with their father," "with Misses María" etc.

When any doubt is present with a hired worker for a company, which does its duties in another company's installations, write down the place of work corresponding to the establishment where hired. For example, in the case of cleaning workers of AQUALIM who do their job in a public office it should be written down in column 7.7B that they work in a cleaning company.

When an informant mentions in occupation questions the establishment where the person works, ask the question in a confirming manner:

Interviewer: What is the office or position that Carmen has in her job?

Informant: She is a seller in a butcher's shop.

Interviewer: So, you are telling me Carmen worked in a butcher's shop?

Informant: Yes, that's right.

[p. 136]

Question 7.8 Type of activity, corresponds to what is done or produced in the place or establishment, written down in 7.7B where the occupied person works.

[graphic of the question from the census form]

When two or more activities are done in the place or job, for example: making of milk and coffee, sports clothing and balls, among others, ask the informant to indicate the principal one.

In an informant tells you that in the place of work any product is produced or made, ask to point out the principle material used, for example, they make furniture of wood, they make toys from

plastic, they make hats from palm, they make metal desks, etc.

In the same way, where any service is declared, ask for more details, for example: they do legal or company procedures, they do photography studies, they do laboratory studies, they produce radio programs, etc. Remember that the information of this question is written down in detail.

Frequently the duties described in the occupation question, particularly those of self employed workers, correspond to the activity of the business of these workers. In these cases, ask the question to confirm in the following manner:

Interviewer: What is the office or position that Juan has at his job?

Informant: He works as a tinsmith.

[p. 137]

Interviewer: What are the duties or functions that Juan has in his job?

Informant: He fixes wrecked cars.

Interviewer: In his job is Juan an employee or worker?

Informant: No, he is self employed.

Interviewer: Where does Juan work?

Informant: In his body workshop.

Interviewer: Then, in Juan's workshop wrecked cars are fixed?

Informant: Yes.

Ask the question in a confirming manner for people who declare to work in the street, at the home of their clients, from door to door, that is, for those who do not have a place or establishment. In these cases the activity of the business or place of work, generally corresponds to the duties declared in 7.4.

For example, if an informant declared as occupation selling candy and fruit in the street, confirm that it is the sale of the mentioned products.

Also if it was declared that the person cleans and irons someone else's clothes in a private house, confirm that the activity corresponds to this occupation.

If after exhausting all possibilities, the person does not know the information about any member of the family, write "does not know," in 7.7B and/or 7.8.

7.9 Income for work

This question has the objective of knowing the total number of monetary income that people get for doing their job or economic activity.

It is applied to people who worked or did any economic activity, like: teller in a bank, repairing computers, selling spare car parts, among others, also those who declared to not have worked in

the reference week, but who did have a job, as is the case with women who do not work because of being on maternity leave.

Income is understood to be the total value of money that people receive for doing their job.

The answer to the question is registered in the following manner: in column 7.9A, the total value of income is written down; in column 7.9B, the period in which the income is received, which can be weekly, biweekly, [*p. 138*] by month or by year. For example, if an informant declares income of two thousand pesos a month, in the column of Income write down the amount and in the column of Period, write down code 3, corresponding to month.

When doubt exists by the part of an informant, about whether part of the income of salaried workers should be considered, clarify that also from a paycheck or salary, payment for working extra hours, expense vouchers, additional salary compensations in the reference week are included. Do not include as part of this income profit sharing, Christmas bonuses, compensation, closeout sales, vacation premium, bonuses, etc.

For people who get their income from earnings by the sale of products, ask to not include expenses or payments made for the buying of prime materials, paychecks or salaries of workers, rent of the place, among others.

When you know beforehand that the person does more than one job, ask the question in plural form: "How much does José make in his jobs?"

Frequently, for some workers the income they receive is not fixed, that is, they depend on sales or number of clients attended to. In these cases, ask that the informant gives you an approximate income or average of what is gained each week, month or year. For example: a farmer or member of a cooperative who is self employed, get the income only for the sale of the crop. For these cases, ask to calculate or estimate how much is earned or will be earned by its sale this year.

Another example is the case of people who work only for commission, since their income depends on finished sales. Because of this, what they earn is generally variable. In these cases, also ask for an estimation of what the person earns in a week, biweekly or month.

In an informant declares to not have received income, as is the case of family workers without pay, write down 00000 in the column Income and another 0 in the column Period.

For people who in question 7.5 were found to be family workers without pay and declare to receive income, write them down in the corresponding columns and explain the case in observations. Also do not correct the answer of 7.5.

If an informant declares that the person did not work the reference week, but did have a job, ask for the normal income for the work and register it in the corresponding space.

When they declare an amount in dollars, make the conversion to Mexican pesos, because of it

ask the informant how much they give him for a dollar.

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Write down the income in whole numbers and in new pesos. If an answer is in old pesos, make the conversion recording the point three places to the left, for example, for a textile worker they tell you monthly income of three hundred and seventy five thousand four hundred fifty pesos, the answer is in old pesos and for it you should write down:

[Below the text is a filled out form.]

When the declaration refers to daily income, investigate the total number of days worked in the reference week and make the calculation multiplying the income by the number of days worked, then register the result and write down code 1 in the one corresponding to period.

When an informant declares an annual income equal or more than 98000 new pesos, write down "98000" in Income and write the code that corresponds to the pointed out period.

If an informant does not know or remember how much the occupied person earns, ask to estimate the average of income obtained and only after exhausting all possibilities, write down 99999 in the column for incomes and 9 in the period column.

7.10 and 7.11 Other income

The objective of these questions is to distinguish people 12 years old or older who receive income through retirement, pension, help from family members outside of the country, support from Procampo, grants or help from other institutions, rent or interests from banks in regular or habitual form.

Other income is considered those that the person receives regularly, in a weekly, bi weekly, monthly, every other month, four monthly or annually form. Although occasionally the time period can vary with what is given (for example, help from family members who live abroad), but continue being regular.

Do not consider the following cases as other income:

- What a person receives and is obliged to pay back like: loans, mortgages, money withdrawn from credit cards, credits, etc.
- Money provided from the sale of properties: houses, land, furniture, among others or of savings, like: canceling savings accounts, group income, prizes, lotteries, etc.

[p. 140]

- The income provided from family members of the same household or who live within the country to avoid a duplication of incomes

- What people receive very occasionally or one time in their life.
- Income received for maintenance (food, clothing, education, of children because of a separation or divorce).

Question 7.10 has seven answer options, which should be read to the informant to find out if the person received any income or more than one. Because of this, the asking of the question permits us to register up to a maximum of three options (columns 7.10A, 7.10B, 7.10C). The options are described below.

[graphic of the question from the census form]

retired or pensioned?...1

It is understood to be people who receive an income from any institution of social security like IMSS or ISSSTE, because they have finished their years of work, by age or because they had a professional accident (from working) and because of that have been retired or pensioned.

Also include pensioned family members (spouse or small children) who receive an orphan, widowed or pension, or another when the worker has died.

[p. 141]

help from family members from another country?...2

It is understood to be people who regularly receive economic help from family members who live outside of the country (United States, Canada, etc.) like children, parents, brothers and other family members.

Do not take into account income the people receive from family members who live in the country or in the same household.

rent or interest from bank?...3

It refers to people who receive a regular income for the renting of any property like: houses, land, pieces of land, among others or by interests derived from banking accounts.

Income by interests from banks is always considered to be what the person receives from the bank regularly.

aid from Procampo?...4

It is understood to be people (agriculture producers of basic cultivation) who receive economic support for being incorporated into the Program of direct support to the field (Procampo). This income is only considered if the person has received it and knows for certain that it will be received again.

grant or aid from other institutions?...5

It is understood to be people who regularly receive monetary income from a grant, to support studying expenses, (from the basic level to specialization). For example: scholarships to students awarded by the Secretary of Public Education (SEP) or other public or private, national or international organizations like: National Council of Science and Technology (Conacyt), Ford Foundation, among others.

other type?...6

It is understood to be people who receive monetary income in a regular manner, provided from other sources different than the ones previously mentioned. Remember not to include people who receive pension for maintaining children of separated or divorced parents, also the help of family members who live in the country.

When you write this code, specify the type of income that the person receives in the part for observations.

[p. 142]

None?...7

It is understood to be people who do not receive monetary income from any of the sources mentioned. When this is the case, go to the next person and if the last of the list, continue with section VIII Social subsidies, health services and disability.

If a person does not know or remember the source from which the income is received, write down 9 in column 7.10A.

Question 7.11 has the goal of finding out the income received and the period for each one of the options written down in question 7.10.

[graphic of the question from the census form]

The question can register information for three types of income. Each time you ask the question, replace the parenthesis for the option marked in 7.10 and ask for the period in which each income was received.

For example: if the person in 7.10 declares to receive income for retirement from IMSS and also economic aid from his son who lives in the United States, ask the question in the following manner:

Interviewer: How much does María receive from retirement.

Informant: 800 monthly

Interviewer: How much does María receive from the help that her son in United States sends her?

Informant: 100 dollars a month.

Interviewer: How much do they give her for each dollar?

Informant: Six pesos for a dollar.

[p. 143]

Then the information should be registered as below:

[graphic of the question from the census form]

The same as question 7.9 Income for work, this one includes four periods, (once a week, once every other week, once a month and once a year), to register the time period in which the income is received.

If a person says that the money or income is received in a different period than those considered, make the conversion of the amount to refer to it in one of the marked periods.

Example

A student receives income from a scholarship and the value is \$720.00, corresponding to four months. To register the information, convert one of the indicated periods, in this case it can be annually or monthly. If you opt for annually, multiply 720 x 3 and register 2160 in the Income column and 4 (year) in the Period column. In the case of choosing monthly, divide 720 by 4 and write down 180 in the Income column and 3 (month) in the Period column.

When an informant declares an income equal to or bigger than 98000 new pesos, write down "98000."

If an informant does not remember or can not say exactly the value of income, ask for an estimate. If it is not possible to determine it, write down 99999 in the income column and 9 in the period column.

[p. 144]

VIII Social subsidies, health services and disability

This section has three purposes: the first is to identify the number of households that receive benefits provided by any public institutions.

[graphic of the question from the census form]

The second is to know how many people are insured and have insured medical attention and finally, to identify people who suffer any type of disability and to recognize it as such.

The questions of this section are asked by household.

8.1 Social subsidies

With this question the number of households that receive any benefit or support provided by any public institution (DIF, Sedesol, SEP, State government and National Employment System) are found out.

Subsidies are governmental programs that help with either monetary or material support through scholarships, breakfasts, among others that the mentioned institutions provide to the population of scarce economic resources.

Also scholarship grants that constitute a stimulate in the academic pursuits of students.

[p. 145]

[graphic of the question from the census form]

It is important to clarify that in some programs a recouping fee is paid, that is, a part of the cost (for example for school breakfasts 10 centavos is paid for breakfast); on the contrary, in others nothing is paid (grants for children in Solidarity); in both cases they are considered subsidies.

This program admits multi-responses given that in the household there can be people benefited by different programs, for which you should read all options from 1 to 5 and circle those where you get an affirmative answer; in the case that in the home they do not receive any subsidy, circle option 6 None of the previous.

The answer options are explained in the following paragraphs.

"Liconsa" milk?...1

This program is directed to families with children under 12 years old and whose income does not exceed both minimum salaries. The support consists of a card with which they obtain four liters of milk per child, 2 or 3 times a week, with a cost of 80 centavos a liter.

When an informant mentions receiving milk from Conasupo, circle this option. Also, when an informant does not identify the reference to Liconsa milk because it is known as Conasupo milk, mention this name.

tortilla?...2

The tortilla program is directed also to families whose income is not larger that both minimum salaries. The subsidy consists of a daily card or voucher (Monday to Sunday) per family for a kilo of tortillas; the voucher costs nothing.

It is important to mention that the Liconsa milk and tortilla programs only attend to the population of urban areas.

[p. 146]

scholarship for students? 3

In this option programs of scholarship grants directed to the population that attends any level of formal education (primary, secondary, preparatory, professional or post graduate) are considered, since they are a stimulate in the academic pursuit of the student and it consists of awarding them a monthly amount and/or partial or total payment of school fees.

The scholarships for studying can be awarded by the Secretary of Public Education (SEP), the State government, as well as by the scholarly institution.

Also programs of scholarships for children in Solidarity (Welfare for the family) focused on the infant population of scarce economic resources and who attend primary school to the third grade are included. The grant only is awarded to one child per family and provides a monthly economic aid and a family stimulate, as well as medical service exclusively for the child with the scholarship; the requisite for conserving the right to the scholarship beginning in the fourth grade, is that the child maintain a minimum average of 8, in which case, the child is supported until sixth grade.

It is important to clarify that scholarships awarded by the National Council of Educational Promotion (Conafe) are not considered subsidies given that a person receives a monthly amount but in exchange for doing educational activities in educational institutions and not for studying.

Also grants for trusteeship are not included since it is a title to which one is reinstated.

school breakfast?...4

This program concerns breakfasts provided to children of preschool age and those who attend primary school to the third grade in schools in rural areas or in colonies of scarce resources.

Although also breakfasts are provided to children of fourth, fifth and sixth grade who show levels of malnutrition.

For each breakfast that is distributed daily, the student has to pay a fee of 10 centavos.

Disabilities grants?...5

The grants are meant for the population of 18 to 35 years that is unemployed, they equal the minimum regional salary and are awarded during the time that the training courses last, which can be 1 to 6 months.

[p. 147]

None of the previous...6

This option is not read to the informant, it is only circled when an answer to the previous options has been "no."

Circle this option when a person mentions receiving any support but now does not have it, or that it is being arranged.

If an informant declares any program different that those in the question and that are not subsidies because they have the characteristic of a loan or credit that is reinstated (mothers on solidarity, dignified living, credit by word, grants for trusteeship or others), circle this option.

8.2 Health services

This question looks to find out the insured population that has coverage or their medical attention is assured in public social security institutions like IMSS or ISSSTE or in private institutions that, through agreements established with certain companies or institutions, assure health services to the working population and their families. In the same way, it looks to identify the unrelated population that is the responsibility of clinics belonging to the Secretary of Health, before Healthiness and Attendance (SSA).

[graphic of the question from the census form]

Read all the options of the question and register in each one the number of beneficiaries; if the answer is none or no one, write down 00 in the option.

When an informant declares to you that any of the members of the household is a beneficiary in more than one health institution, include it in the institutions that you indicate.

Each answer option presents two boxes for writing down in them the total number of people who the informant declares to you. When the total number of people in each option is more than ten, write down 01, 02, 03, ...09.

[p. 148]

The question has six answer options, which are described below.

In social security (IMSS)?

In this option, employees of companies, businesses and institutions of the private sector are classified, as well as their family members. Also agricultural workers who declare to be beneficiaries of IMSS are included. Sometimes, some companies of the public sector establish an agreement with Social Security to provide medical services to the working population as well as the family members of these workers.

On the other hand, one can be a beneficiary of Social Security by means of voluntary or optional

insurance acquired by owners of workshops, businesses and including private houses for their workers. Also a person can acquire voluntary insurance to receive medical service that they require, covering the amount of it.

Because of this, if an informant declares to have voluntary or optional insurance with IMSS, consider it in this option.

Do not consider in this option people who declare to be beneficiaries of IMSS-Solidarity.

in ISSSTE?

In this option employees of federal and state organizations and institutions of the public sector are classified. In this category, employees of the federal government such as PGR, Federal Highway Police, Secretary of the Fishing industry, etc are included.

Workers of the public sector, at the state or municipal level who declare to be beneficiaries of any security organization like ISSSPEA, ISSSTESON, ISSSTEZAC, ISSSEMYM, ISSET, among others, are registered in this option.

provided by public or para-state institutions like Pemex, Army, Navy, etc.?

In this option, employees or members of public (Army, Navy, etc) or para-state (Pemex) institutions who declare to be beneficiaries of medical service provided in clinics or private hospitals belonging to this type of institutions or in private clinics or hospitals that maintain an agreement with the mentioned institutions are classified.

It is important to mention that some public universities of the country have their own hospitals, in which medical attention is offered to academic and administrative personnel. If this is the case, count these people in this option.

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paid for by private companies like factories, banks, etc?

In this option employees of private companies who receive medical attention like work benefits in hospitals, clinics and private doctors offices are included. Employees of banking institutions and any private companies like Nissan, Texas Instrument, etc are considered.

When they declare to you that any member of the household is a beneficiary in a clinic or private doctor's office, find out if the user of the service covers the expenses. If this is so, consider them as non beneficiary and register them in the last option of the question. If the expenses are paid for by the company for which they work and is private, register them in this option; if the company is public, write it down in the option Paid for by private companies like factories, banks, etc?

It is considered that people who declare to have insurance of larger medical expenses, which is

classified in another option, are not beneficiaries.

in another institution?

In this option people who declare to be beneficiaries in health institutions different than those previously mentioned are classified. When this type of situation is presented, find out if the informant of this person is registered or discharged as beneficiary and can receive all types of medical benefits. If this is the case, investigate if the institution mentioned belongs to IMSS, ISSSTE, etc and if it is identified in any of them, register the person in the corresponding option. If it is not possible to identify the person in any of the selected institutions, then write down the name declared by the informant on the line that appears SPECIFY in this option and write the total number of people who are found in this situation.

Report the case to the head of interviewers so that he investigates the option in which the institution should be registered and in the case that it presents itself again in the following journals, you can register it in the corresponding option.

When an informant declares to you that any member of the household is a beneficiary of a private clinic or hospital by having acquired private medical insurance that the member is paying and that is not awarded by any company, do not register in this option, consider the person a non beneficiary and write it down in the last option.

Do not count in this option people who declare to receive medical attention in healthiness, health centers, Red Cross, medical clinics, etc. Include them in the option How many people do not have rights to medical services mentioned?

[p. 150]

How many people do not have rights to medical services mentioned?

People who are not beneficiaries in any of the previously mentioned institutions are classified here, and also those who are the responsibility of the government by means of institutions like: Secretary of Health, before Healthiness and Assistance (SSA), IMSS-Solidarity, DIF, Red Cross, Green Cross, Amber Cross. Also, those who are attended to in medical clinics or any other type of beneficiary institution.

You should take into account that when asking the question about health services, an informant can declare a place where members of the household attend to get medical services, but the health institution that a person attends does not indicate that the person is exactly a beneficiary. In these cases, you should be sure if a person is a beneficiary of the selected institutions; if this is the situation, register the person in the corresponding option and if not, register in this option.

When an informant declares that none of the members of the household is a beneficiary in any institutions mentioned, write down 00 in the boxes and register in the last option the total number of people who do not have this right. Remember that all the boxes should contain information.

Put special care into verifying, at the end of the interview, the total number of people registered in question 8.2 Health services, with the total number declared in the list of people. Later, in the part of Revision of the questionnaire, the form in which the verification of the total number of people declared should be done is indicated to you.

8.3 Disability

With this question the population with disabilities (physical or mental deficiencies) and the number of households when at least one of its members is disabled is to be identified.

A disabled person is someone who suffers a fundamental alteration, permanent or prolonged, physical or mental, that in relation to environment and social means, considerable disadvantages exist for family, social, educational or work integration and for the effective enjoyment of human rights.

In common language, many terms are used to designate people with disabilities, such as, invalid, impeded, wounded, incapacitated, behind, "is an idiot," "mutilated," "is crazy," paralyzed, "is bad in the head," etc (do not use them, they are only mentioned so you have a better reference).

The Poll decides to use the term disabled or person with disability because it avoids irrespective or pejorative words; also it is the term recommended and used by institutions that attend to this population.

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So that an informant recognizes or declares the disabilities of any of the members of the household, a question has been designed with six types of disability (the most frequent) among the population.

[graphic of the question from the census form]

The question is applied by household, reading each one of the options until getting an answer that confirms if there are disabilities or not.

When an informant gives an affirmative answer, ask for each case "How many people?" and write down the indicated number. When the answer is "no," "none" or "no one," register 00 in the corresponding option.

This question is asked because many types of disabilities can be written down for the same person not important if they are independent among the person, (blindness and cerebral palsy) or if one condition cause the other (lacks legs and therefore cannot walk) and also because more than one person in a household with a disability can exist.

The answer options are described below.

Is mute or has difficulty speaking?

They are people who cannot articulate or emit words and also understand to be those who stutter and cannot speak in a comprehensive manner.

Do not consider small children who have difficulty speaking as disabled because they are learning to do it.

[p. 152]

Is blind or cannot see even though wearing glasses?

People who suffer complete blindness in one or both eyes and those who wear glasses but cannot see because of advancement of the problem.

Is deaf or has difficulty hearing?

Include people who suffer complete deafness in one or both ears, also those who cannot follow a conversation in a normal tone without the aid of an apparatus.

Do not include people who have been operated on to install any internal audio apparatus.

Missing all or part of arms or legs?

It is understood to be people who are missing one and or/both extremities, whether superior or inferior (arm(s), hand(s), leg(s), foot (feet)).

When an informant declares that any of the members of the household suffered the loss of any fingers and shows doubt in considering them disabled, use the following criterion: They are considered disabled if missing the thumb or the four remaining fingers.

Needs an apparatus or the help of another person to move around or walk?

It is understood to be people who due to the loss of movement, defective joints, deformations, curvature of the spine or other causes, cannot move around normally and need the help of a wheelchair, crutches, especial apparatuses or another person.

Has mental problems or problems of the head?

Include people who have any mental problem related to the head or the brain like, mental retardation, Down's syndrome (mongolism), epilepsy, cerebral paralysis, autism, behavioral alterations, dyslexia, etc.

Has another impediment or physical or mental deficiency?

This option is deigned to write down people with deficiencies or disabilities that cannot be

included in any of the previous options.

[p. 153]

If an informant says that the person has any sickness or that there is an ailment in any part of the body, ask if it limits or impedes in a permanent or prolonged form from doing any daily activities like getting dressed, eating, walking, working, going to school, and similar activities. If this is so, consider the person as disabled, if not, no.

How many people who do not have disability problems?

It is used to write down all members of the household who do not have any type of disability.

When an informant does not understand any option, it is important to explain it based on the information already mentioned for each one of them.

Example

The Martínez family is composed of four members.

Interviewer: Are any of the people in this household mute or has difficulty speaking?

Informant: Yes, my wife cannot speak well because some years ago we suffered an accident (the interviewer writes down 01 in the option).

Interviewer: Is anyone blind or cannot see even though wears glasses?

Informant: No, no one (the interviewer writes down 00 in the option).

Interviewer: Is anyone deaf or has difficulty hearing?

Informant: Yes, my son does not hear out of one ear (the interviewer writes down 01 in the option).

Interviewer: Is anyone missing all or part of their arms or legs?

Informant: No, none (the interviewer writes down 00 in the option).

Interviewer: Does anyone need an apparatus or the help of another person to mover around or walk?

Informant: Yes, my wife uses a wheelchair as a result of the accident (the interviewer writes down 01 in the option).

Interviewer: Does anyone have mental problems or problems of the head?

Informant: No one (the interviewer writes down 00 in the option).

Interviewer: Does anyone have any other physical or mental impediment or deficiency?

Informant: No one (the interviewer writes down 00 in the option).

Interviewer: How many people do not have any problems of this type?

Informant: My younger son and I (the interviewer writes down 02 in the option).

[p. 154]

IX International migration

This section has as its purpose to know the number of people who in the last five years left to

live in another country to settle in it, without being important that they have been gone for a short amount of time.

[graphic of the question from the census form]

For the Poll an international migrant is defined as a person who in the last five years left Mexico to settle in another country, currently living in Mexico or not.

People who live in bordered zones who come and go daily to the United States and other countries, are not considered international migrants. Also those who spend five days there and the weekend in Mexico.

This section consists of two parts, which are explained below.

The first is directed at people who are not habitual residents of the household because they are studying or working in another place (codes 1 and 2 of question 3.8). The questions of this part go to 9.1 and 9.10.

The second part is applied to people who left to live in another country without being important if they returned to the household or not and it corresponds to question 9.11 and 9.24.

When no people of code 1 or 2 exist in question 3.8, begin the section with question 9.11 and leave the first part (9.1 to 9.10) blank.

9.2 List of people

In this question people who in question 3.8 have codes 1 or 2 are registered, that is, who are recognized as members of the household but are studying or working and because of this live in another federal entity or country.

[p. 155]

The way to begin filling out the information is the following: en 9.2B copy the name of the people of code 1 or 2 of the question condition of residency (3.8) and in 9.2A write down the registration number of 3.1 that corresponds to each one of these.

[graphic of the question from the census form]

If a household has more than five people with codes 1 or 2 use another questionnaire, continue with the list and correct the consecutive order of 9.1 (6, 7, etc). Do not forget to write down the information in the title page in the new questionnaire and leave the rest of the sections blank.

9.3 Condition of migration

With this question it is determined if people who were written down in 9.2 left to work, study or live in another country in the last five years (from November 1990 to the date) and with it, identifying those who are international migrants.

[graphic of the question from the census form]

If the answer is "yes," circle code 1 and continue to question 9.4. If on the contrary the answer is "no," circle code 2 and go to the next person, until finishing with all. Next, go to question 9.11 (second part of the section).

[p. 156]

It is very important that there is an answer, since with this question it is determined if you continue filling out questions 9.4 to 9.10 of the person. That is, if they are counted as international migration or not.

9.4 Age

The age when migrating is known as the number of completed years of a person when leaving for the last time to live in another country.

[graphic of the question from the census form]

Ask for the completed years of age of the person when leaving the country and register it in the corresponding space.

If the age is not know, ask for the date of birth and the date of leaving, and with the information calculate the age in completed years, subtracting the year of birth from that of the year of leaving and confirm the result with the informant.

Observe the following example:

Interviewer: How old was María in completed years when she left the last time?

Informant: I don't know what to tell you.

Interviewer: Can you remember the year she was born and the year she left?

Informant: Yes, she was born in 1980 and left in 1995.

Subtract the current year from the year of birth (1980) and the result it 15, write down in the age column 15, which is the age in completed years when María left to live in another country.

For a person who has lived away from the country on many occasions, ask for the years completed when leaving the last time.

If a person is less than a year, mark 00. For people 98 years old or older write down 98.

When a person does not remember the age, ask for support in some event; if in the end it is not known write down 99.

[p. 157]

9.5 Place of origin

The goal of this question is to know the federal entity where the population leaves from, that is, where the person lived before going to live in another country.

[graphic of the question from the census form]

Write the name of the entity that the informant declared as place where the person lived before going to live in another country the last time.

When an informant declares that the person lived in Mexico or the City of Mexico, ask for clarification if it is the Federal District or the State of Mexico.

Also, when an informant mentions a municipality, city or locality and does not know or remember the name of the entity where the person lived before going to live in another country, write down the name of the municipality, city of locality declared.

If after trying to get an answer the informant does not remember or does not know the entity or country where the person lived before going, write down "does not know" in the corresponding space.

9.6 Date of emigration

This question finds out the month and year in which the person left to live in another country the last time.

The date of emigration is the month and year in which the person left to live in another country the last time.

[graphic of the question from the census form]

[p. 158]

In this question write down the month in its respective column (01, 02, 03, ...12) and the year in its corresponding column taking into account only the last two digits (90, 91, ...95). For example, a person who left for another country in May of 1993, is written down 05 in months and 93 in years.

[Below the text is a filled out form.]

If an informant only remembers the year the person left, write it down in the corresponding column. For example, if an informant only knows that the person left in 1994, write down 99 in the month column and 94 in the year column.

[Below the text is a filled out form.]

For the cases in which the response is "does not know," it is important to investigate in order to try to get the information, and if it definitely is not known, then write down 99 both in the month column and in that of years.

For a person who has lived away from the country on many occasions write down the date of the last time left.

9.7 Place of destination

The place of destination is the country where the person left to live.

The objective of this question is to know the countries where these people predominately go to live.

[graphic of the question from the census form]

Register the name of the country declared in the corresponding space without using abbreviations.

[p. 159]

When an informant declares the name of a city or state, ask to what country does it belong and write it down in the corresponding line; if the name of the country cannot be identified, write down the city or state declared.

9.8 Number of emigrations

The number of times that the person has gone to live in the country declared in 9.7.

[graphic of the question from the census form]

In this question write down the number of emigrations declared by the informant in the space meant for it.

If after investigating, the informant declares "I don't know," write down 99 in the corresponding column.

9.9 Current residence

Current residence is the country where the person currently lives.

This information is obtained with the objective of knowing if the person already returned to the country or continues to live away from it.

[graphic of the question from the census form]

[p. 160]

Write down the answer in the space meant for it, if it is Mexico, continue with 9.10, if it is another country go to the second part of the section.

9.10 Date of return

The date of return is the month and year in which the person returned to Mexico.

This question locates the time of return of international migrants, as well as determines the duration of these movements.

[graphic of the question from the census form]

Ask this question only to people who returned to Mexico.

Write down the month in the column meant for it and the year in the corresponding space. In the case of months register 01 if it is January, 02 if it is February...etc. For years write down the last digits, taking into account that the date should be the last return to Mexico.

If an informant only remembers the year in which the person returned, write it down in the corresponding column and write down 99 in the box for month.

When even after investigating this, an informant says "I don't know," then write down 99 both in the month column and in the one for years.

9.11 Condition and number of international migrants of the household

With this question the second part of international migration begins and it tries to determine if any person of those who currently live or lived in the household, left to live in another country during the last five years, that is, from November 1990 to the date of the interview.

[p. 161]

To ask the question verify if there are people listed in 9.2. If this is so, read it as follows "Other than the people already written down, during the ..."

If there are not any people listed in 9.2, ask the question, saying "During the last five years...?"

If the answer is "yes," circle code 1, ask question 9.11B How many people, write down the number that they tell you and continue with 9.13.

If the answer is "no," circle code 2 and finish the interview of the household.

[graphic of the question from the census form]

9.13 Identification

This question has as its objective to list people who left to live in another country in the last five years and to permit us to know if they are currently members of the household.

[graphic of the question from the census form]

The filling out of this question consists of the following procedure: in 9.13B write the names of the people that the informant declared as international migrants, after returning to the list of people (3.2) and see if the declared names are there. If this is the situation, transcribe the registration number to 9.13A.

When they are not included in the list 3.2, leave the space in 9.13A of this part blank.

[p. 162]

If a household has more than five people who are international migrants, use another questionnaire, correct the registration number in 9.12 (16, 17 ...etc) and continue with the list. Do not forget to write down the information of the title page in the new questionnaire and leave the rest of the sections blank.

Register only the name, not surnames, of the migrants who the informant declares.

The number of people written down in the list of 9.13 should be equal to what was reported in 9.11B, if this is larger than 9.13 ask for the missing names to make the list complete.

If any of the people written down in question 9.2B are also named in 9.13B ask the informant if it is the same person. If so, mark an asterisk in the corresponding line and continue asking the other questions for this person. Write down the situation in the observations sheet. If they are different people continue with the rest of the questions.

In dwellings with two or more households, make sure that the same person is not declared more than once.

9.14 Condition of residence

This question detects if a person who is registered as living habitually in the household when left, that is, it is a control question that looks to assure that people listed in 9.13 were habitual residents of the household.

[graphic of the question from the census form]

[p. 163]

If an answer is affirmative circle code 1 and continue asking the rest of the questions.

When the answer is "no" circle code 2 and go to the next person or finish the interview if it is the last person on the list.

9.15 Relationship

This question determines the type of relation between the emigrant and the head of household.

The relationship is the tie or link that joins the members of the household with their head, independently is it is conjugal, linked by blood, adoption, affinity or custom.

[graphic of the question from the census form]

When asking about relationship, the interviewer should be clear that it is established with relation to the head of household declared in 3.4.

9.16 Sex

It is the biological condition that distinguishes the population into men and women. The objective of this question is to know the composition by sex of the international migrant population, that is, to determine how many men and how many women there are in the population who have left to live in another country, from November 1990 to November 1995.

[p. 164]

When asking for the sex of the woman, if the name does not leave any doubts, ask in an affirmative tone, but if it can be used by man or woman, then ask the question word for word and circle the code according to the answer of the informant.

9.17 Age

The age of migration is known as the number of completed years of the person when leaving the last time to live in another country.

[graphic of the question from the census form]

To make the annotations in this question take the criteria marked in question 9.4.

9.18 Place of origin

The goal of this question is to know the federal entity where the population left from, that is, where the person was living before leaving to live in another country.

The criteria that should be registered in this question are those established in 9.5.

[p. 165]

9.19 Date of emigration

This question finds out the month and year in which the person left to live in another country for the last time.

[graphic of the question from the census form]

The date of emigration is the month and year in which the person left to live in another country the last time.

Take the criteria marked in question 9.6 for filling this out.

9.20 Place of destination

The place of destination is the country where the person went to live.

The objective of this question is to know what the countries where these people principally went to live are.

[graphic of the question from the census form]

[p. 166]

To get the information in this question, take the criteria of 9.7, since they are identical.

9.21 Number of emigrations

It is the number of times that the person has left in the last five years to live in another country.

[graphic of the question from the census form]

For this question take the criteria of 9.8 since they are the same.

9.22 Current residence

Current residence is the country where the person lives right now.

This information is obtained with the objective of knowing if a person returned or continues to live away from Mexico.

[graphic of the question from the census form]

[p. 167]

To fill out this question take the criteria marked in question 9.9

9.23 Date of return

The date of return is the month and year in which the person returned to Mexico.

This question locates the time of the return of international migrants, as well as determines the duration of these movements.

The instructions for filling out are the same as question 9.10.

[graphic of the question from the census form]

9.24 Condition of residence

This question establishes the number of international migrants who when returning to the country went back to the same household they left.

If an answer is affirmative circle code 1, if contrary circle code 2 and go to the next person or finish the interview if it is the last international migrant.

[p. 168]

4.4 Revision of the questionnaire

Finalize the interview and before leaving the dwelling, revise the questionnaire(s) used, make sure that the information is legible and complete avoiding omitting any questions or sections that would make you return to the dwelling, making your job harder or repeated. Some aspects that you should revise are described below.

Title page

Check that the information of geographic identification, as well as the box that contains the control number dwelling sheet are complete. If any are missing, write it down.

Characteristics of the dwelling

Check that the information is consistent between the number of rooms for sleeping (question 1.6) and the total number of rooms of the dwelling (question 1.7) that is, the total number of bedrooms should not be greater than the total number of rooms of a dwelling.

Box of the household and questionnaire

Verify that the number of questionnaires used corresponds to the number written down.

General information

Verify that in the list of people there always exists information about sex, age and condition of residence, this information cannot be omitted since this is a reason for asking again. If there is any doubt consult with the informant and correct the annotation.

Educational characteristics

Remember that the scholarly requisite of 5.7 is equal or less than that declared in level of instruction 5.4, if greater consult the informant and correct the information.

Health services and disability

Compare question 8.2 with 3.2 (list of people of general information). Compare the number of people registered in the list with the total number of people declared in health; if the number is less than any of these, ask and correct where it needs it. If the number is larger, consult with the informant, if the figure is correct write down in observations the justification of the case.

Follow the same procedure for question 8.3 Disabled

Code of result

After leaving the dwelling, write down in the title page the code of result that you got at the end of the visit, confirm the lines before selecting.

[The rest of the document was not translated into English]

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