



Republic of Serbia

Statistical Office of the Republic of Serbia



Funded by the European Union



## Census of Agriculture 2012 in the Republic of Serbia

# ORGANISATION AND IMPLEMENTATION GUIDELINES

Belgrade, 2012

**Publishers:** Statistical Office of the Republic of Serbia

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[www.popispoljoprivrede.stat.rs](http://www.popispoljoprivrede.stat.rs)

## FOREWORD

Pursuant to Law on the Census of Agriculture 2011 (Official gazette RS, number 104/09 and 24/11), the Director of the Statistical Office of the Republic of Serbia shall determine hereby the Organisation and implementation guidelines.

These guidelines specify the tasks and activities of all organisers and direct participants implementing the Census of Agriculture 2012.

In order to ensure unique procedures, synchronised preparatory activities and successful accomplishment of this campaign of utmost importance, it is necessary that all organisers of the Census of Agriculture and republic and municipal instructors should take efforts to study these guidelines in details.

Belgrade, 2012

Prof. Dr Dragan Vukmirović, Director



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## I. GENERAL PROVISIONS

The preparatory activities, organisation and the conduct of the Census of Agriculture 2012 (hereinafter: Census) shall be carried out by the Statistical Office of the Republic of Serbia (hereinafter: SORS) pursuant to the Law on the Census of Agriculture 2011 (Official gazette RS, number 104/09 and 24/11).

Since the Census is envisaged to cover family holdings, holdings of unincorporated enterprises and holdings of legal entities, the enumeration will be carried out simultaneously.

Certain preparatory activities, organisation and conduct of the Census in the territory of municipalities and towns/cities, the SORS shall implement through municipality census commissions, appointed by the SORS in cooperation with local government units.

In certain operations related to the Census that fall within the charges envisaged by the Law, apart from the SORS, the Ministry of Agriculture, Trade, Forestry and Water Management will take part. Other ministries and organisations (the Ministry of Justice, the Ministry of Religion and Diaspora, Ministry for Kosovo and Metohija, Republic Geodetic Authority, municipal administration bodies, etc.) will be engaged as required.

The organisers of the Census of Agriculture shall be:

- ▶ Statistical Office of the Republic of Serbia,
- ▶ coordinators for enumeration of legal entities
- ▶ regional supervisors, and
- ▶ municipality census commissions.

The direct participants implementing the Census of Agriculture shall include:

- ▶ republic instructors,
- ▶ municipal instructors,
- ▶ republic instructors responsible for enumeration of legal entities (hereinafter: persons responsible for enumeration of legal entities),
- ▶ enumerators, and
- ▶ controllers.

Before the start and in the course of the Census activities, an info-centre will be opened at the SORS and there all required information will be provided to the general public and all participants implementing the Census as well, by the way of free phone calls.

All organisers and direct participants implementing the Census are obligated to get to know in details the Census methodology and to accomplish their obligations in due course and according to the rules stipulated by the SORS.

Pursuant to the Law on the Census of Agriculture 2011 (Official gazette RS, number 104/09 and 24/11) and the Official Statistics Law (Official gazette RS, number 104/09) the participation in the census is compulsory and any refusal to respond or providing false data is

subject to misdemeanour liability, i.e. penalties set to amount from RSD 20000 to 50000 for family agricultural holdings and unincorporated enterprises, and up to RSD 1000000 for legal entities.

Enumerators, instructors, controllers and other persons implementing the Census operations are obliged to protect as confidential all the data collected through the Census. Pursuant to the mentioned laws, a penalty amounting from RSD 20000 to 50000 will be set for enumerator, instructor and other persons failing to carry out the census activities timely and as provided by law.

The individual data collected in the course of the Census shall be used for statistical purposes only and they shall not be presented or published as individual.

**The SORS** shall carry out the following:

1. Define the single and internationally comparable methodology for the Census;
2. Create and produce the census forms;
3. Create the Organisation and implementation guidelines for the Census, including the timetable for the conduct of the main Census tasks;
4. Work together with the Ministry of Agriculture, Trade, Forestry and Water Management and coordinate their joint actions relative to the preparatory activities, organisation and implementation of the Census, in accordance with the Law on the Census of Agriculture 2011;
5. Work together with other government bodies and organisations and coordinate their joint actions relative to the preparatory activities, organisation and implementation of the Census;
6. Ensure complete, true and timely information for the public regarding the importance and objectives of the Census and the process of its implementation;
7. Define the criteria for establishing census commissions in municipalities and towns/cities;
8. In cooperation with local government units, appoint the members of census commissions;
9. Work together with census commissions in the Census preparatory activities and implementation, coordinate their operations and render professional assistance as required; act to ensure that census commissions carry out their tasks efficiently;
10. Provide supplementary methodological and organisational explanations for census commissions and act to ensure that any supplementary instructions that may be required are delivered in due course;
11. Act to ensure the full coverage of census units (update the Register of legal entities and the List of households with agricultural production);
12. Organise the printing of questionnaire forms, guidelines and other methodological and organisational instruments for the Census, distribute and forward them to census commissions; provide for the required stocks of this material;
13. Create the Lists of households with agricultural production and forward them timely to census commissions, in order that enumerators may be assigned according to the Lists and census forms distributed to enumerators;
14. Publish announcements for the candidates for municipal instructors and enumerators;
15. Define the criteria for the selection of instructors, enumerators and controllers;
16. Issue the prescribed authorisations for the participants implementing the Census;
17. Create the calculation of anticipated costs for the Census and pursuant to Article, the Law on the Census of Agriculture 2011 organise the transfer of the respective funds to census commissions;

18. Define the criteria for the use of the funds envisaged for the Census implementation on the territory of municipalities, as well as the forms to be used for the calculation of the Census costs;
19. Appoint republic instructors and regional coordinators;
20. Appoint the persons responsible for enumeration of legal entities;
21. Approve the selection of enumerators for enumeration of holdings of legal entities, following the proposal by regional coordinators;
22. Organise and conduct training courses for regional coordinators;
23. Organise training courses for republic instructors and persons responsible for enumeration of legal entities;
24. Work together census commissions in organising training courses for municipal instructors, members of census commissions and enumerators and act to ensure that training courses are held timely and as appropriate;
25. Provide the instruments for conducting training courses and testing candidates for instructors and enumerators;
26. Together with census commissions, organise and implement post-census quality control of the data collected in field;
27. Organise and conduct training courses for census controllers;
28. Upon the accomplished enumeration, organise and transport census material, prepare the material for processing and act to ensure its storage and safe keeping;
29. Create and publish the first census results for the Republic of Serbia within 30 days upon the completion of the Census field operations;
30. Conduct the entry and processing of census data;
31. Work together with the Republic Geodetic Authority to ensure the coordinates of enumeration areas;
32. Determine the contents of documentation and publication tables;
33. Publish the final results of the Census according to the envisaged timetable and deadlines;
34. Act to ensure the protection of the collected data in accordance with the Law;
35. Act otherwise relative to preparatory activities, organisation and implementation of the Census.

Certain activities of the SORS are conducted through **regional coordinators of the Census**.

The main task of regional coordinators is to organise and follow up the Census course, both for family agricultural holdings and for holdings of legal entities in the assigned area(s).

The Director of the SORS shall appoint **regional coordinators**, and they shall act as follows:

1. Get to know in details the Methodological guidelines, Enumeration manual and Organisation and implementation guidelines.
2. Act to ensure that preliminary activities for the Census are carried out timely and as envisaged by the guidelines;
3. Organize the process of updating the Register of legal entities and grouping of enumeration areas, i.e. ensure the full coverage of the census units in their territory;
4. Take part in training courses for regional coordinators;
5. Provide training for republic instructors and persons responsible for enumeration of legal entities that will be engaged in the territory of their regional department;

6. Act together with census commissions in organising training courses for municipal instructors, census commissions' members and enumerators and supervise the conduct of training;
7. Before the Census start, when having forwarded the Organisation and implementation guidelines to census commissions, organise meetings with census commissions' members and directors of consultation stations in order to provide information on the Census organisation;
8. As required, or on request by certain census commissions, organise special meetings with the commissions' members in order to discuss organisation, methodology and other issues relative to the Census conduct;
9. Create the plan of enumeration of legal entities;
10. Act to ensure that all operations in the course of enumeration are carried out in accordance with the prescribed guidelines and in time, including the solving of specific issues;
11. Act to ensure that any supplementary explanations and instructions are timely provided for census commissions, republic instructors, persons responsible for enumeration of legal entities and other direct participant implementing the Census;
12. Follow the work of republic instructors and persons responsible for enumeration of legal entities and render any professional assistance required in their territory in all stages of the Census;
13. Act to ensure that control lists are filled in regularly by municipal instructors and in cases when a municipal instructor is not able to do this task without assistance they supervise the entry procedure by engaging either operators in the municipality or republic instructors;
14. If required, create reports on the course of enumeration, i.e. on Monday (every week) collect data on the course of enumeration from republic instructors (number of households from the List that have been visited and number of completed forms of Questionnaire for agricultural holding) and from persons responsible for enumeration of legal entities (number of enumerated holdings of legal entities) in the territory assigned to them;
15. Upon the completion of enumeration, complete the Work Report by republic instructors and persons responsible for enumeration of legal entities (form A-14) and forward it to the SORS, in a special folder, together with the reports of other participant implementing the census;
16. Through republic instructors, organise the submission of census material by census commission and act to ensure timely transport;
17. Act otherwise in relation to the preparatory activities, organisation and implementation of the Census.

Each regional coordinator shall hold the respective authorisation issued by the Director of the SORS.

## II. ORGANISATION AND IMPLEMENTATION OF ENUMERATION BASED ON LISTS OF HOUSEHOLDS WITH AGRICULTURAL PRODUCTION

### ORGANISERS – ENUMERATION OF FAMILY HOLDINGS AND HOLDINGS OF UNINCORPORATED ENTERPRISES

The SORS shall carry out certain tasks and operations in organising enumeration of family holdings and holdings of unincorporated enterprises through regional coordinators and census commissions.

#### Census commissions

Census commissions directly organise enumeration in the territory of municipalities and are responsible to undertake in due course the required measures that will ensure the preparation and implementation of the Census activities. A census commission shall have maximum five members.

A special role of census commissions is to take part in the Census promotion campaigns, i.e. to contribute in advising the population on the Census importance, procedures and time of implementation, on the rights and obligations of citizens in relation to the Census, in accordance with the Organisation and implementation guidelines.

During the entire course of preparatory activities and implementation of the Census, census commission boards are obligated to act according to the instructions provided by regional coordinators.

Census commissions shall do as follows:

1. Get to know in details the Methodological guidelines and the Organisation and implementation guidelines;
2. Act to prevent and stop any events and actions that could obstruct the regular preparatory activities and implementation of the census;
3. Before the enumeration, provide the SORS with the data required for updating the Register of legal entities/unincorporated enterprises and the Lists of households with agricultural production in the respective territory;
4. Act to ensure that the ready promotional material is distributed and properly put out in all settlements (posters are placed and leaflets and other promotional material are left on frequently visited places, e.g. Post Offices, local community offices, health service institutions, etc.);
5. Inform local population on public announcements for instructors and enumerators;
6. Act to ensure premises and organise the receipt and registration of applications for post of enumerator, as well as the staff required for these operations;
7. Act to ensure premises for training courses, on-duty officers during the Census implementation, additional enumeration, successive material control (during the enumeration) by instructors, receipt, storage and safe keeping of census material after the completed enumeration and before the formal taking over;
8. Engage operators, accountants and other general service staff (e.g. physical labourers) that are required for successful operations;
9. Act to ensure that training courses for municipal instructors and enumerators are organised in time and efficiently accomplished;

10. In accordance with the criteria defined by the SORS, select municipal instructors and enumerators that passed the envisaged training and tests and create the reserve;
11. As instructed by the SORS, appoint and distribute selected enumerators and municipal instructors (fill form A-9 in electronic form)
12. Act to ensure that the lists of households with agricultural production are properly assigned to enumerators;
13. Take over census material from the SORS and determine whether the quantities (by type) are sufficient. In case some material is missing or the quantities are not sufficient, promptly advise the regional coordinator on the fact;
14. Organise packing and distribution of material to instructors and enumerators;
15. Act to ensure that enumerators are timely provided with the required number of copies of the Census forms, as well as that copies of missing forms are promptly delivered in the course of enumeration;
16. If required, update the electronic list of municipal instructors and enumerators for the respective municipality;
17. Fill in the Questionnaire for agricultural holding for the respective municipality;
18. Complete all reports and keep all records in the course of the Census, according to the Organisation and implementation guidelines and supplementary explanations and instructions from the SORS;
19. On proposal by regional coordinators, select the controllers to be engaged in post-census quality control of collected data in the Census and distribute them by the selected enumeration areas, according to the instructions from the SORS. Controllers are selected among municipal instructors or enumerators, provided that the selected controllers may not be engaged to carry out control in the enumeration areas that were assigned to them for enumeration;
20. Pass to enumerators, instructors and controllers the mandatory interpretation, explanations and supplementary instructions that they receive from the SORS through regional coordinators;
21. During the course of the Census implementation act to ensure whole-day on-duty services, in the period from 1-10 October, from 1-5 November and from 1-20 December, i.e. until the completed census material has been received. For additional explanations, instructions and assistance to municipal instructors and citizens, on-duty services by one census commission member are provided during the municipality office hours. Call centre will be available during the entire course of the Census.
22. Since the data from Control Lists are necessary to create the first census results, act to ensure that at least one office will be established and equipped with PC and Internet connection, where municipal instructors can check the material and make entries from Control Lists. When required (if municipal instructors are not able to make entries from Control Lists), during the course of the Census they will engage operator to make entries from Control Lists in succession (as received from municipal instructor), under the supervision by republic instructor;
23. In the period from 1 October to 30 November 2012, as advised by republic instructors, organise the enumeration of new-identified households with own agricultural production, provided these holdings are found in the territory of the municipality they normally cover. Otherwise, the address data are forwarded to the SORS on-duty services.
24. Act to replace instructors, enumerators and controllers that are regularly absent or proved to incompetent and unreliable in performing their activities;
25. Consider the claims by citizens and advise their regional coordinators on these facts;

26. In the period from 1 – 10 December organise enumeration pursuant to applications placed by citizens whose households with agricultural production have not been visited by enumerator until 30 November, i.e. during the first Census turn.
27. From 1 to 5 November and after the completed enumeration (from 16 to 20 December), take over the census material from municipal instructors; check up completeness and quality of census material and, when required, instruct supplementary processing and revisions to be carried out, organise entry of those Control Lists that have not been regularly (in succession);
28. Control completeness of the received census material and act to ensure that sorted materials are timely forwarded to the SORS;
29. Make the accounts of the financial funds spent for training courses and forward it to the SORS, as well as the complete documents that create the basis for calculating remuneration for all participants implementing the Census;
30. Act otherwise relative to the preparatory activities and implementation of the Census, in accordance with the instructions by the SORS.

Each commission member shall hold the resolution of appointment to take part in the Census operations, which shall be issued by the Director of the SORS.

## DIRECT PARTICIPANTS IMPLEMENTING ENUMERATION OF FAMILY HOLDINGS AND HOLDINGS OF UNINCORPORATED ENTERPRISES

### Republic instructors

Republic instructors shall be appointed by the Director of the SORS, on the proposal by regional coordinators and the Census board of operations. The main tasks of republic instructors are to act as follows:

1. Study in details the Methodological guidelines and the Organisation and implementation guidelines;
2. Present training courses for republic instructors and provide training for municipal instructors and census commissions' members;
3. Provide training courses for enumerators with the assistance rendered by municipal instructors;
4. Carry out in due course, correctly and efficiently the assignments and to report to the regional coordinator on their work and the course of the Census actions in the respective municipality;
5. Supervise the work of municipal instructors, enumerators and controllers and render professional assistance to them, including the entry of the Control List, if this is assigned by the regional coordinator;
6. If required, to create reports on the course of enumeration, i.e. every Monday (once a week) to collect data on the course of enumeration from municipal instructors (the number of households from the List visited by enumerator and the number of filled Questionnaires for agricultural holding) and advise regional coordinator on the facts;
7. Forward to the census commission address details of supplementary identified households with own-account agricultural production, in case these are not found on the covered territory;
8. Render professional assistance to the census commission in all stages of the Census implementation, especially during the process of control and receipt of material and in solving specific issues in field operations;

9. From 1 to 5 November and after the completed enumeration (from 16 to 20 December), take over the census material from municipal instructors, check up completeness and quality of census material and, when required, instruct supplementary processing and revisions to be carried out, organise entry of those Control Lists that have not been regularly;
10. After the completed receipt of census material, fill in the Municipal Instructor's Work Report (A-12);
11. As ordered by regional coordinator, act otherwise directly related to the Census.

Each republic instructor shall hold the resolution of appointment to take part in the Census operations, which shall be issued by the Director of the SORS.

### **Municipal instructors**

Municipal instructors are appointed by the Director of the SORS on proposal by census commissions. Municipal instructors shall act as follows:

1. Get to know in details the Methodological guidelines and the Organisation and implementation guidelines;
2. Participate training courses in order to get qualified for the works in the Census implementation;
3. Render assistance to republic instructor in conducting training for enumerators and act to ensure that assigned enumerators (about seven enumerators per each municipal instructor) are well trained for properly implementing enumeration;
4. Get to know well the area where they will work together with enumerators, as well as the borders of enumeration areas where certain enumerators will be engaged, so that they can follow the regular coverage of all census units;
5. Follow the work of enumerators and render assistance they may require to solve disputable or unclear cases. Therefore, they regularly visit enumerators (according to schedule) or invite them (e.g. to 'census office') for successive review of the completed forms. In order to ensure good quality data, it is needed that after the first, or the second day of enumeration latest, instructors should hold a meeting with enumerators and determine possible systematic errors and agree on uniform application of methodological guidelines.
6. Successively review completed forms and check up the completeness and accuracy of completed forms.
7. As required, while reviewing completed material they correct the data in the Control List, and then enter the data from the Control List through the envisaged application;
8. Make proposals to the census commission when required to replace an enumerator whose work is not satisfactory and may affect the quality of census data, even though the assistance was rendered and the enumerator warned.
9. In cases when Control List entry is not carried out by the way of the envisaged application, produce reports on the course of enumeration, i.e. fill in the form A-11a, and every Monday (once a week) inform republic instructor on the course of enumeration by phone;
10. Inform their republic instructor on the arising problems, regardless whether they solved these problems themselves or expect the assistance from republic instructor, i.e. from other census organisers;
11. Forward to republic instructor address data for new-identified households with own-account agricultural production if found on the territory they do not cover;

12. Review census material submitted by enumerators, check up the completeness and sorting of the material and determine whether census forms were properly filled in;
13. In the period from 1 – 5 November, forward to republic instructors the completed Questionnaires and Control Lists and working with them check up the completeness and quality and take over the census material;
14. Upon the accomplished enumeration (from 16 – 20 December), take over the sorted census material (the second part) to the census commission;
15. When appointed by the census commission, take part in post-census quality control of the data collected through the Census;
16. Carry out other activities directly related to the Census.

## Enumerators

Enumerators are appointed by the Director of the SORS on proposal by census commissions and they shall act as follows:

1. Study in details the Enumeration manual and take part in training courses organised for enumerators;
2. Carry out enumeration procedure in field, according to the Enumeration manual;
3. In the course of the Census implementation successively forward census material for check up and keep in touch with municipal instructor at all times;
4. Observe and implement instructions and guidelines provided by municipal and republic instructors;
5. In the course of the Census implementation, enumerate also new-identified households with agricultural production on the territory assigned to them;
6. As agreed with municipal instructor, every Monday (once a week) inform by phone municipal instructor on the course of enumeration (number of households visited and number of filled Questionnaire forms);
7. Submit on 1 November to municipal instructor the completed Questionnaire forms and Control List;
8. Upon the accomplished enumeration (from 16 – 20 December), take over to municipal instructor the sorted census material (the second part), including the completed Work Report (form A-10).

## Census controllers

Upon the Census completion, the control of coverage of census units on quality control of data collected through the Census shall be carried out in selected enumeration areas. The control shall be conducted by repeated enumeration of households in selected enumeration areas, applying special forms, and in accordance with the Guidelines for quality control of the Census data, as stipulated by the SORS.

Controllers are selected by census commissions among the employed municipal instructors and enumerators, as instructed by the SORS.

The tasks of controllers are specified in details in the Guidelines for implementing quality control of the Census data.

## ENUMERATION OF FAMILY HOLDINGS AND HOLDINGS OF UNINCORPORATED ENTERPRISES – PROCEDURE

### 1. PRE-CENSUS ACTIVITIES

- 1.1. Grouping of enumeration areas
- 1.2. Receipt of material at census commissions head offices
- 1.3. Selection of candidates for training provided to direct participants implementing Census
- 1.4. Distribution of promotional material
- 1.5. Training and testing
- 1.6. Final selection and distribution of municipal instructors and enumerators
- 1.7. Contracts signing
- 1.8. Classifying and handover of material

#### 1.1. Grouping of enumeration areas

This activity is carried out at the SORS regional departments/Offices and the implementation is in charge of regional coordinators, as specified by the SORS instructions. The deadline envisaged for accomplishing these activities is **30 April 2012**.

##### ***Procedure of grouping enumeration areas***

Based on the results of the Census of Population, Households and Dwellings 2011, and available administrative sources by the Ministry of Agriculture, Trade, Forestry and Water Management (the Register of agricultural holdings and the Register of cattle), created was the base of households with agricultural production that will make the grounds for grouping enumeration areas.

The application (Excel table) includes title and code of municipality, title and code of settlement, number of statistical area and number of enumeration area, total number of households and number of households with agricultural production (in table – holdings) in enumeration area.

According to the drawings of statistical areas' boundaries, it is necessary to carry out the grouping of enumeration areas. The grouping shall be done while taking care that the number of households with agricultural production is about 150 (140 – 160) per enumerator. The number shall be maximum 200, i.e. minimum 100 (except in cases when it is needed to round up a settlement or a municipality). Special care should be taken that enumeration areas are as close as possible to each other, which is in order to avoid excessive travel allowances for enumerators.

Grouping is done in the following way:

- After entering ordinal number for enumerator (1, 2, 3...) in the column Enumerator ord. number (*RBR Popisivača*), the total number of holdings assigned to the enumerator will appear in the column Number of holdings (*Broj gazdinstava*);
- The same ordinal number for enumerator should be entered in the column Enumerator ord. number (*RBR Popisivača*), as long as an adequate number holdings per enumerator is achieved.

If proved necessary, certain enumeration shall be enumerated in entirety, regardless the number of households with agricultural production.

## 1.2. Receipt of material at census commissions' head offices

**The report on the number of required municipal instructors and enumerators** that shall be engaged, as well as the applications for enumerators (form A-46) shall be forwarded to census commissions before **9 August 2012**.

In accordance with the estimated number of enumerators and municipal instructors, i.e. the number of households with agricultural production in the respective territory, in the period **from 10 August to 5 September 2012**, census commissions shall receive, apart from promotional material, a certain number of copies of the following material:

- ▶ Enumeration manual,
- ▶ Organisation and implementation guidelines,
- ▶ List of households with agricultural production,
- ▶ Questionnaire for agricultural holding,
- ▶ Multilingual Questionnaire Set,
- ▶ Control List
- ▶ Reminder
- ▶ Letter of information on the enumerator's visit (A-8),
- ▶ Work report (A-10),
- ▶ Report on enumeration course of action (A-11a),
- ▶ Municipal instructors' work report (A-12),
- ▶ Boxes,
- ▶ Labels with enumerator's code and municipality code for each box,
- ▶ Bags,
- ▶ Folders, hardback,
- ▶ Training material, separately packaged for municipal instructors and for enumerators,
- ▶ Notebooks and pens,
- ▶ Drawings and descriptions of enumeration area boundaries,
- ▶ Authorisations and identification cards.

## 1.3. Selection of candidates for direct participants implementing the

### *Selection of republic instructors*

Republic instructors taking part in the Census implementation are obligated to carry out the above mentioned tasks in accordance with the Enumeration manual, Organisation and implementation guidelines and the instructions provided by regional coordinators.

#### Time schedule of engagements:

- ▶ 4 – 30 June – four-day training course;
- ▶ 15 – 19 August – review of applications, short listing and selection of candidates for enumerator's training, as required;
- ▶ 3 – 8 September – pre-test and training for municipal instructors, testing and review of tests;

- ▶ 10 – 12 September – preliminary meeting with selected municipal instructors relative to organisation of training for enumerators;
- ▶ 16 – 26 September – pre-test, training for enumerators and review of tests;
- ▶ 2 – 5 October – first control of filled Questionnaires and activities on municipal instructors;
- ▶ 5 October – 15 December – regular controls (4-8), each lasting for 2 – 3 days, as required (e.g. entry of Control Lists);
- ▶ 1 – 5 November – entry of Control Lists (if regular, i.e. successive entry was not possible), checking web-Control Lists and filled Questionnaires, and receipt of filled Questionnaires as well;
- ▶ 16 – 20 December – reviewing completeness and sorting of the census material, second part, revision and entry of Control Lists when required (not entered regularly). If required, the deadline for receipt of census material may be extended until the full accomplishment.

Weekends are working days. When required, the census commission or regional coordinator may engage republic instructor for other census activities and in other time then specified.

#### Mode of applying for republic instructors:

Republic instructors are members of the SORS staff.

The SORS shall make the internal announcement for candidates for republic instructors on 2 March 2012.

The candidates can apply by the way of application found at the SORS intranet.

Candidates are invited to apply from 2 – 16 March 2012.

#### Selection of candidates for training:

After the deadline for applications elapsed, the SORS shall create the list of the registered candidates.

The selection of candidates envisaged for training for republic instructors (including 20% reserve) shall be carried out by regional coordinators and the selection shall be approved by the Census Bureau.

#### ***Selection of info-centre operators***

Before the start and during the course of the Census, an info-centre will be organised at the SORS, with the task to provide all required information to public and direct participants implementing the Census, by the means of a free phone call.

The info-centre will have one person engaged as the head of the info-centre and four teams, each including four operators, and a reserve team as well. The main task of the head of the centre will be to organise the activities of the teams and keep the records of their work. Also, the info-centre head is obligated to ensure that procedures and solutions relative to specific cases are timely advised to all regional coordinators, in order that unique actions can be undertaken.

Info-centre operators shall be selected by the director and deputy director of the Census of Agriculture subproject. The list of selected candidates for training will be announced before 6 April 2012.

Operators are obligated to act as follows for the Census:

- ▶ Attend four-day training course;
- ▶ Get to know in details the Census methodology and work organisation;
- ▶ Work in shifts in the info-centre providing information by phone call.

Period of engagements:

- ▶ 4 – 30 June – attend four-day training course;
- ▶ 15 September – 20 December – Work in shifts (weekends included) in the info-centre providing information by phone call.

***Selection of municipal instructors***

Municipal instructors engaged in the Census are obligated to act and accomplish the tasks as above specified in accordance with the Enumeration manual, the Organisation and implementation guidelines and the instructions provided by republic instructors and census commissions.

Period of engagements: 3 September to 20 December 2012 (weekends included). As required, census commissions may engage instructors for other census activities, before and after the defined period.

Mode of selection:

The SORS shall make the public announcement for candidates in mass media, on **1 June 2012**. Census commissions shall make announcement in local media (paper, radio, TV), and put the text of announcement notable in the census commission premises and other public places (municipality building, premises of local communities and local offices, etc.).

It is of utmost importance that the population in the whole territory will be informed about the public announcement and thereby ensure the sufficient number of candidates.

General conditions for the candidate:

- a) Citizen of the Republic of Serbia;
- b) Aged 18 (grownup person);
- c) Attained minimum secondary (four-year) education;
- d) Well familiar with the terrain (live or work in the territory of the municipality where applying for municipal instructor);
- e) No investigation started and no prosecution instituted against the candidate.

The advantage in the selection will be given to the candidate that:

- a) Hold the degree of education in agriculture;
- b) Have taken part in the Census of Population, Households and Dwellings 2011 or in other statistical surveys conducted by the SORS in the last three years.

PC literacy is a prerequisite for the applicants.

Mode of applying:

The candidates can apply through the SORS website ([www.stat.gov.rs](http://www.stat.gov.rs)), by filling in electronic application form for taking part in the Census. The candidates shall apply for the municipality they reside, i.e. live in. Exceptionally, the candidates employed with municipal administration and Agricultural extension services, who do not live and work in the same municipality, may apply for the post of instructor in the municipality they work in.

Time for application: 1 – 30 June 2012.

**Note:** The SORS shall follow the registration of candidates by municipalities. In cases when according to the number of registered candidates it is determined that an insufficient number of candidates applied for work in certain municipalities, the census commission shall be promptly advised on the fact, so that supplementary actions may be timely undertaken in order to select the required number of instructors.

Selection of candidates for training – Procedure:

The standings of candidates shall be ranged according to the following scales:

1) Educational attainment

- University graduation – 3 points;
- Higher school/college – 2 points;
- Secondary school – 1 point;

2) Completed education in agriculture, veterinary medicine or forestry

- Yes – 3 points;
- No – 0;

3) Employment status

- Employed – with Agricultural extension services – 15 points
- Employed – with other services related to agriculture (e.g. municipal agricultural services, VET stations, farm cooperatives, etc.) – 5 points;
- Employed – local community (office) secretary – 4 points;
- Otherwise employed – 2 points;
- Unemployed – 3 points;
- Student – 1 point;

4) Participant in the Census of Population, Households and Dwellings 2011

- Yes, as instructor – 2 points;
- Yes, as enumerator – 1 point;
- No – 0;

5) Participant in other statistical surveys conducted in the last three years

- Yes, as estimator or interviewer in agricultural surveys – 2 points;
- Yes, as interviewer in other surveys – 1 point;

- No – 0.

After the time envisaged for application, the SORS will check up the data relative to the participations in the Census of Population, Households and Dwellings 2011 and other statistical campaigns in the last three years. Then the lists of applicants are created by municipalities, ranged according to total scores and these lists are forwarded to regional coordinators.

On order by regional coordinator, in the period from 1 to 5 July census commissions will put out in their premises the short lists of candidates that are invited for interview with regional coordinators, with ensured presence of a census commission member (apart from regional coordinator – census commission member). Along with the list, the notification shall include the information on the place and time of interview and advice for the candidates employed with other services related to agriculture to bring along the confirmation issued by the employer specifying their engagements in agricultural profession. Interview with candidates for training for municipal instructors may be carried out also by republic instructors or deputy regional coordinator, if appointed by regional coordinator. 10 points is the maximum score that candidate may achieve on the interview.

Until **6 August**, regional coordinators shall forward to census commissions the preliminary list of candidates for training, according to their standings (falling order), where candidates above the minimum score were selected (at least 70% plus the required number of municipal instructors). On **7 August** census commissions will put out in their premises the preliminary list of candidates for training.

The list will include the following details:

- ▶ Ordinal number,
- ▶ Name, middle name and surname of candidate,
- ▶ Application number (municipal instructor registration number), and
- ▶ Total score.

Along with preliminary list of candidates, the notice shall include the time envisaged for the candidates to visit the census office to confirm the participation in the Census, as well as the specification of documents to be provided. It should be noted that candidates that applied for municipal instructors and who are employed with the Agricultural extension services are not obligated to provide the mentioned documents, **however they are expected to report to the census commission or regional coordinator in the period from 10 to 12 August.**

In the period from 10 to 12 August, the selected candidates for training for municipal instructors shall submit to the census commission the following documents:

- ▶ ID card or passport copy;
- ▶ Certified copy of the degree stating the educational attainment (for students – certified student booklet copy, i.e. confirmation on enrolled study term in 2012);
- ▶ Employment card copy (for the employed);
- ▶ Confirmation that no investigation was started, i.e. no prosecution instituted against the candidate (these confirmation may be supplied later, before the training start);
- ▶ For unemployed candidates, confirmation that the person is registered with the National Employment Service or the NES registration card copy, issued maximum one month before. Unemployed candidates that are not registered with the NES, e.g. individual farmers, will not provide this document;
- ▶ For pensioners, the confirmation on the last pension payment received;
- ▶ Number of open current account and specified opening bank.

If a candidate is not able to open current account as envisaged, he/she may do it later and provide the details to the census commission as soon as possible, **before the training start latest**. If a candidate may not personally submit the required documents to the census commission, another person may do it instead (family member or someone else). The documents must be complete (copy is mandatory). When the documents are passed, candidate for municipal instructors shall be given a receipt on the completed documents and internal records are maintained about the candidate, i.e. the placed documents.

**A candidate failing to submit the required documents in time, i.e. to report to the census commission, will be considered to have withdrawn from the engagements in the Census.**

When having submitted the documents and reported to the census commission, candidates will receive the Enumeration manual in order they may get prepared for training, i.e. pre-test.

Candidates who have not been selected for pre-test (for training for municipal instructors) may lodge a claim from 10 – 12 August. The census commission will consider applications on 13 August.

After the deadline envisaged for submitting documents, i.e. reporting to the census commission and in case that a sufficient number of candidates have not applied, on 13 August the census commission will announce the invitation for candidates 'below the line' to come (bringing the required documents with them) on 14 August, at the time determined by the census commission and be present for the public call until the required number of candidates are selected.

Candidates that have not been selected for training may apply to take part in the Census implementation as enumerators.

On August 15 the census commission will announce the list of candidates for pre-test for municipal instructors. The deadline for claims is from 15 – 16 August. The census commission will review the claims on 17 August and advise the regional coordinator on all claims. The final lists of candidates for pre-test for municipal instructors will be announced by the census commission on 18 August. The lists shall be forwarded to the regional coordinator, in order to be published at the SORS website, and they include following data about the selected candidates: ordinal number, name, middle name and surname, application (reg.) number and total score.

**Note:** Person who has not properly applied, i.e. person who is not found on the list of candidates that the SORS placed to the census commission may not be engaged as municipal instructor. A candidate with lower total score may not be selected if there are candidates with higher score, except in cases when candidates with better standings withdrew or their scores were reduced after the data check-up.

## **Pre-testing**

Preparation for training is necessary, since candidates are envisaged to take a pre-test on 3 September. Republic instructors in charge of carrying out training at the provided points shall organise pre-testing and make notice on the results. The census commission members may attend the process of pre-testing and releasing results.

Candidates for training will take a pre-test lasting 45 minutes. No supplementary literature is allowed to be used during pre-testing.

Upon the accomplished pre-testing, candidates for training receive their standings according to the scores gained (falling order). The selection will be made according to the standings at the list: minimum 30% plus the required number of municipal instructors. The regional coordinator in charge shall advise the respective republic instructors on the number of required municipal instructors and the required number of reserve municipal instructors.

The candidates selected according to the results of pre-testing are obligated to attend the five-day training course from 4 – 8 September and to take test that will be organised on the fourth day of the training course.

## Testing

The testing anticipates a written and an oral test (interview). A 60-minute written test will be taken in the first instance. The use of supplementary literature is allowed for this test. The maximum score won for this test is 23 points. After the tests have been reviewed, the candidates are invited for an interview.

On the following, the fifth day of the training course, the interview with candidates will be made. The maximum 10 points can be won for the interview. After the accomplished interview, the list of final standings of candidates (total score won) will be released. According to the standings on the list and the required number of municipal instructors, the census commission will select the municipal instructors and the reserve.

The census commission members may attend the process of testing and releasing results.

The census commission will make public the preliminary list of municipal instructors and reserve municipal instructors on 8 September.

The candidates that have not been selected may lodge a claim to the census commission within 24 hours.

**The census commission will make public the final list of municipal instructors and reserve municipal instructors on 28 September, upon the accomplished assignment of municipal instructors and enumerators for the territory.**

## *Selection of enumerators*

Enumerators engaged in the Census are obligated to act and accomplish the tasks as above specified in accordance with the Enumeration manual and the instructions provided by municipal instructors.

Period of engagements: 16 September to 15 December 2012 (weekends included). As required, census commissions may engage enumerators for other census activities, also after the defined period.

### Mode of selection:

The SORS shall make the public announcement for candidates for enumerators in mass media, on **1 August 2012**.

Census commissions shall make announcement in local media (paper, radio, TV), and put the text of announcement notable in the census commission premises and other public places (municipality building, premises of local communities and local offices, etc.) **until 9 August** latest. It is of utmost importance that the population in the whole territory will be informed about the public announcement and thereby ensure the sufficient number of candidates from all settlements in the municipality.

General conditions for the candidate:

- f) Citizen of the Republic of Serbia;
- g) Aged 18 (grownup person);
- h) Attained minimum secondary education;
- i) Well familiar with the terrain (live or work in the territory of the municipality where applying for enumerator);
- j) Legible handwriting;
- k) No investigation started and no prosecution instituted against the candidate.

The advantage in the selection will be given to the candidate that:

- c) Hold the degree of education in agriculture;
- d) Have taken part in the Census of Population, Households and Dwellings 2011 or in other statistical surveys conducted by the SORS in the last three years.

Time for application: **10 – 14 August 2012.**

Mode of applying (Where to apply):

**The candidates shall apply by personal appearance at the premises of the census commission, **exclusively in the municipality where they reside**, since they will be engaged to work there.**

Students may apply to work in the municipality where they reside during the course of their studies or in the municipality where their parents reside (municipality where the members of their household live), i.e. they apply in the municipality where they intend to work in the Census.

**Exceptionally, assistants to extension services (employed as contractual workers with the Agricultural extension services) shall apply in the municipalities where they are engaged as assistants and where they will work in the Census. If they wish to work in municipalities where they reside, they shall apply there.**

In accordance with the expected number of candidates, the census commission may open one station or several stations for receiving applications. **Candidates may not apply at more than one station, i.e. in more than one municipality.**

At each station, the census commission shall organise whole-day on-duty service for receiving applications and providing instructions to candidates. The census commission will put out in their premises the address details and working hours of stations for receiving applications or, if possible, on the municipality website and these details will be forwarded by email to the regional coordinator and further, **until 5 August latest**, by the regional coordinator to the SORS, so that they can be duly found at the SORS website.

Selection of candidates for training – Procedure:

When applying, candidate is obligated to fill in **personally** the Application for participation in the Census (form A-46). After having submitted the application, candidate shall sign a special form, which is to confirm the regular applying procedure.

The application containing the elements required for the selection shall be forwarded for data entry and processing. Directly before the entry, republic instructor shall review applications and

put out the candidates not meeting the criteria of legible handwriting. The rest of applications shall be entered, whereupon scores are recorded and standings determined within municipality and by settlements. The application for entry, recording scores and defining standings of candidates shall be provided by the SORS.

For applications entry, in the period **from 15 – 18 August** the census commission shall provide the required equipment and employ one or several operators, depending upon the number of applications placed.

Upon the completed entry, for each settlement (place) created is the list of candidates including their full names and standings, according to the scores made (falling order).

The standings of candidates shall be determined in accordance with the following scales:

- 1) Educational attainment
  - University graduation – 3 points;
  - Higher school/college – 2 points;
  - Secondary school – 1 point;
- 2) Completed education in agriculture, veterinary medicine or forestry
  - Yes – 3 points;
  - No – 0;
- 3) Employment status
  - Employed – assistant with Agricultural extension services – 9 points
  - Unemployed – 4 points;
  - Otherwise employed – 3 points;
  - Student – 2 points;
  - Pensioner – 1 point;
- 4) Participant in the Census of Population, Households and Dwellings 2011
  - Yes – 2 points;
  - No – 0;
- 5) Participant in other statistical surveys conducted in the last three years
  - Yes – 2 points;
  - No – 0.

Minimum 50% plus the required number of enumerators shall be selected for training. The SORS shall provide the data on the required number of enumerators by settlements.

In cases when for certain settlement an insufficient number of candidates applied, there engaged will be the candidates living in the neighbouring (nearest) settlement who have not been selected since an excessive number of candidates applied in this settlement. The settlement where the candidates are selected from shall be determined by the census commission, observing the destination/transport links available and travel costs.

The census commission shall select the required number of candidates for each settlement while considering the standings in the list.

The census commission shall advise the candidates that applied for enumerators on the selection of candidates for training by putting out the preliminary list of candidates for

eliminary pre-testing on **19 August**. The list shall include ordinal number, full name, application registration number (registration number of enumerator) and score, and it shall be made conspicuous in the building where the census commission premises are located or at the stations where applications are received. The entire list, distributed by settlements, shall be put out with the line below the selected candidates for pre-testing. The documents that the selected candidates shall submit to the census commission and the time for submission shall also be specified, with included notice that candidates failing to submit the required documents in due course will be considered to have withdrawn from the engagements. The candidates are informed that it is necessary to have current account open and to present the notice on the current account number and the opening bank when placing the other required documents.

In the period from 20 to 24 August, the selected candidates shall submit to the census commission the following documents:

- ▶ ID card or passport copy;
- ▶ Certified copy of the degree stating the educational attainment;
- ▶ Employment card copy (for the employed);
- ▶ Certified student booklet copy, i.e. confirmation on enrolled study term in 2012 (for students);
- ▶ Confirmation that no investigation was started, i.e. no prosecution instituted against the candidate (these confirmation may be supplied later, i.e. before the training start);
- ▶ For unemployed candidates, confirmation that the person is registered with the National Employment Service or the NES registration card copy, issued maximum one month before. Unemployed candidates that are not registered with the NES, e.g. individual farmers, will not provide this document;
- ▶ Confirmation on the last pension payment received (for pensioners).

The documents shall be attached with the application. For each candidate, on the application backside the following details shall be noted: title of bank and current account number. **Each candidate shall have current account (no specified purpose) opened on his/her name, since remuneration for the activities in the Census may be effected in this way only.** Current account of other person may not be used for this purpose, even when the person engaged holds the authorisation, e.g. as a family member. If a candidate cannot open current account in the time envisaged, this can be done later and the details shall be submitted to the census commission as promptly as possible, **before the training start latest.**

**A candidate shall be considered to have withdrawn if fails to submit the required documents in time envisaged.** In cases when a candidate cannot bring the documents personally, another person (family member or someone else) can do it instead. The completeness of documents (copy provided) is important. After having submitted documents, candidates shall sign a special form, which is to acknowledge that documents have been placed.

At the time when submitting documents, candidates shall be delivered a copy of Enumeration manual, which they are expected to study in order to be prepared for training, i.e. pre-testing.

Claims on the selection of candidates for enumerators may be lodged, and census commissions shall consider the claims in the period from **20 to 24 August**. The deadline for releasing final lists of candidates for pre-test for training, by settlements (including ordinal number, full name, application number, i.e. enumerator registration number, and total score) is **27 August**.

## Pre-testing

Republic instructor in charge of carrying out training at the provided points shall conduct pre-testing on 16 and 21 September and release the results with assistance rendered by the

selected municipal instructors. The census commission members may attend the process of pre-testing.

Candidates for training will take a pre-test lasting 45 minutes. No supplementary literature is allowed to be used during pre-testing.

Upon the accomplished pre-testing, candidates for training receive their standings according to the scores gained (falling order). The selection will be made according to **the standings at the list, by settlements**: minimum 30% plus the required number of enumerators, depending on the situation in each settlement.

The regional coordinator shall supply the republic instructor in charge of pre-testing with the list of candidates for training, by settlements (the same one that municipalities shall put out in their premises) and with the notice on the required number of trainees.

**In case of insufficient number of applying candidates for certain settlement, the number of trainees will be supplied by adding the candidates 'below the line' from the nearest settlement.**

The candidates selected according to the results of pre-testing are obligated to attend the five-day training course from 17 – 26 September (Sunday included) and to take test that will be organised on the fourth day of the training course.

## Testing

The testing anticipates a written and an oral test (interview). A 60-minute written test will be taken in the first instance. The use of supplementary literature is allowed for this test. The maximum score won for this test is 23 points. After the tests have been reviewed, the candidates are invited for an interview.

On the following, the fifth day of the training course, the interview with candidates will be made. The maximum nine points can be won for the interview. After the accomplished interview, the list of final standings of candidates (total score won) will be released.

The census commission members may attend the process of testing and releasing results.

**The census commission will release the preliminary list of candidates, by settlements and reserve enumerators on 26 September.** The candidates that have not been selected may lodge a claim to the census commission within 24 hours.

**The census commission will release the final list of selected enumerators and reserve enumerators on 28 September, upon the accomplished assignment of enumerators and municipal instructors for the territory.**

**Note:** When selecting candidates for municipal instructors and enumerators, census commissions are obligated to stick to the procedures, in order to ensure full transparency and impartiality of the process.

Census commissions will keep records on both applicants and selected candidates for municipal instructors and enumerators by the way of web application. The details of this procedure will be explained additionally and in due course. Also the review of selected candidates may be printed, so that distribution of enumerators and municipal instructors in the territory is facilitated.

### 1.4. Distribution of promotional material

Census commissions shall act to ensure that the prepared promotional material is distributed and well positioned in all settlements (billboards and leaflets and other promotional material

are placed in most frequently visited places, e.g. post offices, local offices, medical institutions, etc.). The time envisaged for the distribution is from 5 – 15 September 2012. census commissions are obligated to distribute the material before and after the time envisaged, if instructed so by the SORS.

### **1.5. Training and testing**

Before the Census start, the training for direct participants implementing the Census will be organised on several levels. This will ensure a single conduct in interpreting and applying the methodology, according to plan and program provided by the SORS.

Training shall be provided for:

- ▶ Regional coordinators,
- ▶ Republic instructors and info-centre operators,
- ▶ Municipal instructors and census commissions' members,
- ▶ Enumerators, and
- ▶ Controllers.

Before the training start, the candidates shall be supplied with the required material for training.

In the period from 22 – 24 May, the SORS will provide the candidates for republic instructors and info-centre operators with the material required for training courses.

From 27 August to 1 September census commission shall act to ensure premises for training courses for municipal instructors and enumerators, to put out the list of participants by stations and notify the date and place of training courses. Census commission is obligated to forward the subject lists to regional coordinators before 1 September, and regional coordinators shall forward the same lists to the SORS, in order they shall be launched at the website.

Census commission shall timely supply the candidates selected for training for municipal instructors, i.e. enumerators with the material (Enumeration manual) that they need to get ready for the training.

When organising training courses, the number of participants shall necessarily be adjusted to the current circumstances. In accordance with the number of training participants, one or several training stations may be organised in a municipality, while taking care that the number of participants at a training station should not exceed 35, i.e. 25 for trainees for enumerators.

#### ***Training for regional coordinators***

Training shall be organised and carried out by the SORS, and attended by regional coordinators (heads of SORS regional departments) and their deputies. The training is envisaged to last for three days and shall be held at one station, from 7 – 9 March 2012.

#### ***Training for republic instructors and info-centre operators***

The training shall be organised and carried out by regional coordinators and with the support rendered by the SORS. The number of candidates attending the training shall exceed by about 20% the required number of republic instructors and operators.

The training courses are envisaged to last for four days, from 4 to 30 June, and shall be held at several stations.

### **Testing of candidates for republic instructors and info-centre operators**

The testing will be conducted on the third day of the training, and the fourth day is envisaged for releasing the test results, on the basis of which, at the same time, additional explanations of terms will be offered. The test forms shall be provided by the SORS.

After the completed training and testing procedure, regional coordinators shall examine the tests of candidates for republic instructors and establish the final list of persons to be engaged in the territory assigned to them.

The Division of agriculture and forestry statistics shall examine the tests of candidates for info-centre operators.

The deadline for releasing the lists is 30 July.

### **Training for municipal instructors and members of census commissions**

The training course shall be carried out by republic instructors, under the supervision by regional coordinators and the SORS team of supervisors. The training will be attended by candidates for municipal instructors, including reserve, and census commissions' members as well.

The training course will be held at municipal stations, according to the timetable provided by census commissions and the program by the SORS and it will last for five days, from 4 to 8 September.

The pre-testing of candidates is envisaged for 3 September. Republic instructors shall supply the candidates carrying on the training with the agenda, notebook and calculator. Practical exercise is envisaged to be taken during the training course, and on the fourth day the testing of participants will be carried out. On the last day of the training course the test results will be released, on the basis of which, at the same time, additional explanations of terms will be offered.

**Note:** Republic instructor shall follow the conduct of candidates during the training course and he/she has the right to eliminate, regardless the test results, any candidate who does not attend the course regularly, disturbs the course, comes when using alcohol or narcotics, has asocial behaviour, expresses own political viewpoints, etc. Republic instructor shall duly advise the regional coordinator and census commission on these facts.

### **Training for enumerators**

The training course shall be carried out by republic instructors with the assistance rendered by selected municipal instructors and under the supervision by regional coordinators and the SORS team of supervisors. The training course will be held, when required, at several training stations and in several (two) rounds, according to the timetable defined by the census commission and the program by the SORS and it will last for five days, from 17 to 26 September.

The training course shall be led by republic instructor, and he/she shall be assisted by two municipal instructors that he selected according to their achievements during the training for municipal instructors. Republic instructor is obligated to notify accordingly the selected municipal instructors from **10 – 12 September**, to pass the Training manual to them and together with them (in accordance with the agenda) to define the timetable of lectures.

The candidates are envisaged to take pre-test on 16 and 21 September. Republic instructors shall supply the candidates that carry on with the training with the agenda, notebook and

calculator. Practical exercise is envisaged to be taken during the training course, and on the fourth day the testing of participants will be carried out. On the last day of the training course the test results will be released, on the basis of which, at the same time, additional explanations of terms will be offered.

**Note:** Municipal instructor shall follow the conduct of candidates during the training course and he/she propose to republic instructor to eliminate any candidate who does not attend the course regularly, disturbs the course, comes when using alcohol or narcotics, has asocial behaviour, expresses own political viewpoints, etc.

Census commissions shall act to ensure the premises for conducting training courses (schoolrooms, halls, local community offices, etc.).

### ***Training for Census controllers***

The SORS shall organise special courses in order to make qualified the instructors and controllers that are selected to carry out the Census data quality control.

These are one-day courses and shall be organised after carrying out the Census activities in field, in accordance with the instructions and timetable defined by the SORS (at training stations). The census commission shall be advised in due course on these facts.

All direct participants selected for the tasks of post-census control are obligated to attend the training course.

## **1.6. Final selection and distribution of municipal instructors and enumerators**

Census commissions are obligated to release the final list of selected enumerators with reserve on 28 September, after the accomplished distribution of enumerators and municipal instructors by territory.

Reserve instructors and enumerators shall be engaged when required (as replacements), in cases when certain instructors and enumerators withdraw from the Census activities for any reason or get withdrawn from the Census because of bad work. Besides, census commissions may engage, when required, a certain number of reserve instructors and enumerators to carry out other tasks relative to the Census, e.g. packing material, on-duty service at a census office, etc.

### **Distribution of instructors and enumerators**

**Each enumerator shall get assigned to him/her one List of households with agricultural production on the basis of which he/she will carry out enumeration, i.e. each enumerator shall receive the code (found in the List).** The lists of households with agricultural production will be forwarded (in printed form) to census commissions together with other census material.

Census commissions shall carry out the distribution of enumerators and municipal instructors by territory (reserve not included) according to the standings after testing. For this purpose web application is used, and in the partly filled table (municipality and municipality code, settlement and code/s of assigned enumeration area/s where households with agricultural production are located, enumerator's code, total number of households on the List) entered is the ordinal number of enumerator's application, which is found on the printed listing of

candidates alongside the name. By entering the ordinal number, all other columns will be filled (full name, address and phone number of enumerator), however these data shall be checked, i.e. compared with the data on the printed listing. **Enumerators shall be distributed in the settlement where they reside.** Enumerator is directly linked to the municipal instructor's code that is found in the table. The code is supplied with the full name of the municipal instructor.

**Note:** Enumerator's code is actually the code of the List of households with agricultural production that was assigned to the enumerator. This code should not be mistaken for the ordinal number of enumerator's application, which is automatically assigned to each enumerator when entering application and is unique for each enumerator.

In cases when the number of candidates for enumerators for certain settlement is insufficient, the required number shall be selected out of the reserve of another (the nearest) settlement.

When having completed the distribution of enumerators and municipal instructors by territory, census commissions shall create and print the filled form A-9 for each enumerator. Apart from the municipality and municipality code and full name of municipal instructor, this form shall include the necessary data on the assigned enumerators: enumerator's code, number of households with own-account agricultural production on the List, title of settlement where enumeration is carried out, code/s of assigned enumeration area/s, full name, address and personal ID number of enumerator.

**The distribution of enumerators and municipal instructors is scheduled for 27 and 28 September 2012.** Census commissions shall release the final lists of engaged instructors and enumerators and reserve instructors and enumerators until 28 September.

**Note:** If when visiting the terrain or during the Census course it is determined that there is a considerably larger number of households with agricultural production than found in the List and that the enumerator could not possibly accomplish the first enumeration round in the time envisaged (until 30 November), the municipal instructor shall ask the census commission to engage the needed number of reserve enumerators.

### 1.7. Contract signing

The SORS shall execute individual contracts for all engaged municipal instructors and enumerators and for the reserve municipal instructors and enumerators. The contracts shall be printed through the SORS web application and handed to the engaged municipal instructors and enumerators on 28 and 29 September. After having checked the data stated in the contract and having made corrections if needed, the contracts shall be signed.

### 1.8. Sorting and distribution of material

Census commissions shall start to sort and pack census material for enumerators on 25 September by sorting the material according to the Lists of households with agricultural production.

**The following shall be prepared for each List (enumerator):**

- ▶ Two boxes with the attached sticker specifying the respective enumerator's code (code form the List) and municipality code. For each List the required number of Questionnaires shall be taken (100), and then packed in a box together with drawings and descriptions of enumeration areas (defined in each List).
- ▶ Bag – for each enumerator containing:
  - Control List,
  - Reminder,
  - Multilingual Questionnaire Set,
  - Form A-8, 50 pcs (Letter of Information on the Enumerator's Visit),
  - Form A-10 (Work Report), 1 pce,
  - Hardback folder, 1 pce,
  - Ballpoint pen, black, 2 pcs,
  - Notebook, 1 pce
  - Enumerator Authorisation (A-5) and
  - ID card.

**For each municipal instructor a bag shall be prepared to contain:**

- Organisation and implementation guidelines,
- Multilingual Questionnaire Set,
- Reminder,
- Form A-11a (Report on Enumeration Course of Action),
- Hardback folder, 1 pce,
- Ballpoint pen, black, 2 pcs,
- Municipal Instructor Authorisation (A-6) and
- ID card.

**Note:** Take care not to mistake bags for municipal instructors and enumerators, since their contents are different.

After having completed the distribution of enumerators and municipal instructors by territory, census commissions shall distribute the required material to municipal instructors (complete material in appropriate boxes, bags and contracts for enumerators assigned to them), according to the data in the printed forms A-9 (also handed over to municipal instructors). After having signed the contract (on 28 September), municipal instructors shall be given bags with the respective material. Also, they shall take over the material and contracts for the enumerators assigned to them. Then, full name of enumerator shall be written on the respective List of households with agricultural production and the List put in the box with questionnaires that is marked with the same enumerator's code as in the List. This action shall be repeated for each enumerator assigned to the municipal instructor. Municipal instructors shall hand over the material to enumerators (boxes with material and bags) on 28 and 29 September. Each enumerator shall bring his/her photo to be affixed to the ID card in the presence of municipal instructor. When taking over the material, enumerators shall sign the contracts, which municipal instructors shall send back to the census commission before the enumeration has started.

During their operations in field, enumerators shall carry with them in their bags a number of Questionnaire copies, Control List and Reminder, and drawings and descriptions of enumeration area boundaries (all in hardback folder), calculator and ballpoint pens, i.e. the material required for their daily activities. Enumerator is obligated to hold the authorisation, i.e. ID card with him/her.

Enumerators shall use the provided boxes to pack, store and keep the census materials. These boxes shall not be carried in field operations; however filled census forms, i.e. sorted census materials shall be stored in them when handing over the material to municipal instructors.

## 2. CENSUS COURSE ACTIVITIES

### 2.1. Activities of census commissions

During the Census course, census commissions shall organise on-duty services in their offices: whole-day on-duty services, from 1 – 10 October and from 1 – 20 December, and from 11 October – 30 November 2012 one census commission member will be on-duty during the municipality office hours and ready to provide additional explanations, instructions and assistance to municipal instructors and general public. In addition, census commissions are obligated to organise the successive entry of Control Lists at their offices by providing computers and Internet connections. In cases when municipal instructors are not able to accomplish these tasks, an operator will be engaged to receive Control Lists and do data entry on Fridays, so that current status may be known on Mondays.

Census commissions are obligated to provide a required number of fixed phone lines that will enable them to be informed on the course of enumeration. This is of special importance in cases of significant non-responsiveness that enumerators may encounter and if enumeration accomplishment in time and data quality are jeopardised, when prompt action is required.

In order to facilitate good communication with citizens during the Census course, census commissions shall act to ensure a special phone line where information relative to the Census will be provided and where citizens may express their claims regarding the work of enumerators. Census commissions shall announce their office hours and phone number in local media (local TV and radio stations, newspapers, etc.).

In cases of possible disputes, census commissions shall undertake prompt and efficient actions (explaining the Census importance to citizens refusing to respond, organising meetings with agricultural producers when necessary, replacing enumerators or instructors, if required undertaking legal steps for misdemeanour against enumerators, instructors or citizens refusing to respond, etc.) and promptly contact the regional coordinator, i.e. the SORS.

When in spite of using the Multilingual Questionnaire Set enumerator is not able to carry out enumeration, the census commission shall organise enumeration in the subject households, with agreement and approval by the regional coordinator.

**In the period from 1 – 5 November census commission is obligated to organise the receipt of the first lot of the census materials, in accordance with the procedure described hereafter.**

During the course of enumeration census commission is constantly in contact with the regional coordinator and advises him/her on the course of action and possible problems. The regional coordinator is expected to provide supplementary instructions and explanations.

**An important task for census commission is to fill in the Questionnaire for agricultural holding for their municipality.** Census commission shall appoint the person who will fill in the subject questionnaire, with the assistance rendered by republic instructor – census commission member and according to the data that the municipality has available, in the following way:

- a) Mark the letters in which the questionnaire will be filled;

- b) Chapter 1, question 1 – mark code 2 (*Legal entity*), i.e. mark (X) the respective box; question 2 – enter the municipality (e.g. VALJEVO MUNICIPALITY), legal form (code 11), address, phone number (contact person, who is directly in charge of agricultural issues, or otherwise – the municipality president); question 4 – copy address details of the municipality head office;
- c) Chapter 2, question 1 (*Available land*), code 9 – enter the data on the total land area in state ownership (agricultural and non-agricultural, i.e. infertile, forest land, land under roads, buildings, etc.) that is in the territory of and controlled by the municipality, whether rented out or not, pursuant to the Law on agricultural land (Official gazette RS, number 62/06, 65/08 and 41/09) and other legal acts. Code 10 – enter the total land area that the municipality may have rented in their territory from e.g. private persons. Code 11 – enter the data on the land area in state ownership that the municipality rented out (for money, free or otherwise) to physical persons or legal entities, i.e. the data on land area used by others, whether stipulated by regulations or as usurped land area. Land area rented out does not include common land for livestock grazing (village meadows and pastures), regardless of the type of lease. Available land area, total – shall be calculated as explained in the questionnaire;
- d) Area of village meadows and pastures that are utilized (as common land for livestock grazing) is entered under code 70, and then the same area is entered under codes 72 and 80. **It is necessary that local government unit (through their local communities) should provide the precise data on this utilised area for common grazing;**
- e) Code 84 – enter all other agricultural land in state ownership that is available to the municipality (not rented out), which is not utilised (not worked or used for as common land for livestock grazing);
- f) Code 85 – enter the area under state forests in the municipality territory. Areas controlled by public enterprises (stipulated by regulations or as usurped land) are not included;
- g) Code 87 – enter all other land areas and possibly area of fisheries (code 88), if available;
- h) Code 89 – Available municipality land area is calculated in a way as described in the questionnaire and it shall be checked by comparing with the data under code 12;
- j) Chapter 10, questions 3, 6 and 7 – enter data on person making daily decisions on agricultural production of the holding (manager). This person is the municipality president. Take care that data under code 382 relate to the days spent in carrying out agricultural production (time spent working with the Board for renting land in state ownership, etc.).

In case a municipality may not provide the required data, the census commission is obligated to organise the collection of data (geodetic authority, local offices) during the Census course, so that the questionnaire may be properly filled in before the closing of the Census operations.

The republic instructor in charge shall forward the filled questionnaire to the regional coordinator, i.e. the person responsible for enumeration of legal entities. The authorised person shall make entry of the questionnaire using the respective application.

In the period from 1 – 10 December, census commission is obligated to carry out enumeration on report by citizens, as explained hereafter.

## 2.2. Operations of direct participants implementing Census

### ***Operations of republic instructors***

Republic instructors are obligated to supervise the work of municipal instructors and enumerators and render their assistance in solving any disputes of organizational and methodological nature, and to advise the regional coordinator on these facts.

Republic instructors shall supervise the entry of Control List and the database and, when required, they make corrections together with the municipal instructor. When municipal instructors are not able to make entries alone, they supervise the work of operators at census offices, i.e. they make entries themselves, on order and as organised by the regional coordinator.

During the successive control of enumerators' work, republic instructors shall check up the filled questionnaires and they especially act and ensure that:

- a) Relation between the Control List and the List is properly established, and the relation between the Control List and the Questionnaire as well (the condition for holding is met), i.e. check the entered data relative to ordinal number of household from the Control List, ordinal number of household from the List, municipality code and enumeration area code;
- b) Letters in which the Questionnaire is filled are identified and marked, i.e. check the other identification data, including enumerators' code;
- c) Data on the location of holding are entered;
- d) Check the calculated data (summarised data) within the Questionnaire chapter 2, relative to Land;
- e) Data on total available land (codes 12 and 89), utilised agricultural area (codes 80 and 138), area under fruit plantations (codes 73 and 120) and vineyards (codes 74 and 124) – are the same;
- f) Check the relation between the data on land, and irrigated areas and areas where fertilisers were applied and areas with applied organic farming;
- g) Check the *Yes/No* questions, where one of possible answers shall be marked;
- h) Check accuracy and completeness of data within chapter 10, *Labor force and activities of the holding*.

In the period from 1 to 5 November republic instructors shall receive the first lot of the census material, as in the procedure described hereafter.

If necessary republic instructors shall produce reports on the course of enumeration, i.e. every Monday (weekly) they collect data on the course of enumeration from municipal instructors and advise the regional coordinator accordingly. They are obligated to act observing the additional explanations and instructions from the regional coordinator.

### **Operations of municipal instructors**

Regardless the fact that enumeration shall be carried out according to the List of agricultural holdings with agricultural production, municipal instructors are obligated to get to know well the terrain where they will work with the enumerators assigned to them, as well as the boundaries among enumeration areas where enumerators will operate, which is especially important because of (possible) additional enumeration.

The terrain shall be visited before the enumeration, i.e. immediately after the training for enumerators, with the use of drawings and descriptions of boundaries of enumeration areas. Municipal instructor is obligated to visit, together with the enumerators assigned, the boundaries of enumerations areas i.e. the boundaries of the region assigned to enumerator and municipal instructor shall act to ensure that enumerators should get to know well the territory where they will carry out enumeration.

In order to have inspection into the operations of enumerators, municipal instructor shall hold a meeting with enumerators as early as after the closed operations on the first day or on the second day of enumeration latest, when municipal instructor shall check the filled forms and indicate possible faults.

Further on municipal instructor shall organise similar meetings, however with each enumerator individually, in order to check the filled forms and the Control List and to make the successive entry of data from the Control List.

When checking the filled questionnaires, apart from handwriting legibility, municipal instructor shall act to ensure the following:

- a) Relation between the Control List and the List is properly established, and the relation between the Control List and the Questionnaire as well (the condition for holding is met), i.e. check the entered data relative to ordinal number of household from the Control List, ordinal number of household from the List, municipality code and enumeration area code;
- b) Letters in which the Questionnaire is filled are identified and marked, i.e. check the other identification data, including enumerators' code;
- c) Data on the location of holding are entered;
- d) Check the calculated data (summarised data) within the Questionnaire chapter 2, relative to Land;
- e) Data on total available land (codes 12 and 89), utilised agricultural area (codes 80 and 138), area under fruit plantations (codes 73 and 120) and vineyards (codes 74 and 124) – are the same;
- f) Check the relation between the data on land, and irrigated areas and areas where fertilisers were applied and areas with applied organic farming;
- g) Check the *Yes/No* questions, where one of possible answers shall be marked;
- h) Check accuracy and completeness of data within chapter 10, *Labor force and activities of the holding*.

Besides, municipal instructor shall compare the data in the Control List (columns 5 – 15) with the data in the respective boxes in the Questionnaire. In case of discrepancies, the data in the Control List are corrected, when upon the data from the Control List are entered through the envisaged application. During the training course, municipal instructors shall be trained to use this application.

In the period from 1 to 5 November municipal instructors shall hand over to republic instructors the first lot of the census material, as in the procedure described hereafter.

### **Successive (regular) entry of Control List**

Control List entry is important, since according to the data entered the enumeration will be followed and the first Census results published. Therefore it is required that Control Lists are entered regularly, directly after checking the currently filled material from each enumerator.

Control List entry shall be made in the way as follows:

- Municipal instructor shall check up the currently filled material and in the presence of enumerator will make the Control List entry at the census office at municipalities or local communities, or as municipal instructor finds suitable, e.g. at home or where computer and Internet connection are available;
- In case municipal instructor may not carry out the entry, after having checked up the census material municipal instructor shall bring the filled Control Lists successively (every Friday) to the data entry operator at the census office. In this case, in order to avoid waste of time and in agreement with municipal instructor, enumerator shall use the Control List from the Enumeration manual (field operations) as the Control List working version. Enumerator is obligated to copy precisely and legibly all data from the working version (including notes in column 17) into the main Control List (with hardback covers, received with other material) when it is returned, i.e. at the end of every working day, taking care that identification data in the Questionnaire are complete and true. In this way enumerator prepares the Control List (hardback) for handover to the municipal instructor for successive entry, i.e. for the census material handover on 1 November and upon the accomplished enumeration, when the Control List working version is also handed over.

In case of any problems relative to the Control List entry, municipal instructor is obligated to advise the republic instructor.

In the first five to seven days municipal instructor shall visit at least one household with agricultural production together with each enumerator, in order to assess the quality of enumerator's work.

Municipal instructor shall warn enumerators that the Census form must not be discarded, torn or otherwise destroyed. Enumerator may make a form void in cases and in the way described in the Enumeration manual. Enumerators shall return all void and unused forms, so that when material is handed over, municipal instructor can check the completeness of the census material in relation to the material initially handed to enumerator.

Municipal instructors and enumerators shall establish permanent and two-way cooperation. Enumerators are expected to advise the municipal instructor on all difficulties encountered. Municipal instructor shall act to ensure that enumerators hold a proper attitude toward respondents, since the successful implementation of the Census and data quality depend considerably also upon the conduct of enumerators when visiting households and how successful they are in making clear the questions of the Questionnaire.

**Note :** If enumerator finds that in the territory assigned there are much more households with agricultural production than found in the List, he/she shall advise the municipal instructor on this fact. Based on the decision of the republic instructor – the census commission member, the municipal instructor shall determine that the enumerator shall carry out enumeration 'door to door' (register every household and fill in the Questionnaire for agricultural holding, as is the case).

If an engaged enumerator is not able to accomplish enumeration in time envisaged, the municipal instructor shall advise the republic instructor on this fact and the republic instructor shall pass the information to the census commission, so that another instructor/s may be employed for this enumeration area. In this case the municipal instructor shall deploy enumerators in the territory in the way that does not allow duplicated data in enumeration (e.g. one enumerator shall carry out enumeration up to a certain number on the List, and another shall work from this number on, provided that the both enumerators are given the completed List for inspection).

If an engaged enumerator is not able to accomplish enumeration in the time envisaged because in the assigned territory there are a lot of households with agricultural production that are not on the List, the municipal instructor will determine that one enumerator shall enumerate the households found on the List, and another one shall visit/enumerate the households that are not on the List. The municipal instructor shall provide the latter enumerator with a copy of the List so that he/she may know what households to skip out.

The distribution of enumerators for enumeration according to one List can be done by enumeration areas as well, in case several enumeration areas are covered by one List.

In all these cases the enumerator's code shall remain the same (as in the List), while the new-engaged enumerator shall be given a new Control List. The new-engaged enumerator starts with the ordinal number 231 (cross out 001 in the first column and enters 231) and proceeds in this way. Municipal instructor shall keep the records on the number of filled questionnaires for all engaged enumerators, in order that adequate remuneration for the work can be carried out.

**When making successive data entry from Control List**, municipal instructor is obliged to complete Report on Enumeration Course of Action (A-11a) for enumerators assigned to him/her and every Monday (weekly) shall inform the republic instructor on the enumeration course of action.

**The deadline for finalising the first round of enumeration is 30 November.** Before that date enumerators are expected to accomplish the enumeration based on the List of households with agricultural production. **In the period from 1 – 10 December** enumerators may be engaged for additional enumeration in the enumeration area (one or more) assigned to them. **After 10 December, provided enumerator has enumerated all households from the List, he/she will close the Control List**, i.e. fill in the respective data on the last page and check their accuracy. Thereby the material is prepared for handover to the municipal instructor, here including **the Work Report** (form A-10).

### **Enumerators' activities**

Enumerators are obligated to act in accordance with the Enumeration and to observe the supplementary instructions they receive from the municipal instructor.

If in the course of their activities enumerators encounter households with agricultural production that are not on the assigned List or get informed that these households exist on the territory where they carry out enumeration (within the enumeration areas assigned to them), enumerators shall visit and enumerate these households as well (depending on the case).

On 1 November enumerators shall hand over the currently filled Questionnaires and the Control List to the municipal instructor so that the receipt of the first lot of the Census material may be accomplished, in accordance with the procedure described hereafter.

If enumerators suppose that they will not be able to accomplish enumeration of households with agricultural production in the territory assigned to them in the period envisaged for the first enumeration round (from 1 October – 30 November), i.e. before 10 December, they shall advise the municipal instructor on these facts.

Enumerators are obligated to in constant contact with the municipal instructor and, according to the mutual agreement, to bring the census material and the Control List to the municipal instructor for review and data entry.

### **2.3. Receipt of the census material first lot – procedure**

**In the course of receipt of the census material in the period from 1 – 5 November** the completeness and accuracy of the currently filled Questionnaires and the Control List will be checked, as well as the entry of the Control Lists data that have not been regularly accomplished. Thereby the receipt of the census material after the finalised enumeration would be facilitated, the census material would be protected and remuneration for the accomplished work would be enabled.

In order to organise the receipt of census material in the envisaged period, all enumerators are obligated to hand over the filled Questionnaires and the Control List to the municipal instructor on 1 November. The Questionnaires, sorted by the order found in the Control List, and the Control List shall be placed in the box respectively marked. The boxes are marked in the following way: if enumerator has accomplished enumeration (has visited and entered all households from the assigned List in the Control List, i.e. has enumerated all households on the territory assigned to him/her), the boxes shall be marked with  $m/n$ , where  $m$  stands for the ordinal number of the box packed, and  $n$  stands for the total number of boxes that the enumerator will hand over (e.g. if enumerator hands over two boxes with the packed census material, the first one shall be marked 1/2 and the second 2/2).

If enumerator has not accomplished enumeration and will carry on with the activities after 1 November, the boxes are marked  $m/$  (if enumerator hands over just one of several boxes he ought to provide until the accomplished enumeration, the box shall be marked 1/). The final number of boxes will be written at the SORS, after the receipt of all boxes upon the accomplished enumeration.

Municipal instructor shall receive census material in the presence of the enumerator and enter the Control List data (if able to make the successive entry alone) and thereby prepares the census material for handover.

The census material handover shall be carried out before 5 November at the census commissions' head offices. For this purpose, census commissions shall act to ensure adequate premises with computer equipment, printer and Internet connection, and there republic

instructors will receive census material. Besides, if successive Control List entry has not been made and if required, census commission shall engage operators (one or more). The number of operators depends on the number of Control Lists that have not been entered, i.e. on the quantity of expected material left to be entered and this shall be determined by the census commission in agreement with the republic instructor – census commission member and under the supervision of regional coordinators. If required, census commissions shall engage physical labourers to carry out the receipt and storage of the census material before the dispatch to the SORS.

When municipal instructor has brought the census material, in the first instance the republic instructor determines whether the successive Control List entry has been made, i.e. whether the Control List data have been entered. If have not, in the first place the Control List data shall be entered and the material checked and received.

Upon the accomplished Control List entry during the material handover, just as in the case of Control List successive entry, before checking the material, the republic instructor shall create the Enumerator's Work Report (A-11) through the web application for the Control List entry (see Annex for form A-11).

The republic instructor – member of the census commission and other republic instructors engaged in the municipality shall check up the material in the presence of the municipal instructor.

Firstly, the filled Questionnaires shall be counted and the number ensured to correspond to the data in column 4, form A-11. In case of possible discrepancy, the error shall be detected and respective correction made.

After checking the coverage, the accomplishment of the Control List and the Questionnaire shall be reviewed, especially checking relation between the Control List and the Questionnaire, illegibility and precision of the filled Questionnaire, marking of letters applied, completeness of entered ID data, and answers to *Yes/No* questions.

If republic instructor determines that the coverage is not full, or the relation between the Control List and the Questionnaire is not properly established, or the filled Questionnaires are not legible and complete, i.e. determines that the enumerator constantly made systematic errors when filling in the Control List and the Questionnaire and therefore the material requires further processing, the republic instructor shall request the municipal instructor to make, together with the enumerator, the necessary supplements to and revisions of the census material until 5 November.

If the census material is complete and correct, the republic instructor shall print the form A-11 in two copies – one to be passed to the municipal instructor and one to the census commission. In case enumerator has not finalised field operations, the republic instructor shall print out the review of the Control List with currently filled data and joint it to the material handed over in the respective box, and the enumerator's Control Lists shall return to the municipal instructor.

After having accomplished the census material handover, municipal instructor shall fill in the *Instructor's worksheet* form, which is the basis for paying remuneration to enumerators and municipal instructors for currently accomplished work and this form shall be printed out. The total number of filled questionnaires in an *Instructor's worksheet* shall be equal to the total number of filled questionnaires before 1 November found in A-11 form.

The *Instructor's worksheet* shall be signed by all enumerators assigned to this municipal instructor. When the form has been signed, the municipal instructor shall return it to the census commission and thereby the respective remuneration for enumerators will be made possible.

When the receipt has been fully accomplished, the census material shall be prepared for despatch and this is directly in charge of the republic instructor – member of the census commission.

The census material is get ready for despatch in a way that three boxes are packed and bound by string to avoid tearing of boxes and splitting of material. After the completed packing, the republic instructor – member of the census commission shall fill in the first row of A-15 form, i.e. enter the number of boxes with correctly filled Questionnaires, place and date. The form shall be signed by the census commission president or the deputy and the SORS representative (the republic instructor – member of the census commission). When the census material is ready for despatch, the republic instructor – member of the census commission shall advise the regional coordinator on the fact. The despatch of the census material shall be organised and conducted by the SORS in agreement with the regional coordinator. The remaining material handed over by enumerators who have finalised enumeration shall be left with the census commission, packed and despatched together with the rest of the census material (after 16 December).

#### 2.4. Enumeration on report by citizens

**The first enumeration round (enumeration by Lists) is anticipated to be accomplished until 30 November. In the period from 1 – 10 December the census commissions shall organise the enumeration of households with own-account agricultural production that enumerators have not visited in the first round (from 1 October – 30 November).** This activity shall be preceded by an intensive campaign in media on national and on local level as well, which is in charge of census commissions. Census commissions are obligated to once again make public the phone numbers for citizens to report that their household that carry out agricultural production has not been visited by enumerator until 30 November. Also, census commissions shall engage persons to receive the phone calls by citizens and keep records on their reports (full name, place/settlement, address and contact phone, date of call and remarks).

Census commissions shall engage person to determine the enumeration areas where reporting households belong, i.e. the municipal instructor to whom the territory is assigned. Census commission shall contact the municipal instructor and determine whether the enumerator to whom the subject territory was assigned still carries out field operations or has handed over the completed census material from 1 – 5 November, i.e. has finalised enumeration. If the enumerator has not finalised enumeration, he/she shall be sent to the respective address. If the enumerator has accomplished enumeration on the subject territory, a mobile team shall be sent to the address. This shall be noted in the remarks column in the table envisaged for keeping records of reports by citizens.

Therefore, the census commissions are obligated to organise the work of mobile teams. Each mobile team shall include maximum two members. The number of established teams shall comply with the number of reports by citizens, as well as with the completed census material that was handed over in the period from 1 – 5 November, and it shall be determined in according to the agreement with the regional coordinator. For mobile teams to keep records on registered households with agricultural production, the republic instructor – member of the census commission shall open new Control Lists, with timely provided codes of enumerators. If several mobile teams are needed, the required number of Control Lists shall be opened with the same enumerator code, however each next starting with the new ordinal number (e.g. 231, then 461, 691, 921, up to 999). If a new enumerator code is required, the republic instructor – member of the census commission shall inform the contact person (phone number and email provided in time).

When mobile teams complete Control Lists, 000 will stand for household ordinal number (column 2) in the Control List, while **the respective enumeration area shall be determined** according to the address of the household and with the assistance by the census commission members (person in charge) and the enumeration area code shall be entered in column 3. In the first place it is necessary to register the household in the List of households with agricultural production (that shall be timely passed to the census commission), entering full name of the household holder, address and settlement in the List.

After the accomplished enumeration on report by citizens, the Control Lists maintained by mobile teams shall be closed. The republic instructor – member of the census commission shall check the completeness of the census material and accuracy of the filled Questionnaires, and then the Control List/s shall be entered through the respective application. The entry shall be carried out by an operator or the republic instructor. The boxes with census material (filled Questionnaires) shall include the Control List and the List.

### 3. POST-CENSUS OPERATION

#### 3.1. Receipt of the census material second lot – procedure

**The check-up and receipt of the census material second lot** that has been packed in boxes marked  $m/n$  ( $m$  stands for the number following the last ordinal number of the boxes already handed over, and  $n$  is now known) shall be carried out successively, observing the order provided in the Enumeration manual, from 16 December until the census material accomplishment.

For example, if enumerator in the first section handed over two boxes and marked them 1/ and 2/, and for the second lot census material hands over the third box, this shall be marked 3/3.

The receipt can start a day or two earlier, if enumerators have accomplished enumeration and municipal instructors have checked the complete census material. Census commission shall have at disposal this information in order to organise receipt of material in time (as for the first lot – ensuring adequate premises, computers, printers, internet connection, operators, physical labourer, etc.).

In the first instance the Control Lists that have not been entered successively (in the regular way) shall be entered. After having entered the data from the Control Lists, the operator shall check whether the data on the last page Control List are the same as in the application report (Control List check-up). If required, the corrections shall be made together with the municipal instructor.

The census material check-up shall be carried out by the republic instructor – member of the census commission and by other republic instructors engaged in the municipality, in the presence of the municipal instructor.

After the operator has accomplished the Control Lists entry, just as in the case of successive entry, before starting to check up the material, the republic instructor shall print out the Enumerator's Work Report (A-11), which shall be created according to completed data of the Control List.

In the first place the coverage check-up is carried out, where the sum of the number of correctly filled Questionnaires and the number of households that have not been enumerated for some reason must not be smaller than the total number of households on the List (check up data on the last page Control List:  $4+3=>1$ ). Besides, it is necessary to count the filled

Questionnaires and check whether the number corresponds to the data in column 6, form A-11 (number of filled Questionnaires after 1 November). In case of discrepancy, the error shall be found and the respective corrections made.

In the next instance, the data filled in the Control List and Questionnaires shall be checked, especially paying attention to: relation between the Control List and Questionnaires, legibility and accuracy of the data filled in the Questionnaires, marking of letters applied, completeness of the entered ID data and replies to *Yes/No* questions.

If the republic instructor determines that the coverage is not full, or the relation between the Control List and Questionnaires has not been properly established, or the Questionnaires are filled in illegibly and data are not complete, i.e. if finds that the enumerator has constantly made errors (systematic errors) in filling the Control List and Questionnaires and the material requires further processing, the republic instructor shall order the municipal instructor to make in the given time and together with the enumerator the necessary supplements and corrections of the census material.

After having determined that the census material of all enumerators assigned to the municipal instructor is complete and correct, the municipal instructor and the republic instructor shall sign the form A-11.

When the census material handover has been accomplished, the municipal instructor shall, according to the maintained records and assisted by the operator, fill in the *Instructor's worksheet* form, which serves as the basis for remuneration of enumerators and municipal instructors for their activities, when upon the form is printed out. The total number of filled Questionnaires in the *Instructor's worksheet* must be equal to the total number of filled Questionnaires in the form A-11.

The *Instructor's worksheet* form shall be signed by all enumerators assigned to the municipal instructor. After having signed the form the municipal instructor shall send it back to the census commission, in order that the respective remuneration to the enumerator could be made.

If necessary, the deadline for the receipt of the census material second lot may be extended until the receipt has been fully accomplished.

### **3.2. Preparing census material for despatch to SORS**

The received census material shall be packed properly, i.e. the census material (filled Questionnaires for agricultural holdings and Control Lists) of each enumerator shall be packed in boxes with respective stickers attached (with specified municipality code and enumerator's code). Census material is prepared for despatch so that three boxes are packed and bound with string, in order to avoid tearing of boxes and splitting of material. Census commissions shall act to avoid damage, splitting or loss of census material.

When handing over census material, the reports of enumerators and municipal instructors are packed in a separate folder (marked 'Reports'). The reports by republic instructors are joined thereto and all together are handed over to the regional coordinator upon the accomplished census material handover.

Drawings and descriptions of enumeration areas shall be put in special register folders. Void and unused questionnaires shall be packed separately (as separate packages) and together with unused supplementary forms, unused boxes, bags and other unused material (manuals, pens, calculators, etc.), and census material as well, they shall be forwarded to the SORS.

Authorizations and identification cards shall be kept back and made void by census commissions. Enumerators are not obligated to give back their bags, calculators, guidelines and the Multilingual Questionnaire Set, notebooks and pens.

The packing of census material is directly in charge of republic instructor – census commission member, who shall finally fill in the Record on handover/dispatch of census material (A-15). Having checked the completeness of the census material and other material according to the filled form A-15, the census commission president or deputy and the SORS representative (the republic instructor – member of the census commission) shall sign the form. When the census material is ready for despatch, the republic instructor – member of the census commission shall advise the regional coordinator on the fact. The despatch of the census material shall be organized and conducted by the SORS, in agreement with the regional coordinator.

### **3.3. Census closing procedure**

After having fully accomplished the envisaged operations, the organizers/officials and direct participants implementing the Census in municipalities and towns/cities shall be discharged from their posts in the Census.

**Enumerators and municipal instructors** shall be discharged only after the census commission has received the census material and respective reports from them, i.e. only after they have accomplished supplementary activities, if the census commission engaged them for these activities (e.g. taking part in post-census data quality control as controllers, etc.)

**Republic instructors** shall be discharged from duties only after they have received the complete census material from the municipal instructors assigned to them and pass the Municipal Instructor's Work Report (A-12) to the regional coordinator, together with the reports by municipal instructors and enumerators.

**Controllers** shall be discharged after they have accomplished all operations envisaged by the Guidelines for the Census data quality control and handed over the complete quality control material to their instructor.

**Census commissions** shall be discharged after they have delivered the complete census material and after all envisaged accounts and their reports on the Census expenditures have been forwarded to the SORS.

**Regional coordinators** shall be discharged only after the complete census material have been delivered to the SORS, e.g. stored in the place provided for the Census data entry, i.e. after all envisaged accounts and their reports on the Census expenditures have been forwarded to the SORS.

### **3.4. Control census**

After having received the list of enumeration areas that were selected for control, the census commission shall select the adequate number of controllers (one for each e.a.) and appoint one municipal instructor to supervise the work of controllers. Exceptionally, in the municipalities where a larger number of enumeration areas are selected for control, the census commission shall appoint, in accordance with the instructions by the SORS, two or several municipal instructors to supervise the work of controllers.

The SORS shall organise the training for controllers and instructors at training stations and advise in due course the census commission on the timetable for participants.

The control process is envisaged for the period from 5 – 20 December, and this anticipates 'door-to-door' enumeration in the selected enumeration areas.

When the repeated enumeration has been completed, the controllers shall hand over the material to their instructor and after the check-up the instructor shall forward the material to the census commission. The census commission shall pass the complete control material to the regional coordinator until 25 December. Together with the filled control forms, the commission shall forward also orthographic photo drawings and descriptions (form KCK-4П/2011) for the enumeration areas selected for the control.

### III. ORGANISATION AND IMPLEMENTATION OF ENUMERATION BASED ON REGISTER OF LEGAL ENTITIES

#### ENUMERATION OF HOLDINGS OF LEGAL ENTITIES - ORGANISERS

Apart from the SORS and regional coordinators, whose main tasks are specified in General provisions of these Guidelines, a special role in the organisation of enumeration of households of legal entities is given to the coordinator of enumeration of legal entities.

The task of the coordinator of enumeration of legal entities is to supervise the organisation and control enumeration of holdings of legal entities in the territory of the Republic of Serbia.

Regional coordinators are obligated to organise in an optimal way the enumeration of holdings of legal entities in the territory that their regional department covers, taking into account the number and size of the subject holdings, and to advise the coordinator of enumeration of legal entities on these facts.

#### ENUMERATION OF HOLDINGS OF LEGAL ENTITIES – DIRECT PARTICIPANTS IMPLEMENTING CENSUS

##### **Persons responsible for enumeration of holdings of legal entities**

The Director of the SORS shall appoint and authorise the persons responsible for enumeration of holdings of legal entities on the proposal by the regional coordinator. They are given the charge to monitor and supervise the enumeration of holdings of legal entities in the territory of their regional department and they have the same status as republic instructors, who follow enumeration of family agricultural holdings. Their main tasks are to do the following:

1. Act to ensure the full coverage of the Census units – legal entities in the territory covered by their regional department, i.e. to update the Register of legal entities for the Census needs using all sources available;
2. Study in details the Enumeration manual and the Organisation and implementation guidelines;
3. Send written notice on the Census implementation and the Reminder to the legal entities and set the time for interview;
4. Attend the training for republic instructors;
5. Together with regional coordinator, make plans relative to the number of enumerators that are required for enumeration of holdings of legal entities in the territory covered by the regional department;
6. Pass the Address book of legal entities for the regional department to enumerators, i.e. to distribute holdings of legal entities by enumerators;
7. Act to ensure that all holdings of legal entities in the territory of the respective regional department will be enumerated;
8. Render assistance to enumerators by offering them supplementary instructions and advice related to filling Questionnaires and, if required, go with enumerators to carry out enumeration;

9. Check up the accuracy and completeness of the Questionnaires that enumerators have filled and while consulting the legal entity make respective corrections/supplements to the Questionnaire, i.e. order the enumerator back to field operations;
10. Follow the work of enumerators in the course of enumeration and render assistance in disputable or problematic cases;
11. In case they cannot do controlled entry, create reports on the course enumeration, i.e. fill A-11a form, end every Monday (once a week) advise the regional coordinator on the course of enumeration by phone;
12. Advise the regional coordinator on possible problems, including the necessity to replace enumerator who is found not to carry out the assigned tasks in a satisfactory way;
13. Receive census material successively and control the received material – Questionnaires filled by enumerators;
14. Enter successively each correctly and properly filled Questionnaire via the respective application and enter the enumerator's code and the (ordinal) number by entry order;
15. After the accomplished enumeration of all legal entities in the territory covered by the respective SORS department, hand over the completed and sorted census material to the regional coordinator, together with the filled Enumeration of Legal Entities Work Report (A-13).

## Enumerators

Enumerators shall be authorised by the Director of the SORS. Their tasks are to do the following:

- Study in details the Enumeration Manual and attend the training for enumerator;
- Carry out enumeration in filed in accordance with the Enumeration Manual;
- During the course of the Census, bring successively the census material for check-up and keep constant contact with the person responsible for enumeration of legal entities;
- Observe and act according to the instructions and guidelines received the persons responsible for enumeration of legal entities.

## ENUMERATION OF HOLDINGS OF LEGAL ENTITIES – PROCEDURE

### 1. PRE-CENSUS ACTIVITIES

- 1.1. Selection of persons responsible for enumeration of legal entities
- 1.2. Updating Register of legal entities
- 1.3. Selection of enumerators
- 1.4. Contacts with legal entities, providing notice and Reminder to legal entities

#### 1.1. Selection of persons responsible for enumeration of legal entities

The persons responsible for enumeration of legal entities are obligated to carry out the here above defined tasks in accordance in the Enumeration Manual, the Organisation and

implementation guidelines, as well as observing the instructions received from the regional coordinators.

Timetable of engagements:

- ▶ 3 January – 30 April – updating the Register of legal entities;
- ▶ 4 – 30 June – four-day training course;
- ▶ 21 September – sending notification and the Reminder to legal entities;
- ▶ 1 October – 15 December – contacts with legal entities, enumeration, check-up and entry of Questionnaires;

Way of applying:

The persons responsible for enumeration of legal entities are the SORS employees. Since their engaging is necessary for pre-census activities (updating the Register in filed), the regional coordinators have appointed the persons responsible for enumeration of legal entities for the territory covered by their respective regional departments even before the official selection of candidates.

The persons responsible for enumeration of legal entities shall apply at the same time as candidates for republic instructors (the same internal announcement and application for registration).

Time to apply: 2 – 16 March 2012.

Selection of candidates for training - procedure:

After the time envisaged for receiving application, the SORS shall create the lists of applicants. The selection of candidates to be persons responsible for enumeration of legal entities shall be carried out by regional coordinators.

The list of the selected candidates shall be released until 6 April 2012 latest.

The training course and testing shall be carried out at the same time as the training and testing for the selection of republic instructors.

## **1.2. Updating Register of legal entities**

The objective of the enumeration of holdings of enterprises, farm cooperatives and other organisations with the status of legal entities is to collect data on their activities in the area of primary agricultural production.

The collection of data on agricultural activity of legal entities shall be carried out pursuant to the Register that was created out of the Statistical Business Register (SBR), and which was updated at the SORS regional departments by the persons responsible for enumeration of legal entities, as well as pursuant to all administrative sources related to legal entities from the area of agricultural production.

The census units are all active legal entities, just as their organisational units, the main activity or subsidiary activity of which is in the area primary agricultural production, which include:

- ▶ Growing of annual and perennial crops;
- ▶ Growing of seedlings;
- ▶ Production of wine from self-produced grapes;
- ▶ Raising of animals (*Raising of other animals* means only raising of ostriches, emus and rabbits, as well as bee-keeping, production of honey and beeswax);
- ▶ Various agricultural production;

- Maintenance of agricultural areas in good agricultural and environmental state.

Coverage **shall not include** legal entities dealing with industrial processing of agricultural products, such as: sugar and oil processing factories, breweries, textile factories, fruit and vegetables processing factories, wineries and cellars, dairies, meat and fish processing factories, fodder processing factories (producing concentrates), silo trenches and cold stores – if they do not carry out (own-account) primary agricultural production.

Head offices of legal entities that are census units provide all data on their primary agricultural production if it is carried out at the same address where the head office is located. Also, head offices provide data for their organisational parts carrying out primary agricultural production at this address, and for all their organisational parts located otherwise that have not independent administration to take decisions on activities of the holding.

Organisational parts of legal entities that carry out agricultural production as primary or secondary activity at various addresses are independent reporting units if they have (independent) administration to take decisions on activities of the holding.

The Register updating shall be carried out at the SORS regional departments and the organisation of updating related activities shall be in charge of regional coordinators. The register updating in field shall be carried out by persons responsible for enumeration of legal entities, in accordance with the Guidelines for updating Register of legal entities and unincorporated enterprises. The deadline for finalising these activities is **30 April**.

### 1.3. Selection of enumerators

Persons responsible for enumeration of legal entities together with regional coordinator shall make the plan of enumeration of legal entities, and in accordance with the number of holdings of legal entities in their territory they shall engage enumerators (one or several) that have accomplished at their municipalities the training and testing for enumeration of family holdings and holdings of unincorporated enterprises. The best candidates shall be selected. Reserve municipal instructors also can be engaged as enumerators. The maximum number of holdings of legal entities per one enumerator is 50.

The engaged enumerators shall sign special contract at the SORS regional department. After the contract signing, the enumerators shall receive census material (the required number of Questionnaires and Reminder), bag (containing two black pens, folder), authorisation, ID card and the Register of legal entities assigned to the enumerator.

Exceptionally, if the regional coordinator consider this to be the best solution, republic instructors (census commission members) may be engaged as enumerators for legal entities in the territory assigned to them, provided they are able to carry out the subject enumeration (have enough time and a smaller number of holding of legal entities). The person responsible for enumeration of legal entities can also be engaged as enumerator.

### 1.4. Contacts with legal entities, providing notice and Reminder to legal entities

The persons responsible for enumeration of legal entities are obligated to send **on 21 September** a letter and Reminder to the census units from the Register, so that they can get to know the contents of the Questionnaire for agricultural holding and the main terms, and thereby be prepared for the interview. The cover letter shall include phone numbers for supplementary explanations and information, i.e. name of contact person (person responsible).

## 2. CENSUS COURSE ACTIVITIES

### 2.1. Operations of persons responsible for enumeration of legal entities

Persons responsible for enumeration are obligated to establish contact with the legal entity and make appointment for the interview. The enumerators, with whom they are constantly in contact, shall be advised on the time envisaged for interview.

The person responsible shall organise and supervise the work of enumerator/s and render any possible assistance. Also, this person is obligated to check up the first Questionnaire filled by the enumerator and specially paying attention to the following:

- a) Identification data;
- b) Calculated data (sums) within the Questionnaire Chapter 2, relative to the land;
- c) Data on total available land (codes 12 and 89), utilised agricultural area (codes 80 and 138), fruit plantations (codes 73 and 120) and vineyards (codes 74 and 124) have to be equal;
- d) Relation between the data on land area and areas irrigated, with applied fertilisers and with organic farming;
- e) Replies to *Yes/No* questions, where one of possible replies shall be marked;
- f) Accuracy and completeness of data within Chapter 10, *Labour force and activities of the holding*.

If detect errors while making check-up, the person responsible shall offer additional explanation to the enumerator in order that these errors could be further avoided.

The respective corrections in the Questionnaire shall be made only after consulting the legal entity.

In the course of enumeration, persons responsible (or to them assigned enumerators) shall pay visits to legal entity as long as the Questionnaire has been completely and correctly filled.

Persons responsible shall make successive controlled data entry from Questionnaires via the respective application.

Persons responsible shall advise their regional coordinator on arising problems. Besides, if they are not able to make controlled data entry, they shall complete the form A-11a (the course of enumeration report) and every Monday (once a week in the period from 1 October to 15 December) they shall submit to their regional coordinator the report on the state of events.

### 2.2. Work of enumerators carrying out enumeration of legal entities

The main task of enumerators engaged for enumeration of legal entities is to visit each legal entity found in the Register of legal entities, at the time previously set, and to carry out the enumeration, i.e. to may as many visits as required to completely and correctly fill the Questionnaire for the holding.

Enumerator is obligated to forward the first filled Questionnaire to the person responsible who shall check it for accuracy and completeness.

Enumerators shall successively pass the filled Questionnaires to the person responsible for enumeration of legal entities. In the course of operations, if necessary, they shall ask for

assistance and act in accordance with the instructions provided by the person responsible for enumeration of legal entities.

### **3. POST-CENSUS OPERATIONS**

Upon the accomplished enumeration and data entry from the Questionnaires, the person responsible shall check the coverage according to the Register of legal entities and to discharge the enumerators engaged for enumeration of legal entities.

Apart from the census material, void and unfilled Questionnaires, enumerators are obligated to hand over their authorisations and ID cards to the person responsible for enumeration of legal entities. Enumerators are not obligated to return their bags, calculators, manuals, notebooks and pens.

When discharged, persons responsible for enumeration of legal entities shall hand over the following material to the regional coordinator:

- Register of legal entities;
- Valid Questionnaires by order of entry;
- Authorisation for the person responsible for enumeration of legal entities;
- Authorizations for engaged enumerators;
- Unfilled Questionnaires and filled – void Questionnaires (handed over in separate folders).

Persons responsible for enumeration of legal entities shall produce Enumeration of Legal Entities Work Report (A-13) on the basis of their findings and findings by enumerators who carried out enumeration of legal entities and this report shall be handed over to the regional coordinator together with other census material.

Having determined the completeness of the census material, the regional coordinator shall discharge the person responsible for enumeration of legal entities and forward to the SORS the census material (including the completed form A-14, which is joined to other reports of direct participants implementing the Census in the territory covered by the regional department).

## IV. CENSUS FORMS

### 1. Basic census forms

The Census of Agriculture will use the following basic forms:

- ▶ **Questionnaire for agricultural holding (PP)** – to be filled in for each agricultural holding, regardless of the legal status;
- ▶ **Control List (PPK)** – serves to record any households that are in the distributed List of Households with own-account agricultural production, as well as for recording additionally detected households with own-account agricultural production.

The detailed instructions for filling the basic census forms are provided in the Methodological guidelines and in the Enumeration manual.

### 2. Supplementary forms

The following supplementary forms will also be used for the Census of Agriculture:

- ▶ **Enumerator Authorisation (Form A-5)** – the identification document on the basis of which the enumerator carries out enumeration;
- ▶ **Municipal Instructor Authorisation (A-6);**
- ▶ **Regional Coordinator Authorisation (A-7);**
- ▶ **Census Commission Member Authorisation (A-7a);**
- ▶ **Republic Instructor Authorisation (A-7b);**
- ▶ **Authorisation for the person responsible for enumeration of legal entities (A-7b);**
- ▶ **Letter of Information on the Enumerator's Visit (A-8)** – the form to be filled in by enumerator in the case she/he does not find anybody at the given address, to announce his/her next visit.

Apart from respective authorizations, all direct participants implementing the Census shall be given special identification cards, which apart from the basic personal data have a photograph affixed.

- ▶ **Distribution of enumerators by settlements (A-9)** – serves to census commissions to define the distribution of enumerators by settlements; the form is available in electronic form and shall be printed when required;
- ▶ **Work Report (A-10)** – completed by enumerators on their findings on the conducted activities;
- ▶ **Enumerator's Work Report (A-11)** – serves to municipal instructors to keep records and assess the work of enumerators. The form is available also in electronic form and shall be printed when required;
- ▶ **Report on Enumeration Course of Action (A-11a)** – serves to municipal instructor and person responsible for enumeration of legal entities for to keep

records on the enumeration course of action in cases when successive Control List entry, i.e. controlled Questionnaire entry is not carried out;

- ▶ **Municipal Instructor's Work Report (A-12)** – completed by republic instructors on their findings on the work of municipal instructors;
- ▶ **Enumeration of Legal Entities Work Report (A-13)** – completed by persons responsible for enumeration of legal entities according to their findings on the conducted activities;
- ▶ **Republic instructors and persons responsible for enumeration of legal entities – Work Report (A-14)** – completed by regional coordinators according to their findings on the work of republic instructors and persons responsible for enumeration of legal entities;
- ▶ **Record on handover/dispatch of census material (A-15)** – completed by republic instructors – census commissions' members and relates to the contents of the census material that is dispatched to the SORS;
- ▶ **Application for municipal instructors (A-4a)** – electronic form filled by candidates for municipal instructors when applying to work in the Census;
- ▶ **Application for enumerators (A-46)** – completed by candidates for enumerators when applying to work in the Census.

### Drawings and descriptions of enumeration area boundaries

The description and identification data (transcript from the Register of territorial units) for each enumeration area are provided in the form KCK-4П/2011.

In addition, prepared is an orthographic photo drawing with the included transcript from the address register for the respective region, i.e. graphic presentation of the territory covered by the enumeration area.

Census commissions shall have available the layout map of statistical and enumeration areas, by settlements, with marked boundaries of all settlements and statistical and enumeration areas in the territory of municipality/town/city.

The review of supplementary forms is provided further in the Organisation and implementation guidelines for the Census of Agriculture 2012.

## V. DEADLINES AND TIMETABLE

In order to ensure timely and harmonised conduct of all main tasks related to the preparatory activities, organisation and implementation of the Census as arising from these guidelines and in order that the Census bodies and participants may be advised in advance on the envisaged deadlines for accomplishment of their tasks, hereafter specified is the timetable for carrying out the main activities in the period from 3 January 2012 to 15 January 2013.

TIME PERIOD	ACTIVITY	CONDUCTED BY
3. 1 – 30. 4.	Updating Register of legal entities in field and providing lists to Division of agriculture; updating base of households with own-account agricultural production and grouping of enumeration areas	Statistical Office of the Republic of Serbia
3. 1 – 1. 3.	Further processing of Census instruments (contents, design)	Statistical Office of the Republic of Serbia
25. 1 – 27. 1.	Training for regional coordinators	Statistical Office of the Republic of Serbia
1. 2 – 1. 5.	Establishing census commissions and appointing members of census commissions	Statistical Office of the Republic of Serbia and local government units
1. 2 – 5. 3.	Creating program for training courses (presentations, agendas, tutorials, tests)	Statistical Office of the Republic of Serbia
1. 2 – 29. 2.	Creating program for candidates applying for republic instructors and info-centre operators	Statistical Office of the Republic of Serbia
1. 3 – 16. 3.	Applying for republic instructors and info-centre operators	Statistical Office of the Republic of Serbia
1. 3 – 30. 4.	Finalising Census instruments (language editing, press preparation) – in succession (until 16.3. – the Methodological guidelines, to be forwarded to the Council)	Statistical Office of the Republic of Serbia
2. 3 – 7. 3.	Preparing material for training courses for regional coordinators	Statistical Office of the Republic of Serbia
7. 3 – 9. 3.	Training for regional coordinators	Statistical Office of the Republic of Serbia
19. 3 – 26. 3.	Creating lists of candidates for republic instructors and info-centre operators and approving their engagements	Statistical Office of the Republic of Serbia
26. 3 – 30. 3.	Establishing teams (selection of republic instructors and persons responsible for enumeration of legal entities) and forwarding lists to SORS	Regional coordinators
1. 4 – 31. 5.	Creation, testing and installation of program for applying for municipal instructors	Statistical Office of the Republic of Serbia
2. 4 – 6. 4.	Harmonising lists and creating final lists of candidates for republic instructors and persons responsible for enumeration of legal entities, by teams, and candidates for info-centre operators	Statistical Office of the Republic of Serbia and regional coordinators
30. 4 – 31. 5.	Creating Register of legal entities; creating Lists of households with own-consumption agricultural production, defining precise number of enumerators and	Statistical Office of the Republic of Serbia

TIME PERIOD	ACTIVITY	CONDUCTED BY
	municipal instructors	
1. 5 – 21. 5.	Editing and printing material for training courses for republic instructors and persons responsible for enumeration of legal entities	Statistical Office of the Republic of Serbia
1. 5 – 15. 6.	Editing and printing material for census commissions (Organisation and implementation guidelines and Applications for enumerators [Form A-46])	Statistical Office of the Republic of Serbia
1. 5 – 1. 9.	Printing Questionnaire for agricultural holding, Enumeration manual, Reminder, Multilingual Questionnaire Set and supplementary forms	Statistical Office of the Republic of Serbia and selected print shop
22. 5 – 24. 5.	Delivering guidelines to candidates for republic instructors and persons responsible for enumeration of legal entities	Statistical Office of the Republic of Serbia
1. 6.	Delivering Organisation and implementation guidelines and Financial guidelines (electronic form) to census commissions	Statistical Office of the Republic of Serbia
1. 6.	Opening public announcement for municipal instructors	Statistical Office of the Republic of Serbia
1. 6. – 30. 6.	Application of candidates for municipal instructors through web application	Candidates for municipal instructors
4. 6.	Opening public announcement for municipal instructors, local level	Census commission
4. 6 – 30. 6.	Training courses for republic instructors and persons responsible for enumeration of legal entities, including testing (1 <sup>st</sup> round)	Regional coordinators
1. 7 – 5. 7.	Placing invitation to interview with list of candidates for municipal instructors	Census commission by order of regional coordinators
6. 7 – 30. 7.	Holding interview in municipalities according to defined schedule/lists	Regional coordinators
6. 7 – 6. 8.	Review of applications and defining standings of candidates for training for municipal instructors, reserve included, creating preliminary list of candidates for training for municipal instructors; forwarding lists to census commissions	Statistical Office of the Republic of Serbia and regional coordinators
30. 7.	Releasing final lists of selected republic instructors, persons responsible for enumeration of legal entities and info-centre operators	Statistical Office of the Republic of Serbia
1. 8.	Public announcement for enumerators	Statistical Office of the Republic of Serbia
1. 8 – 9. 8.	Public announcement for enumerators on local level, with listed stations for applying, place and time for placing applications	Census commission
1. 8 – 9. 8.	Forwarding Application for enumerators (form A-46) and Enumeration manual copies to census commissions for getting ready municipal instructors for training	Statistical Office of the Republic of Serbia
5. 8.	Determining stations for enumerators to apply and advising address details to SORS	Census commission
7. 8.	Releasing preliminary list of candidates for pre-testing for training for municipal instructors	Census commission

TIME PERIOD	ACTIVITY	CONDUCTED BY
9. 8.	Advising on number of required municipal instructors and enumerators to census commissions	Statistical Office of the Republic of Serbia
9. 8.	Finding premises for storing Census and promotional material	Census commission
10. 8 – 12. 8.	Reporting to census commission and placing documents for inspection	Selected candidates for pre-testing for training for municipal instructors
10. 8 – 12. 8.	Receipt of Enumeration manual copies in order to get prepared for pre-testing, i.e. training	Selected candidates for pre-testing for training for municipal instructors
10. 8 – 12. 8.	Time envisaged for claims on selection of candidates for training for municipal instructors	Applied candidates for municipal instructors
10. 8 – 14. 8.	Candidates applying for enumerators	Candidates for enumerators
10. 8 – 5. 9.	Delivery of census material (guidelines, manuals, forms, lists, notebooks, boxes, calculators, bags, etc.) to census commissions	Statistical Office of the Republic of Serbia and selected print shop or selected provider
13. 8 – 20. 8.	Delivery of material to republic instructors for preparing training courses	Statistical Office of the Republic of Serbia
13. 8.	Deciding on claims by candidates for municipal instructors	Census commission
13. 8.	In case of insufficient number of candidates for pre-testing, making announcement for candidates 'below the line' to present the call	Census commission
14. 8.	Call for candidates 'below the line' and receipt of documents	Census commission
15. 8.	Releasing list of candidates for pre-test for training for municipal instructors	Census commission
15. 8 – 16. 8.	Time envisaged for claims on list of candidates for pre-test for training for municipal instructors	Applied candidates for municipal instructors
15. 8 – 18. 8.	Entry of applications, making list of standings and selection of candidates for training for enumerators, reserve including	Census commissions and republic instructors
17. 8.	Deciding on claims by candidates for municipal instructors	Census commission
18. 8.	Releasing final list of candidates for pre-test for training for municipal instructors and forwarding to regional coordinators	Census commission
19. 8.	Releasing preliminary list of candidates for training for enumerators	Census commissions
20. 8 – 24. 8.	Time envisaged for claims on selection of candidates for enumerators and deciding on claims	Applied candidates for enumerators, census commission
20. 8 – 24. 8.	Enumerators placing documents to census commission for inspection	Selected candidates for pre-testing for training for enumerators
20. 8 – 24. 8.	Receipt of Enumeration manual to get ready for pre-test, i.e. training	Selected candidates for pre-testing for training for enumerators
27. 8	Releasing final lists of candidates for training (pre-test) for enumerators and forwarding lists to regional coordinators	Census commission
27. 8 – 1. 9.	Finding premises for training courses for municipal	Census commission

TIME PERIOD	ACTIVITY	CONDUCTED BY
	instructors, census commissions' members and enumerators; creating lists of participant by training stations; forwarding lists to regional coordinators	
1. 9.	Information about training stations are released on SORS site	Statistical Office of the Republic of Serbia
3. 9.	Pre-test for training for municipal instructors	Candidates for municipal instructors
4. 9 – 8. 9.	Training for municipal instructors, testing and releasing results	Republic instructors and census commission
5. 9 – 15. 9.	Distribution of promotional material by settlements	Census commission
10. 9 – 12. 9.	Republic instructors and selected municipal instructors getting ready for training for enumerators	Republic and municipal instructors
16. and 21. 9.	Pre-test for training for enumerators	Candidates for enumerators
17.9 – 26. 9.	Training course for enumerators, testing and releasing results	Republic and municipal instructors, census commission
21. 9.	Forwarding notice and reminder to legal entities	Persons responsible for enumeration of legal entities
25. 9 – 27.9.	Sorting material for enumeration, classifying by enumerators, packing	Census commission
27. 9 – 28. 9.	Selection of enumerators and municipal instructors and defining reserve, assigning enumerators by municipal instructors, assigning codes, data entry into base	Census commission
27. 9 – 29. 9.	Assigning enumerators for enumeration of legal entities and delivering material, contract signing	Regional coordinators and persons responsible for enumeration of legal entities
28. 9.	Releasing lists of engaged enumerators and municipal instructors, and their reserves	Census commission
28. 9 – 29. 9.	Delivering material to municipal instructors	Census commission
28. 9 – 29. 9.	Contract signing	Municipal instructors and enumerators
30. 9.	Preparatory activities for enumeration	Municipal instructors, persons responsible for enumeration of legal entities and enumerators
1. 10 – 30. 11.	Enumeration (1 <sup>st</sup> round)	Enumerators
1. 10 – 20. 12.	Acting to ensure on-duty service in census commission head offices: whole-day, from 1-10 October, 1-5 November and from 1-20 December; meanwhile one census commission member is on duty during municipality office hours; organising Control list entry.	Census commission
2. 10 – 3. 10.	First control of filled Questionnaires	Republic and municipal instructors, persons responsible for enumeration of legal entities
2. 10 – 07. 10.	Meeting, reviewing census material, indicating errors	Municipal instructors and enumerators
3. 10 – 15. 12.	Regular control and Control list entry; regular control and Questionnaire entry	Municipal instructors or operators; persons responsible for enumeration of legal entities
1.11.	Taking over first lot of census material to municipal instructors	Enumerators

TIME PERIOD	ACTIVITY	CONDUCTED BY
1. 11 – 5. 11	Taking over first lot of census material to republic instructors, control and receipt of census material	Municipal instructors, republic instructors, census commission
5.11 – 20.11	Delivering census material to SORS	Census commission and regional coordinators organised by Statistical Office of the Republic of Serbia
5. 11 –15. 11.	Forwarding records for calculating remuneration for direct participants implementing Census; calculating remuneration	Census commission; Statistical Office of the Republic of Serbia
1. 12 – 10. 12.	Enumeration upon notice by civilians (2 <sup>nd</sup> round)	Enumerators in field or mobile teams
5. 12 – 20. 12.	Control census	Enumerators – controllers
11–15. 12.	Taking over second lot of census material to municipal instructors, review and supplements (back to field) on request by municipal instructor	Enumerators
16 – 20. 12.	Taking over second lot of census material, control and receipt of census material	Municipal instructors, republic instructors, census commission
20–25. 12.	Forwarding census material to the SORS in Belgrade and delivering of reports by direct participants implementing Census	Census commission and regional coordinators, organised by Statistical Office of the Republic of Serbia
16. 12. 2012 – 15. 1. 2013.	Forwarding records for calculating remuneration for direct participants implementing Census; calculating remuneration	Census commission; Statistical Office of the Republic of Serbia
15. 1. 2013.	Creating and releasing first census results	Statistical Office of the Republic of Serbia

## ANNEXES








**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Поддржано од стране  
 Европске уније

**Образац А-5**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**  
**ОВЛАШЋУЈЕ СЕ**

\_\_\_\_\_  
 (име и презиме)

са станом у \_\_\_\_\_  
 (назив насеља, општине/града)

улица и кућни број \_\_\_\_\_  
 да у својству **пописивача** изврши попис.

Дужност пописивача је да обиђе сва домаћинства са Листе домаћинства са пољопривредном производњом/газдинства правних лица из додељеног Адресара и да их полише.

Приликом пописивања, пописивач је обавезан да се придржава Упутства за пописивање, као и усмених упутстава и објашњења добијених од инструктора.

Пописивач је овлашћен да, у циљу пописивања, уђе у свако домаћинство са Листе домаћинства са пољопривредном производњом/газдинство правног лица из додељеног Адресара и да прикупи податке о пољопривредној производњи који се траже пописом.

Према члану 20 Закона о попису пољопривреде 2011. године („Службени гласник РС”, бр. 104/09 и 24/11), пописивач је дужан да чува као тајну све податке о пописаним пољопривредним газдинствима које буде сазнао вршећи попис.

Пописивач је дужан да преда сређену пописну грађу надлежном општинском инструктору по завршетку пописивања/сукцесивно предаје грађу лицу одговорном за попис правних лица.

Председник пописне  
 комисије / регионални координатор  
 (М. П.)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Поддржано од стране  
 Европске уније

**Образац А-6**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**  
**ОВЛАШЋУЈЕ СЕ**

\_\_\_\_\_  
 (име и презиме)

са станом у \_\_\_\_\_  
 (назив насеља, општине/града)

улица и кућни број \_\_\_\_\_  
 да у својству **општинског инструктора** даје потребна упутства пописивачима и помаже им у раду, да прати ток пописивања и да, по завршеном пописивању, прими пописну грађу од пописивача. У свом раду инструктор је дужан да се у свему придржава Упутства за пописивање и Упутства за организацију и извршење пописа.

Општински инструктор је овлашћен да, при вршењу својих задатака, уђе у свако пољопривредно газдинство у свим насељима за која је задужен.

Према члану 20 Закона о попису пољопривреде 2011. године („Службени гласник РС”, бр. 104/09 и 24/11), општински инструктор је дужан да чува као тајну све податке о пописаним пољопривредним газдинствима које буде сазнао у току рада.

Председник  
 пописне комисије  
 (М. П.)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Подржано од стране  
 Европске уније

**Образац А-7**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**

**ОВЛАШЋУЈЕ СЕ**

\_\_\_\_\_

(име и презиме)

са станом у \_\_\_\_\_

(назив насеља, општине/града)

улица и кућни број \_\_\_\_\_

да у својству **регионалног координатора** организује попис на територији коју покрива подручно одељење Републичког завода за статистику, у складу са Упутством за организацију и извршење пописа.

Према члану 20 Закона о попису пољопривреде 2011. године („Службени гласник РС”, бр. 104/09 и 24/11), регионални координатор је дужан да чува као тајну све податке о пописаним пољопривредним газдинствима које буде сазнао у току рада.

Директор  
Проф. др Драган Вукмировић

(М. П.)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Подржано од стране  
 Европске уније

**Образац А-7а**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**

**ОВЛАШЋУЈЕ СЕ**

\_\_\_\_\_

(име и презиме)

са станом у \_\_\_\_\_

(назив насеља, општине/града)

улица и кућни број \_\_\_\_\_

да у својству **члана пописне комисије** прати ток пописивања и предузима мере да се попис у свему спроведе у складу са Упутством за организацију и извршење пописа.

Члан пописне комисије је овлашћен да, при вршењу својих задатака, уђе у свако пољопривредно газдинство на територији општине на којој је надлежан.

Према члану 20 Закона о попису пољопривреде 2011. године („Службени гласник РС”, бр. 104/09 и 24/11), члан пописне комисије је дужан да чува као тајну све податке о пописаним пољопривредним газдинствима које буде сазнао у току рада.

Председник  
пописне комисије

(М. П.)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Подржано од стране  
 Европске уније

**Образац А-7б**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**

**ОВЛАШЋУЈЕ СЕ**

\_\_\_\_\_

(име и презиме)

са станом у \_\_\_\_\_

(назив насеља, општине/града)

улица и кућни број \_\_\_\_\_

да у својству **републичког инструктора** пружа стручну помоћ непосредним учесницима пописа, и по потреби, врши попис газдинстава правних лица, у складу са Упутством за пописивање и Упутством за организацију и извршење пописа.

Према члану 20 Закона о попису пољопривреде 2011. године („Службени гласник РС”, бр. 104/09 и 24/11), републички инструктор је дужан да чува као тајну све податке о пописаним пољопривредним газдинствима које буде сазнао у току рада.

Директор  
Проф. др Драган Вукмировић

(М. П.)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Подржано од стране  
 Европске уније

**Образац А-7в**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**

**ОВЛАШЋУЈЕ СЕ**

\_\_\_\_\_

(име и презиме)

са станом у \_\_\_\_\_

(назив насеља, општине/града)

улица и кућни број \_\_\_\_\_

да у својству **лица одговорног за попис правних лица** прати, контролише и, по потреби, врши попис правних лица – јединица пописа, у складу са Упутством за пописивање и Упутством за организацију и извршење пописа.

Према члану 20 Закона о попису пољопривреде 2011. године („Службени гласник РС”, бр. 104/09 и 24/11), лице одговорно за попис правних лица дужно је да чува као тајну све податке о пописаним пољопривредним газдинствима које буде сазнао у току рада.

Директор  
Проф. др Драган Вукмировић

(М. П.)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Подржано од стране  
 Европске уније

**Образац А-8**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**

**ОБАВЕШТЕЊЕ**  
о поновном доласку пописивача

Дана \_\_\_\_\_ 2012. године дошао/дошла сам да извршим попис и нисам никога затекао/затекла код куће. Стога намеравам да дођем поново дана \_\_\_\_\_ пре/после подне око \_\_\_\_\_ сати.

Молим Вас да ме у то време сачекате како бих могао/могла да извршим попис.

Уколико нисте у могућности да ме сачекате, упишите датум (најкасније до 30. новембра 2012) и време када могу да дођем ради пописа:

Датум: \_\_\_\_\_ 2012. године  
 Време: \_\_\_\_\_ сати

Ради договора, можете ме позвати на телефон: \_\_\_\_\_

Пописивач  
 \_\_\_\_\_  
 (име и презиме)


**РЕПУБЛИКА СРБИЈА**  
 Републички завод за статистику


 Подржано од стране Европске уније

**Образац А-9**  
 Закон о попису пољопривреде 2011. године  
 („Службени гласник РС”, бр. 104/09 и 24/11)

**Попис пољопривреде 2012.**  
**Распоред пописивача по насељима**

Назив општине \_\_\_\_\_ Шифра општине 

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Име и презиме општинског инструктора \_\_\_\_\_

Назив насеља	Шифра пописивача	Шифре додељеног (једног или више) пописног круга	Укупан број домаћинстава на Листи	Име и презиме пописивача	Адреса пописивача	Телефон пописивача	Матични број







**Попис пољопривреде 2012.**  
**ИЗВЕШТАЈ О РАДУ ПОПИСИВАЧА**

Назив општине \_\_\_\_\_

Шифра општине

Име и презиме општинског инструктора \_\_\_\_\_

Шифра општинског инструктора \_\_\_\_\_

Редни број	Шифра пописивача	Укупан број домаћинстава на Листи	Број исправно попуњених упитника до 1.11.	Број кутија у којима се налазе упитници попуњени до 1.11.	Број исправно попуњених упитника после 1.11.	Број кутија у којима се налазе упитници попуњени после 1.11.	Укупан број исправно попуњених упитника	Укупан број кутија
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<b>Укупно</b>								

\_\_\_\_\_  
(потпис општинског инструктора)

\_\_\_\_\_  
(потпис републичког инструктора)

**Попис пољопривреде 2012.**  
**ИЗВЕШТАЈ О ТОКУ ПОПИСИВАЊА**

Име и презиме општинског инструктора / лица одговорног за попис правних лица \_\_\_\_\_

Редни број	Име и презиме	Шифра пописивача	Укупан број домаћинстава на Листи / газдинстава правних лица у Адресару	Пресек стања 8. октобра		Пресек стања 15. октобра (кумулатив)		Пресек стања 22. октобра (кумулатив)	
				посетио домаћинстава / газдинстава правних лица	попунио упитника	посетио домаћинстава / газдинстава правних лица	попунио упитника	посетио домаћинстава / газдинстава правних лица	попунио упитника
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<b>УКУПНО</b>									

Редни број	Име и презиме	Пресек стања 29. октобра (кумулатив)		Пресек стања 5. новембра (кумулатив)		Пресек стања 12. новембра (кумулатив)	
		посетио домаћинстава / газдинстава правних лица	попунио упитника	посетио домаћинстава / газдинстава правних лица	попунио упитника	посетио домаћинстава / газдинстава правних лица	попунио упитника
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	<b>УКУПНО</b>						

Редни број	Име и презиме	Пресек стања 19. новембра (кумулатив)		Пресек стања 26. новембра (кумулатив)		Пресек стања 3. децембра (кумулатив)		Пресек стања 10. децембра (кумулатив)	
		посетио домаћинства / газдинстава правних лица	попунио упитника	посетио домаћинства / газдинстава правних лица	попунио упитника	посетио домаћинства / газдинстава правних лица	попунио упитника	посетио домаћинства / газдинстава правних лица	попунио упитника
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	<b>УКУПНО</b>								

(потпис општинског инструктора / лица одговорног за попис правних лица)

**Попис пољопривреде 2012.**  
**ИЗВЕШТАЈ О РАДУ ОПШТИНСКИХ ИНСТРУКТОРА**

– Попуњава републички инструктор –

Назив општине \_\_\_\_\_

Редни број	Име и презиме општинског инструктора	Квалитет одржане инструктаже	Обилазак терена	Контрола рада пописивача	Исправност и комплетност предатог пописног материјала	Комуникација остварена са другим учесницима у попису	Заинтересованост и залагање за квалитетно обављање свих задатака у попису	Средња оцена (видети објашњење)
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Потпис једног или више републичких инструктора

\_\_\_\_\_

\_\_\_\_\_

**Објашњење**

Сваки наведени критеријум оценити оценом од 1 до 5. У случају да општински инструктор није држао инструктажу, уписати косу црту (/). Средња оцена (колоне 9) израчунава се тако што се збир свих оцена (у колонама 3–8) подели бројем сабирака. Средњу оцену заокружити на цео број.

У случају да је више републичких инструктора пратило рад истих општинских инструктора, заједно израђују један Извештај о раду општинских инструктора и заједно се потписују.



### Попис пољопривреде 2012.

#### ИЗВЕШТАЈ О РАДУ У ТОКУ ПОПИСА ПРАВНИХ ЛИЦА

– Попуњава лице одговорно за попис правних лица –

#### 1. ОЦЕНА ЈАСНОЋЕ ШТАМПАНИХ УПУТСТАВА

1. Задовољила су у потпуности
2. Пружила су информације, али су остале неке недоумице
3. Нису задовољила

Ако је Ваш одговор 2 или 3, обавезно образложите:

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#### 2. ОЦЕНА ОСТВАРЕНЕ САРАДЊЕ СА ДОДЕЉЕНИМ ПОПИСИВАЧИМА

1. Успешна
2. Задовољила
3. Није задовољила
4. Није постојала потреба за додатним ангажовањем пописивача за попис правних лица

Ако је Ваш одговор 3, обавезно образложите:

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#### 3. ОЦЕНА ОСТВАРЕНЕ САРАДЊЕ СА ИСПИТАНИЦИМА

1. Углавном су били расположени за давање одговора
2. Углавном су давали одговоре
3. Углавном су одбијали сарадњу

#### 4. ПРОЦЕНА ТАЧНОСТИ ОДГОВОРА ИСПИТАНИКА

(на основу запажања на терену, сазнања и слично)

1. Углавном су давали тачне одговоре
2. Углавном су давали приближно тачне одговоре
3. Углавном су давали нетачне одговоре

**5. ДА ЛИ СУ ЗА ПИТАЊА ИЗ УПИТНИКА ИСПИТАНИЦИ ТРАЖИЛИ ДОДАТНА ОБЈАШЊЕЊА**

1. ДА                      2. НЕ

Ако је ваш одговор „Да“, наведите поглавља из упитника којима та питања припадају.

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**НАПОМЕНА**

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\_\_\_\_\_ (име и презиме одговорног лица)

\_\_\_\_\_ (подручно одељење)

**Попис пољопривреде 2012.**

**ИЗВЕШТАЈ О РАДУ РЕПУБЛИЧКИХ ИНСТРУКТОРА  
И ЛИЦА ОДГОВОРНИХ ЗА ПОПИС ПРАВНИХ ЛИЦА**

– Попуњава регионални координатор –

Подручно одељење \_\_\_\_\_

Редни број	Име и презиме републичког инструктора / лица одговорног за попис правних лица	Квалитет одржане инструктаже	Обилазак терена	Контрола рада других непосредних учесника у попису	Контрола исправности и комплетности пописног материјала	Комуникација остварена са другим учесницима у попису	Заинтересованост и залагање за квалитетно обављање свих задатака у попису	Средња оцена (видети објашњење)
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Редни број	Име и презиме републичког инструктора / лица одговорног за попис правних лица	Квалитет одржане инструктаже	Обилазак терена	Контрола рада других непосредних учесника у попису	Контрола исправности и комплетности пописног материјала	Комуникација остварена са другим учесницима у попису	Заинтересованост и залагање за квалитетно обављање свих задатака у попису	Средња оцена (видети објашњење)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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(потпис регионалног координатора)

**Објашњење**

Сваки наведени критеријум оценити оценом од 1 до 5. У случају да републички инструктор није држао инструктажу, уписати косу црту (/). Црту уписати и ако се оцењује рад одговорног лица за попис правних лица.

Средња оцена (колоне 9) израчунава се тако што се збир свих оцена (у колонама 3–8) подели бројем сабирака. Средњу оцену заокружити на цело број.

2



## Попис пољопривреде 2012.

### ЕВИДЕНЦИЈА О ОТПРЕМАЊУ ПОПИСНЕ ГРАЂЕ

Пописна комисија у општини \_\_\_\_\_

Врста материјала	Укупно	Напомена
Кутије са попуњеним Упитницима за пољопривредно газдинство		
Скице статистичких и пописних кругова и обрасци КСК-4Г и КСК-4П (регистратори)		
Поништени Упитници за пољопривредно газдинство – пакети		
Неупотребљени Упитници за пољопривредно газдинство – пакети		
Неупотребљени помоћни обрасци – пакети		
Неупотребљене кутије за смештај пописне грађе		
Неупотребљене торбе		

\_\_\_\_\_  
Председник/заменик председника пописне комисије

\_\_\_\_\_  
Републички инструктор члан пописне комисије

У \_\_\_\_\_, датум: \_\_\_\_\_ 2012.

**Напомена:** Копирати попуњен и потписан образац. Један примерак оставити пописној комисији, а други примерак заједно са пописном грађом доставити Републичком заводу за статистику.

