

Brazilian Institute of Geography and Statistics

Demographic Census 2000

Enumerator's Instructions Manual

[Pages 2 - 23 were not translated into English.]

[p. 24]

What is a household?

There is usually no difficulty in identifying a household and understanding the concept when used in the sense of a home or house, which is the case of the 2000 Census.

Most people live in an apartment or a house. However, a household can be found in a place not apparently intended to serve as housing, such as a room in an exclusively commercial building or in an area behind a store, factory, etc.

There are also cases where, with time, a building undergoes changes in its original purpose, such as one that has been converted into the offices of a real-estate company.

Therefore, the identification of a household will depend on the correct application of its concept.

A household is a structurally separate and independent place that is intended to serve as housing for one or more persons or which is being used as such.

The essential criteria of this definition are separation and independence:

[The remaining text on page 25 and page 26 - 51 were not translated into English.]

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2.03 - Class (*Espécie*) (Column 3)

Record the unit visited according to [one of the] corresponding codes:

- 1 - Occupied Private Household
- 2 - Closed Private Household
- 3 - Occasionally Used Private Household
- 4 - Unoccupied Private Household/Dwelling
- 5 - Collective Dwelling
- 6 - Non-residential

To correctly record the class (*espécie*) of household/dwelling, one must learn certain concepts about the units that will be enumerated.

What is a Private Household?

It is housing where the relationship is determined by ties of kinship, domestic dependence or simply by norms and regulations of proper conduct.

Private households are classified into:

- Permanent Private; and
- Improvised Private.

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What is a Permanent Private Household?

It is a household/dwelling that was built to serve solely for housing and, on the date of reference, was serving as housing to one or more persons.

Apartment buildings, apartments in apartment-hotels, and rooms in a tenement (*cabeças-de-porco*, inner-city type slums, etc.) comprise groups of Permanent Private Households.

Houses occupied by the room and inner-city type slums are characterized as single constructions or buildings whose internal structures have been adapted to accommodate one family group in each room with an entrance that is independent from the others. They are also characterized by almost always having a bathroom and/or toilet for collective use.

Ranches, country estates, mills, etc. also comprise groups of Permanent Private Households.

The following institutional establishments also comprise Permanent Private Households: hospitals, leprosariums, asylums, monasteries, military bases, schools, prisons and similar places, and those located in independent buildings that, on the date of reference:

- were occupied by families, one or more of whose members were either employees or owners of the establishment;
- were occupied by families, one or more of whose members were or were not part of the institution, such as in leprosariums, correctional facilities, etc.; and
- were occupied by families, one or more of whose members were or were not part of military establishments or zones.

What is an Improvised Private Household?

It is a household located in a non-residential unit (store, factory, etc.) whose premises do not have areas reserved exclusively for housing but which, on the date of reference, were occupied by residents.

Households that were serving as housing on the date of reference, such as the following, are also considered Improvised Private Households, such as:

- a) buildings under construction;
- b) train cars, farm wagons, etc.;
- c) tents, trailers, caves, etc.; and
- d) those located under bridges, overpasses, etc.

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When the residents in an Improvised Private Household are absent according to situations a, b, c, and d, these households/dwellings should not be registered on the Permanent Dwelling List Form. The Enumerator should return to this household/dwelling during the period of collection as often as necessary to obtain an interview. If the Enumerator is successful in carrying out an interview, he or she should open a new page of the Permanent Dwelling List Form for this record and apply the questionnaire, leaving the numbering on the page of the Permanent Dwelling List Form and the number of the questionnaire for the end of the collection in the sector.

[Remaining text on page 54 was not translated into English.]

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When should a dwelling be recorded as Collective? (Code 5)

When, on the date of reference, the relationship among the persons who live at the establishment or institution is restricted to norms and regulations of administrative subordination. All collective dwellings (whether or not they have residents) will be recorded on a Permanent Dwelling List Form. For each collective dwelling a Permanent Dwelling List Form will be filled out or, if necessary, more than one.

The following are examples of collective dwellings: hotels, boarding houses, prisons, jails, military bases, military posts, asylums, orphanages, convents, hospitals and clinics (with hospital admission), living quarters for workers, motels, camp sites, etc.

When is a Unit recorded as Non-residential? (Code 6)

When the building intended for commercial or industrial activities, services, etc. does not have residents on the date of reference.

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Embassies, legations (diplomatic representations on a level below embassies) or consulates represent foreign territory and will therefore be considered non-residential units, even if they are also serving as housing.

All the concepts concerning class (*espèce*) described up till now refer to Column 3 on the Permanent Dwelling List Form.

[Remaining text on page 56 and pages 57 - 78 were not translated into English.]

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Block 2 - Characteristics of the household/dwelling

The characteristics of the household/dwelling will be inquired about in reference to the date of reference, that is, the night of July 31 to August 1, 2000.

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Objective:

- To collect information about the household/dwelling (class (*espèce*), type, if it is owned by the residents, form of water supply, waste collection, etc.);
- To enable study the housing conditions and levels in the quality of living of the population.

The characteristics of the household/dwelling are surveyed in greater detail in the Sample Questionnaire. Therefore, you will also gather data about the possessions in the household/dwelling, number of rooms, etc., in order to study the population's standards of well being.

Question 2.01 - Class (*Espèce*) (Basic and Sample)

Mark Box 1 or 2 for Permanent or Improvised Private Households, respectively, or Box 3 for Collective Dwellings.

Question 2.02 - Type (Basic and Sample)

Mark as the case may be:

1 - House - A Private Household located in a building, with direct access to a thoroughfare (street, court, lane, avenue, road, etc.), legalized or no not, regardless of the material used in its construction. Buildings with one or more floors or levels which are fully occupied by a single household should be considered as houses;

2 - Apartment - An apartment is a Private Household located in a building of one or more floors containing more than one household and having common spaces (entrance hall,

stairways, corridors, entrance gate and other areas). A household/dwelling that is located in a building with two or more floors with a single household/dwelling and other non-residential units is also considered an apartment. Private Households located in buildings of two or more floor or levels with independent entrances to the floors should also be considered apartments.

3 - Room - A Room is a Private Household consisting of one or more rooms and located in a house occupied by the room, inner-city slums, etc.

Question 2.03 - How many rooms are there in this dwelling?

Record the total number of rooms that make up the dwelling.

Consider the following as rooms all compartments in the dwelling covered by a roof and closed in by walls, including bathroom and kitchen. Include all rooms located on the outside part of the building which are integral parts of the household/dwelling.

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Do not consider the following as rooms:

- Corridors, porches, open verandas; and
- Garages, storehouses and other compartments used for non-residential purposes.

In houses occupied by the room [rooms in a tenement] and similar arrangements, kitchens and bathrooms that are of common use should not be included in the total number of rooms.

Question 2.04 - How many rooms serve as sleeping quarters for the residents of this household?

Record the number of bedrooms or any other rooms that serve as sleeping quarters for the residents.

Example: a visitor's room used as a bedroom.

Also include the rooms belonging to the household/dwelling that are located on the outside of the building and are used as sleeping quarters by residents. If there are nine (9) or more rooms serving as sleeping quarters, record nine (9).

Question 2.05 - (Sample) and 2.03 (Basic) - This dwelling is:

- 1 - Owned and paid for** - When the dwelling is owned in part or in full by one or more residents and is fully paid for;
- 2 - Owned - still paying** - When the dwelling is owned in part or in full by one or more residents and is not yet fully paid for;
- 3 - Rented** - When the dwelling is rented. Any dwelling where the employer (of any of the

residents) pays, as integral part of the person's salary, a part in monetary values to pay the rent, should be considered as rented;

4 - Ceded by employer - When the dwelling is ceded by the employer (private or public) of any resident, even if in the form of an occupation or maintenance fee (condo expenses, gas, power, etc.). In this case, include dwellings whose rent is paid directly by the employer of one of the residents of the household;

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5 - Ceded in some other way - When the dwelling is ceded free of charge by a person who is not a resident or by an institution that is not the employer of any of the residents, even if such is paid in the form of an occupation (taxes, condo expenses, gas, power, etc.). Include dwellings whose full rent is paid directly or indirectly by a person who is not a resident or by an institution that is not an employer of any resident; and

6 - Other condition - When the dwelling is occupied in a way different from those described above. Any dwelling whose rent, paid by a resident, refers to the household unit together with a non-residential unit (workshop, store, etc.), or when the family lives in a farming or ranching establishment that is leased or cases of occupation by invasion or squatting, should be included in this code.

Question 2.06 (Sample) and 2.04 (Basic) - The land where this dwelling is located is:

1 - Owned - When the land or ideal fraction of land (for apartments) on which the dwelling is located is owned in whole or in part by at least one of the residents;

In the specific case of apartments, consider the ideal fraction of the land.

2 - Ceded - When the land where the dwelling is located is ceded to at least one of the residents;

3 - Other condition - When the land where the dwelling is located has a condition that does not fit into the above items. Include cases of invasion of land/squatters in this code.

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Question 2.07 (Sample) and 2.05 (Basic) - The form of supplying the water used in this household/dwelling is:

1 - General system - when the household/dwelling, the land, or the property on which it is located is served by water connected to a general supply system;

2 - Well or spring (on the property) - When the household/dwelling is served by a well or spring located on the land or property on which it is built; or

3 - Other - When the household/dwelling is served with water from a reservoir (or water tank), supplied by rain water, water trucks, or a well or spring located off the land or property on which it is built.

If there are different types of water supply, record that which applies first in the order shown.

Question 2.08 (Sample) and 2.06 (Basic) - The water used in this household/dwelling is:

- 1 - Piped to at least one room of the household/dwelling** - When the household/dwelling is served by water that is piped into at least one room by indoor plumbing;
- 2 - Piped only to the property or land** - When the water used in the household/dwelling is piped onto the property, without there being indoor plumbing; and
- 3 - Not piped in** - When the water used in the household/dwelling is not piped onto the property or land and there is no indoor plumbing.

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Question 2.09 (Sample) and 2.07 (Basic) - How many bathrooms are there in this household/dwelling? (Consider only those that have a shower or bathtub, and a toilet)

A bathroom is a room that has a shower or bathtub, and toilet.

Record the total number of bathrooms used exclusively by the residents of the household/dwelling.

If there are nine (9) bathrooms or more, record nine (9). If there is no bathroom, record 0 (zero).

Question 2.10 (Sample) and 2.08 (Basic) - In this household/dwelling, land or property, is there a restroom used by the residents?

A rest room is considered a room or place limited by walls of any material, covered or not by a roof, which has a toilet or hole for excrements.

Mark, as the case may be:

- 1 - Yes** - When the household/dwelling has a restroom for the use of its residents on the land or property where it is located, whether or not it is common to more than one household/dwelling.
- 2 - No** - When the household/dwelling has no restroom for the use of its residents on the land or property where it is located.

Question 2.11 (Sample) and 2.09 (Basic) - The sewage outlet from this bathroom/restroom is connected to a:

Mark, as the case may be, even if the restroom is common to more than one household/dwelling (community):

- 1 - General sewer or rain system** - When the outlet for the water served and the bathroom or rest room waste is connected to a collection system that leads to a general outlet of the area, region or municipality, even if the system does not have a sewage treatment station;
- 2 - Septic tank** - When the outflow from the bathroom or rest room is connected to a septic tank; that is, the sewage is drained to a nearby cesspool where it goes through a process of treatment or decantation, whether or not the liquid part is drained to a general outlet of the area, region or municipality;

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- 3 - Rudimentary cesspool** - When the bathroom or rest room is connected to a rustic cesspool (black cesspool, well, hole, etc.);
- 4 - Ditch** - When the bathroom or rest room is connected directly to an open-air ditch;
- 5 - River, lake or ocean** - When the bathroom or rest room is connected directly to a river, lake or ocean; and
- 6 - Other sewage outlet** - When the sewage outlet from the bathroom or rest room does not fit into the categories described above.

If there is more than one type of sewage outlet in the household/dwelling, record that which applies first in the order shown.

Question 2.12 (Sample) and 2.10 (Basic) - The waste/garbage from this household/dwelling :

Mark as the case may be:

- 1 - Is collected by a cleaning service** - When the waste/garbage from the household/dwelling is collected directly by a public or private company or service;
- 2 - Is placed in a bin belonging to a public or private company or service** - When the waste/garbage from the household/dwelling is deposited in a bin or tank outside the household/dwelling, to be collected later by a public or private company or service;
- 3 - It is burnt (on the property)** - When the waste/garbage from the household/dwelling is burnt on the land or property where the household/dwelling is located;
- 4 - It is buried (on the property)** - When the waste/garbage from the household/dwelling is buried on the land or property where the household/dwelling is located;

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- 5 - It is thrown into an empty lot or thoroughfare** - When the waste/garbage from the household/dwelling is thrown into an empty lot or thoroughfare;
- 6 - It is thrown into a river, lake or ocean** - When the waste/garbage from the household/dwelling is thrown into the water of a river, lake or ocean; and
- 7 - It is disposed of in some other way** - When the waste/garbage from the household/dwelling is disposed of in some way other than those listed above.

If there is more than one way to dispose of the waste/garbage from the household/dwelling, record that which applies first in the numbered order.

Question 2.13 - Does this household/dwelling have electric lighting?

- 1 - Yes - For households/dwellings that have electric lighting connected to a general system, with or without a meter.
- 2 - No

For the questions that follow, namely: 2.14 to 2.18, and 2.20, only the equipment that is in usable condition should be considered, regardless of whether or not the equipment is owned by person or persons in the domicile, ceded, or rented

Is there..... in this household?

[Applies to questions 2.14 - 2.20]

Question 2.14 - Radio?

Mark as the case may be:

1 - Yes - When there is some type of radio equipment in the household (including battery operated or connected to other types of equipment).

2 - No

Question 2.15 - Refrigerator or freezer?

Mark as the case may be:

1 - Yes - When there is a refrigerator (with one or more doors) or freezer in the household, even if it is gas or kerosene operated.

2 - No

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Question 2.16 - Videocassette Recorder?

Mark as the case may be:

1 - Yes

2 - No

Question 2.17 - Clothes washing machine? (do not consider the tank type)

Mark as the case may be:

1 - Yes

2 - No - Mark this item when the household only has a machine that merely washes the clothes without performing rinse and spin operations (tank-type washers and similar items).

Question 2.18 - Microwave oven?

Mark, as the case may be:

- 1 - Yes**
- 2 - No**

Question 2.19 - Telephone line installed?

Mark, as the case may be:

- 1 - Yes** - For households/dwellings that have a conventional telephone line installed, even if it is an extension line from a telephone exchange or PBX.
- 2 - No**

Observation: Do not consider cell phones.

Question 2.20 - Personal computer?

Mark, as the case may be:

- 1 - Yes**
- 2 - No**

For Questions 2.21 to 2.23, if there is no such item in the household or none are in usable condition, record 0 (zero).

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How many of the following items can be found in this household:

If the household does not have this item, record 0 (zero). If there are 9 or more, record nine (9).
[Applies to questions 2.21 - 2.23]

Question 2.21 - Television sets

Record the total number of television sets in the household, both colored and black and white, if they are in operating condition.

Question 2.22 - Automobiles for private use

Record the total number of automobiles for private use in the household.

Consider as having an automobile for private use any household where one of its residents has a passenger automobile or utility vehicle for leisure or for transportation of the members of the household to and from work.

Also consider vehicles used for exercising a profession, such as a taxi driver, a salesperson who

must transport samples of his or her merchandise or to deliver or pick up orders, if the vehicle is also used for leisure or transportation of members of the household.

Question 2.23 - Air conditioners (If there is central air conditioning, record the number of rooms served).

Record the number of air conditioners in the household or the number of rooms served by central air conditioning. If there are none, record 0 (zero). If there are nine (9) or more, record nine (9).

To better understand the Blocks below, it is important to learn certain concepts.

What is a family?

In Private Households, a family is considered as:

- a person who lives alone;
- a group of persons related by ties of kinship or domestic dependence; and
- persons related by norms and regulations of correct conduct.

In collective dwellings, persons who live in the same unit and have ties of kinship or domestic dependence should be considered families.

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Definitions:

Domestic dependence - The situation of subordination of domestic employees and agregados in relation to the person responsible for the household/dwelling or for the family, and;

Norms and regulations of proper conduct - The compliance with rules established for proper conduct with persons who live in the same household/dwelling and were not related by ties of kinship or domestic dependence.

What are families in a multiple family household?

Families with at least two persons each which were living in the same private household on the date of reference are defined as families in a multiple family household.

Families in a multiple family household are comprised of relatives with their respective families or persons without ties of kinship with their respective families, such as:

- Father and son or daughter and their respective families who were living in the same household/dwelling;
- Siblings with their respective families who were living in the same household/dwelling;
- Employers and employees with their respective families who lived in the same household/dwelling;
- Friends or colleagues with their respective families who were living in the same household/dwelling.

The concept of families in a multiple family household applies only to private households, where a single questionnaire will be applied to all the residents. If the total number of persons that comprise this household/dwelling is greater than six residents, use supplementary questionnaires

How to record persons who occupy two or more homes?

It must first be determined, in conjunction with the person being interviewed, which of the two homes or residences is the main one

The same person cannot be considered a resident in two different homes at the same time. Otherwise, the Enumerator would make the mistake of duplicating data.

For this purpose, use the criteria listed below regarding the family, in the order they are listed in, to determine where the family actually lives:

- The person indicates his or her regular home (main residence);

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- The person is considered a resident at the home where he or she spends most of the year; and
- The person will be considered a resident in the home where he or she has lived longer if he or she occupies two homes during equally long periods during the year.

A home not considered the main home will only be considered a dwelling for occasional use if there are no residents living in it.

[Remaining text on page 90 and page 91 were not translated into English]

[p. 92]

Block 4 - Householder characteristics

Objective

In this block, data about certain characteristics of the residents are gathered that will produce a demographic and socioeconomic profile of the country's population and provide more specific estimates, studies and diagnoses with the objective of supplying information for the planning and development of government policies and programs.

On CD 1.02 - The Sample Questionnaire, the characteristics of the residents of the households are collected in a more detailed way. Therefore, besides information about sex, age, etc., you will also ask about data on race/ethnicity, religion, physical handicaps, migration, formal education, marriage bonds, work, income and fertility.

On CD 1.01 - The Basic Questionnaire, record the information referring to the first person on the 2nd page and, on CD 1.02 - Sample Questionnaire, on Pages 3 to 7.

Record on the following pages the information referring to the other members of the household (starting with the spouse, if any) and continuing through the other members, according to the numbered order specified in the list of residents of the household.

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Name - record the first and last names of the person being enumerated.

If two or more persons have the first and last names, complete the record in a way that will distinguish them.

Then, if the person himself or herself is providing the information, mark an X in the square corresponding to this answer. There may be more than one person providing the information for a given household. In this case, as many squares as necessary will be marked

Question 4.01 - Sex (Basic and Sample)

Mark the square corresponding to the sex of the person enumerated.

- 1 - Male
- 2 - Female

Question 4.02 - What is your relationship with the person responsible for the household? (Basic and Sample)

Mark an X for the code corresponding to the relationship between each person and the person responsible for the household. Example: 6 - Brother, Sister.

Note: On the Basic Questionnaire, the alternative responses for the 1st person refer only to the Person or Individual Responsible in a Collective Dwelling.

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Question 4.03 - What is your relationship with the person responsible for the family?

Mark an X with the code corresponding to the relationship between each member of the family and the person responsible for the family to which he or she belongs in the household.

Example: 3 - Son, Daughter, Stepson, Stepdaughter

For the first person of the household, only Code 01 or 12 may be filled out, according to the concept, both in the relationship with the person responsible for the household (Question 4.02) and in the relationship with the person responsible for the family (Question 4.03).

In the supplementary questionnaires, the pages with the questions related to the 1st person should be filled out for the 7th, 13th, etc. persons. In this case, the code indicated in Question 4.02 may not be 01 or 12, codes which apply only to the person responsible for the household and, in Question 4.03, Code 12 may not be indicated, since it refers alone to a person who lives only in a collective dwelling.

The records of the condition in the household and condition in the family should obey the following criteria:

- 1 - Person responsible** - for the person (man or woman) who is responsible for the household or for the family, or who is considered the person responsible by the other residents;
- 2 - Spouse, common law spouse** - for the person (man or woman) who lives maritally with the person responsible for the household or for the family, whether or not there is a marital bond;
- 3 - Son, daughter, stepson, stepdaughter** - also considering adopted or foster children, as well as children only of the spouse, even if this spouse is deceased or no longer lives in the household;
- 4 - Father, mother, father-in-law, mother-in-law** - also consider stepfather and stepmother;

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- 5 - Grandchild, great-grandchild** - consider including only of the spouse;
- 6 - Sibling** - Consider even those without ties of blood-relationship (adopted and foster);
- 7 - Other relative** - grandparent, great-grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew niece, cousin, including only of the spouse;
- 8 - Agregado** - for persons who have fixed residence in the household without being a relative, boarder, domestic employee or relative of a domestic employee;
- 9 - Boarder** - for persons who, without being relatives, have their fixed residence in the household and pay for lodgings;
- 10 - Domestic employee** - for persons who rendered remunerated domestic services to the residents of the household or family;
- 11 - Relative of a domestic employee** - for a persons who is a relative of a domestic employee and who does not render remunerated domestic services to the residents of the household or family;
- 12 - Individual in a collective dwelling** - for persons alone who live in collective dwellings.

For families who live in collective dwellings, the relationship or dependence in the household will always be in relationship to the person responsible for the family in the collective dwelling.

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Question 4.04 - Number of the family

In the case of a single family, record No. 1 for all the residents. In cases of families who live in private multiple family households, record for each person the number of the family to which he or she belongs.

The family of the person responsible for the household will always be Number 1. For the other families, if there are any, record the number in sequential order starting at Number 2.

In collective dwellings, record one (1) for all persons who are members of the family living in the multiple family household, and 0 (zero) for persons alone - individuals in collective dwellings.

[The examples in pages 96 - 97 were not translated into English.]

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Notice that CD 1.01 - Basic Questionnaire has only the question - Relationship with the Person Responsible for the Household.

Question 4.05 (Sample) and 4.03 (Basic) - What month and year were you born in?

Record the month and, with four digits, the year of the person's birth.

For persons who know only the day and/or month, without remembering their year of birth, the year cannot be calculated based on the information of presumed age. This question will be left blank when the person is unable to inform the month and year of birth.

The month should not be completed with zeros in this question.

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Question 4.06 (Sample) and 4.04 (Basic) - How old were you on July 31, 2000?

This question should be filled out only for those who also filled out Question 4.05 (month and year of birth).

If the age is one (1) year or over, record the number of full years in the Field: 1 year or more.

If the age is less than one (1) year, record the number of full months in the Field: In months.

For recently born children less than one (1) month of age, record 0 (zero) in the Field in months.

This question should not be completed with zeros.

Question 4.07 (Sample) and 4.05 (Basic) - What is your presumed age?

This question will be filled out only when the respondent does not know his or her month or year of birth. Presumed age should be recorded only after all efforts at obtaining the month and year of birth have been exhausted.

If the presumed age is one (1) year or over, record the number of full years in the Field: 1 year or more.

If the presumed age is less than one (1) year, record the number of full months in the Field: In months.

For recently born children less than one (1) month of age, record 0 (zero).

The entry of presumed age for children under one (1) year should be very rare, and admissible only in exceptional cases.

This question should not be completed with zeros.

From Question 4.08 until Question 4.27, only the data for CD 1.02 - Sample Questionnaire - will be investigated.

Color or race

Objective:

To understand the composition of the Brazilian population by color or race [raça] by updating studies on the patterns of ethnic evolution and distribution.

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Question 4.08 - What is your color or race :

Read the options of color or race to the person and consider that which is declared. If the declaration does not correspond to any of the alternatives presented in the question, explain the options so that the person can classify himself or herself in the group he or she judges most adequate.

Mark the square, as the case may be:

- 1 - White** - for persons who classify themselves as white;
- 2 - Black** - for persons who classify themselves as black;
- 3 - Brown (*parda*)** - For persons who classify themselves as brown (*parda*), or declare mulatto, mixed white and Indian (*caboclo*), mixed black and Indian (*cafuzo*), mixed white and Indian (*mameluco*) or of mixed blood (*mestiço*);
- 4 - Yellow** - for persons who classify themselves as yellow (of Japanese, Chinese, Korean, etc. origin);
- 5 - Indigenous** - for persons who classify themselves as indigenous or declare that they are Indians.

Whenever necessary, explain to the person that the classification of yellow does not refer to a person who has yellowish skin due to diseases such as malaria, hookworm disease, etc.

The classification of Indigenous applies to indigenous or native persons, whether or not they inside or outside villages or reservations.

Religion or cult

Objective:

To investigate which religions or cults are declared by the population and the number of their members.

Question 4.09 - What religion or cult do you belong to?

The record should identify the sect, cult or branch of the religion professed, such as: Roman Apostolic Catholic, Orthodox Catholic, Brazilian Catholic, Anglican, Episcopalian, Lutheran, Baptist, [p. 100] Universal Church Of The Kingdom Of God, Christian Congregation Of Brazil, Adventist, Kardecist, Shintoist, Jehovah's Witness, Candomblé, Umbanda, Buddhist, Israelite, Mohammedan, Esoteric, etc.

Do not record generic expressions such as Catholic, Protestant, Spiritualist, Protestant Believer, Evangelical, Pentecostal, etc.

For persons who do not profess any religion, record No religion.

In cases of doubt in defining the religion of minors, record the mother's religion.

Ask the respondent about the religion of each person in the household.

Do not make deductions on the basis of the declaration of the person who is giving the information; try to find out the religion of each resident in the household.

Physical or Mental Handicaps

Objective:

To ascertain the number of persons who classify themselves as handicapped and the degree and type of handicap in order to draw up adequate plans to benefit this sector of the population.

Read the possible answers to the respondent and mark the square corresponding to his or her declaration, with no personal interpretation.

Mental deficiency

Mental deficiency is defined as mental retardation resulting from irreversible damage or syndrome, characterized by intellectual difficulties or shortcomings associated with two or more areas of adaptive skills, such as: communication, personal care, self determination, care for health and safety, learning, leisure, work, etc.

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Question 4.10 - Do you have any type of permanent mental deficiency that limits your regular activities? (such as work, going to school, playing, etc.)

Mark, as the case may be:

1 - Yes - If the existence of permanent mental deficiency is confirmed, except for mental disease, which prevents the person from exercising his or her routine activities, such as working, going to school, playing, performing domestic chores, etc.

2 - No - Do not consider mental disturbances or mental disease, such as autism, neurosis, schizophrenia or psychosis, as mental deficiency.

Note: In general, mental deficiency is first seen in childhood or up to the age of 18.

Question 4.11 - How do you evaluate your ability to see? (If the person wears glasses or contact lenses, make your evaluation when he or she is wearing them.)

According to the declaration, mark:

1 - Unable - for persons who state they have been completely blind since birth or who have totally lost their vision due to disease or accident;

2 - Severe permanent difficulty - for persons who state they have great permanent difficulty to see, even with the use of glasses or contact lenses;

3 - Some permanent difficulty - for persons who state that they have some permanent difficulty in seeing, even with the use of glasses or contact lenses; and

4 - No difficulty - for persons who state they have no difficulty seeing, even if they must use glasses or contact lenses.

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Question 4.12 - How do you evaluate your hearing ability? (If the person uses a hearing aid, make your evaluation when he or she is wearing it.)

According to the declaration, mark:

1 - Unable - for persons who state they have been totally deaf since birth or who have completely lost their hearing for reasons of disease or accident;

2 - Severe permanent difficulty - for persons who have great permanent difficulty in hearing, even with the use of a hearing aid;

3 - Some permanent difficulty - for persons who say they have some permanent difficulty in hearing, even with the use of a hearing aid; and

4 - No difficulty - for persons who state that they have no difficulty hearing, even if this requires the use of a hearing aid.

Question 4.13 - How do you evaluate your ability to walk/go up stairways? (If the person uses some type of braces, cane or other aid, make your evaluation when he or she is using such equipment)

According to the person's statement, mark:

1 - Unable - for persons who say they are unable to walk or go up stairways without another person's help, due to handicap in walking arising from permanent damage to the nervous system;

2 - Severe permanent difficulty - for persons who say they have great permanent difficulty in walking or going up stairways without the help of another person, even with the use of prostheses or other auxiliary equipment;

3 - Some permanent difficulty - for persons who say they have some permanent difficulty in walking or going up stairways without the help of another person, even with the use of prosthesis or other auxiliary equipment;

4 - No difficulty - for persons who say they have no difficulty walking or going up stairs without the help of another person, even if this requires the use of prosthesis or other auxiliary equipment. Children who have not yet attained the phase of walking or are still learning should be included on this category.

[p. 103]

Question 4.14 - Do you have any of the following handicaps? (Mark only one alternative, giving special priority to the order presented)

1 - Permanent total paralysis - for persons who say they are paralyzed from the neck down that is, they are quadriplegic;

2 - Permanent paralysis of the legs - for persons who say they are paralyzed from the waist down, that is, they are paraplegic;

3 - Permanent paralysis of one side of the body - for persons who say they are hemiplegic;

4 - Missing a leg, arm, hand, foot or thumb - for persons who say they lack one or both upper or one or both lower limbs or both upper and lower since birth or due to later amputation due to disease or accident. Consider the loss of an arm, forearm, hand, thumb, leg, part of the leg, or foot; and

5 - None of those specified above - for persons who do not have any of the handicaps listed above.

Migration

Objective:

To study the movements and main migratory flows in the country, the characteristics of the persons who migrate, and those who do not migrate, and provide information for carrying out population projections.

Question 4.15 - Have you lived in this municipality since you were born? (Record "Yes" only for persons who have never lived in another municipality)

Mark, as the case may be:

1 - Yes - only for persons who never lived in another municipality.

Also consider this situation for persons who now live in the same territorial area where they have always lived, even if this area has changed its name or been established as a new municipality.

2 - No

[p. 104]

Question 4.16 - How long have you uninterruptedly lived in this municipality?

Record how many full years the person has lived in the municipality where he or she currently lives, without interruption, until July 31, 2000.

For persons who have migrated to another municipality or foreign country and later returned, record how long they have lived in the municipality since last returning.

When the person has lived in the municipality for less than one (1) year, record 0 (zero).

Question 4.17 - Were you born in this municipality?

Mark, as the case may be:

1 - Yes

2 - No

Those who comply with the following conditions should be considered as having been born in the municipality where they currently live:

- The person lived in the same territorial area where he or she was born, even if the area has changed its name or been established as a new municipality; or
- Was born in a maternity hospital or house located outside the municipality where the mother lived but who returned shortly after birth.

Persons who were born in a foreign country and registered as Brazilians pursuant to Brazilian law should not be considered as having been born in the municipality where they currently live.

Question 4.18 - Were you born in this state?

Mark, as the case may be:

1 - Yes - Any person who lived in the same territorial area where he or she was born should be considered as having been born in the state where he or she currently lives, even if this

area has been established as a new state.

2 - A person born in a foreign country who was registered as a Brazilian pursuant to Brazilian law should not be considered having been born in the state.

[p. 105]

Question 4.19 - What is your nationality?

Mark, as the case may be:

1 - Native-born Brazilian - a person who was born in Brazil or in a native country and was registered as a Brazilian pursuant to Brazilian law;

2 - Naturalized Brazilian - a person who was born in a foreign country and obtained Brazilian nationality by means of a naturalization certificate or otherwise pursuant to Brazilian legislation; and

3 - Foreigner - a person who was born outside Brazil or who was born in Brazil and registered at a foreign representation and did not become a naturalized Brazilian.

Question 4.20 - What year did you settle in Brazil?

Record the year when the naturalized Brazilian or foreigner established residence in Brazil, using four digits.

Question 4.21 - What state or foreign country were you born in?

For native-born Brazilians, record the name of the state where the person was born.

Record Brazil for native-born Brazilians who were born in a foreign country and for persons who do not know what state they were born in.

For foreigners, record the name of the country of birth. If the person does not know, record Does not know.

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The states and their acronyms are listed below:

ACRE - AC

ALAGOAS - AL

AMAPÁ - AP

Amazonas - AM

Bahia - BA

Ceará - CE

Distrito Federal - DF

Espírito Santo - ES

Goiás - GO
Maranhão - MA
Mato Grosso - MT
Mato Grosso do Sul MS
Minas Gerais - MG
Pará - PA
Paraíba - PB
Paraná - PR
Pernambuco - PE
Piauí - PI
Rio de Janeiro - RJ
Rio Grande do Norte RN
Rio Grande do Sul - RS
Rondônia - RO
Roraima - RR
Santa Catarina - sc
São Paulo - SP
Sergipe - SE
Tocantins - TO

Question 4.22 - How long have you lived uninterruptedly in this state?

Record the number of full years that the person has lived uninterruptedly in his or her present state of residence, up till July 31, 2000.

For persons who migrated to another state or foreign country and then returned, record the time he or she has lived in the current state since last returning.

When the person has lived in the state for less than one (1) year, record 0 (zero).

Question 4.23 - What state or foreign country did you live in previously?

For persons who lived in Brazil previously, record the name of the state they lived in before moving to this state. If the person does not know, record Brazil.

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For persons who previously lived in a foreign country, record the name of the country they lived in before moving to this state. If the person does not know, record Does not know.

If the foreign country changed its name, record the its current name.

Question 4.24 - Where were you living on July 31, 1995?

1 - In this municipality, in the urban area - for persons who are living in the urban area of the municipality where they currently live, on July 31, 1995;

2 - In this municipality, in the rural area - for persons who were living in the rural area of the municipality where they currently live, on July 31, 1995;

If the place of residence changed status from rural to urban after July 31, 1995, record the answer considering the current situation.

3 - In another municipality, in the urban area - for persons who were living in the urban area of another Brazilian municipality on July 31, 1995;

4 - In another municipality, in the rural area - for persons who lived in the rural area of another Brazilian municipality on July 31, 1995;

If the place of residence changed from rural to urban after July 31, 1995, record the answer considering the current situation.

5 - In another country - for persons who were living in another country on July 31, 1995; and

6 - Was not born - for children born after July 31, 1995.

Consider as:

Urban area - areas located in cities or villages; or

Rural area - areas located outside of cities or villages, such as ranches, farms, villages, settlements, etc.

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Question 4.25 - What municipality were you living in on July 31, 1995?

Record the name of the municipality where the person was living on July 31, 1995.

If the municipality changed its name or was established as a new municipality prior to July 31, 2000, record the current name.

If the person does not know, record **does not know**.

Question 4.26 - What state or foreign country were you living in on July 31, 1995?

Record the name of the state or foreign country where the person was living on July 31, 1995.

If the foreign country changed its name, record the current name.

If the person does not know, record **does not know**.

Question 4.27 - What municipality and state, or foreign country, do you work or study in?

To fill out this question, consider the concepts of work and attendance at school shown in this

manual.

Mark, as the case may be:

1 - In this municipality - mark this square if the person enumerated works or studies in the municipality where he or she lives, and leave the remaining items of the question blank.

2 - Neither works nor studies - mark this square if the person enumerated does not work and does not study, leaving the remaining items of this question blank.

If he or she works or studies in another municipality, record the state and full name of the municipality;

If she or he works or studies in a foreign country, record the full name of the foreign country and fill out the squares referring to the acronym of the State with an XX.

If the person works and studies in different municipalities from where he or she lives, record the municipality where he or she works.

[p. 109]

Formal Education

Objective:

To classify persons according to their literacy, attendance at school and the school level attended or concluded. The data obtained and analyzed will allow for the development and implementation of policies, programs and projects in the area of education.

Question 4.28 (Sample) and 4.06 (Basic) - Do you know how to read and write?

Mark, as the case may be:

1 - Yes - for persons able to read and write at least a simple note in the language he or she knows. Also consider literate those persons who know how to read and write but who later became physically or mentally unable to do.

2 - No - for persons who never learned to read and write or who once learned but later forgot. A person who is only able to write his or her name should also be considered unable to read and write.

Question 4.29 - Do you attend school or a day-care center?

A person registered in one of the following courses should be considered as attending school:

- Regular course - pre-school, primary school [grades 1-8], 1st level [grades 1-8], senior high school [grades 9-11], 2nd level [grades 9-11], higher education (3rd level), master's or doctor's degree;

- General education course - elementary education [grades 1-8], 1st level [grades 1-8], senior high school [grades 9-11], or 2nd level [grades 9-11] given at a school;
- Adult literacy course; and
- Pre-college entrance exam course.

Children in establishments organized to give daytime assistance to children in the early years of life should be considered as attending a day-care center.

Persons who are registered but temporarily unable to attend class for reasons of illness, etc., should also be considered as attending school.

Do not consider persons who are attending only brief professional specialization or cultural extension courses, such as sewing, dancing, languages, data processing; or courses in elementary education [grades 1-8], 1st level [grades 1-8], senior high school [grades 9-11], 2nd level [grades 9-11], etc. on the radio, television or by correspondence.

[p. 110]

Persons who are attending specialization or university extension courses will not be considered as attending school.

For persons who say they attend school or a day-care center, record the school system:

1 - Yes, Private School - for persons registered in private educational establishments, including establishments maintained by community groups, companies, foundations, donations, etc.

2 - Yes, Public School - for persons registered in establishments in the federal, state or municipal public school systems.

If a person is attending more than one type of school, record the highest grade and course he or she attends. In this case, the type of school (private or public) is related to the answers to Questions 4.30 and 4.31 (course and grade attended). The same criterion will be used for persons who do not attend school and have attended more than one type of education (Questions 4.32 and 4.33).

Note: If the person attends senior high school [grades 9-11] or 2nd level [grades 9-11] and the pre-college entrance exam course, simultaneously, record senior high school [grades 9-11] or 2nd level [grades 9-11].

3 - No, but has attended - for persons who have at some time studied in some course and grade, according to the concepts defined as attending school, considering the educational system in effect at the time.

Also consider persons who took and were approved in the examinations referred to in Article 99 (1st cycle [grades 1-8] or 2nd cycle or General education (Primary school [grades 1-8], First level [grades 1-8] or Second level [grades 9-11])) as having attended, even though they have never actually been to class.

4 - Never attended - for persons who never attended a course included in the definition of attendance at school.

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For Persons Who Attend School

[Applies to questions 4.30 - 4.31]

Question 4.30 - What course are you taking?

Mark, as the case may be:

1 - Day-care center - organized to give daytime assistance to children in the early years of life, whether such establishments are legally regulated or not;

2 - Pre-school - generally addressed to children under the age of seven (7); this type of school is referred to by several different names, depending on the region and level attained by the children: *maternal*, kindergarten, *jardim*, etc.

3 - Literacy class - a course aimed at teaching children to read and write;

4 - Adult literacy course - a course which has the purpose of teaching reading and writing to youth and adults.

5 - Regular elementary education or first level [grades 1-8] - organized by grades or years - a course in elementary or 1st level education, organized by annual grades;

6 - Regular elementary or first level education [grades 1-8]- not organized by grades or years - a course in elementary or 1st level education not organized into annual grades; that is, it is organized by a system of credits, academic periods, semesters, phases, modules, cycles, etc.;

7 - General education (elementary education or first level [grades 1-8]) - a general elementary education or 1st level course, whether organized by grades or years, or not;

[p. 112]

8 - Regular senior high school [grades 9-11] or second level school [grades 9-11] - organized by grades or years - courses in senior high school [grades 9-11] or 2nd level [grades 9-11], organized into annual grades;

9 - Regular senior high [grades 9-11] or second level school [grades 9-11]- not organized by grades or years - a course in senior high school [grades 9-11] or 2nd level [grades 9-11] not organized into annual grades; that is, it is organized by a system of credits, academic periods, semesters, phases, modules, cycles, etc.;

10 - General education (senior high school [grades 9-11] or second level [grades 9-11]) - a senior high school or 2nd level general education course [grades 9-11] organized by grades or years, or not;

11 - College entrance exam course - a course to prepare students to take entrance examinations for an undergraduate course (*Exame Vestibular*);

12 - Higher education - Under-Graduate

13 - Master's or doctor's degree - a master's or doctorate course, including persons registered in order to prepare theses.

Question 4.31 - What grade do you attend?

If the course attended is not organized into annual grades, but by a system of credits, academic periods, semesters, phases, modules, cycles, etc., it should be converted into regular grades. For example, the 7th period of credits at a university is usually equivalent to the 4th year. Likewise, each phase or division of general education courses usually corresponds to a grade in the regular educational system.

If the person attends subjects in different grades (acceleration, multi-graded or make up classes), record the grade in which he or she is registered.

For persons who attend Elementary Education [grades 1-8] or Senior High School [grades 9-11], that is, courses currently equivalent to the 1st [grades 1-8] and 2nd [grades 9-11] levels, respectively, and the course is structured into modules, cycles, phases, etc. and there is no way to convert to grades, it should be recorded as a non-graded course.

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Mark the grade attended, either by grades or years, or a non-graded course:

- 1 - first
- 2 - second
- 3 - third
- 4 - fourth
- 5 - fifth
- 6 - sixth
- 7 - seventh
- 8 - eighth
- 9 - non-graded course

For persons who do not attend school now, but have attended in the past
[Applies to questions 4.32 - 4.35]

Question 4.32 (Sample) and 4.07 (Basic) - What is the highest course you have attended, in which you concluded at least one grade or year?

Mark, as the case may be:

- 1 - Adult literacy course** - a course which has the purpose of teaching reading and writing to youth and adults;
- 2 - Primary** - for the elementary course [grades 1-4];
- 3 - Former *ginásio*** - for junior high school course [grades 5-8];
- 4 - Former *clássico, científico, etc.*** - for a senior high school course [grades 9-11];
- 5 - Elementary school or 1st level [grades 1-8];**
- 6 - Senior high school [grades 9-11] or 2nd level [grades 9-11];**
- 7 - Higher education** - undergraduate;
- 8 - Master's or doctorate** - A course for master's or doctor's degree. This item will only be marked if the person has received a diploma as a master or doctor, or had a thesis approved,

even if the diploma has not yet been issued; and
9 - None - for persons who:

- attended but did not conclude the 1st grade of elementary school, first level, or equivalent;
- attended or concluded only literacy class,
- attended but did not conclude an adult literacy course; or
- attended only day-care center

[Comment and examples were not translated into English]

[p. 114]

Question 4.33 (Sample) and 4.08 (Basic) - What was the last grade concluded and approved?

Mark the last grade concluded with approval in courses by grades or years. For persons who concluded part or all of an adult literacy course, master's degree or doctor's degree, record Box 9.

- 1 - first
- 2 - second
- 3 - third
- 4 - fourth
- 5 - fifth
- 6 - sixth
- 7 - seventh
- 8 - eighth
- 9 - non-graded course
- 10 - none

If the course attended is not organized into annual grades, but by a system of credits, academic periods, semesters, phases, modules, cycles, etc., it should be converted into the regular grades which the person concluded with approval. The 8th period concluded at a university, for example, is usually equivalent to the 4th fourth year concluded, while the 7th period concluded is equivalent to the 3rd year concluded. Likewise, each phase or division of general education usually corresponds to a grade or year in the regular education system.

In cases where the person was attending subjects in different years or grades (acceleration, multi-graded or make-up classes), record the last grade or year concluded with approval where this person was officially registered.

Persons who attended Elementary Education or Senior High School [grades 9-11], that is, courses currently equivalent to the 1st [grades 1-8] and 2nd levels [grades 9-11], respectively, and the course was structured by modules, cycles, phases, etc., and where there is no possibility of conversion to grades or years, must be recorded as non-graded courses.

Question 4.34 - Did you conclude the course you were studying in?

Mark, as the case may be:

1. **Yes** - for persons who concluded, with approval, the course referred to in Question 4.32.
2. **No**

Question 4.35 - What is the class of the highest course you concluded?

Specify the highest college or university diploma concluded or, if such is the case, the master's or doctor's degree attained.

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If the highest course that the person concluded is other than one in higher education, master's degree or doctor's degree, mark Box 2 - No Higher Education.

For persons age 10 or over (born on or before July 31, 1990)

[Applies to questions 4.36 - 4.61]

Marital status

Objective:

To be aware of the nature of the conjugal unions and the marital status of the population, in order to carry out studies regarding the family structure and patterns of marital status.

Question 4.36 - Do you live in the company of a spouse or common-law wife or husband?

Mark, as the case may be:

- 1 - **Yes** - only when the spouse or common-law wife or husband is a resident of the household;
- 2 - **No, but has lived in the past** - including in cases where the spouse or common-law wife or husband is no longer a resident; or
- 3 - **Never lived** - for persons who never lived in the company of a spouse or common-law wife or husband.

Question 4.37 - What is (was) the nature of the most recent conjugal union?

- 1 - **Civil and religious marriage** - for persons who live or lived the company of a spouse, to whom he or she is (was) married civilly and religiously, including for persons who were only present at a religious ceremony but later obtained legal documents attesting to a civil act pursuant to the legislation in effect;
- 2 - **Only civil marriage** - for persons who live or lived in the company of a spouse to whom he or she is (was) married only civilly;

3 - Only religious marriage - for persons who live or lived in the company of a spouse to whom he or she is (was) married only religiously in any religion or cult;

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4 - Common-law marriage - for persons who live or lived in the company of a spouse but contracted neither a civil nor a religious marriage.

5 - Never lived - for persons who never lived in the company of a spouse or common-law wife or husband.

Question 4.38 - What is your marital status?

1 - Married - for persons whose marital status is married;

2 - Legally separated - for persons whose marital status is separated (*desquitado* or *separado*), ratified by a legal decision;

3 - Divorced - for persons whose marital status is divorced or separated, ratified by a legal decision;

4 - Widowed - for persons whose marital status is widow or widower;

5 - Single - for persons whose marital status is single;

For persons age 10 or over (born on or before 07/31/1990)

Work and income

Objective:

- To study the composition of the labor force in the country, distinguishing persons who looked for work from those who are working;
- Identify the main characteristics of the work: occupation, hours worked; and

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- Also portray the income level of the population, studying the existence and amount of income from work and from other sources of persons age 10 or over.

To correctly detect the information in this part, it is necessary to clearly understand the concepts of work, enterprise, company, and position in the occupation.

Work

For the objectives of the Demographic Census, work in an economic activity is considered as follows:

Remunerated work

a) occupation remunerated in monetary values, products, merchandise or benefits (housing, food, clothing, etc.) in the production of goods or services;

b) occupation remunerated in monetary values or benefits (housing, food, clothing, etc.) in domestic service;

Work without remuneration

c) occupation without remuneration in the production of goods and services exercised during at least one hour per week:

c.1) helping a member of the household unit who works as self-employed or employer;

c.2) helping a member of the household unit who works as an employee in the production of primary goods (including the activities of farming, silviculture, cattle raising, plant or mineral extraction, hunting, fishing and fish raising); or

c.3) as an apprentice or trainee;

Work in production for personal consumption

d) an occupation exercised for at least one hour per week in the production of goods in areas which include activities in farming, silviculture, cattle raising, plant extraction, fishing and fish raising, destined to provide food for at least one resident of the household.

[p. 118]

Question 4.39 - Did you work in any remunerated activity during the week July of 23 to 29, 2000? (including the activity of preparing some product or selling or rendering some service in the household itself).

Mark, as the case may be:

1 - Yes - for persons who exercised some remunerated work (Items a and b of the concept of work) during all or part of the week of reference.

Also include as "Yes" persons the nature of whose work entails offering their services or waiting in certain places for clients or customers even if, during the entire week of reference, failed to have any customers or clients.

2 - No - for persons who, during the week of reference, did not have any remunerated work or had only non-remunerated work (Item c of the concept of work) or worked only in production for his or her own consumption (Item d of the concept of work).

Also include as "No" persons who had remunerated work in the week of reference, but did not exercise it due to being temporarily away from work for reasons of vacation, leave (remunerated or not), voluntarily absence, on strike, temporary suspension of contract, illness, bad weather or some other reason.

Question 4.40 - In the week of July 23 to 29, 2000, did you have any remunerated work from which you were temporarily absent? (for reasons of vacation, leave, voluntary absence, illness, bad weather or some other reason).

Mark, as the case may be:

1 - Yes - for persons who had some remunerated work (See Items a and b of the concept of work) but did not exercise it during the entire week of reference for reasons of vacation, leave (remunerated or not), voluntary absence from work, on strike, temporary suspension of employment contract, illness, bad weather, machine breakdown, reduced production or any other impediment not dependent on the person's will.

2 - No - for persons who had no remunerated work during the week of reference or had only non-remunerated work (Item c of the concept of work) or worked only in the production for personal consumption (Item d of the concept of work).

[p. 119]

Question 4.41 - During the week of July 23 to 29, 2000, did you help in the work exercised by a self-employed person or employer, resident of the household, either as an apprentice or trainee, without remuneration?

Mark, as the case may be:

1 - Yes - for persons who, during the week of reference, worked but was not remunerated, helping in the work of a self-employed person or employer who was a resident of the household, or worked as a non-remunerated apprentice or trainee.

2 - No - for persons who did not have work during the week of reference or had only non-remunerated work in helping a resident of the household who was employed in the production of primary goods (Item c2 of the concept of work) or in production for personal consumption (Item d of the concept of work).

Consider as self-employed any person who worked at his or her own enterprise, alone or with a partner, without having employees but possibly with the help of a non-remunerated worker;

Consider as employer any person who worked at his or her own enterprise with at least one employee;

Consider as an enterprise any company, institution, organization, firm, business undertaking, etc., or work without an establishment, carried out individually or with the help of other persons (employees, partners or non-remunerated workers).

[p. 120]

Question 4.42 - Did you, during the week of July 23 to 29, 2000 help, without remuneration, in the work exercised by a resident of the household employed in an activity related to farming, plant extraction, animal raising, hunting, fishing or gold mining?

Mark, as the case may be:

1 - Yes - for persons who, during the week of reference, exercised non-remunerated work helping in the work of a resident of the household employed in the production of primary goods (farming, silviculture, cattle raising, plant or mineral extraction, hunting, fishing or fish raising);

2 - No - for persons who did not have any work during the week of reference or had only work in production for personal consumption (Item d of the concept of work).

Consider as employed persons who worked for an employer (individual or legal entity) generally agreeing to comply with working hours and, in return receiving payment in monetary values, merchandise, products or benefits (housing, food, clothing, etc.).

Question 4.43 - Did you, during the week of July 23 to 29, 2000, work in an activity related to crops, plant extraction, animal raising or fishing for the purpose of providing food for residents in the household?

Mark, as the case may be:

1 - Yes - for persons who, during the week of reference, worked in the production of goods in the type of work which includes farming, silviculture, cattle raising, plant extraction, fishing, and fish raising, destined to serve only as food for at least one resident of the household.

2 - No - for persons who did not have any work during the week of reference.

Enterprise

Consider as an enterprise any company, institution, organization, firm, business undertaking, etc., or work without an establishment, carried out individually or with the help of other persons (employees, partners or non-remunerated workers).

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The enterprise may consist of:

- a single establishment;
- two or more establishments; or
- no establishment.

Question 4.44 - How many jobs did you have during the week of July 23 to 29, 2000? (Work in production for personal consumption should be counted only when it is the only work exercised).

Record the total number of full or part-time jobs that the person had during the week of reference; that is, at how many enterprises the person had work during that week.

Although, strictly speaking, a person who worked in remunerated domestic service is not subordinated to an enterprise, by convention, this type of activity should be counted as if it were an enterprise; regardless of the number of units where the person exercised the remunerated domestic work, the activity should be considered a single job.

Only consider work in production for personal consumption if this is the only work carried out during the period.

- 1 - One
- 2 - Two or more

Main Work

Questions 4.45 to 4.50 refer only to the work or the main work that the person had during the week of reference.

For persons who had more than one job during the week of reference, use the following criteria in the specified numbered order to define the main work:

- the main work will be that in which the person dedicated the greatest number of hours usually worked per week, regardless of being remunerated or non-remunerated;

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- if these numbers are the same, the work that the person has exercised for the longest time, regardless of being remunerated or non-remunerated;
- if the person has been at these jobs for the same length of time, the main one will be that which provides the highest income.

Question 4.45 - What occupation did you exercise in your main work during the week of July 23 to 29, 2000?

Occupation is understood as the function, position, profession or trade performed by a person in an activity economic.

For persons who permanently replaced the work they had with another during the week of reference, consider the information related to the more recent work.

Do not confuse occupation with specialization or professional training. Therefore:

- a person trained in mathematics who is administering a public school will have public school principal as occupation; and
- a person trained in psychology who is exercising the function of a teller at a bank will have bank teller as occupation.

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It is essential that the record of the occupation clearly express the work exercised by the person. Therefore, generic entries should be avoided, such as:

- Teacher is a generic entry. The correct entry would be dancing teacher, primary school teacher, junior high school teacher, senior high school teacher, university professor;
- Salesman is a generic entry. The correct entry would be company salesman, candy peddler, street market vendor, shop salesperson; and
- Painter is also a generic entry. The correct entry would be wall painter, automobile painter, or landscape painter.

Question 4.46 - What was the main activity of the company, firm, institution or organization where you worked during the week of July 25 to 31, 2000?

In this question:

- note that the company's activity is not necessarily related to the occupation exercised. Therefore, a driver might exercise his or her occupation in highway passenger transportation, cargo transportation, in a public company, in remunerated domestic work, etc.;
- identify the main activity of the business, company, firm, etc., where the person worked during the week of reference; that is, the main objective or line of the business, firm, institution, company or organization he or she worked for, or the nature of the activity exercised by persons who worked as self-employed;
- for persons who worked in activities related to farming, silviculture, cattle raising, plant extraction, fishing and fish raising, record the main activity of the enterprise;
- for persons who worked in agribusiness, record:
 - the main activity in the case of the person who owns the establishment; and
 - the activity in which the person exercised his or her occupation, in the case of any other worker.
- for persons who worked in a company that assigned its personnel to provide services in other companies, record the activity of the company where she or he was registered as an employee; and

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- for persons who worked in the manufacturing of certain items (labels, packages, glass, etc.) only to add them to the final product, the record should refer to the manufacturing of this final product.

It is essential that the record clearly express the objective of the main activity of the enterprise, firm, company, institution or organization.

Therefore, generic entries such as the following should be avoided:

Service is a generic entry. The correct entry would be: security services, city cleaning services, etc.

Department is a generic entry. The correct entry would be municipal department of education, state treasury department, etc.

Commerce, or trade, is a generic entry. The correct entry would be cloth trade, paint trade, candy peddler's trade.

Do not record company names, acronyms, etc.

Position in the occupation

Position in the occupation is understood as the labor relationship existing between the person and the organization where he or she worked.

Question 4.47 - In this work, were you :

Mark, as the case may be:

1 - A legally registered domestic employee - for persons who provided remunerated domestic services in one or more households and were legally registered in at least one of them;

2 - Domestic worker without legally signed contract - for persons who provided remunerated domestic services in one or more households without a legally signed contract;

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3 - Employee with a legally signed contract - for persons who worked for an employer (natural or legal organization) generally agreeing to comply with established working hours and receiving, in return, a remuneration in monetary values, merchandise, products, or benefits, such as housing, food, clothing, etc., with a legally signed contract.

4 - Employee without a legally signed contract - for persons who worked for an employer (individual or organization), generally agreeing to comply with established working hours and receiving, in return, remuneration in monetary values, merchandise, products, or benefits such as housing, food, clothing, etc., without a legally signed contract.

Note: Regardless of having a legally signed contract or not, the following are also considered employees:

- Persons rendering obligatory military service;
- Priests, church ministers, rabbis, friars, nuns and other clerics, and
- Remunerated apprentices or trainees.

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5 - Employer - for persons who worked in their own enterprise with at least one employee;

6 - Self-employed - for persons who worked in their own enterprise, alone or with a partner and without having any employees but who may have received help from a non-remunerated worker;

7 - Non-remunerated apprentice or trainee - for persons who exercised an occupation without remuneration, where they learned a profession or trade in a obligatory or volunteer training program without remuneration related to a profession;

8 - Not remunerated in helping a member of the household - for persons who worked without remuneration in helping a member of the household, who was employed in the production of primary goods (which includes activities of farming, cattle raising, silviculture, plant and mineral extraction, hunting, fishing or fish raising) or in helping in the work of a member of the household who was self-employed or an employer in any activity; and

9 - Worker in production for one's own consumption - for persons who worked in the

production of goods in the area that includes the activities of farming, silviculture, cattle raising, plant extraction, fishing and fish raising, destined exclusively for providing food for at least one resident of the household.

Question 4.48 - In this job, did you work under the regime of public employee or as military personnel?

Mark, as the case may be:

1 - Yes - for persons who worked in a governmental institution, foundation, autonomous government agency, etc. (in the executive, legislative or judicial branch) if governed by the legal regime of public employees of any level (federal, state [pg. 127] or municipal) or was a member of the armed forces (navy, army or air force) or of the auxiliary forces (military police, military fire department, etc.).

2 - No - for those who are not classified in the above specifications.

Question 4.49 - How many employees worked in this company, firm, company, institution or organization in July, 2000?

Consider the number of employees who worked in the enterprise, in any category of employment (with or without a signed contract). Do not count partners or non-remunerated workers.

In enterprises that had more than one establishment, consider the total number of employees that worked in all the establishments.

Mark, as the case may be:

1 - one

2 - two

3 - three to five

4 - six to ten

5 - eleven or more

Question 4.50 - In this work were you a contributor to a governmental social security institute?

Consider as social security institutes the National Social Security Institute (INSS), the Federal Social Security Plan, and the state or municipal social security institutes.

Mark, as the case may be:

1 - Yes

2 - No

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What was your gross monthly income in July, 2000:

Question 4.51 - From your main work?

Question 4.52 - From other work?

For persons who had fixed income, record the amount of gross remuneration (if employee or domestic worker) or money earned (*retirado*) (if employer or self-employed) in the month of July, 2000, or that you would have earned if you had worked the entire month. For persons on leave through a government social security institute, record the gross amount received as benefit (sick leave, labor accident leave, etc.) in July, 2000.

For persons who had variable income, record the average amount of the gross remuneration or of the money received in July, 2000. By gross remuneration is understood the payment to the employee, including family wages and deductions for social security, income tax, absences, etc. Thirteenth month salary, vacation gratifications or profit shares by the employer should not be included in the monthly income.

Money earned (*retirado*) is defined as the amount gained (gross income less expenses on the enterprise, employee's salaries, purchases of equipment, raw material, electric energy, telephone bills, etc.) by the person who was engaged in an enterprise as self-employed or employer.

For persons who receive in products or merchandise of the area of work including farming, silviculture, cattle raising, plant extraction, fishing, and fish raising, record:

- real or estimated amount normally received in July, 2000, from monthly production; and
- average real or estimated monthly amount that the person would usually earn in July, 2000, from seasonal production (temporary production, that is, not produced all year round).

Do not compute the amount of the production for consumption by that person or family or the part earned in benefits, such as housing, food (meals, food baskets, foodstuffs or meal tickets), clothing, transportation tickets, etc.

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For persons who did not receive income from work, mark the square entitled Does Not Have.

For persons who are remunerated only in benefits (housing, meals, clothing, etc.), mark the square only in benefits.

Note: Both questions (main work and other work) should be filled out. For persons who had only one job, mark the square Does Not Have in the field related to the other jobs.

How many hours do you usually work per week:

Question 4.53 - At your main work?

Question 4.54 - At other work?

Record in whole hours, considering 30 minutes or more as one hour. Disregard periods of less than 30 minutes.

Also compute the hours the person regularly occupied outside the workplace in tasks related to his or her occupation. For example, the hours a teacher normally spent at home preparing classes or correcting exercises, should be added to those actually occupied while teaching.

Do not include periods set aside for meals.

Note: Both questions (main work and other work) should be filled out. For persons who had only one type of work, mark the square Does Not Have in the field referring to the other work.

Question 4.55 - In the period between June 30 and July 29, 2000, did you take any measures to obtain some type of work?

Mark, as the case may be:

- 1 - Yes
- 2 - No

Consider the following as measures to find work:

- consult employers;
- participate in selection processes;
- check at employment agencies or labor unions;
- place or respond to an advertisement;
- consult relatives, friends or colleagues; and

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- take measures to start one's own company or some other measure with the specific purpose of getting work.

Received income in July, 2000 deriving from:

Record the income corresponding to the following questions:

Question 4.57 - Retirement, pension?

Retirement is understood as income received in July, 2000, as retirement from a government social security institute. Sums received as supplementary retirement paid for by a private and closed social security organization should be included in this item, such as pensions, income received in July, 2000, paid by a government social security institute left by someone of which

this person was a beneficiary.

Question 4.58 - Rentals?

Rentals are understood as income received in July, 2000 as rent, including sub-letting or leasing of furniture, real estate, machinery, equipment, animals, etc.

Question 4.59 - Alimony, allowance, donations received from non-residents?

Alimony is understood as the income received in July, 2000 paid spontaneously or under legal obligation and allowances or donations as income, received in July, 2000, without corresponding services having been provided, received from a non-resident of the household and in a regular manner.

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Question 4.60 - Minimum income/school scholarship, unemployment insurance, etc.? (government aid programs).

These types of income are described as:

Minimum income is the income received in July, 2000, paid by a organ government in order to guarantee the minimum income needed for the survival of a family.

School Scholarship is the income received in the month of July, 2000, paid by a government organ in order to guarantee permanence in school of children of a family who are of an age when attendance at school is obligatory.

Unemployment insurance is the income received in the month by July, 2000, of a person who was dismissed from his or her job with a signed contract and who complied with the requirements necessary to receive such benefits.

Also include income received by physically and mentally handicapped persons from government aid programs.

Question 4.61 - Others?

The income or, if such is the case, the sum total of the income regularly received for the month of July, 2000 as bonus for permanence on the job (a benefit that was granted to a person who, although he or she had worked long enough to retire, continued working rather than applying for retirement. This benefit is commonly known as "foot in the grave" (*pé na cova*), pension paid entirely by an insurance company or a private open social security organization, interest from short-term financial investments, dividends, interest on fixed income, etc.

Mark an X in the square entitled does not have if there is no income related to the

respective question.

Received income in July, 2000 deriving from:

Record the income corresponding to the following questions:

Question 4.57 - Retirement, pension?

Retirement is understood as income received in July, 2000, as retirement from a government social security institute. Sums received as supplementary retirement paid for by a private and closed social security organization should be included in this item, such as pensions, income received in July, 2000, paid by a government social security institute left by someone of which this person was a beneficiary.

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Also include income received by physically and mentally handicapped persons from government aid programs.

Question 4.61 - Others?

The income or, if such is the case, the sum total of the income regularly received for the month of July, 2000 as bonus for permanence on the job (a benefit that was granted to a person who, although he or she had worked long enough to retire, continued working rather than applying for retirement. This benefit is commonly known as "foot in the grave" (*pé na cova*), pension paid entirely by an insurance company or a private open social security organization, interest from short-term financial investments, dividends, interest on fixed income, etc.

Mark an X in the square entitled does not have if there is no income related to the respective question.

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For CD 1.01 - Basic Questionnaire

Question 4.09 - What was your gross income in July, 2000? (Consider all forms of income deriving both from work and from other sources)

Record in this question the sum total of all income only of the person responsible for the household in July, 2000.

Such income corresponds to that described in CD1.02 - Sample Questionnaire in the questions:

4.51 - From the main work;

4.52 - From other work;

4.57 - Retirement or pension;

4.58 - Rentals;

4.59 - Alimony, allowance, or donation received from a non-resident;

4.60 - Minimum income/school scholarship, unemployment insurance, etc. (government aid programs); and

4.61 - Others

For women age 10 or over (born on or before 07/31/1990)

[Applies to questions 4.62 - 4.67]

Question 4.62 - How many children born alive did you have on or before July 31, 2000?

Consider as a child born alive one who, after complete expulsion or extraction from the mother's body, regardless of the duration of the pregnancy, showed some sign of life (breathing, crying, voluntary movements of muscles, heartbeat, etc.), even if it died shortly after.

Record, according to sex, the number of children born alive on or before July 31, 2000.

If the children born alive are of the same sex, record 0 (zero) in the field corresponding to the other sex.

Mark None when the person had not had any children born alive on or before July 31, 2000.

Question 4.63 - How many of your children were alive on July 31, 2000?

Record, according to sex, the number of children had who were alive on July 31, 2000.

If the living children are of the same sex, record 0 (zero) in the field corresponding to the other sex.

Mark None when the person had not had any children alive on July 31, 2000.

Question 4.64 - What sex is your last child born alive on or before July 31, 2000?

Record the sex of the last child born alive on or before July 31, 2000.

Mark, as the case may be:

- 1 - male
- 2 - female

Question 4.65 - What was the date of birth (or presumed age) of the last child born alive on or before July 31, 2000?

Record the month and, with four digits, the year of birth of the last child born alive on or before July 31, 2000. If it is not possible to obtain the month and year of birth after having exhausted all efforts, record the presumed age.

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If the age is less than one (1) year, record 0 (zero), leaving the fields of month and year blank.

Note: In this question, the month should not be completed with zeros.

The entry of presumed age for those of less than one (1) year should be very rare and admissible only in exceptional cases.

Question 4.66 - Was this child alive on July 31, 2000?

Mark, as the case may be:

1 - Yes

2 - No

9 - Does not know - when the person is unable to inform whether the last child born alive is still living

Question 4.67 - How many stillborn children had you had on or before July 31, 2000?

Consider as a stillborn child one resulting from a pregnancy of seven (7) months or longer who, after separation from the mother's body, showed no signs of life, such as breathing, heartbeat, pulsing of the umbilical cord, etc.

Do not include fetal deaths (abortions, miscarriages, etc.) occurred to fetuses with less than seven (7) months of pregnancy, that is, 28 weeks.

Note that a child born alive but which died during the first hours of life should be recorded as born alive.

Record by sex the number of stillborn children had on or before July 31, 2000.

If the stillborn children were all of the same sex, record 0 (zero) in the field corresponding to the other sex.

Record the total number only when the person does not know the sex of at least one of the stillborn children, and leave the fields referring to sex blank.

Mark None when the person had not had any stillborn children on or before July 31, 2000.

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To conclude the interview, the Enumerator should make a review of the data that was filled out and thank the respondent for his or her cooperation, and should not forget to have the person sign his or her name at the end of the questionnaire, according to the following instructions:

- the person responsible for the declarations should sign the questionnaire with a ballpoint pen; and
- if the respondent is unable to sign, enter his or her name preceded by the expression "A R O G O".

Question 4.67 - How many stillborn children had you had on or before July 31, 2000?

Consider as a stillborn child one resulting from a pregnancy of seven (7) months or longer who, after separation from the mother's body, showed no signs of life, such as breathing, heartbeat, pulsing of the umbilical cord, etc.

Do not include fetal deaths (abortions, miscarriages, etc.) occurred to fetuses with less than seven

(7) months of pregnancy, that is, 28 weeks.

Note that a child born alive but which died during the first hours of life should be recorded as born alive.

Record by sex the number of stillborn children had on or before July 31, 2000.

If the stillborn children were all of the same sex, record 0 (zero) in the field corresponding to the other sex.

Record the total number only when the person does not know the sex of at least one of the stillborn children, and leave the fields referring to sex blank.

Mark None when the person had not had any stillborn children on or before July 31, 2000.

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