

ADDENDUM TO THE MANUAL FOR FIELDWORKERS

Dear colleagues,

We are apologising for the delay of the specifications to the manual of the Targeted Survey of Household, but during the visit at the launch of the survey as well as upon the examination of some filled in questionnaires we found out some problems that must be tackled.

Please, read and observe these guidelines!

The notes that are worth particular attention are as follows:

General notes

- It is of crucial **importance** for the **answers** to be written in a **clear and legible** way.
- When possible, please write in **capital letters**.
- If you have to erase something, please cross out the wrong answer with **one line** and write the correct one **next to the crossed answer**.
- Use **borderline spaces** for the answers and **the back pages to write an additional comment** if necessary.
- Please, do not encode the profession and the sector of household members.
- Please, write down **your name** and the name of **your supervisor** at the title page.
- The supervisor has to use a **red pen** when checking the questionnaire.
- The supervisor will **sign** next to his/her name at the title page, **only** when the questionnaire has been checked by him/her and corrected by the fieldworker. **Only then** can the questionnaire be submitted for further review at the head office.
- The supervisors are **obliged** to check **all** questionnaires, since they are **responsible** for the quality of the work in the respective teams.

Module 2 (Household roster)

The arrows in **Questions 8 and 9** are incorrect in the Bulgarian version of the questionnaire. Please, take down answers **YES=1/NO=2** in the **first** column and put the respective **identification code** of the parents in **the second** column.

Module 2 (Household roster)

Please, always write the **full** name of the head of the household, when describing the household roster.

Module 3

Within this module, you should collect information about movement **within** the country or **abroad** in relation to **all** current members of the household. It is particularly **important to** tell the respondents they **should not leave out** episode of migration aimed at work for more than a month, **even though** it happened several years **ago**.

Module 5B Education/training - general

Dear colleagues, this section concerns **all members of the household aged over 6 or 7**.

Although it is clearly explained in the manual, in some of the checked forms, the questions were not asked to respondents because they were aged people. This is the only section where we obtain information about the educational level of the household members.

Module 6 (Health), Question 16

The questions have to include a **new code 4 = less than 50%**. Therefore, if the respondent's disability degree is **less than 50%**, note down **4** as an answer.

Module 7 (Sections A, B, C, D and E)

Dear colleagues, a problem arose in the first checked forms. It is as follows:

If **Questions 1-4** of **Section 7A** have at least one "Yes", the person cannot have been out of job for the past 12 months (**Section 7B**).

If a pensioner has taken care of animals during the past 7 days, this can be either a main or a second job (he/she can have another one), although he/she is retired.

Remember!!! Land cultivation (**Question 2 of Section 7A**) or livestock breeding (**Question 3 of Section 7A**) are a **job**. This has to be reflected in **Sections 7B** and the subsequent ones.

Module 7C (Occupation during the past 7 days)

Please, note down and pay attention to the fact that **every** line of this table refers to **one** job, and not to one member of the household. Therefore, if one member of the household has had **several** jobs during the past 7 days, use **several lines** to describe **every** job and enter the member's identification code **several times** in the first column.

Module 7D

In **Question 9**, if the company is a **joint** venture of the private and public/state sector, then encode it with **code 1=Private business/company**, if the **majority share** of ownership is private. Respectively, if the **majority share** of the ownership is public/state, encode it with **code 3=State/public sector/in the army**.

Moreover, in this module, please note that in **Question 8** you should enlist the **number** of workers in the **whole** organisation/company. Hence if the respondent for example works at the **Ministry of Finance** or a big bank like **DZI**, then the respective code should be **7=More than 100**, since both organisations have more than 100 employees.

Module 8

When asking **Question 2** and receive answer **2=No**, please give a hint to the respondent enumerating some possible types of assistance as described in **Question 3**.

Modules 10A-10D

Please, do not forget to ask and take down the answer of filter questions. For instance, even in **urban** households you should ask **Questions 1 and 2 of Module 10A** and only if **both** answers are **NO** and after having taken down the answers in the respective boxes, you **can** move on to the next module.

Module 11 (Highly important!!!)

Question 1 was inaccurately formulated during the training and was changed as follows, for which we apologize:

This module collects information about **all sons and daughters** aged **15 and over** of the **head and/or the spouse** who **do not live** in the household any more, **regardless** of the time when they left, where they live now or whether they sent money remittances/assistance.

Some **examples** of former members of the household who **have to** be registered in this module include:

1. A son who left the household 20 years ago to marry and move to Sofia
2. A daughter who married 5 years ago and now lives in Belgium
3. A son who migrated 2 years ago to Spain and regularly sends remittances
4. Sons and daughters who according to **Question 15** of **Module 2** (**Household roster**) are not considered household members any more.

Therefore, **Question 1** should read as follows: “**Please, describe all sons and daughters aged 15 and over who do not live in the household any more**”, while the instruction under it should read **ALL CHILDREN OF THE HEAD AND/OR THE SPOUSE WHO ARE STILL ALIVE AND ARE NOT REGISTERED IN THE FOLD SHOULD BE INCLUDED IN THIS LIST**”.

Module 13A

From now on, please **ignore the last line** of the **first** table “**other daily costs**” because it can result in double accounting for other expenses that are later taken down in **Modules 12B and 13C**. Furthermore, in this module you should try to get information from **several** members of the household. In reality, often **the member** of the household who was **appointed to** answer to the modules about food and non-food consumption (in the general case the wife of the head of the household) **is not** the best informed person who answers to **Module 13A**. That is why when possible ask also the other **husband** and **another adult member** of the household about expenses such as cigarettes and food consumed outside home and take down the **total** sum for the household.

Module 13C

Please, note that there are **certain** elements in the tables for non-food consumption (for example **electricity**) that **double the information** collected in **Module 1 (Dwelling)**. Please, make sure that the information in the two modules is **compatible and logical**.

Moreover, in this module the respondent's **tiredness** plays a crucial role and as a result the consumption of the elements at the end of the list is registered in **smaller** amount than the factual one.

You should point out that there are **elements** in the list for which zero consumption is **implausible and unacceptable** or highly unlikely (for instance code 233, **personal hygiene expenses** that are expected to exceed 0 because most probably everyone buys a cake of soap for a period of 30 days).

In conclusion, please **refer to the Manual for the Fieldworker** in relation to the alternative methods of collecting partial information in case of a **rejected answer**. In addition, please be informed that the registration of a person's **name** who refused to give information **is not** so important as long as **all other** identification codes are **correctly** written.