

# **LAO AGRICULTURAL CENSUS**

**2010/2011**

**INSTRUCTION MANUAL**

**CE ENUMERATORS**

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## HOW TO USE THIS MANUAL

This manual (Field Manual 1) is one of two instruction manuals for enumerators in the 1998/99 Lao Agricultural Census. It contains instructions for the CE enumerators. CE enumerators are those collecting data using the short questionnaire only. Those enumerators collecting data using both the short and long questionnaires (the sample enumerators) should use a different manual: Field Manual 2.

This manual is a very important document and you must keep it with you during all the census training and data collection. As a census enumerator, you must study the manual and ensure that you are totally familiar with it before you begin your census data collection. If, during the data collection, you come across an unusual situation or you are unsure of how to handle a particular problem, refer to the manual. Use the Table of Contents to help you find information quickly.

The census data collection operation has been carefully planned. You must fully understand your role as a census enumerator and how the census fieldwork is organised. Great care has gone into the design of the questionnaires, and the definitions and procedures used in the data collection. You can only do your data collection work effectively if you understand how the questionnaire is structured and what the questions mean.

The statistics from the census will only be useful if the instructions in this manual are uniformly applied in the collection of data by all enumerators around the country. The success of the census depends on you, the enumerator.

# **1. INTRODUCTION**

## **1.1 Why the Lao Agricultural Census is being taken**

Most people in Lao PDR live in rural areas and make their living from agriculture. The Government needs detailed and up-to-date statistics on agriculture to help develop the agricultural sector and improve the welfare of the people.

The Government already has statistics on the area and production of rice and other major crops, as well as livestock numbers. However, there is little information available on such things as: the different types of rice grown, the number of rice farmers, the area planted to minor crops, the use of different inputs, the use of farm machinery, farm size, farm labour, and the age/sex structure of livestock. The Lao Agricultural Census will provide these and many other data.

The Lao Agricultural Census is part of a world-wide programme of agricultural censuses, which started in the 1930's. Over 120 countries are now participating in that programme; many of these undertake agricultural censuses every ten years. The Lao Agricultural Census is the first such census undertaken in Lao PDR. It is being conducted in all 141 districts and is one of the largest and most important statistical collections ever undertaken in the country.

## **1.2 Who is conducting the census**

The Lao Agricultural Census is a joint project of the National Statistics Centre (NSC) and the Ministry of Agriculture and Forestry (MAF). The Agricultural Census Steering Committee, comprising high-level representatives of the State Planning Committee (SPC) and MAF, has overall responsibility for the census. The Agricultural Census Office, comprising staff of NSC and the Cabinet of MAF, has been established to carry out the census. The Swedish International Development Co-operation Authority (Sida) is providing financial and technical support.

## 2. THE ENUMERATOR'S TASK

### 2.1 How the census is being conducted

The Lao Agricultural Census involves the collection of information on crops and livestock from all 1 000 000 households in Lao PDR.

Two types of data collection are being undertaken.

- (a) In some villages (so-called sample villages), enumerators will collect detailed crop and livestock information from some households, and some basic crop and livestock information from all other households.
- (b) In all other villages (so-called CE villages), enumerators will collect basic crop and livestock information from all households. No detailed data will be collected.

Two groups of enumerators have been formed for the census data collection. One group will do the data collection in the sample villages (sample enumerators); the other group will do the data collection in the CE villages (CE enumerators). You have been chosen as a CE enumerator.

As a CE enumerator, you will collect data in the census using the so-called short questionnaire (Form 4). The information to be collected includes household size, number of each type of livestock, and the area of each crop planted.

### 2.2 The job of the enumerator

As a census enumerator, you will be given several villages to enumerate. You are responsible for all census enumeration work in those villages. Your duties in each village are to:

- prepare a list of all households in the village, with the help of the village head;
- Interview all households in the village to collect the required data.
- **Interview Head of village to collect the required data.**

In villages containing many households, a team of two enumerators will do the census enumeration.

### 2.3 Training of enumerators

You will attend a four-day training course just before the census data collection. The course will be held in either the provincial headquarters or a district near to you. The training will teach you how to do the census data collection. It will consist of classroom training, practice classroom interviews and fieldwork. The training will be based on the contents of this manual.

## 2.4 Supervision of enumerators

As a census enumerator, you report to a district supervisor. The district supervisor is a staff member of the SPC or MAF district office and is responsible for the day-to-day supervision of your data collection work. Specifically, he/she will:

- assign villages to you for enumeration;
- plan and organise your census data collection work;
- supply you with all the necessary field materials, such as questionnaires;
- visit you in the field to monitor progress;
- resolve any data collection problems you have;
- receive completed questionnaires from you;
- check that you have filled out the questionnaires correctly.

You must meet with your district supervisor at least once during the first few days of the census enumeration to resolve any problems, and then regularly thereafter to keep him/her informed of progress. If you have problems with your work at any time, contact your district supervisor for help.

As well as the district supervisors, there are also field supervisors. The field supervisors are staff of the SPC or MAF provincial office or from the Agricultural Census Office in Vientiane. The field supervisors have overall responsibility for the census enumeration. One of the field supervisors will train you for the census enumeration.

## 2.5 Timetable of census activities

The timetable for census enumeration is:

- 7-12 February 2011: Training of enumerators.
- 28 February- 4 April 2011: Data collection.
- 19 April 2011: Deadline for return of questionnaires to your district supervisor.

You must adhere to the timetable. Any delay in the completion of your data collection work could jeopardise the census.

## 2.6 Forms and materials used for census fieldwork

You will be supplied with the following forms and materials required for your work as a census enumerator:

- a sketch map for each village (if available);
- a Household Listing Form (Form 1) for each village, with certain information filled in on the front page;
- a supply of the short questionnaire (Form 4);
- some extra blank Form 1's;
- pens, writing paper and a carry bag.

## **2.7 Planning the data collection work**

Your district supervisor will give you your enumeration workload during the enumerator training course. This workload will consist of several villages. Before going to the field, plan your enumeration work carefully to ensure that you can finish the work on time. Work out where the villages are located, how you will travel to them, how many households there are in each village, and how long it will take to travel to and from each village. Remember to take account of villages that are difficult to reach or where households are some distance apart.

Prepare a daily plan for undertaking the assignment. Discuss it with your district supervisor. Also, make arrangements for meetings with your district supervisor.

## **2.8 Return of census materials**

Return completed questionnaires to your district supervisor. You can return the questionnaires for a village as soon as you have finished all the data collection for that village. However, you must keep all questionnaires for a village together. Do not return questionnaires for a partly completed village.

Once you have finished enumeration work for all villages, return all equipment and unused questionnaires to your district supervisor.

## 3. KEY CONCEPTS AND DEFINITIONS

### 3.1 Household

The household unit is important for the census for two reasons. First, a list of households is prepared in each village as a means of identifying agricultural holdings to be interviewed for the census. Second, information on household size is collected in the census.

A household is a group (one or more) of people who make common arrangements for the provision of food, shelter and other acts of daily living. Usually, the household consists of the group of people shown in the civil registration book. A household is different from a family; a son/daughter living independently from his/her parents is a separate household.

Usually, all members of a household live in one dwelling. Also, there is usually only one household living in any one dwelling. A common exception is where a son/daughter and his/her children live in the same house as his/her parents. Households usually consist of relatives (husband, wife, children, etc.), but sometimes include unrelated people (such as live-in household or farm workers).

Collective households are excluded from the census. A collective household is a household living in a set of accommodation units of an enterprise, factory, school, temple, hospital, etc., such as a school hostel or a temple where monks live.

Further information on how to define households for the household listing is given in Chapter 4.4. Further information about collecting data on household size is given in Chapter 6.4.

### 3.2 Agricultural holding

In the agricultural census, you will list all households in the village on Form 1, but you will fill out one questionnaire (Form 4) for each agricultural holding.

An agricultural holding (often shortened to “holding”) is defined as:

an economic unit of agricultural production under single management, comprising all livestock raised and all agricultural land operated, regardless of ownership.

Usually, the agricultural holding is the same as the household, but sometimes it can be a part of a household or a partnership between households. (There are also other types of agricultural holdings, such as corporations and government farms - these will not be included in the census.)

There are two ways in which an agricultural holding can be different from a household.

- (a) If a member of the household operates agricultural land or raises livestock independently of the rest of the household

Here, there are two agricultural holdings in the household. This may occur where:

- a son or daughter living in the household operates land independently of his/her parents (the agricultural activity of the parents on their land is one agricultural holding, and the agricultural activity of the son/daughter on his/her land is another);
- a farm labourer, who is part of the household, works on the household's land but also has some land of his/her own (the household agricultural activity is one agricultural holding, and the independent agricultural activity of the farm labourer is another).

***Example***

Mr/Mrs Thipsavanh have nine household members, including their son, Okeo, his wife and two children. Mr/Mrs Thipsavanh operate 2 ha of agricultural land and have 10 pigs. Okeo operates 0.5 ha of land independently of his parents and has no livestock. Two questionnaires are required: Mr/Mrs Thipsavanh's form will show 5 household members, 10 pigs, and details of the crops grown on the 2 ha of land; Okeo's form will show 4 household members, no livestock, and the crops grown on the 0.5 ha of land.

- (b) If a household operates agricultural land or raises livestock in partnership with another household

Here, the partnership is one agricultural holding. The households themselves may also be agricultural holdings if they operate land or raise livestock on their own.

A partnership with another household is an agreement between two (or more) households for land and/or livestock to be jointly managed and operated by the households. This means that each household participates in making decisions about the land/livestock operations, sometimes through a hired manager. Usually, either the partnership jointly owns/rents the land/livestock or each household contributes his/her land/livestock to the partnership.

Partnerships are very rare. Many joint arrangements involving family members are not partnerships. If a farmer operates land with the help of a son or daughter who live in a separate household, the son/daughter merely provide farm labour for the farmer. It would be a partnership only if both the farmer and the son/daughter own some of the land and the land is jointly managed.

***Example***

Mr Bounmi operates 2 ha of land jointly with Ms Souksi. Ms Souksi has no other land or livestock, but Mr Bounmi has 50 chickens that he raises on his own. Three questionnaires are required: the household form for Mr Bounmi will show the 50 chickens and no land; the household form for Ms Souksi will show no land or livestock; and the partnership form will show the crops grown on the 2 ha of land.

Refer to Chapter 6.2 for more information on situations where a household is different from an agricultural holding.

Having land registered in the names of different household members does not necessarily mean that there is more than one agricultural holding in the household. If, as usually happens, all the household's land is operated as a single unit, it is one agricultural holding. Single management means that the land is managed as a single unit with the same production means such as labour, machinery, implements and draught animals.

An agricultural holding usually consists of one or more separate parcels of land. The land may be all in the same village, or it may be in more than one village. Sometimes, an agricultural holding may raise livestock without having any land.

To operate land means to have management control over the growing of crops on that land. Thus, a holding is defined according to who is cultivating the land rather than who owns the land. If Mr Somboon owns 1.25 ha of land, which he rents out to Mrs Vivanh, then Mrs Vivanh is operating that land. If Mr Somboon grows crops on 0.75 ha of his land and rents out the other 0.50 ha to Mrs Vivanh, then Mr Somboon operates 0.75 ha of land and Mrs Vivanh operates 0.50 ha of land, representing two agricultural holdings. Care is needed where a person works the land, but under the control of the landowner; here, the landowner operates the holding and the person working the land is a farm labourer.

### **3.3 Agricultural land**

Agricultural land is all land operated by an agricultural holding that was either:

- used for growing crops in the 2010 wet season or the 2010/11 dry season; or
- temporarily fallow during the 2010 wet season and the 2010/11 dry season.

Agricultural land includes land designated for agricultural use, as well as other land used for growing crops, such as vegetable plots in the village area, river banks, floodplains, etc. It also includes land used for growing fruit trees and other permanent crops.

Temporarily fallow means that the holding normally grows crops on the land, but did not do so during the 2010 wet season and the 2010/11 dry season. Land may be fallow because it is being rested or because it could not be planted for reasons such as flooding, unavailability of seeds, or shortage of labour. Land that has been left idle for several years or abandoned by shifting cultivation should not be considered as fallow.

### **3.4 Temporary crops**

Temporary crops are crops with a less than one-year growing cycle. A list of temporary crops is given in Appendix 1.

In the Lao Agricultural Census, data on temporary crops refer to crops grown in the 2010 wet season and the 2010/2011 dry season. Crops grown in a particular season means that the main growing period for that crop was in that season. Crop area refers to planted area, not harvested area.

The main crop plantings covered by the agricultural census are shown in Table 3.1.

**Table 3.1: Crop Plantings Covered by the Lao Agricultural Census.**

<b>Crop</b>	<b>Time of planting</b>	<b>Time of harvest</b>	<b>Season</b>
Rainfed lowland rice	Jul-Aug 2010	Oct-Dec 2010	2010 wet season
Upland rice	May 2010	Aug-Sep 2010	2010 wet season
Dry season rice	Dec 2010-Jan 2011	Apr-May 2011	2010/11 dry season
Maize	Mar-Apr 2010 Nov-Dec 2010	Sep-Oct 2010 Jan-Feb 2011	2010 wet season 2010/11 dry season
Cassava	May-Jun 2010	Oct-Nov 2010	2010 wet season
Sweet potato	May-Jun 2010	Oct-Nov 2010	2010 wet season
Soya beans	May 2010	Aug-Sep 2010	2010 wet season
Mung beans	Oct-Nov 2010	Jan-Feb 2011	2010/11 dry season
Peanuts	Oct-Nov 2010	Feb-Mar 2011	2010/11 dry season
Cotton	Aug-Sep 2010	Jan-Feb 2011	2010/11 dry season
Sugar cane	Apr-Jun 2010	Mar 2011	2010 wet season
Tobacco	Jan-Feb 2010	Apr-May 2011	2010/11 dry season
Vegetables	Nov 2010-Jan 2010	Jan-Apr 2011	2010/11 dry season

### **3.5 Permanent crops**

Permanent crops are crops with a greater than one-year growing cycle. This includes fruit and nut trees, as well as bananas, coffee, tea and cardamom. A list of permanent crops is given in Appendix 2. Data on permanent crops in the census refer to crops present on the day of enumeration.

### **3.6 Livestock**

Livestock refers to all animals and poultry raised mainly for agricultural purposes. The main livestock types are: cattle, buffaloes, pigs, goats, sheep, horses, mules, donkeys, turtles, elephants, chickens, ducks, geese, turkeys and quails. Cattle includes oxen, bulls and calves. Domestic animals, such as cats and dogs, are excluded.

The number of livestock refers to the number of animals being raised by the holding on the day of enumeration. A holding is “raising” an animal if it has primary responsibility for looking after the animal on a long-term basis and making day-to-day decisions about its use. Most holdings own and raise their own animals, but sometimes they raise animals belonging to someone else under some type of lease agreement. A distinction must be made between raising an animal and being employed by an animal owner to look after his/her animals (for example, while they graze).

## **4. HOW TO COMPLETE THE HOUSEHOLD LISTING FORM (Form 1)**

### **4.1 Summary of household listing**

The first step in the census enumeration for a village is the household listing. The purpose of the household listing is to identify all households in the village to prepare for the census data collection.

The household listing is done in the Household Listing Form (Form 1). Enumerators will be given a partly completed Form 1 for each village to be enumerated, showing the geographic codes for the village. A sketch map of the village may also be provided.

The enumerator prepares the list of households with the help of the village head. The name of each household is recorded.

### **4.2 The role of the village head**

If possible, contact the village head before coming to the village to arrange a convenient time to meet him/her. If you have not made an appointment with the village head, contact him/her as soon as you arrive in the village. Explain who you are and what you want.

The village head will help you in two ways:

- He/she will identify all the households to be listed.
- He/she will tell you how to locate each household for interview for the census.

When you have finished the enumeration in the village, the village head will put his/her stamp on the back of Form 1. This is to certify that the list of households in the village is complete and that the enumeration work has been satisfactorily undertaken.

The village head should not be present during interviews with the households. This is to reassure people about the confidentiality of the data they provide in the census.

### **4.3 Identifying the village**

Before you begin the household listing, make sure that you are in the correct village. Take note of any physical features and check that they agree with the sketch map. The village head knows which households fall within his/her area of responsibility.

Sometimes, you may find that the village you have been given to enumerate has changed.

- If the village has been given a new name, enumerate it as normal. Make a note of the name change on Form 1.

- If the village has been split into two new villages, enumerate both of the new villages together using the same Form 1.
- If the village has been combined with another village to form one new village. If you are the enumerator for both villages, you will have a Form 1 for each village. Enumerate both villages using one Form 1. Leave the other Form 1 blank with an explanation of the merger. If the other village is being enumerated by another enumerator, enumerate only that part of the new combined village corresponding to the original village. Refer to the sketch map to help identify the original village boundaries.

If you are having trouble identifying a village, contact your supervisor immediately. The census will only produce valid results if all households are included and so it is important to resolve any problems quickly.

#### **4.4 Households to be listed**

List households whose usual residence at the time of the census is in a dwelling physically located within the boundaries of the village.

- Do not list a household at a dwelling that only provides temporary accommodation for household members; for example, during crop harvesting.
- Exclude households that have moved out of the village.
- Exclude dwellings under construction or dwellings in which no one is living.
- Include households who are usually resident in the village but are temporarily in another place.

List all households in the village except:

- households consisting of foreign diplomatic personnel, or other foreigners temporarily resident in Lao PDR because of work with an international organisation or company;
- collective households (see Chapter 3.1).

Refer to Chapter 3.1 for the definition of a household. Note that a household usually consists of the group of people shown in the civil registration book. However, sometimes, the civil registration book is not up-to-date.

#### **4.5 The cover page of Form 1**

As well as the household listing, Form 1 records various control information on the cover page. The cover page is divided into three parts.

Before you go to the field, your supervisor will give you a Form 1 for each village. Certain information will already be recorded on the cover page of the form:

- codes for the province, district and village;
- name of the province (Q.1);
- name of the district (Q.2);

- name of the village (Q.3);
- number of households in the village from the 1995 Population Census (Q.4).

<b>IDENTIFICATION</b>	Form	Province	District	Village
	1			

1.	Province name	<input style="width: 90%; height: 15px;" type="text"/>
2.	District name	<input style="width: 90%; height: 15px;" type="text"/>
3.	Village name	<input style="width: 90%; height: 15px;" type="text"/>
4.	Number of households listed in Population Census	<input style="width: 80px; height: 20px;" type="text"/>

Q.4 is not shown for some villages because they were created after 1995.

The following is to be filled out after you have completed the household listing:

- number of households in the village as listed on Form 1 (Q.5);
- reasons for differences between the 1995 Population Census and household listing (Q.6).

The following is to be filled out after you have completed all interviews with households:

- number of completed questionnaires (Q.7);
- remarks.

#### **4.6 How to record the list of households in the village**

You will have various materials to help prepare the household list. Usually, the sketch map shows all the houses in the village. Sometimes, it also shows the list of households from the 1995 Population Census. The village head will also be able to refer to the civil registration book and perhaps other village records.

Remember that the sketch map and any list of households from the 1995 Population Census are now four years old and there may have been big changes since then. Do not use the population census household list as it stands; it is vital that you obtain a complete and up-to-date list of all households in the village. If households are left out of the household listing, the census results will be invalid.

Do the listing systematically to make sure you do not miss any households. Use the village sketch map as an aid to ensure that all parts of the village are covered. The village head may find it convenient to list households unit by unit. Take special care in listing villages with many households, as it is easy to leave some out.

For each household in the village, record the name of the household in Column (2) of the inside pages of Form 1.

(1) H'hold number	(2) Household name
001	
002	
003	
004	
005	

#### 4.7 What to do if there are too many households for Form 1

There is room on Form 1 to list 320 households. If there are more households than this, continue the listing on a blank Form 1. Copy the identification information on the cover page from the original Form 1. If you forget to do this, the form may be mislaid and it will not be possible to work out in which village the households live. Write the words “Continuation form” on the top right hand corner of the cover page. Amend the household numbers to read 321, 322, etc., so that the numbering is in sequence.

Keep all the Form 1’s for the village together. After listing, record the control information in Q.5-Q.7 on the cover page of the first Form 1 only. The information recorded here must relate to all households in the village. Leave Q.5-Q.7 blank on all continuation forms.

#### 4.8 What to do after household listing

After you have finished the household listing, fill out Q.5 and Q.6 on the cover page.

5.	Number of households listed on this form	<input style="width: 80%; height: 20px;" type="text"/>
6.	Reasons for differences between Q.4 and Q.5	
	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	

Q.5: Number of households listed on this form. Q.5 is the household number of the last household listed.

Q.6: Reasons for differences between Q.4 and Q.5. Explain the reasons for any increase or decrease in the number of households in the village since the 1995 Population Census. The

number of households listed for the agricultural census will not be the same as in the population census because of the four-year time gap; however, any increase or decrease of more than 10 households should be explained. (Omit this question if Q.4 is blank.)

You are now ready to begin interviewing households to collect the census data.

#### **4.9 Your data collection workload in the village**

Your data collection workload in the village is to interview all households in the village to collect data using the short questionnaire (Form 4).

#### **4.10 If you find household listing errors while interviewing households**

If, while interviewing a household, you find that it is actually two separate households instead of the one listed on Form 1, complete two Form 4's, one for each household. For the second household, record the same identification information (Province, District, Village, Household number) on the top right-hand corner of the questionnaire. Explain the circumstances in the space provided.

If a dwelling and the household living in it have been completely omitted from the household list on Form 1, add the household to the end of the household list on Form 1 and fill out Form 4 for that household as normal.

If you find a household should not have been listed because it has moved to another dwelling outside of the village, record the identification information on the front page of Form 4 and write a note on the form to say that the household has moved. Leave the rest of Form 4 blank.

If you find a household has moved to another dwelling in the same village, fill out Form 4 as normal.

#### **4.11 What to do after completing the enumeration in the village**

Once you have completed the household interviews for the village, count up the number of completed Form 4's and fill out Q.7. Check that you have fully completed your data collection workload. Usually, there will be one Form 4 for each household in the village and therefore Q.7 (number of completed questionnaires) will be the same as Q.5 (number of households listed). (Sometimes, there will be more than one questionnaire for a household - see Chapter 6.2.)

7. Number of completed questionnaires	<input type="text"/>
<b>Remarks</b>	
<input type="text"/>	

It is important that no questionnaires are missing. If you have missed a household, interview it now. Note that if you were unable to interview a household for any reason, you still need to submit a Form 4 explaining the circumstances (see Chapter 5.11).

Then complete the back page of Form 1. This requires three signatures:

- You, as the enumerator, must sign the form to show that you have completed the enumeration in the village.
- Your supervisor must sign the form to signify that he/she has checked your enumeration work and that it is satisfactory.
- The village head must sign and stamp the form to verify that the list of households is complete and accurate.

## **5. GENERAL GUIDELINES FOR INTERVIEWING HOUSEHOLDS**

### **5.1 How to make contact with the household**

Make contact with the village head and the village committee before approaching the households for interview. If possible, make appointments with households for the data collection. Don't keep people waiting unnecessarily. If you call at a time that is not convenient for the household, arrange to call back later. In making such arrangements, take into account the distance to travel and the time of day.

### **5.2 Who to interview**

Try to interview the household head even if you have to return to the household at another time. If the household head is unavailable, you may interview another responsible adult member of the household if that person is fully familiar with the household's crop and livestock operations.

Do not attempt to collect data from children, neighbours or other persons who are not members of the household. However, you may seek information from such people to help set up an interview with the household.

### **5.3 Language of interview**

When you approach the household, establish the language or languages spoken there. Find a language both of you can understand. The questionnaire is written in the Lao language; be careful to use an exact translation.

### **5.4 Hints on conducting the interview**

The respondent's attitude to the census will depend on how well you conduct the interview. Respondents usually willingly co-operate if they can see that the questions make sense and that you are competent in what you are doing. Having a thorough knowledge of the census, the questionnaire, and the contents of this manual are essential. Conduct the interview in a professional, courteous and friendly manner. Listen carefully to the respondent's answers and show by your manner that you are interested in what he/she is saying and that what he/she has to say is important.

Usually, it takes about 15 minutes to interview each household. The interview should flow smoothly to retain the respondent's attention and to avoid wasting his/her time. Respondents may lose interest if there are long pauses between questions because you do not understand how the questionnaire is structured and the way the "Go to" instructions work.

Your job as an enumerator is not just to write down what the respondent says. If you believe an answer is incorrect, tactfully probe to obtain the correct answer. As the interview proceeds, build up a picture of the household's agricultural activities to help you understand whether the data being reported are correct. Be alert to apparent inconsistencies in the reported data or missing information such as crops left out.

Be neutral throughout the interview. The questionnaire has been carefully worded to avoid bias in the answers and it is important to ask the questions as worded (see Chapter 5.5). Also, avoid giving the impression, by facial expression or tone of voice, that the answer given is "right" or "wrong". If it is necessary to probe, do so in a neutral way through questions such as: "Can you explain a little more?". Do not assume the answer to a question or suggest an answer by saying things like: "You don't have any pigs, do you?".

The following hints may also be helpful:

- Before any questions are asked or any information is sought, introduce yourself and explain who you are, what you want and why the census is being conducted. Take care to make a good impression right from the start of the interview.
- If the respondent is concerned about answering any questions, emphasise that the information collected in the census is confidential (see Chapter 5.12). Make sure that no other people other than household members are present during the interview.
- Refer to the census publicity campaign to encourage the co-operation of respondents.
- Be prepared to answer any questions the respondent may have. If you are unable to provide an answer, explain that you will need to seek advice from your supervisor.
- When you have completed an interview, thank the respondent for his/her time.

## 5.5 Asking the questions as worded

Great care has gone into the layout and wording of the questionnaire. The single most important part of your job as a census enumerator is to ask the questions using exactly the same words as given on the questionnaire. This is the only way to ensure that the data collected will be accurate and consistent across the whole country. It will also help the interview to flow more smoothly.

Speak clearly to help the respondent understand each question. Repeat the question if necessary. If the respondent still cannot understand the question, explain it further using the explanation of the question given in Chapter 6.

Some questions, such as Q.3, include the words "household (holding)". Use whichever word is appropriate. Usually, you will be asking questions about the whole household so that Q.3, for example, will be read out as: "Did this household operate any agricultural land...?". If the agricultural holding is different from the household (see Chapter 6.2), Q.3 will be read out as: "Did this holding operate any agricultural land...?".

Q.3 contains a "prompt" to be read out as part of the question. Q.7, Q.11 and Q.14 include the comment "Don't forget scattered crops and small plots" to be read out as part of the question.

## 5.6 Questionnaire conventions

Certain conventions are used in the questionnaire.

- Shading is used to help you complete the questionnaire. The places where you are to write in the answers to the questions have been left unshaded. Do not write anything else in these unshaded areas; if you wish to make any notes or do a calculation, use any other blank space on the questionnaire.
- The questions to be asked are shown in the lightly shaded areas of the questionnaire.
- The questionnaire contains some instruction boxes. These are the dark shaded areas, bounded by double lines. The boxes contain instructions for enumerators and are not to be read out to respondents. Examples of instruction boxes are: “Go to” instructions (see next point); instructions about ticking boxes (e.g., Q.8); and actions for the enumerator to take depending on the answers to previous questions (e.g., Q.5).
- Some questions are not relevant to certain households; for example, it is not necessary to ask a household about the area of agricultural land (Q.4) if the household has no land (Q.3). Instructions are provided to guide you through the questionnaire. These are shown as: “→ Q.4”. Often, there are different instructions depending on the answer to a certain question; thus, if the answer to Q.3 is “Yes”, you will next ask Q.4, but if the answer is “No”, you will go straight to Q.5. If no instruction is given, the question immediately following is asked.

## 5.7 How to record the answers

In filling out the questionnaire, make sure that you record the answers neatly and clearly, using a black pen. Use Roman numbers (0, 1, 2, 3, 4, 5, 6, 7, 8, 9), not Lao numbers. Write decimal places as “1,25”, not “1.25”. Except for numbers, write in the Lao language.

Answers are recorded on the questionnaire in three ways:

- 1) Ticking a box (e.g., Q.6)

6. Did this household (holding) grow any temporary crops in the 1998 wet season?	Yes	<input type="checkbox"/>	1	<input type="checkbox"/>	→ Q.7
	No	<input type="checkbox"/>	2	<input type="checkbox"/>	→ Q.10

- 2) Writing a number in a box (e.g., Q.1)

1. How many people live in this household?	<input type="text"/>
--	----------------------

- 3) Writing the respondent's answer in words (e.g., Q.7)

7. What temporary crops did this household (holding) grow in the <u>1998 wet season</u> ?	Office use only
Don't forget scattered crops and small plots.	

## 5.8 How to record area data

For questions about area, space is provided to record the answer in both local units and hectares. By local units is meant any units other than hectares.

If the respondent gives the answer in hectares, write the answer directly in the box marked "ha". Do not write anything in the box marked "local units".

If the respondent gives the answer in any other units, write the answer in the "local units" box. Record it exactly as reported by the respondent; for example: "3 rai"; "plot approximately 20 metres by 30 metres"; or "50 kg of rice seed used". Then, calculate the area in hectares using the conversion tables in Appendix 3 and record this figure in the "ha" box. Use blank spaces on the questionnaire to do calculations, if necessary.

Always record the hectares figure to two or three decimal places, such as "1,00", "1,25", "0,75" and "0,125". If the answer is zero, write "0" instead of leaving the box blank. Do not write the word "hectares" in the box, as in "1,25 hectares".

## 5.9 How to validate area data

One of your most important tasks as a census enumerator is to ensure that the area information obtained in the census is accurate. This is done in two ways.

Reporting for upland areas. Probe, if necessary, to get any information you can about the land to help estimate the area. Information on the amount of seed used, the size of the harvest, the time taken to plant or harvest the crop, or comparisons in size with other land parcels may be helpful. If respondents are concerned about reporting for upland areas, reassure them that there will be no action taken against anyone as a result of information provided in the census.

Appraising reported area data. As with all census data, your job as an enumerator is not just to write down what the respondent says but to make sure it is accurate. Ask the respondent for confirmation if there are any apparent errors or inconsistencies in the reported area data.

## 5.10 How to correct mistakes

If you make a mistake or the respondent changes his/her answer to a question, cross out the incorrect response and enter the correct one. Do not erase the incorrect response. Some examples are:

1. How many people live in this household?		<input type="text"/>
6. Did this household (holding) grow any temporary crops in the 1998 wet season?	Yes	<input type="checkbox"/> 1 → Q.7
	No	<input type="checkbox"/> 2 → Q.10

If you make a mistake in recording crop information on Pages 2, 3 or 4, you may delete a whole row by drawing a line through the row.

7. What temporary crops did this household (holding) grow in the 1998 wet season?  Don't forget scattered crops and small plots.	<i>Office use only</i>	8. What area of this crop was planted? <i>Tick "Small area/scattered" box if area was less than 0.01 ha (100 s.m.) or if there were scattered plants.</i>	
		local units	ha
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## 5.11 A questionnaire for each agricultural holding/household

When you return completed questionnaires to your supervisor, he/she will check that there is one completed Form 4 for each agricultural holding/household in the village. If you are unable to interview a household, you must still submit a Form 4 for that household, showing identification details and the reasons why a completed questionnaire could not be obtained. This should not happen very often. It is not acceptable to just report verbally to your supervisor that no interview was possible.

If a household has no land or livestock, you must complete the relevant questions (Q.1, Q.2 and Q.3) in Form 4. It is not acceptable to just report verbally to your supervisor that a household has no land or livestock.

## 5.12 Confidentiality

For the census to be successful, farmers must have full confidence that the information they provide to enumerators is strictly confidential. This means that the information reported by respondents cannot be disclosed to anyone apart from authorised personnel. The only persons entitled to see the information given on questionnaires are your district supervisor, the field supervisor, and staff from the Agricultural Census Office.

Information collected in the census will be used only to produce statistical totals. The

information will not be used for tax assessment or any other purposes. No action will be taken against anybody as a result of the information provided in the census.

The most important rules to ensure confidentiality are:

- Do not repeat any information you receive in the course of your duties as a census enumerator.
- Do not let anyone other than your supervisor or authorised census personnel accompany you on your visits to households.
- Do not leave completed questionnaires where other people can look at them.
- If possible, interview the respondent privately or only with members of his/her family present.

## 6. HOW TO FILL OUT THE QUESTIONNAIRE (Form 4)

### 6.1 Before starting the interview

Before interviewing the household, fill in the identification information at the top right-hand corner of the front page of Form 4:

- Copy the codes for province, district and village from the “Identification” box at the top of the cover page of Form 1.
- Copy the household number from Column (1) of the household listing on Form 1.

Province.....	Code	<input type="text"/>	<input type="text"/>
District.....	Code	<input type="text"/>	<input type="text"/>
Q1 Village.....	Code	<input type="text"/>	<input type="text"/>
Name of household head.....	Household no.	<input type="text"/>	<input type="text"/>
Household unit:		<input type="text"/>	<input type="text"/>

These codes must be written in before interviewing the household. If you forget to do this, the household’s identity will not be known and the data on the questionnaire cannot be used. Make sure the codes are correct. These codes are the only way of identifying each household and its location.

Also, complete the household details on the cover page: household name, name of household head, location of the household, the name of the person interviewed, and his/her relationship to the household head.

### 6.2 Households and agricultural holdings

In doing the census enumeration in a village, you will list households, but you will fill out questionnaires for agricultural holdings. Refer to Chapter 3.2 for the definition of an agricultural holding. Usually, the agricultural holding is the same as the household and so there will be usually be one questionnaire for each household.

First, ask the respondent if any member of the household (such as a son/daughter or a non-relative living in the household) operated any land independently of the rest of the household, or if the household operated any land in partnership with another household. Ask this in reference to the last 12 months. Record details in the box provided.

- (a) If a member of the household operated agricultural land or raised livestock independently of the rest of the household

Here, there are two agricultural holdings in the household. Divide the household into the two agricultural holding units and fill out a separate Form 4 for each agricultural holding. On each form:

- Record the same identification information (Province, District, Village, Household number).
- Fully explain the circumstances in the box provided.
- Record data for the agricultural holding unit, not the whole household. Household size refers to the household members associated with the agricultural holding unit.

(b) If a household operated agricultural land or raised livestock in partnership with another household

Here, the partnership is one agricultural holding. The households themselves may also be agricultural holdings if they also operated land or raised livestock on their own.

Fill out three Form 4's: one for each household and one for the partnership.

On each household form:

- Record the identification information (Province, District, Village, Household number) as normal.
- Fully explain, in the box provided, the relationship between the two households. State the name of the partner household and where the partner household lives.
- Record data for the household, excluding the land and livestock activities of the partnership.

On the partnership form:

- Record the identification information (Province, District, Village, Household number). The household number can be the number of either household in the partnership.
- Fully explain, in the box provided, the arrangements for the partnership, the names of the households involved, and where the households live.
- Record data for the partnership, excluding the land and livestock activities of the households undertaken as individuals.
- Leave Q.1 blank.

If the partnership is with a household in another village being enumerated by another enumerator, that enumerator will fill out the household form for that household. You must fill out the Form 4 for the household in this village, and the Form 4 for the partnership.

### **6.3 Structure of the questionnaire**

The questionnaire is divided into several parts:

- Q.1 about Province/district/village codes
- Q.2,Q.3 ask about Whether household operated any agricultural land in 2010/11
- Q.4 asks about household raises any livestock
- Q.5 ask about aquaculture
- Q.6 ask about special agriculture

- Q.7 Check about household is a farm household
- Q.8 ask about Area of agricultural land and non-agricultural land
- Q.9 ask about Area irrigated
- Q.10-Q.13 ask about temporary crops grown in the 2010 wet season
- Q.14-Q.17 ask about temporary crops grown in the 2010/11 dry season.
- Q.18-Q.21 ask about permanent crops.
- Q.22-Q.23 asks about livestock.
- Q.24 asks about Main purpose of agricultural production
- Q.25 asks about agricultural production sold
- Q.26 asks about Household size
- Q.27-Q.29 asks about Ethnic group, sex and age of Household head
- Q.30 asks about fishing
- Q.31 asks about household income
- Q.32-Q.33 asks about Tractor and pump
- Q.34 asks about forest land

## 6.4 Asking the questions

Usually, you will be asking questions about the whole household and the answers should refer to the whole household. Refer to Chapter 6.2 for information on how to answer the questions where an agricultural holding is different from a household.

**Question 2, 3 did this household (holding) operate any agriculture activity in 2010 wet season or 2010/2011 dry season?**

Prompt: include rice land, other crop land, upland area, crops grown in the village area, crops grown in other places, permanent crops, and agricultural land left fallow

If the answer is “Yes”, tick the “Yes” box and continue to Q.3. If the answer is “No”, tick the “No” box and go to Q.4. The question includes a prompt to be read out to the respondent as part of the question. The purpose of the prompt is to remind the respondent of the different types of agricultural land to make sure that all land is included.

Refer to Chapter 3.4 for a description of what grow any crops in the 2010 wet season or the 2010/11 dry season means. Agricultural land means land operated by the household/holding that either is used for growing temporary or permanent crops or is temporarily fallow (see Chapter 3.3).

**Question 4 Does household raising any livestock: cow/buffalo more than 2 heads; pig, goat, sheep more than 5 heads; poultry more than 20 heads?**

**Question 5 Does household raising any aquaculture?**

The purpose of Q.5 is to find out about any aquaculture the household has. Aquaculture is the raising of fish, frog, shrimp in captivity. Do not include other types of uncultured fishing;

**Question 6 Is household engaged in any special agriculture?**

**Question 7, 7a-7b**

**Question 8, 9**

The purpose of Q.8 is to find out about agriculture land and Non-agriculture land Refer to Chapter 3.5 for a description agriculture land

Question 10 Did this household grow any temporary crops in the 2010 wet season?

The purpose of this question is to find out if the household/holding grew any temporary crops in the 2010 wet season. If the answer is “Yes”, tick the appropriate box and continue asking questions about each of those crops in Q.11, Q.12 and Q.13. If the answer is “No”, go straight on to Q.14 to ask questions about dry season crops.

Question 11, 12, 13

These questions ask about each temporary crop grown in the 2010 wet season. Record one crop on each row. Use a systematic approach to make sure you include all the crops grown by the household/holding. One way is to go through the land parcel by parcel.

Write a full description of each crop. Do not simply write “vegetables”; you must identify each type of vegetable and show it in a separate row. Refer to the list of temporary crops in Appendix 1 if you are unsure how to describe a crop. Make sure you include:

- crops grown in very small plots or as a few scattered plants;
- crops that were planted but not harvested because of flood, pest or other damage;
- a wet season crop grown on the same land as a dry season crop (double cropping);
- mixed crops.

In Q.12, record the area planted in local units or hectares, using the method described in Chapter 5.8. The area refers to area planted, not area harvested. If the area planted is less than 100 square metres, write in the area in the “local units” box, leave the “hectares” box blank, and put a tick in the “small area or scattered” box of Q.13. The area in local units will usually be given as the plot dimensions (e.g., “10 by 5 metres”) or as “scattered plants”. If a household/holding has a crop area greater than 100 square metres as well as some scattered plants, record the area in the usual way and tick the “small area or scattered” box as well.

Note how double cropping is recorded. If the same piece of land is used for both a wet and dry season crop, record the wet season crop in Q.11, Q.12 and Q.13 and the dry season crop in Q.14, Q.15 and Q.16. In other words, the land is reported twice, once for each crop. If there are several plantings of a crop in the wet season, record each planting of the crop on a separate line in Q.11, Q.12 and Q.13. If, for example, 0.5 ha of land is used for two plantings of rice in the wet season, show the 0.5 ha of rice on two separate lines. Successive harvests from the same standing crop, such as with sugar cane, is not double cropping; for these crops, the area should be reported only once.

Mixed crops are crops grown at the same time on a piece of land, either as a mixture of crops or as inter-planted crops (one crop planted between rows of another crop). For a mixed crop, the sum of the areas of each crop must be equal to the area of the land on which the mixed crops are grown. For example, if a 0.5 ha field has mixed crops of cucumbers and tomatoes, the area of cucumbers and the area of tomatoes must add to 0.5 ha. Estimate the area of each crop as best you can. One way is to base it on the quantities of seeds used for each crop in the mixture; another way is to use the proportion of the land covered by each crop. You must

record each individual crop and its area separately. It is not acceptable to make one entry with a description such as “mixture of vegetables”. It is also not acceptable to record each crop separately, but show only a total area figure for the crop mixture.

One type of mixed cropping is where a temporary crop is grown in a compact plantation of permanent crops. Here, the area of the permanent crop is assumed to be the area of the plantation (this is recorded in Q.19, Q.20 and Q.21), and the area of the temporary crop is estimated as described in the previous paragraph. Unlike a mixture of temporary crops, the total area of a crop mixture involving temporary and permanent crops is greater than the area of the land on which the crops are grown.

Crop area is one of the most important data being collected in the census and it is vital to get accurate information. Refer to Chapter 5.9 for more information about how to validate area data.

Question 14, 15, 16 and 17

The purpose of this question is to find out if the household/holding grew any temporary crops in the 2010/11 dry season. If the answer is “Yes”, tick the appropriate box and continue asking questions about each of those crops in Q.14, 15, Q.16 and Q.17. If the answer is “No”, go straight on to Q.18 to ask questions about permanent crops.

Refer to Chapter 3.4 for more information on temporary crops, a description of what grown in the 2010/11 dry season means, and a list of the main crop plantings during that season.

**Question 18 Does this household now have any fruit trees or other permanent crops?**

The purpose of this question is to find out if the household/holding has any fruit trees or other permanent crops. If the answer is “Yes”, tick the appropriate box and continue asking questions about each of those crops in Q.19, Q.20 and Q.21. If the answer is “No”, there are no more questions.

Refer to Chapter 3.5 for more information on permanent crops.

Question 19, 20 and 21

These questions ask about permanent crops present on the agricultural holding on the day of enumeration. Appendix 2 lists the most common permanent crops.

Use a systematic approach to make sure you include all the permanent crops grown by the household/holding. Write a full description of each crop. Do not simply write “fruit trees”; you must identify each type of fruit tree and show it in a separate row.

Some permanent crops are grown in compact plantations; others consist of trees scattered around the holding. A compact plantation is where the trees/plants are planted in a systematic manner or are planted sufficiently densely to permit the area to be measured. If the spacing between trees planted is much greater than in a normal plantation, they should be considered as scattered trees.

For compact plantation crops, record the area in Q.20 in local units or hectares, using the method described in Chapter 5.8. For scattered crops in Q.21 (or where the area is less than

100 square metres), leave the “hectares” box blank and put a tick in the “small area or scattered” box. If a crop is present both in a plantation and as scattered trees, record the area in the usual way and tick the “small area or scattered” box as well. Take special care to get all scattered crops as it is easy to miss them.

Mixed plantations of permanent crops are common. Here, the sum of the areas of each crop must be equal to the area of the plantation. Estimate the area of each crop based on the proportion of the plantation covered by each crop. Record each individual crop and its area separately. It is not acceptable to make one entry with a description such as “mixture of fruit trees”. It is also not acceptable to record each crop separately, but show only a total area of the plantation.

If a temporary crop is grown in a compact plantation of permanent crops, the area of the permanent crop is the area of the plantation. (Refer to the instructions for Q.11, Q.12 and Q.13 for information on how to estimate the area of temporary crops in this situation.)

**Question 22, 23 How many livestock is this household now raising?**

Ask about the number of each livestock and poultry type and record the answer in the box provided. For other livestock or poultry, also give a description.

For details of what raising livestock means, refer to Chapter 3.6. Report the number of animals on the day of enumeration. Write “0” in the box if there are no animals reported.

**Question 24**

The purpose of Q.24 is to determine the main use of the farm produce. Tick one of two boxes “sale for money”; or “home consumption”.

**Question 25**

The purpose of this question is to understand how farm produce is used and to better understand the importance of the subsistence and cash economies.

**Question 26 How many people live in this household?**

The purpose of these questions is to identify the household members and determine the household size. The household size is important for assessing the ability of farmers to feed their families.

**Question 27 what ethnic group of household head?**

The purpose of this question is to identify the ethnic group of household head

**Question 28 what sex of household head?**

The purpose of this question is to help study the contribution of men and women to farm work. Tick the appropriate box. If the person is present, you may be able to answer the question from your observation. Do not assume a person’s gender from the name, as some names are used for both men and women.

**Question 29 what age of household head?**

The purpose of this question is to help study the way young and old people contribute to farm work. Write in the answer in completed years. Record “0” for children aged less than one year.

If the age is not known, you will need to probe. Sometimes, a person can remember events that occurred near to his/her birthday and this may help to estimate the age. This can be done using the calendar of events given in Appendix 4. Sometimes, a person knows his/her year of birth using the Lao year or lunar calendar, or is able to give a date of birth according to the solar calendar. In these cases, use Appendix 4 to help determine the person’s age.

**Question 30 Did household have any fishing?**

The purpose of these questions is to examine fishing activities other than aquaculture. Fishing often provides an important addition food source and these data will help in studying this issue.

Fishing includes the capture of all types of aquatic animals including fish, frogs and snails. Report fishing activities for the last 12 months.

**Question 31 what source of income of household?**

Question 32 Dose this household have own tractor?

Question 33 Dose this household have own pump?

Question 34 Dose this household have forest land?

**6.5 If you don’t have enough space in Q.11, Q.15, or Q.19**

If you don’t have enough space to list all crops in Q.11, Q.15, or Q.19, tick the box at the bottom of the question to show there are more crops and record these on another Form 4. On the cover page of the new form, fill out the identification information and write a note to show that it is a continuation of the same household.

**6.6 After finishing a household interview**

When you have finished filling out Form 4 for the household/holding, check through the questionnaire to make sure it is complete and correct. Go through the Form 4 checks in Appendix 4 to make sure the questionnaire has been filled out correctly. Your supervisor will also make these checks when you return the completed questionnaire. Finally, sign the questionnaire in the space provided at the back of Page.

**7. HOW TO FILL OUT THE QUESTIONNAIRE (Form 3)**

**7.1 Before starting the interview**

Before interviewing the Village head, fill in the identification information at the top of the front page of Form 3:

- Copy the names for province, district and village from the “Identification” box at the top of the cover page of Form 1.
- Copy the codes for province, district and village from the “Identification” box at the top of the cover page of Form 1.

These name and codes must be written in before interviewing the village head. If you forget to do this, the Village’s identity will not be known and the data on the questionnaire cannot be used. Make sure the name and codes are correct. These codes are the only way of identifying each village and its location.

## **APPENDIX 4 CHECKS TO BE MADE ON COMPLETED QUESTIONNAIRES**

### *Form 1*

- Check that Q.5 is correct.
- Make you sure you have explained any differences between Q.4 and Q.5.
- Check that Q.7 is correct. Q.7 should be the same or greater than Q.5. Find missing questionnaires by checking each household listed. If there is non-response, a Form 4 is still required.
- Check that the village head has signed the back of the form.

### *Form 4*

- Make sure that the questionnaire is filled out neatly.
- Check that any special circumstances, such as partnerships, have been fully explained.
- Check that the sequence instructions have been followed correctly throughout the questionnaire; for example, if "Yes" is ticked in Q.3, then Q.4 is answered.
- Check that all required questions have been asked and responses given. It is not acceptable to have missing information.
- Check that tick boxes have been marked correctly and that the answers to other questions have been recorded correctly.
- Check that area data are recorded correctly.
- Check that the geographic codes have been copied correctly from Form 1.
- Make sure that Q.6 and later questions have been answered if there is 0.02 ha or more land in Q.4.
- Check that the rice area (Q.9) is consistent with area of rice in Q.8.
- In Q.8, Q.12 and Q.15, check that there is: (i) a figure in the "hectares" box; and/or (ii) the "scattered" box is ticked.