

Department of National Administration of Statistics  
DANE  
Committee of Censuses and Demographics  
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[Pages 1-4 are omitted]

[p. 5]

## **The interview**

### **Finding the right person to poll**

The information should be asked to the right people; for this reason, ask for their presence according to the following guidelines:

#### **In households:**

The information of people should be supplied personally by each one of them, starting with those 12 years old; if this is not possible (because of absence, of being underage, or someone who has difficulties communicating or reasoning), the right person to offer the information is the head of household or a person 15 years old who is a member of the household and knows that information that is to be asked.

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Domestic employees are not adequate people for offering information about the dwelling, the household or information about other members of the household; they can only offer their own information.

#### **In economic establishments:**

The information should be asked of the owner of the establishment, the manager, the administrator or any other employee who is delegated for it, whenever they know the information that is to be asked.

#### **In agricultural and livestock units:**

The information should be asked to the head of household or a person older than 15 years

who is a member of the household and knows that information, the owner of the agricultural and livestock production, the administrator, or a weekly worker who is delegated for it whenever this worker knows the information that is to be asked.

[The following text is in footnote 1.]

To be enumerated, agricultural and livestock units should be associated with a dwelling and be located in a rural area.

**In the LEA:**

The information should be asked to the director of the institution, the administrator or another employee who is delegated to it whenever this employee knows the information that is to be asked.

[The following text is in footnote 2.]

In jails and military garrisons, a collection operation will be done that includes the training of people who are residents in these institutions and the information of the people will be asked to each one of them.

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The General Census 2005 investigates the themes of population, dwelling, economy [see footnote 4], and agricultural and livestock [see footnote 5] in a single statistical operation; because of this, the necessary information should be collected to know the grade of wellbeing of the population of the country, also to measure the conditions in which the population lives and to analyze its characteristics. So, the objectives of the Census are:

**For population and dwelling**

To count the dwellings, households and people residing in the different zones of the country.

To know the condition the dwellings are in and to establish the basic services they have.

To determine the characteristics of the households, how they are formed and the condition under which people live.

To count and classify the population according to its socio demographic characteristics, like sex, ages relationship, schooling and birth rate, among others.

To have indicators of migration of the Columbian population, within the country as well as internationally.

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**For the economic sector**

To build the directory of economic establishments of each one of the municipalities in commercial, service and industrial sectors, including economic activities that are done within

households with the goal of complementing and bring up to date the statistical marks of different research and to operate as a consulting tool of entities related to the economic area.

To provide to investors and business people basic information about economic variables related to employment, economic activity and the type of establishments in every one of the sectors.

[The following text is in footnote 4.]

Only take into account "fixed" economic establishments, including economic activities that can be done in households. Do not take into account mobile or street positions; as well as not considering the following economic activities: hunting, forestry, extraction of wood, fishing, exploitation of mines and quarries, extraction of crude petroleum and natural gas, extraction of metallic minerals, extraction of non metallic minerals, supplying of electricity, gas, steam and hot water, extraterritorial organizations and operations, on site construction; that is, buildings that are being built, the stage of building not being important, Public administration and defense.

[The following text is in footnote 5.]

The information will be registered about agricultural, livestock and forestry uses in the rural area where the dwelling is located; rural farms not associated with dwelling are not considered, nor urban dwellings where some of these agricultural or livestock activities are done, for example raising chickens, pigs, etc..

[Pages 9-35 are omitted]

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## **2. Filling out the form Counting of Dwellings, Households and Economic Units for each one of the city blocks or AG**

The form No. 8 "Counting of Dwellings, Households and Economic Units" is filled out for each AG through which the route is carried out.

The form consists of two chapters: I. Geographic census identification and summary of the AG, II. List of dwellings, households and economic units.

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Write with a clear printed letter. Use only the authorized abbreviations that are found later in this manual.

Below, the instructions are given for filling out the form, chapter by chapter.

### **Chapter I**

#### **Geographic census identification and summery of the AG**

This chapter should be correctly filled out with your name and code. Never leave it blank, even

when the AG does not contain buildings, for example, a park.

[Below the text is a blank form.]

**In numbers 1 to 3.** Write the name and code of the department and municipality conforming to the list of the Political Administrative Division of Colombia. Write the code of the AG.

**In number 4.** Write the name and code of the enumerator

### Summary of the AG

[Below the text is a blank form.]

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**Numbers 5 to 10**, corresponding to the "Summary of the Geographic Area AG," is filled out later in office, once you have finished listing the units found in the buildings of the AG, so:

**Number 5, "Total number of dwellings."** Write the number that is registered at the end of column 20 "Order number of the dwelling in the AG." This corresponds to the total number of dwellings in the AG.

**Number 6, "Occupied Dwellings."** Add up the lines marked with "X" in column 13.

**Number 7, "Unoccupied Dwellings."** Add up the lines marked with "X" in column 14.

**Number 8, "Total Private Households."** Count one by one the households of every dwelling, registered in column 21, until getting the accumulated total number.

**Number 9, "Total LEA."** Write the number that is registered at the end of column 22, "Order Number of the LEA in the AG." This corresponds to the total number of LEAs in the AG.

**Number 10, "Total Economic Units."** Write the number that is registered at the end of column 24 "Order Number of the economic unit in the AG," since it corresponds to the total number of economic units in the AG.

Page \_\_ of \_\_; it is possible when carrying out the counting of an AG, that you have to use more than one form to list all the existing units and households there. For this reason, This label is counted with the goal of numbering the forms in a consecutive manner, depending on the amount used.

Examples:

1 1 of 1, when you use a single form;

2 1 of 2 and 2 of 2 when you use two forms, the first is 1 and the second is 2

3 1 of 3, 2 of 3 and 3 of 3, when you use three forms, and so on.

Keep the following in mind:

If within an AG you need to use various forms, you should fill out in each of them numbers 1 to 4, of the chapter Identification and then number the used pages: Page \_\_ of \_\_; the Summary of the Geographic Area should be filled out only on the first form.

## **Chapter II.**

### **List of Dwellings, Households and Economic Units**

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This chapter is divided into two parts: Columns 11 to 24 are related to information of each unit and household; columns 25 and 26 are filled out with information obtained in each unit and household, and in column 27 is written the date of carrying out the Census in each unit.

To fill out this chapter, take the following into account:

Register all units of a dwelling (occupied and unoccupied), units of economic use (occupied and unoccupied), and units of mixed use (dwelling unit and economic unit).

Within the occupied dwelling units, identify and register all households, using a line for each one of them.

Below instructions for filling out the chapter are given.

#### **Columns 11 to 18.**

[Below the text is a form.]

#### **Column 11, "Order Number of the building."**

In this column, write the order number that corresponds to each building according to the route in the AG. The enumeration should be done in consecutive form, with three digits, beginning with 001, 002, 003...

If in a building you find many units of different uses (dwelling, economic or LEA) and/or many households, assign them all the same order number of the building.

#### **Column 12, "Address or location of a dwelling or unit."**

Write the complete address, with which the entrance or entrances to the building on the land are identified, for each one of the units that compose it. To write the addresses, always use the following addresses:

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[Below the text is a list of abbreviations for addresses, then explanations about how to use them.]

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**"Uses of the unit." Columns 13 to 18.**

In these columns are registered the uses that the units can have in the buildings that you are going to register. To identify the uses of each unit, knock on the door of each one of them and ask the person who is there if this space is meant for being inhabited by people (that is, for dwelling), for being used as industry, commerce or services (economic use), if it combines dwelling with economic (mixed) or is a LEA.

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In every case always find out without the visible use of the unit being important, the existence of households that can exist there, since for the Census, the priority is to collect information of all of them. Also in households, find out the development of economic activities in the dwelling.

Mark with an "X" the use or uses that the unit has, taking into account the following:

**"Occupied dwelling."** Mark "X" in column 13. If a unit is inhabited by one or more people at the moment of the visit, or when furniture exists and residents are not found at the moment.

**"Unoccupied dwelling."** Mark "X" in column 14. When a unit meant for dwelling is vacant (without furniture), or when it is used as lodging in certain times of the year, like vacations or vacations over a weekend.

**"LEA."** Mark "X" in columns 15 and 16, in the same line, when you find: jail or penitentiary rehabilitation center, infant lodging or orphanage, nursing home or geriatric household; convent, seminary or monastery; boarding school, barracks; garrison or police station; a work camp; a place to lodge street people collected by authorities; a lodging for displaced people; brothel or any others of similar characteristics. The additional marking of column 16 is for those LEAs that are considered to be economic units.

**"Occupied economic."** Mark "X" in column 16, when you find occupied economic units whose use is of industry, commerce or service; or when machinery or production are observed, or any type of service is done (a dentist office), even if closed, closed for inventory, sealed, whether open to the public or not.

**"Unoccupied economic."** Mark "X" in column 17, when you find unoccupied units meant for an industrial, commercial or service use.

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**"Other."** Mark "X" in column 18. When you are registering information about plots of waste land, buildings under construction (black or grey works), parks, communal saloons, stadiums or any other unit that cannot be registered in any of the rest of the uses, like: Units or spaces dedicated to agriculture, livestock, hunting, forestry, extraction of wood, fishing, fish breeding, mine and quarry operations, petroleum and natural gas operations, extraction

of metallic and non metallic minerals, supplying of electricity, gas, steam and hot water, extraterritorial operations and organizations. If inside a household activities related to the raising animals (chickens, pigs) garden of a house, cultivation or other activities like those mentioned are done, do NOT list them.

**When you have marked column 18, columns 20 to 27 should remain blank and, therefore, do not fill out anything else in the questionnaire.**

**Columns 13 to 18 remain completely blank only when you are registering information of household 02, 03...**

Cases exist where uses of dwelling, economic and/or LEA are combined.

[The text below is in footnote 7.]

That is to say that, some spaces does not fulfill the condition of independence, referring to the concept of unit.

In these cases you will proceed in the following manner:

**In a unit where uses of dwelling and economic are combined:**

If an economic activity done there by a member of the household (a bakery attended by its owners who also live there, and to enter the place where they live they go through the bakery because there is no independent entrance; or a woman who cooks *arepas* in her oven and sells them on the street), relate both uses, in the dwelling (column 13) and economic (column 16) on the same line.

On the contrary, if members of a household have a store in the garage of their house, with absolutely independent entrance, relate both uses on different lines (one for dwelling and the other for economic).

If in an "economic establishment" (a wine cellar of recycled materials) exists a space meant for inhabitation (a room), and people who reside there declare that the economic activity is done by them, relate both uses, of dwelling (column 13) and economic (column 16) on the same line.

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If this economic activity is not done by them, but rather they only take care of the business day and night, relate them on those different lines, economic (column 16) and dwelling (column 13).

In a hotel there people reside habitually, use a line to register the hotel as a service unit, and one line for each one of the private households that are found there.

Example: In Hotel Karimagua, located on highway 11 #16-16, the following situation is presented:

In an apartment on the first floor, Juan Quintero and his wife and two children live habitually: They are registered in column 13.

In room 201 Natalia Montejo resides habitually; She is registered in column 13.

In room 205 Carlos Baena resides habitually, He is registered in column 13.

The rest of the rooms of the hotel are occupied with temporary guests; They are registered in column 16.

In a LEA, the registration of the uses is done in the following way:

As said above, the LEA is for its part, treated like an economic unit; therefore, for this LEA register on the same line the uses of LEA (column 15) and economic (column 16).

If inside the LEA there exists economic units and households, register it on different lines; example: Stores or spaces that are households of security guards.

### **Columns 19 to 27.**

[Below the text is a blank form.]

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#### **Column 19, "Name of the Head of Household and/or Name of the establishment."**

Write for each household the name of the head of household and/or the name of the establishment, if it is an economic unit or LEA.

For all cases in which it is a mixed use (marking of two columns of use on one line), register both names.

#### **Column 20, "Order Number of the dwelling in the AG."**

When you have marked columns 13 or 14, register the order number of the dwelling, in two digits, consecutively and ascending, beginning with 01 by AG (01, 02, 03...). In cases in which a unit is not a dwelling, write a hyphen (-). In this manner, the last order number of a dwelling corresponds to the total number of dwellings of the AG.

If in a dwelling there is more than one household, write the same order number of the dwelling in this column for each household.

#### **Column 21 "Number of the household within the dwelling."**

Number, with two digits, in a consecutive and ascending form, beginning with 01, households that are found within a dwelling. Each time you change dwellings, the numbering of households begins at 01.

If a dwelling is unoccupied (column 14), write 00 in column 21 (Number of the household within the dwelling).

#### **Column 22, "Order number of the LEA in the AG."**

When you have marked column 15, register the order number of the LEA, in two digits, in a consecutive and ascending form, beginning with 01 for AG (01, 02, 03...). In cases in which the

unit is not a LEA, write a hyphen (-). In this way, the last order number of LEA, corresponds to the total number of LEAs in the AG.

**Column 23: "Total number of residents in the LEA."**

When you have marked column 15, write the number of residents in the LEA and those who do not belong to a private household.

**Column 24, "Order Number of the economic unit in the AG."**

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When you have marked columns 16 or 17, register the order number of the economic unit, in a consecutive and ascending form, beginning with 01 for AG (01, 02, 03...). In cases in which the unit is not of economic use, write a hyphen (-). In this way, the last order number of the economic unit corresponds to the total number of economic units in the AG.

**Column 25, "Total number of polls."**

Register in two digits the amount of polls that are applied in a unit or household that you register, taking into account that a poll should be registered every time you have the following information:

In Occupied Dwelling (column 13): One poll for each household in a dwelling (column 21).

In Unoccupied Dwelling (column 14): One poll for this dwelling.

In LEA (columns 15 and 16): Two polls, one to register information of an LEA as it is, and another for the economic unit.

[The following text is under footnote 8]

8. Remember that LEAs are considered economic units at the same time.

In Occupied Economic (Column 16): One poll for this unit.

In Unoccupied Economic (column 17): One poll for this unit.

If marked in "Uses of the Unit" column 18 (Other), write 00 in column 24.

**Column 26, "Sum of Polls."**

In this column, you are going to register, by line, the result of adding up the polls that were identified in column 25, so: the first line of column 26 should be equal to the first line of column 25, the second line of column 26 should be equal to the first line of column 26 plus the second line of column 25, and so on, successively, until the last line registered in the route.

**Column 27, "Date of the Census."**

Write the day, month and year in which the pollster should carry out the polls of the unit or household.

[Pages 49 and 50 are omitted]

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**Basic Concepts**

To execute the labors of the General Census 2005 in an efficient manner, it becomes necessary to

unify concepts and criteria so that the application of the questionnaires complies with the designed objectives of quality and covering. These are done in basic understanding in the formation of the personal executor directive of the operation, guaranteeing with its adequate use, the truthfulness of the information, when making it easy for the interviewers count well and equally. This makes it necessary to reinforce some basic concepts that are described below:

### **Geographic Area (AG)**

It corresponds to a city block or rural section. It is identified by a six digit code assigned by DANE and is unique at a national level; that is, two city blocks or two rural sections do not exist with the same code.

### **Building**

It is an independent and separate construction, composed of one or more units.

Independent, because it has direct access from a public street, roads, paths or common circulation spaces.

Separate, because it generally has walls that delimitate it and they differ from other constructions.

A building can have many entrances and generally is covered by a roof. Examples: A house, an apartment building, a stadium, a mall, a hotel, barracks, a building constructed from tin and waste material, a plot of land closed off by walls meant to be a parking lot, a boat, a train car, a dumpster, a hut or a tent.

### **Unit**

It is an independent and separate space that constitutes part or all of a building whose uses can be Dwelling, Economic or LEA (Special Place of Lodging).

#### **Unit used as Dwelling**

When the space, independent and separate, is inhabited or meant to be inhabited by one or more people.

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#### **Unit of Economic use**

When a space, independent and separate, is meant to be or is being used for doing any economic activity that is related to sectors of industry, commerce or services.

### **Economic Activity**

It is defined as the combination of operations and resources (human and technical) for the production and/or commercialization of goods and services, both for people as well as for companies. Therefore, it is all activity capable of producing profits, which is meant for individual or collective wellbeing.

### **Special Place of Lodging (LEA)**

It is an institution in which a group of people generally not related lives (sleeps).

This common living is done for reasons of study, work, religious cult, military discipline, administrative labors, and processes of rehabilitation in a jail or lack of household, among other circumstances. For this, Special Places of Lodging are:

- Jail or center of penitentiary rehabilitation
- Infant lodging or orphanage
- Nursery home or geriatric household
- Convent, seminary or monastery
- Boarding school
- Barracks, garrison or police station
- Work camp
- Place for lodging street inhabitants picked up by authorities.
- Procuring houses or brothels
- Lodging for displaced people
- Lodging for rehabilitated people
- Non penitentiary rehabilitation center
- Others

### **Household**

(Definition adopted by the Andean Community of Nations (CAN)).

It is a person or group of people, related or not, who occupy all or part of a dwelling; attend to basic needs charged to a common budget and they generally share food.

The following situations should be taken into account:

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**Pensioners:** are people who pay for the right of a dwelling and food, therefore, are considered members of the household to which they pay for these rights.

**Tenants:** are people to whom one or more rooms of a dwelling are rented and prepare food or eat separately, therefore they are considered separate households.

**Domestic employees** who sleep most of the time in the dwelling where they work, are considered members of the household for which they work.

People who reside (sleep) in a dwelling sharing the expenses of rent and services but do not share food are considered a household. For example: a group of students who pay the rent and services among themselves, but each one eats separately.

When there are many groups of people who cook and separately and attend to other basic needs charged to different budgets in a dwelling, each group is considered a household. Example: married children who live with their spouse and children in the house of the parents, but cook separately, are considered a household different than the parents.

NOTE: The concept of Household should not be confused with the concept of Family. The Household is formed by those who live in a dwelling and share at least some meals, whether related or not; while the concept of "family" implies ties of kinship between its members and can constitute, for effects of the Census, "many households" if some of them live in other dwellings or are living in the same unit but cooking separately. This is important, given that in two contiguous dwellings parents can live in one and married children in the other (the interviewer can tend to consider it a single household).

### **Habitual Resident**

It is a person who lives permanently or the majority of the time in a dwelling or in a LEA, even if at the moment of the interview is absent.

Also habitual residents in a household, because of not having habitual residence in another place, are:

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People who are absent for special reasons, like: vacation, training courses, and business trips, whenever the absence is 6 months or longer.

Travel salespeople, sea merchants.

Kidnapped people without the time of absence being important.

Sick people interned in hospitals or clinics without the time of being in the household where they are interviewed being important.

Displaced people without the time of being in the household where they are interviewed being important.

People temporarily detained in police inspections.

Those who are in military service or police and who sleep in their respective households.

According to the definition then, those who are enumerated who are not residential residents of a household are:

People who because of reason of study, work or other reason remain the majority of the time in a different place than where the household resides. These are considered habitual residents of the place where they do the activities, even if they travel regularly (weekends, every other week or monthly, for example) to visit the household.

People who at the moment of the Census are carrying out sentences in jails, doing military service in barracks of the Army, Air Force or National Navy; boarding school students, those interned in asylums, convents and monasteries, residents of these places or institutions; therefore, they are enumerated with the questionnaire for Special Places of Lodging (LEA).

Special case:

If a case of people because of reasons of study, work or other reason live exactly the same amount of time in two different places is presented, they should be considered habitual residents of the place where their household resides, probably where people are found who have ties of kinship with the person.

### **Head of household**

It is the habitual resident recognized as such by the rest of the members of the household.

It is, generally the father or mother or the principle economic support of the household. A household always has one and only one head of household and cases in which a spouse exists should still be single.

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### **Child born alive**

It is every newborn child who shows signs of live after birth, like moving, breathing or crying.

If when being born the baby shows any of these signs and a little later died, it is a child born alive. Therefore, it should be included in the number of children had and excluded from the number of surviving children.

### **Types of dwelling**

#### **House**

It is a building consisting of a single unit, whose use is of dwelling, with direct access to a public street or to the outside of the building. Sanitary service and kitchen can be inside it or not. Also those buildings in which the garage, living room or any room is meant for economic use are considered houses. Examples: They are dwelling units of this type of semi-detached houses of the majority in urban centers, houses of closed collections, chalets, cabins, houses of waste material (hovel), the houses that have a bathroom and kitchen in the patio (farms).

#### **Indigenous house**

It is a building made that forms a single unit, whose use is that of dwelling, built according to the customs of each ethnic group conserving the traditional structure. According to the ethnic group and the region, they receive different names like: *Maloca*, *Bohío*, *Tambo*, *Choza* or House.

#### **Apartment**

It is a dwelling unit that makes part of a building, in which there are one or more units that generally are of dwelling. It has direct access to outside or by hallways, patios, corridors, stairways or escalators. It has sanitary service and kitchen inside it.

Example: Multifamily blocks generally are built for apartments, a house that is redone to build many dwelling units with sanitary service and kitchen for each new unit, they are turned into many apartments.

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### **"Room" type**

It is a dwelling unit that makes up part of a building and that has one or more spaces. It has direct access to outside or through hallways, patios, corridors and other spaces of common circulation. In general it lacks sanitary service and kitchen inside it, or only has one of these services.

This type of dwelling is different than rooms or bedrooms or rooms of a dwelling in which the residents enter and leave through spaces that do not correspond to common areas like living room, dining rooms or other bedrooms and therefore do not fulfill the condition of "independence."

Examples: Buildings that we normally know with the name tenement homes, where many households are inhabited, they constitute dwellings of the "room" type, since the kitchen and bathroom are normally in the patio.

A "room" type dwelling can only be found in a building that before had been only a dwelling unit (house) and that was redone to become a "room" type dwelling (without sanitary service and/or kitchen inside it) and another type of apartment, with sanitary services inside it.

A garage with a bathroom that is rented for sleeping becomes a "room" type dwelling since its use is not to store cars, but rather for dwelling.

Special case:

In big buildings meant for uses different than dwelling like industrial, commercial or services, "room" type dwellings or apartments can be found depending on whether they comply with ownership or not having sanitary services or kitchen in them. Generally, they are spaces that have been adapted for this reason.

### **Other type of dwelling**

It is a space adapted for dwelling, where at the moment of the interview, people inhabit it. Generally it lacks sanitary service and kitchen. Examples are train cars, dumpsters, vessels, tents, caves, bridges and huts.

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## **Digital Questionnaire**

### **Principles of carrying out**

With the goal of articulating the additional themes that are of interest for the General Census

2005, three questionnaires have been designed: Questionnaire of Urban Environment, Questionnaire of Census Units and Questionnaire of Special Places of Lodging LEA. The first looks to collect basic information about the predominant urban environment and is filled out by the supervisor, for each one of the sides of the city blocks of the AG that composes the area of supervision. The second and third collect demographic, economic and agricultural and livestock information in all the units of dwelling, economic and special places of lodging; they are filled out by the interviewer as part of the daily work, except in special places like jails and military garrisons, where a special operative carries it out.

Each one of the questionnaires is composed of modules, that should or should not be filled out according to what the supervisor or pollster observes. So, for example, in the census unit questionnaire, a module is included to collect information about economic units done by households in each of the enumerated dwellings; if a household does not do any type of economic activity in the place where it resides the module of economic units will not be filled out.

The collection of information is done, directly in the field, using a hand held computer called Mobile Collection Device or DMC. Thanks to this, it is possible to automate the flows and filters for each of the questions as well as passing a module to another within the same questionnaire, to incorporate internal validation rules directly in the filling out and to speed up the systematization and transmission of the information, guaranteeing the production of truthful and timely figures.

For the collection of information of the demographic theme through the questionnaire of census units, a Census methodology and a simultaneous sample is used. The information considered basic is investigated in all households and people of the country, also additional information is investigated in a sample of households that is selected by the DMC at the same time that the operation is carried out.

For the correct filling out of the questionnaires, take into account that the DMC will identify the questions that correspond to each case, taking into account the flows, filters and if the household has been selected or not as part of the sample to investigate the applied list of topics.

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For this reason, the structure that the questionnaire has can be varied from one unit to another, for different homes in the same dwelling, and also for different members of the same household. These processes are managed automatically by the collection device, collecting the information that the interviewer asks for. Always continue the flow of questions that the DMC shows you.

### **Questionnaire of Census Units**

The questionnaire of census units is the instrument through which the information is collected in each one of the dwelling units, in the units of economic units and agricultural and livestock units.

#### **Structure**

It is composed of:

**Identification:** It tries to spatially locate the unit that is enumerated, as well as identify if people reside in it.

**Dwelling Module:** It investigates the type and quality of dwellings and the coverage of public and hygiene services.

**Household Mode:** It looks to obtain information about the structure of the households, the conditions of overcrowding in which members of the household live, the health conditions and the appliances that they have, the communitarian participation of their members and the themes of poverty, mortality and international emigration.

Also, it contains questions aimed at identifying the existence of economic activities done by a household in its place of residence, as well as agricultural and livestock activities done in the territory of the dwelling.

**People Module:** It tries to get socio demographic information about people: sex, age, ethnicity, coverage of health services, disability, illiteracy, schooling, conjugal state, migration and birth rate.

The questions in the module are organized, considering that the variables sex and age determine groups of questions that do not apply to all people. In this sense, the following filters can be identified:

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**To all people:** The sex, age, date of birth, civil state, relation or relationship to the head of household, migration in different moments of life, ethnicity, health, type of affiliation to social security and limitations are investigated.

**To all people 3 years old or older:** It asks about illiteracy, scholarly attendance, and highest educational level passed.

**To people 5 years old or older:** It asks about illiteracy, use of a computer, labor force and coverage of a pension system.

**To people 10 years old or older:** It asks about language use and conjugal state.

**To women 12 years old or older:** It investigates the total number of children born alive, surviving children, the date of birth of the first and last children born alive.

- Additionally, all people are asked control questions to determine if they were enumerated in another place in the country.

- It should be clear that a collection of questions that are asked to every polled person exist for modules of dwelling, household and people.

**Economic Unit Modules:** This module contains variables related to identification of the unit, general characteristics of the economic activity that are done and employed personnel.

**Agricultural and Livestock Unit Module:** It contains variables related to identification of the unit, the total area occupied, the use of the land, the crops or pastures and the livestock inventory.

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## **Questionnaire for Special Places of Lodging, LEA**

This questionnaire is used to collect information in Special Places of Lodging, LEA.

### **Structure**

It is composed of:

**Identification:** It has the objective of spatially locating the LEA.

**Institution Module:** It looks to obtain information about the type and quality of infrastructure of the LEAs, the coverage of public and hygiene services and the total number of residents. Equally, it tries to identify the existence of private households and economic activities done inside the institution, as well as those agricultural and livestock activities that are carried out within this territory.

**People Module:** This module contains basic information of the people module of the questionnaire of census units.

**Economic Unit and Agricultural and Livestock Unit Module:** They are the same as those from the questionnaire of census units.

### **Filling out of the questionnaires**

The following instructions will lead you in the filling out of the questionnaires.

### **Reading of the questions**

Generally, the required information in the questionnaires is obtained through two modalities:

Statements that appear without question marks: they should be filled out by observation without being read to the polled person, since they are part of the census concepts or of the collection operative. Examples:

Building number

Order number of the dwelling that is being enumerated

Dwelling type

Statements of variables that appear between question marks and should be read word for word to the polled person: your reading should be done until the end of the question.

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This implies in some cases a reading with alternative answers. Example:

What is the predominate material of the outside walls?

How many groups of people cook their food separately and habitually reside in this dwelling?

Does the dwelling have:

Electrical service?

Plumbing?

Water?

Natural gas connected to a public system?

Fixed telephone with line?

How many of the following appliances of domestic use does this household have?

Refrigerator or freezer?

Clothes washing machine?

Sound system?

Water heater?

Electric shower?

Blender?

Electric or gas oven?

Air conditioning appliances?

Fan?

Color television?

Computer?

Microwave oven?

### **Notation of answers**

To fill out the questionnaire, two ways to write down the answers exist: checking the square of one of the options or writing numbers or letters in boxes.

Examples:

Is....man or woman?

Man

Woman

Does the dwelling have:

1. Yes
  2. No
- Electric energy?

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- Plumbing?  
Water?  
Gas connected to a public system?  
Fixed telephone with line?

The notation by writing of numbers and/or letters is done in the boxes that indicate it; the numbers are Arabic and the letters can be capital or lower case.

#### **Flows and filters**

In the Mobile Collection Device are incorporated, in some questions, automatic flows and filters that simplify the process of filling out the questionnaires, permitting a logical order according to the answers given by a polled person. These flows and filters are not visible for the pollster.

**Flows:** They are instructions that are included internally in the DMC in the answer alternatives of some questions that indicate with which question the poll should continue.

Example:

32. Where did ...live five years ago?

1. Had not been born
2. In this municipality
3. In another Colombian municipality: Name of municipality, name of department
4. In another country: Name of country

In what year did ... return to Colombia?

33. The place where ...lived five years ago was:

1. The municipal center?
2. A populated center, police jurisdiction, hut?
3. Rural place?

34. In the last five years, did ... change this place of residence?

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In this example, the shaded part shows the "flow," that indicates that in question 32 option 1 or option 4 is marked, question 33 is not shown in the DMC and the poll continues with question 34.

**Filters:** They are indications that express the areas which a series of variables should investigate and those for those not to be investigated; this implies that, like in the flows, some questions are not shown by the DMC in certain cases. Examples:

**For all questionnaires.** Identification will always appear in the DMC and should be filled out.

**For people 3 years old or older.** This filter indicates that questions 43 to 46 of the people module in the questionnaire of census units, are asked to people 3 years old or older, for those younger, these 3 questions are NOT shown by the DMC.

#### **Questions of particular interest**

Questions exist that, by their nature, cannot remain without information. They are:

**Address:** Without it the processes of revisiting, verification of the census coverage and geo-reference of the collected information is made difficult.

**List of members of the household:** It permits us to identify the structure of a household that is being enumerated and to control the coverage of people; it facilitates the process of the interview, by personalizing, with the name, the phrasing of all the questions of the people module.

**Name and surname of all people and Date of birth:** This information permits us to control the coverage of registration of all enumerated people, avoiding duplicating. Take particular care in the spelling of names and surnames of the person.

**Age, sex and relationship:** They are variables of high demographic interest. Always ask them and do not leave them blank.

**Employed person:** It permits us to make classifications of the economic establishments. Do not leave it blank.