

Enumerator Instructions
Argentina 2001

[Pages before 3 not included in the original document.]

[Pp. 3-6, Introduction, Presentation, and Index were omitted.]

[p.6]

**Section 1: Characteristics of the National Population, Household, and Dwelling
Census 2001**

In this section we will describe the methodology and some basic definitions of the Census.

Methodology

[Most of the methodology section is omitted]

The census will have two enumerator types to secure that all persons are enumerated: home enumerators and collective institution enumerators.

We will first analyze the household operation:

To live, most people form groups in households. And the household is the person or group of persons, related or not, who live under that same roof and share food expenses.

Therefore, the persons alone or the groups of persons, joined by family ties or not, who live under that same roof and share food expenses, make up households.

And where are these households residing?

These households reside in dwellings.

Which dwellings should be enumerated?

--Houses, ranchos, shacks and apartments should always be enumerated, whether or not they are occupied by households.

--Only enumerate rental apartments, hotel or boarding rooms, mobile homes and any places that were not originally built for persons to live in them, such as factories, sheds, commercial spaces, public buildings, barns, etc., if one or more households spent the night in them from Friday the 26th to Saturday the 27th of October.

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At the same time, there are households made up of one or more persons who do not have roofs. They live in the street, plazas, doorways, stations, etc. These households should be enumerated.

We will analyze the process for collective institutions:

Although the majority of the population lives in households, there are persons who for various reasons, on the night in reference for the Census, were in collective institutions such as hospitals, military installations -- barracks, bases, ships --, schools or universities as boarding students, convents and religious institutions, prisons, jails, or correctional institutions, geriatric centers, workers housing, boats, children's homes, etc.

These persons will be enumerated by enumerators of collective institutions.

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[Sections 2 and 3 in p.8 to p.15 are omitted]

[p. 16]

Section 4: Getting to know the census form

Now we will present the census form.

The Census Form is the instrument that we will use to know the characteristics of the persons, the manner in which they organize their living conditions, which means, the manner in which their households are formed and the living conditions.

Below, we will analyze the parts that make up the census form and the manner in which you should complete the form.

Look at the census form to identify each of its parts

Geographic location

Where the information is registered that will allow us to locate each enumerated dwelling. This part of the form is of fundamental importance because it allows us to assign the census information to each portion of the national territory.

The interview was not done because...

You will complete this part if the persons were not in the dwelling on the date of the Census.

Guide for detecting households

Here we indicate the procedure for identifying each household and define the number of forms to complete.

List of persons in the household who spent the night here.

You will register the names of the persons who spent the census reference night in the household and his/her relationship to the male or female head of household.

Households with persons with disabilities

This question will allow us to identify households with at least one person with a disability(ies).

Households with indigenous population

This question will allow us to identify households with persons who identify themselves as descendents of an indigenous group or as members of an indigenous group.

Household

Here you will obtain information about the materials, infrastructure and services of the dwelling, and about the characteristics of the household.

Population

You will ask questions about the basic and socioeconomic demographic characteristics of each person who you listed in the list of persons in the household. Each form has seven population questionnaires.

[p.17 to p.23 are omitted]

[p. 24]

Section 5: How to fill out the census form

In this section we will learn how to complete the questions in the census form.

Follow the reading of the section with the census form available.

Geographic Location

This information is of fundamental importance since it will allow us to assign census data to each portion of the national territory.

[Graphic not shown. See original document.]

We will continue to see what the geographic location data is, when and how to complete them.

Boxes for / When to complete / How to complete

Fraction, radius, segment: Transcribing the data that is shown in the segment map at the headquarters before going out to enumerate.

Block: Transcribing the data that is found on the segment map, when you arrive at each dwelling, before you knock on the door.

Street and number, floor, apartment/room: By observation when you arrive at each dwelling, before you knock on the door. If the dwelling does not have a number or it is on a street or road, describe some fixed reference. Any person should be able to find this dwelling based on your reference. For example, a bridge, the train rails, etc.

Form Number: When you arrive at each dwelling and before you knock on the door, you will number the census forms that you use consecutively, according to the route order of your segment, even when you cannot contact the inhabitants of the dwelling on your first visit to the dwelling. You will write 01 on the first form that you use when you start your segment route, 02 on the second, and so on until you complete your route.

[p.25 is omitted]

[p. 26]

Basic instructions for taking the Census:

--You should always number and complete a census form when you encounter a house, apartment, ranch house or shack, even when no one spent the night from October 26th to October 27th in the dwelling, or you do not find the inhabitants.

--You should also ask in each dwelling about the possible existence of other dwellings in the back part of the property or on the terrace.

--In properties with rented rooms, hotels or boarding houses, and mobile homes, you should number and complete a census form only if a person spent the night there.

--You should also find out if a household spent the night in commercial sites, schools, businesses, sheds, factories, etc., following the indicated procedure. In this case, you should number a census form and enumerate the persons who spent the night there.

--In each domicile, you should find out if any persons spent the night from Friday the 26th to Saturday the 27th, 2001. You will identify the number of households in the dwelling and you will complete a census form for each household that you detect.

--In the majority of dwellings, you will find only one household. But in some cases, you could identify two or more households. You will use a census form for each household detected, numbering them sequentially from the last house that you have enumerated.

--If a household has more than 7 members, you should use more than one form to take the census of all of the members of the household. In this case, you should number all of the forms used for this household with the same number.

--You should also complete a form to complete the census for the persons who live on the street, numbering sequentially from the last household enumerated.

[A part of p.26 is omitted]

[p. 27]

The interview is not completed because...

This part of the form should only be completed when you do not do the interview in the dwelling that is enumerated. This allows us to know the reason the interview was not done.

If you call at a dwelling and no one responds.

You should ask the neighbors if anyone lives there and the time when they can be found there.

If someone lives there:

--You will complete a census form with the information about the Block, Street and number, Floor, Apartment/room and form number, and you will return at different times until you find the persons.

--If at the end of the census taking you have not managed to find the inhabitants, you will mark the option all of the persons are temporarily absent as the reason that the interview was not done.

If no one lives there and:

--It is a house, apartment, house or shack, you will complete a census form with the information about the Block, Street and Number, Apartment/room, and form number, and you will mark the option that corresponds to the reason for interview not done.

Attention: Be sure that in the dwelling there are no households that you should enumerate. A dwelling with a sign that it is for sale or rent, an office, a dwelling under construction or abandoned, can house persons who spent the night there from October 26th to 27th.

You will only mark these options when you have returned to the dwelling as many times as necessary to be completely sure that no persons live there.

[A part of p.27 is omitted]

[p. 28]

Guide for detecting households:

These instructions will allow you to identify the households in a dwelling.

Remember: For the Census, a household is the set of persons, related or not, who live under the same roof and share the food expenses. A person alone also constitutes a household.

If you arrive at a dwelling and they respond to your call, you will have to detect the number of households that are in the dwelling:

You should ask:

- How many people spent the night from Friday the 26th to Saturday the 27th here?
- Do all of them share the food expenses?

You will complete one form for each household detected.

[A part of p.28 is omitted]

List of persons in the household who spent the night here

Question 1: What are the names of the persons in this household who spent the night here from Friday the 26th to Saturday the 27th of October?

This question has the goal of assuring the main objective of the Census: to count all and every one of the persons who live in the country on the day of the Census.

To this end, you will ask the number of persons who spent the night in the place where you are taking the Census, their names and their relationship to head of household [male or female].

Write the names down and organize them to facilitate the administration of the population questions in the census form.

The head of household [male or female] is the person recognized as such by the members of the household.

Be aware that if the head of household [male or female] will be enumerated in another place, you should complete the line that corresponds to the head of household [male or female] with the information about another member of the household recognized as such.

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[A part of p.29 is omitted]

Remember that our census is a factual census, which means that each person should be enumerated in the place where he/she spent the reference night of the Census, independently

of whether this is his/her habitual place of residence. Therefore:
The census moment is -- 0 hours of the starting day of the Census/ October 27th.

Now we will analyze who should be enumerated in the household:

Enumerate in the household the persons who...

Spent the night of Friday, October 26th to Saturday the 27th, 2001 in the place where they are completing census information.

Did not spend the night of Friday, October 26th to Saturday the 27th, 2001, but they are part of the household and they will not be enumerated elsewhere.

For example, because they were doing guard work, traveling for many different reasons, in recreational reunions; because they live alone elsewhere and they did not return to their dwelling, etc.

Were born before the hour of Saturday, the 27th of October, 2001 and are present.

Died after the hour of Saturday, the 27th of October, 2001.

Do not enumerate in the household the persons who...

Did not spend the night of Friday, October 26th to Saturday the 27th, 2001, but they are part of the household and they will be enumerated elsewhere.

Were born after the hour of Saturday, the 27th of October, 2001, even if they are present.

Died before the hour of Saturday, the 27th of October, 2001.

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Remember: In the case of persons who declare that they live alone and are present in the place where you are taking the census, you should ask if they were or will be enumerated in his/her household. If it is not the case, enumerate them.

Let's analyze some examples:

--Martin is a driver of long-distance micro-buses and the night of reference for the Census he was not in his house because he was working. Martin gets enumerated in his household.

--Rocio, the youngest daughter of the head of household, was born Friday, October 26, but is still in the hospital. Rocio is not enumerated in the household because she will be enumerated in the hospital.

--Saul, cousin of the head of household, came for lunch at the dwelling where you are completing the census and says that surely his wife will answer for him at his house. Saul is not included in the household he is visiting, but in his own.

--Santiago is eight years old and during the week he lives with his mother. He spends the weekends with his father, in the house that you are enumerating, where he was on the reference night for the Census. Santiago gets included in his fathers household.

--Mr. Molina tells you that he, his wife, and his son did not spend the night for Friday the 26th to Saturday the 27th in the dwelling that you are enumerating because this is the weekend house, and that they will return to their dwelling on Sunday night. The Molina family completes the Census in the weekend house because they cannot be enumerated in another place.

Special case: In the case of the domestic service that has spent the night of Friday the 26th to the 27th of October in the place where you are completing the Census, they should be listed in question 1 List of Persons as forming part of the household.

Question 2: Is there a person who recognizes himself/herself as a descendent of or as belonging to an indigenous population?

The Census considers that there is a person in the household who is a descendent of or as belonging to an indigenous population when any member self--identifies as a descendent (because he/she has an ancestor) or belongs to an indigenous population (because he/she claims to belong).

If the answer is affirmative, you should fill the bubble "yes" and then write the corresponding name of the group that the interviewee provides in the space for "which population?"

Take into account that you should not read the names of the indigenous populations to the person answering the Census, but you should wait for the answer that he gives you and then complete the corresponding bubble.

If, in the house, there are persons who are descendent from or belong to more than one indigenous population, do not forget that you should only register one answer. For this you should consider, in the first place, the population to which the greatest number of persons in the household belong or with which the greatest number self--identity. If this is not possible, you should register the name of the population that the persons in the household tell you.

If you do not find the name of the population that the person mentions, you should fill the bubble that corresponds to "other indigenous population."

If you do not understand the name of the indigenous population that the person mentions, you can refer to the table included, where, together with the names that you will find in the list on the form, you will find other ways of naming the indigenous populations (in the cases where it is applicable).

Denominations that are listed in the form / Other possible denominations

Chan / Chan

Chorote / Iyojwaja

Chulup / Nivackl

Diaguita-Calchaqu / Diaguita-Calchaqu

Huarpe / Huarpe

Kolla / Atacama or Omaguaca-Kolla

Mapuche / Mapuche

Mby (Guaran) / Mby Guaran / Ava Guaran

Ona / Selknam

Pilag / Pilag

Rankulche / Ranquel

Tapiete / Tapiy

Tehuelche / Aoniken

Toba / Qom

Tup-Guaran / Chiriguano

Wich / Mataco

Question 3: In this household, is there any person...?

The objective of this question is to find out about the existence of households with at least one person with some disability.

It is considered that there is some person with a disability in the household when this person has a permanent partial or total limitation in his/her ability to carry out an activity in the manner or within the range that is considered normal for his/her age and social level. The disability has its origin in the loss or physical or mental anomaly and this disability is permanent.

You should ask the interviewee each of the questions textually. If the person answering the census answers one of the choices affirmatively, fill the corresponding bubble and do not continue with the following items in the question, continue with the block household. If the interviewee responds no to all of the alternatives for permanent disability, you should mark the last option "there are no handicapped persons in the household."

To formulate this question, take into account that for the Census:

Persons are considered handicapped who...

--have some permanent disability, which means, not recoverable:

--deaf persons or persons who need a hearing aid,

--Persons blind in one or both eyes,

--Persons whose arms, hands, or legs are missing or are atrophied (deformed, paralyzed, malformed, etc.),

--Mutes or persons with serious speech problems,

--Persons with mental retardation or problems and/or who have some other permanent disability, for example, midgets, deformities in general, etc.

Persons are not considered handicapped who...

--are temporary limited at the time of the Census. For example, arms or legs in a cast, hip operation, etc.

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Persons are considered handicapped who...

--Are waiting for a transplant.

--Use external technical assistance, such as: hearing aids, walking canes, hand or leg prosthetics, need dialysis, use catheters, oxygen, or others.

Persons are not considered handicapped who...

--Have had a transplant and have recovered from their disability.

--Use internal technical assistance and who have overcome their difficulties. For example, they have pacemaker or even a pin in the knee.

--Have behavioral or communication problems because of bad character and not because of a physical or mental problem.

--Use eye glasses or contact lenses.

--Suffer from terminal illness, for example, cancer.

Important: This question should be asked of all households, whatever the age of the persons who comprise the household.

To conclude, you will turn over the sheet to continue with the block...

Household

In this block you will ask about the habitation characteristics of the home. This information will permit us to characterize the living conditions of the homes and their inhabitants.

[Instruction for interviewers in p.32 is omitted]

Question 4: This household lives in...

Register the category by simple observation, taking into account that

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House: is a dwelling build originally to be inhabited by persons, with a direct exit to the exterior (its inhabitants do not pass through common--use halls or corridors).

Ranch house: is a dwelling build originally to be inhabited by persons, with a direct exit to the exterior (its inhabitants do not pass through common--use halls or corridors). Generally it has adobe walls, a dirt floor, and a thatch or straw roof. It is a characteristic dwelling in rural areas.

Shack: is a dwelling build originally to be inhabited by persons, with a direct exit to the exterior (its inhabitants do not pass through common--use halls or corridors). It is commonly built of low--quality or discarded materials. It is a characteristic dwelling in urban areas.

Apartment: is a dwelling build originally to be inhabited by persons, which forms part of a building with a common entry. This building should contain at least two dwellings which are accessed through common--use halls, stairways, garages or elevators.

Rental rooms: each room inhabited at the Census moment, that is located in a building of rental rooms, is considered a dwelling. A building with rental rooms is a building that has been built or remodeled deliberately to contain several spaces [rooms] that have an exit to one or more common spaces, with the goal of housing the households permanently as renters. Generally the building has a bathroom/bathrooms and/or a kitchen/kitchens that are used as shared spaces. This does not exclude that some of the rooms can have their own bathroom[s] and/or kitchen[s]. They are also characterized by rent payment that is daily, weekly, bi--weekly and/or monthly.

Hotel or boarding house rooms: are dwellings that have characteristics that are similar to the rental rooms, but also have the difference that the hotel or boarding house rooms follow a special regimen characterized by being under legislation established for this type of commerce, which is exhibited in visible places inside the building or in the registry books of the establishment.

Remember that: The rental, hotel, or boarding house rooms that are unoccupied on the reference night of the Census, should not be included in the Census, which means that you should not complete a census form.

In the street: observe that if you complete a census for a household comprised of one or more persons who live in the street, after you register this situation you should continue directly to administer the population questions.

Questions 5, 6, and 8: What is the main material of ... ?

In each of these questions, main means the material that is found in the greatest proportion in the floors, exterior walls, and exterior covering of the roof of the dwelling. If there are different materials in the same proportions, you should register the one that is of the better quality.

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Pay attention to the arrows and the steps indicated in the form.

Question 7: Are the exterior walls plastered/ do they have an external covering (include exposed brick)?

Understood as plaster/external covering is the covering that protects the material (which can be bricks, cinder blocks, and plaster in general) on the outside of the external walls. If the external walls are not completely covered, you will take into account the main condition. If the exterior walls have exposed brick, you should consider that it does have external plaster/covering.

Question 9: Does the roof have a false ceiling or an interior covering?

Understood as false ceiling/interior covering is the covering on the inside of the roof of the dwelling, which can be: plaster, chalk, wood, sheets of expandable polystyrene, etc. The false ceiling is an additional insulation on the roof that serves the purpose of protecting the inhabitants from noises and bad weather.

When some/any of the rooms of the dwelling do not have false ceilings, you will register the predominant condition.

Remember: mark only one option for each question.

Question 12: Does the household have a bathroom/latrine?

Considered as a bathroom or latrine is a space closed by walls that go from the floor to the roof, or by dividers (wall that elevate from the ground to the height of two meters), used by the household for the evacuation of excretion. The bathroom/latrine can be inside the dwelling or outside of the dwelling.

Question 14: Does the toilet have a button/chain/tank?

The button/chain/tank is the water flushing system for cleaning the toilet. This system can be one of two types: with an automatic deposit or with an automatic valve.

If flushing water is done manually with a bucket, bottle, hose or other manual method (independent of whether there is a toilet in the bathroom) you should mark no.

Question 17: Does the household have place for cooking?

By place for cooking, it is understood as a space that has a sink, equipped for preparing principal meals and destined primarily for this function (even when is also used for other purposes). It can be found inside or outside of the dwelling. Kitchenettes and kitchen-dining rooms are included.

Questions 20 and 21:

A room or bedroom is considered to be a space or area that is closed in by walls (that go from the floor to the ceiling) or dividers (walls that go from the floor to the height of two

meters, and that have sufficient surface to place at least an adult-size bed.

If the dwelling has only one room in which they also cook, you will complete 01 (one) room or bedroom in both questions.

In question 20, you should only count the rooms or spaces used by the household for sleeping.

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On the other hand, question 21 asks for the total number of rooms that are in the household, including the ones counted in the previous questions.

In the total number of rooms or spaces, you should count:

- the dining room, even if it is part of the kitchen (kitchen-dining room),
- the mezzanines built into some dwellings, even though they do not have some/any of the walls indicated in the definition.

You will exclude:

- bathrooms,
- kitchens used only for cooking,
- laundry areas, garages, sheds, corridors and entryways, unless they are used as a place for a person to sleep,
- *Quinchos* [a shelter that has a straw or thatched roof, supported only by columns, that does not have walls and is used as an area for eating] that are not enclosed.

You will register the answer according to what the person answering the census tells you. Now we will continue with the instructions to complete the answers for

Population

How to complete the population questions.

This part is made up of 7 questionnaires, each one takes up one page: the first is for the head of household [male or female], and the rest are for each of the members of the household. You can enumerate a maximum of seven persons per form.

Remember: You should administer the population questionnaire to each of the persons listed in the list of persons in the household who spent the night here, in the order that they are listed, beginning with the head of household [male or female].

When you finish the census for this household, you should have as many completed population questionnaires as persons listed in the list of persons in the household who spent the night here. Verify this before you end the interview.

We will see, in general terms, the composition of this questionnaire.

Look at the Census Form

The titles in grey capital letters indicate to whom you should administer the questions.

The first title indicates: [Following text is in grey and capital letters] Complete one population questionnaire for each person in the household.

This means that you will complete one population questionnaire for all of the persons who you listed in the "list of persons who spent the night here."

Therefore, the questions 1 through 10 should be asked of each of the members of the household, whatever his/her age and sex.

The next title tells you ...

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[Following text is in grey and capital letters] Starting here, persons three years old or more answer the questions.

This title heads the questions 11 to 19, which refer to the level of formal education that the person being enumerated has achieved.

The next title that follows is...

[Following text is in grey and capital letters] Starting here, the questions are answered by women who are 14 years old or more.

In this block, questions 20 to 35, you will ask questions relative to marital status and employment of the members of the household.

The last title is ...

[Following text is in grey and capital letters] Starting here, women fourteen years old or more will answer.

This block reveals information about fertility: questions 37 to 41.

Summarizing...

Questions in the Population questionnaire / To whom should you administer them?

1 to 10 (relationship, sex, age, social coverage and provision, health and migration) / All persons, whatever his/her age.

11 to 19 (education) / Persons three years old or more.

20 to 36 (marital and employment situation) / Men and women 14 years old and more.

37 to 40 (fertility) / Only women 14 years old and more.

We will now look in detail at the specific instruction for completing some of the questions of the population questionnaire.

Follow the instructions while looking at the form

[Graphic not shown. See original document.]

This box is used to identify which person is completing the census in each population questionnaire. Here you should write the order number that was assigned to this person in question 1 of the block "list of persons in the household who spent the night here."

Complete one population questionnaire for each person in the household.

To complete the population questionnaires, take into account that:

--First you will enumerate the head of household [male] and head of household [female], so that the first population questionnaire is reserved.

--Then you will use the rest of the questionnaires to enumerate the other members of the household, registering the blood relationship or other relationship with respect to the head of household [male or female] who is registered first.

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--If a household is made up of more than 7 persons, on the second form that you use, you will enumerate the eighth person on the second population questionnaire, since the first one is reserved for the head of household [male or female].

Now we will present some clarifications for situations that could come up during the operation.

Question 2: Sex

Do not forget to mark the corresponding option based on observation.

Question 3: How old are you [is he/she]?

Register the age of the person in completed years by the day of the Census, filling in the bubbles or completing the boxes if they correspond to this age.

When the person being enumerated is less than one year old, you should complete the bubble that corresponds to "is less than one year old."

[Graphic not shown. See original document.]

When the person answering the Census is between 1 and 99 years old, you should mark the years with two digits. Always complete the units in the right hand column and the tens in the left hand column. In the case of children who are between 1 and years old, complete the tens by filling in the 0.

[Graphic not shown. See original document.]

When the person being listed in the census is one hundred years old or more, write the years in the spaces.

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Question 5: Do you receive a retirement or pension?

This question is asked of all persons, because at any age a person can be the beneficiary of a pension.

Question 6: Are you [in a health program]?

You should complete "yes" or "no" for all of the categories included in this question.

The "medical emergency system" is the system for medical consultation at home that implies the attention starting with the long--distance request put into place to resolve health problems of patients in states of potential--risk on site or their transfer to the corresponding institutions. This is characterized by the voluntary inclusion of the beneficiary.

The "private or mutual health plan" is a health system characterized by the voluntary enrollment and the payment for service by the beneficiary in its totality. Emergency medical services are excluded.

On the other hand, the "social program" refers to the health coverage that is obtained by persons who work in a relationship of dependency and their family members, through a voluntary affiliation, or the legal coverage that retired or pensioned persons receive.

All health coverage that depends totally or partially on the discounts that by law are made to the workers is considered as affiliation of a social program. Therefore, whenever there is a discount made to the worker for social programs, it is considered that he/she is affiliated with a social program, independently of whether he/she also makes a voluntary payment to pay the social program or if the discount is derived from a private or mutual healthcare plan.

Lets look at some examples:

1. Hugo is an employee of the Ministry of Economy and his social program OSME has an agreement with a private healthcare provider. Hugo requested that his discounts for the social program be derived from this private healthcare plan. In this case, he should mark

"Yes" only in the affiliated with a social program and "No" in the rest of the healthcare coverage options.

Are you?

Associated with a medical emergency service? Yes No

Associated with a private or mutual healthcare plan? Yes No

Affiliated with a social program? Yes No

2. Marcela is self--employed and pays for a private healthcare plan (pre--paid medicine). She should mark "No" for associated with a medical emergency service, "Yes" for associated with a private or mutual healthcare plan and "No" in affiliated with a social program.

Are you?

Associated with a medical emergency service? Yes No

Associated with a private or mutual healthcare plan? Yes No

Affiliated with a social program? Yes No

3. Doña Inés is retired and has PAMI health coverage. In addition, her daughter contracted "Medical Emergencies". In this case, you should mark "Yes" for associated with a medical emergency service, "No" for associated with a private or mutual healthcare plan and "Yes" in affiliated with a social program.

Are you?

Associated with a medical emergency service? Yes No

Associated with a private or mutual healthcare plan? Yes No

Affiliated with a social program? Yes No

Observe carefully the sequence indicated by the arrows and the steps that you should follow to continue asking questions.

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Questions 7 to 10

These questions allow us to study the migratory movements of the population.

Question 7: Where do you usually live?

For the Census, "usually live" refers to the place where the interviewee lives since six months or more before the census date, or where he/she has decided to establish his/her residency.

In the boxes "location or place" you should not use the names of the neighborhoods.

Remember that if the person responds "city of Buenos Aires" (or a neighborhood in the city of Buenos Aires), you should write "Federal Capital" both in the boxes for "Province" and

the boxes for "Location or Place."

Observe that the manner for completing all of the questions of this block is very similar.

It's very important that you pay attention to the arrows and pathways that are indicated in each page.

Question 10: How many years have you lived in Argentina?

This question is only answered by those born in another country who live in Argentina, which means those persons who responded "no" in question 0 and usually live in our country.

The number of years that he/she has been living in Argentina should be counted from the date of the last entry into to country and when those born in a foreign country decided to establish permanent residency in Argentina.

If the period of time is less than one year, you will write "00" in the boxes.

[Examples not shown here. See original document.]

[p.40. to p.42 are omitted]

[p. 43]

Questions 11 to 19

These questions ask about the level of formal education of the population. They should be answered only by persons 3 years old or more.

Starting here, persons three years old or more answer the questions.

Question 11: Does he/she attend any educational establishment?

"Attend an educational establishment" refers to the actual attendance in an establishment that is recognized by the formal educational system, which means, an education with structure and content sequentially organized in the four educational levels: Initial, General Basic Education or Elementary, Multi-modal or Secondary, Higher-non-university and University. This includes the establishments from the state or private sector.

Excluded is attendance at:

Academies, private institutes that do not belong to the formal systems and therefore not accredited for continuing or initiating formal education studies.

For example: Foreign language, informatics, and computing courses, literacy, musical instrument and theater courses, teacher's continuing education, labor training courses,

technical courses and courses for hairdressing, clothing production, mechanics, electricity, etc.

If the person answer the census is completing a post-graduate education or seminary, it is considered that he/she attends a non-university higher level or that he/she completed university education. In question 19, you should register the name of the university career that he/she completed.

If you get a negative answer you should continue with question 15, which asks about the attendance at an formal educational establishment in the past.

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Question 13: What level does he/she attend?

In the majority of the provinces there is a new educational structure in place that is established by the Federal Law of Education. This process of educational transformation has been completed in some jurisdictions while others continue with the previous structure. Therefore, to complete this answer, you should ask which educational structure the interviewee is attending.

The levels that are involved in this transformation are the following:

Level / Grade or year / Characteristics

Initial level (kindergarten or pre-school) // Includes the school education from 3 years old to enrollment in EGB (General Basic Education)

General Basic Education (EGB) / 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th / This is the basic level of obligatory education that is required by law. It takes nine years to complete.

Multi-modal / 1st, 2nd, 3rd / This prepares students for higher education. It is completed in three years.

If the interviewee is enrolled in Initial level (Kindergarten / Pre-school), mark the bubble and consider the administration of the Form for this person finalized.

Remember that in this question, you should only mark one option.

Let's see some examples:

--Sebastian is enrolled in 3rd year in a technical high school, where the educational transformation has not been implemented. You will mark: "High school."

--Tomas is 14 years old and is enrolled in 9th year of a municipal school. You will mark "EGB."

Question 14: What grade or year does the person study?

Refer to the grade or year that the person answering the Census is attending.

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Question 18: What was the last grade or year that the person passed?

This is the highest grade or year passed by the person answer the Census who does not attend a recognized establishment in the formal educational system at the moment that the Census is completed, for a person who attended in the past.

In the case of persons who are attending the adult elementary school, you should mark the grade or year, and not the cycle. For this you will use the following table:

Type of studies / Cycle / Grade or year
Adult elementary school or center / 1, 2, 3 / 3, 5, 7

If the highest level that the person answering the Census attended was elementary and he/she is 45 years old or more, take into account the changes made in 1966 in the grade numbering, when first superior was eliminated and seventh was added. In any case, you will use the following conversion table:

Grade until 1966 / Equivalency in grades
Lower 1st grade / 1st
Upper 1st grade / 2nd
2nd grade / 3rd
4th grade / 5th
5th grade / 6th
6th grade / 7th

For example:

--Carlos completed elementary school to 5th grade before 1966. You will write 6th.

--Luisa responds that the last grade that she passed was Upper 1st grade. You will write 2nd.

--Luis attended through the second cycle of elementary in a school for adults. You will write: 5th.

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[Exercises in p.46 and a part of p.47 are omitted]

Starting here, men and women who are 14 years old and more should answer the questions.

Follow the order of the questions strictly.

Pay attention to the sequence indicated by the arrows and the steps to continue asking the questions.

The questions 20 to 23 refer to the marital status of the persons 14 years old or more.

Question 20: What is your marital status?

The "legal civil status" refers to the situation of every person who is 14 years old or more at the reference date for the Census in relationship to the laws regarding marriage that exist in the country.

Question 21: Do you live with your partner/spouse?

The "live with you partner/spouse" refers to the person who is 14 years old or more who lives in a relationship of partner or marriage in the same household at the moment of the Census, whether this is a consensual union (de facto) or legal (marriage).

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Questions 24 to 37

These questions ask about the employment of the population. We will now see how some of the questions should be completed.

Carefully observe sequence indicated by the arrows and the steps tom continue asking questions.

Question 24: During the past week, did you work, even for a few hours?

Work means carry out any activity (paid or not) that generates goods or services for the "market." This means labor activities that a person has done, during for at least one hour in the week previous to the beginning day of the Census.

Considered work

--Labor activity paid in money or materials.

--Labor activity that is not remunerated. For example: medical doctors giving concurrent treatments, an ad--honorem adjunct faculty position, judicial emeritus positions, etc.

--Activity carried out to help a family member obtain income. For example: make pastries, bread or sandwiches so that the husband can sell them.

Not considered work

--Domestic activities carried out by housewives.

--Volunteer activity with no payment of any type. For example, the activity carried out by solidarity helpers in neighborhood kitchens.

--The activity oriented toward personal or family self--consumption. For example, growing a family vegetable plot for consumption by the family members.

Question 27: During the past four weeks, did you look for work?

For the Census, "look for work" implies an active search which supposes that the person: responds to or publishes advertisements in newspapers or other means in which he/she requests employment; registers in employment centers; asks about employment in places of employment, farms, ranches, factories, markets and other places where people get together; look for financial resources or materials to establish your own business; request permits and licenses to initiate a labor activity; look for work through people you know, friends, people close to you, etc.

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[Exercises in p.49 is omitted]

Starting with question 28 and through question 36, the person being enumerated should answer the questions based on his/her main job.

Main job is the one where the person answering the census worked the most hours during the week before the census. If the person answering the census has two jobs in which he/she works the same number of hours, you should opt for the one where he/she obtains the greatest income.

Question 28: The place or establishment where he/she works, what is the activity that they do or the service that they offer?

The place or establishment is a determined physical place (commercial building, business, private home, dairy farm, service station, public road, factory, etc.), where the person answering the Census carries out his/her work.

This question refers to the principal activity of the establishment, and not the tasks that the person answer the Census carries out, nor the activities of the sector/area/address where this person carries out his/her work.

For example: Joaquin works in the accounting section of a factory that makes footwear for athletes. You will register: Manufacture of shoes and sports footwear in general.

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The answer to this question should be registered with the greatest possible detail, emphasizing:

What they do -- the process or action that he/she carries out in the location or establishment.

What is the product or service -- the product made or the service provided.

What they use and what it is used for -- the primary material used or the destination if he/she refers to a service.

For example:

1. Manufacture shoes and handbags / out of leather
what they do and what is the product / with what
2. Teaches private classes / for students of Basic General Education
What he/she does and what is the service / for whom (destination)
3. Transports passengers / in a long--distance passenger bus
What he/she does and what is transported / with what means

Let's look at some specific situations.

--In the cases of persons who, depending on the establishment, carry out all or most of his/her activities outside of the establishment (drivers of means of transportation, distributors of soft drinks, etc.) you should register the primary activity of the establishment on which they depend.

For example:

--Omar drives a truck making deliveries for a factory that packages fish and seafood. You will register: Manufacture of packaged fish and seafood.

--In the case of a self-employed worker or domestic worker, or persons who are not self-employed and carry out their labor activities in environments that do not depend on any establishment (taxis, the household where he/she works, the street), here you should register the activity that the person carries out, since the persons constitutes the place of work.

For example:

--Nancy is a domestic employee in a family home. You will register: Domestic employee.

--Luis is the owner of a taxi with which he works and he does not have employees nor day laborers. You will register: Transports passengers in a taxi that he owns.

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When the person answer the Census works in a business that has more than one location and one of those is the business administration, the description of the activity should correspond to the activity of the location where the person works. If the person answer the Census works in the central administration of a business, you should also write the principal activity of this business, for example, "Central administration of a petroleum refinery."

Let's see another example:

--Silvina works in the central administration office of an automobile business, whose principal plant, where the automobiles are made, is in another city. In this case there are two establishments: in the first, the activity is the manufacture of automobiles and in the second the activity is the central administration of the automobile factory.

You will register:

[Graphic not shown. See original document.]

Question 29: What is the name of his/her occupation?

Occupation is understood to be the concrete work that the interviewee personally carries out in his/her place of work. You should register the concrete name, such as for example: back cashier, operator of a mixing machine for chemical products, nursing assistant, operator of a watering panel, grade school teacher, school secretary, etc.

The answers should be sufficiently detailed; avoid vague definitions of occupations, such as for example: employee, operator, worker, etc.

Question 30: What tasks do you do in this work?

Tasks are the actions that the persons carries out in his/her principal place of work, described with the greatest detail possible, including materials, instruments or machinery, tools that he/she uses.

For example: Maria Ester works sewing in a shoe factory: "sews leather shoes with an electric sewing machine". You will register:

[Graphic not shown. See original document.]

[Exercises in p.52 are omitted]

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Question 31: In your principal work, are you a...?

Worker or employee: persons who work in a relationship of dependency with an employer, business or state organism. Also considered employees are the workers in domestic service and ad--honorem workers.

Employer: individuals who, being sole owners or partners in a business, hire or employ at least one salaried person, which means that he/she has workers or employees.

Self--employed worker: the difference with an employer is that self--employed workers do not employ or contract persons, nor do they depend on an employer.

Family worker: persons who frequently carry out activities that help in the activity of a family member.

Carefully observe the steps indicated by the arrows and the sub--categories to continue with the questioning.

Question 32: Do you work in [sector of employment]?

A state employee is one whose employer is a State institution, organism, section, or business in the national, provincial, or municipal jurisdictions.

An employee of the private sector is one whose employer is a business, association and/or organization comprised of individuals, or by organizations or businesses with mixed property (public and private).

Question 33: In this work, do they discount your pay for retirement?

The retirement discount refers to retentions that the business or organism does for its workers, directed at making the legally established retirement contributions.

Question 34: In this work, do you contribute to retirement on your own?

You will register if the retirement contribution is provided directly and in its totality by the worker.

Question 35: Do you receive a salary?

This refers to whether the family worker receives or does not receive a salary from the family member with whom he/she works.

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Question 36: How many persons are there in all in the establishment or place where he/she works?

This refers to the number of persons enumerated in the Census (including the person answering) who work in the place or establishment.

Take into account that here it asks for the number of persons in the entire establishment and not only for the number of persons who work in the section, office, or immediate area of the person answering the Census.

Starting here, women 14 years old or more answer.

Questions 37 to 40 refer to fertility.

You should ask these questions of all women who are 14 years old or more, regardless of whether they are single, living as a couple or not, living with their parents or not, or whether they are very young or if they are elderly women.

Pay attention to the step indicated in question 40, which should only be answered by women who are between 14 and 49 years old.

Do not forget to complete the Census for each of the members of the household in a population questionnaire.

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Section 6: The cover page and the operative forms

In this section we will analyze the importance and the method of completing these materials.

1. Cover sheet for the segment of households.

The coversheet allows you to locate the information that you collected during the census route territorially and to know the characteristics of the segment where you carried out your task.

Let's analyze each of the parts of the cover page, when and how to complete them:

Geographic location of the segment

When to complete it

Before you begin to take the census, in the radio headquarters.

How to complete it

Transcribing the corresponding information from the segment map

Block with the information about the external structure of the segment

When to complete it

When you interview the first household that you should enumerate, according to the order of your segment route.

In the case that you do not find persons in the first dwelling or when the first interviewed household does not know all of the required information, you will try to obtain this information through one of the persons who lives in the next dwelling (according to the route order of you segment).

How to complete it

Filling in the bubbles "Yes" or "No" in all of the categories of the box, according to the information that you are given. Except "location of emergency in the village," which should be completed through simple observation.

Whenever the categories in the box refer to "300 meters (three blocks)," you should ask for 300 meters or three blocks around, taking into account the center or your segment.

Remember that the information provided should refer to all of the segments. In the case of detecting ambiguous situations, mark the predominant characteristic of the segment.

Last number used to number the form

When to complete it

Before you turn in the materials to the head of the area.

How to complete it

Transcribing the information from part C2.

Total number of forms turned in

When to complete it

Before you turn in the materials to the head of the area.

How to complete it

Counting all of the forms that you used and that you will turn in to the head of the area. For example: you enumerated 39 households, but for one household you had to use two forms because the household had more than 7 members, therefore you will turn in 40 forms.

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Total Population

When to complete it

Before you turn in the materials to the head of the area.

How to complete it

Transcribing the information from part C2.

Total number of males

When to complete it

Before you turn in the materials to the head of the area.

How to complete it

Transcribing the information from part C2.

Total number of females

When to complete it

Before you turn in the materials to the head of the area.

How to complete it

Transcribing the information from part C2.

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