

PART 1

CHAPTER I—BACKGROUND

Why Hold a Population Census?

1. The object of the Population Census is to enumerate all the people in the country and to provide the Government with the number of persons in each district, township, locality, village, etc., according to age, sex and various other characteristics. This information is required for various aspects of economic and social planning. The ultimate aim of planning is to provide a better way of life for the people of Zambia and to conquer what have been called the 'Five Evils' of Disease, Ignorance, Squalor, Idleness and Want. From almost every aspect, knowledge of the population of the country is essential for these purposes.
2. Planning for education obviously requires a knowledge of the number of children of school-going age, who are likely now and in coming years to require schooling at various levels. The Government cannot know where to build the necessary schools and train the necessary school teachers, unless it knows where the need is greatest in terms of the number of children who should be going to school.
3. Housing is an important problem, particularly in urban areas, where many people are living in crowded conditions. If new houses are to be built in order to relieve this overcrowding, the Government must know the number of people living in these conditions who will be requiring new houses.
4. It is the wish of the Government to improve and extend the medical services of the country so as to eliminate disease and to reduce the number of children dying in infancy and early childhood. But if the medical services are to be planned properly, the Government must know the number of people involved, the number of children being born and the rate at which they are dying.
5. Zambia is a large country with big potential in agriculture. Most of the people earn their living from the land. In order to develop the agriculture and to help to feed the people it is essential to know the number of persons involved in agriculture, their sex and age, their educational level and where they are located.
6. In the modern times industry plays a vital role in a country's economy. Mining is the major foreign exchange earner for Zambia. A very large number of workers are employed in mining and manufacturing. We need to know their numbers, ages and skills. We also need to know the number of employed people and those who are seeking employment.
7. For all these purposes, it is not enough to know how many people there are at the time of the Census. We must know also how fast the population is increasing and how many people there will be in five years' time, ten years' time, etc. This is why we wish to obtain information, not only on people now living, but also on the number of children being born and the number of people dying.

Importance of Your Work as an Enumerator

8. The Census of Population and Housing is an important national undertaking. As an enumerator your work is of great significance in the chain of events. At the same time your responsibility is heavy. Without your conscientious attention to detail and a sense of devotion, we will not be able to conduct the Census successfully. It is most essential that such a national effort as the Census is completed in the best possible manner.

Legal Powers

9. The Census is being carried out under the provisions of the Census and Statistics Act, Chapter 425 of the Laws of Zambia. All people residing in Zambia, except foreign diplomats accredited to Zambia (i.e., only those attached to Embassies and High Commissions), at the time of the Census are required by this Act to provide necessary information. Willing co-operation of the people is most important if the Census is to be a success. You must show great courtesy so that you can get the co-operation of the people. Sometimes you may come across a few persons who may be reluctant to be enumerated. When every effort to persuade them to provide the necessary information has failed, and they persist in refusing to answer the questions, then the matter should be reported to your supervisor. Do not take the law in your own hands and threaten the people with possible prosecution.

Confidentiality of the Census Information

10. You and all other census officials are required to take an oath of secrecy, and if it is found that anyone has shown the census forms, or in any other way has disclosed the information contained in them, to any person other than a census official, that person will be liable to be prosecuted in terms of the Census and Statistics Act, Chapter 425 of the Laws of Zambia. All census officials should sign the oath of secrecy in the prescribed form in the presence of a magistrate or a Commissioner of Oaths.

Equipment

11. The following equipment will be issued to you:

- (a) One or more books of census schedules. This book will have a hard cardboard back, to make it easy for you to write on.
- (b) Two pencils and a rubber.
- (c) One pencil sharpener.
- (d) Marker slips which you will use for marking the houses whose inhabitants you have enumerated.
- (e) A badge to indicate that you are an official census enumerator.
- (f) A bag to keep all above things clean and dry.

When you have completed your work, you should return all this equipment to your team leader.

During the course of your work *do not* leave the census forms issued to you in any place where an unauthorised person may be able to have access to them.

Structure of the Census Organisation

12. For the purposes of the Census Zambia has been divided into twenty-four census regions and these have been further divided into census districts. As far as possible the census administration follows existing administrative districts and provinces. The districts are further divided into Census Supervisory Areas (CSAs) and each CSA into Standard Enumeration Areas (SEAs). Each SEA is so defined that the number of people will be approximately between 300 and 600 in rural areas and between 600 and 800 in urban areas. Obviously, before the Census is completed, it is not possible to know accurately how many people there are in any SEA. However, on the above basis there will be about 12 000 enumeration areas. Thus there will be about 12 000 enumerators employed to carry out the Census.

13. The work of the enumerators will be supervised by a team leader and a supervisor. Altogether, there are 3 000 team leaders and 600 supervisors. The census administration in a district will be looked after by the District Census Officer (supported by two senior supervisors) who will be supervised by a Provincial Census Officer at the provincial level.

14. Between three to six enumerators will be working with each team leader as a unit. Your team leader will issue your books of schedules and other equipment to you, and will be responsible for organising your day-to-day census activities. He will also explain to you the boundaries of your enumeration area and give you instructions as to the order in which you should enumerate the people living in different parts of your area. During the enumeration itself, you must keep in constant touch with your team leader so that he can make changes in your programme of work, if necessary. You should also report to him any difficult case, such as persons who persist in refusing to answer the questions; he will then either handle the matter himself, or give you advice as to how to proceed. Even if you have no problems to report to him, he will be visiting you at intervals during the enumeration period to see how you are getting on with the work.

15. When you have finished your work of enumeration, you must return the books of schedules and other equipment to him. He will check through your schedules and if he finds any mistakes he will require you to correct them, even by re-visiting the households concerned, if necessary.

CHAPTER II—IDENTIFICATION PARTICULARS

The Enumeration Area

16. Every enumerator will be assigned an enumeration area in which he has to do the enumeration work for the Census. Your team leader will assign this area to you and will also provide you with a map or a sketch showing boundaries of your enumeration area and explain major features of this area in order for you to properly understand the boundaries.

17. Your team leader will take you around your enumeration area and instruct you with regard to the order in which you will carry out the enumeration in the area. He will specify the order in which the villages should be visited in the rural areas or the streets to be covered in the urban areas. You must follow these instructions carefully.

18. Since the co-operation of the people is an essential factor in the success of the Census, your team leader will also introduce you to the local traditional and Party leaders and other influential persons in the area to solicit their co-operation.

Area Code

19. Each Standard Enumeration Area (SEA) will be given an Area Code. This code will be in seven digits and will be such that no other area in the whole of Zambia will have the same number. This number, together with the name of the district, town and locality will be written on the top cover

of the book of schedules. As soon as you receive your book of schedules from your supervisor you should check that these details have been completed.

You should also copy this area code number into the relevant box in the top left-hand corner of each schedule which you will fill in within this enumeration area.

Other Identification

20. In addition to the area code number you will fill in other details on each schedule which will give the name of location and address of the household for which the schedule has been filled in. The names of province and district to which the locality belongs are also to be recorded in respective columns.

Locality

21. In the case of urban areas enter here the name of the area, compound or township in which this house is located, e.g. Kansenshi, Chelston, Chipata Compound, Chilenje South, etc. In the case of rural areas write the name of the village, farm or place. In case of an institution write the name of the institution in addition to the name of the locality.

Address

22. Address is the information that describes the place in such a manner that a person may be able to reach it by this reference. It will include the name or number of the street and the location of this particular building on this street. This will include house number, plot number, or stand number or the name of the building if it is commonly known by that name. In rural areas name of the village, farm or place will suffice.

Census Building Number

23. Within your enumeration area you will give a unique serial number to each building as you continue to enumerate these. This number will run serially in each enumerator's area. This number will be in three digits starting with 001 and move on to 002, 003 and so on. No two buildings in your enumeration area will have the same 'census building number'. This number will be different from other types of numbers the building may already have, such as house number, plot number, stand number, flat number, etc.

Building

24. A building is any independent structure comprising one or more rooms or other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundation to the roof. Each building will be given a separate census building number irrespective of whether anyone is living there or not at the time of the Census. Abandoned buildings and incomplete buildings in which no one is living at the time of the Census should not be given a building number.

NOTE: I. A number of variations will be made to this definition. For example, such structures which may consist of a roof with supports only, i.e. without walls, will also be considered as a building if it is being used for living purposes.

II. For Census purposes one or more structures on one premises will be treated as one 'building'.

Examples:

- (i) A house with separate structure for bathroom, latrine and/or kitchen together form one building.
- (ii) A bungalow (main house) and its detached garage and servant's quarters together form one building.
- (iii) Several huts of the same household constitute one building.
- (iv) A block of flats with one structure form one building.

III. Where there are several structures in an institution with different uses for such structures then each of these structures may be given a separate census building number.

Household

25. For the purpose of the Census a household is defined as a group of persons who normally live and eat together and these persons are called members of that household.

Housing Unit

26. A housing unit is an independent place of abode intended for habitation by one household.

27. Such structures which are not intended for habitation such as garages and barns, classrooms in a school, etc., but are occupied as living quarters by one or more households at the time of the Census will also be treated as housing units.

3

census building with several housing units. When the wives have their own separate clusters of huts not adjacent to one another, these could be treated as separate census buildings.

Institutions

36. The definition of a household given above refers only to private households. Many people do not live in private households but in institutions such as schools, hospitals, hostels, prisons, army camps, etc. In these cases, you should write the name of the institution against locality so as to make it clear that it is an institution and not a private household. Details of all persons who live together in an institution are to be listed in one schedule.

NOTE: Persons such as doctors, wardens, managers of hostels, army officers, etc. staying with (or without) their families within the premises of institutions in separate houses normally cooking separately, should be treated as private households and should be enumerated in the usual manner on separate schedules. These households should not be treated as members of the institutions.

Collective Living Quarters

an offence against confidentiality of information.

Who Should Give the Information?

40. Although the head of each household will in most cases be able to give you the particulars about every member of his household you should try to get the information about every adult person from himself/herself as far as possible. Do not ask a man to give information about his wife, or a wife to answer for her husband if they are present there to answer for themselves. Even in the case of children who cannot answer for themselves, you should always try to *see* them so that you can check that the information you are given is correct.

41. If you are told that certain people spent the previous night with the household but you cannot see them when you make your visit, you should try to find out where they are and why you cannot see them. The particulars of such persons are to be collected as far as possible from the head of the household.

42. It is specially important that wherever possible the information to be obtained about children ever born, date of last birth, etc., should be obtained directly from the mothers themselves. You have to be tactful to ensure that it is the woman and not her husband who answers these questions about herself.

Who Should be Enumerated?

43. You should enumerate each and every person, whether visitor or resident, who spent the previous night with the household you are enumerating.

44. You will generally not be able to complete the enumeration of all the people in your area in one day, and it may take as much as a week or even more, but you should still make sure that the people whom you enumerate on a particular day are only those who spent the previous night with the household you are enumerating. Occasionally you may come across someone who says that he had been already enumerated elsewhere. In this case you *still* have to enumerate him again.

45. Children who were born after sunrise on the day of enumeration or persons who have arrived after sunrise *should not be included*.

46. Persons working during the night should be enumerated during the day at their normal places of residence and should be deemed to have been present at their residence on the previous night.

What to Do if the People Are Not at Home

47. Sometimes in the course of the enumeration you may go to a housing unit and find that there is none who can answer the questions which need to be answered. In these circumstances, do not paste the marker slip on the house but allocate the census number and make a note in your diary to re-visit sometime later when the people are expected to return home. You should tell the neighbours that you will be coming back to that house and ask them to inform the inhabitants about the time of your next visit. In such cases a visit early in the morning or late in the evening will be very useful.

Types of Schedules

48. In the 1980 Census of Population and Housing two different types of census schedules are being used for enumerating the population. Form 'A'—Full Schedule—will be used in all urban areas and in some selected rural areas. Form 'B'—Short Schedule—will be used in the rural areas excluding those covered by Form 'A'. Only one type of schedule is to be used in any one area.

49. Each book of schedules is numbered and contains twenty-five schedules. As soon as you receive a book of schedules number each schedule serially from 01 to 25 in the space provided at the upper right hand corner of each schedule. One schedule will be used for one household even if there is only one person in that household. Each schedule has space for entering information for ten persons. You will use as many lines as the number of persons in that household. The remaining lines will be kept blank.

50. If a household has more than ten persons then you will need additional space. In such a case use one schedule for the first ten persons and additional schedule(s) for more persons. In case there are many persons, you will continue using additional schedules until the whole household (or institution) has been enumerated. In order to indicate that you have used additional schedules, write 'continued on the next page' at the bottom of the first schedule. On the next schedule repeat all the necessary identification information from the first schedule and after the household number write 'continued from the last page'. Repeat this procedure for all additional schedules that you use for the same household/institution.

51. After you have completed the enumeration of a household, sign the schedule and put the date of enumeration.

PART 2

CHAPTER IV—GENERAL CHARACTERISTICS

Preliminary Steps

52. The first step after coming to a building is to determine whether someone is using it as a residence. This you must do even if it looks as if the building has not been built for habitation. In addition to regular residential buildings people will be found to be living in offices, garages, petrol stations, barns, railway signal posts, railway and bus stations, lorry parks, under stalls in market places, under bridges, storage sheds and many odd places. Some watchmen or caretakers who do not have their normal place of residence elsewhere, may sleep on the premises of offices, factories, etc. during their off-time. You will enumerate every person in your enumeration area at the housing unit where he/she slept last night. This has already been explained to you in paragraph 43.

53. You will then determine how the people in the building are grouped for living purposes. Each of this group of people or single persons as the case may be will be defined in terms of households (see para. 25). Each of these households will be enumerated on one separate schedule except when it is necessary to continue on additional sheets when the number of persons in a household or institution is more than ten (see para. 50). Before starting to enumerate, enter the identification particulars at the top of the schedule.

54. Introduce yourself to the person who will meet you when you approach a housing unit. Find out who is the head of that household and seek to meet him. If he is not at home find out if there is any adult person present. Introduce yourself and explain the purpose of your visit. The questions will be asked, as far as possible, to all adult persons directly. Otherwise a responsible member of the family (see para. 40) can answer these questions for the absent members and for younger members of the household.

Serial Number

55. All persons enumerated should be numbered serially, within each household from one onwards in the column marked 'serial number', but this should be done only after the name is written in column 2. The serial number is to be written as a two digit number. There is a provision for ten persons to be enumerated on a schedule. In column 1 serial numbers are already printed from 1 to 9 and then a '0'. You will put a '0' before these digits to make them 01, 02, 03 ... 09. In order to make 10 you only have to prefix a 1 before 0. If there are more than 10 persons in a household or institution, then you have to use additional schedules (see para. 50). On these additional schedules you have to prefix a 1 with every serial number to make it 11, 12, 13, 14, 15, 16, 17, 18, 19. Then you can prefix a 2 to the 0 to make it 20, 21, 22 and so on. You can go on prefixing 3, 4, etc. as needed on subsequent additional schedules for the household/institution.

Question: Name

56. In this column enter the names of the persons you are enumerating. *Enter first the name of the head of the household*, then write the names of all such members of the household and persons who spent the previous night in the house with this household, numbering them serially. If the head of the household has gone elsewhere and has not slept in the house on the previous night, the next senior member of the household, who is managing the house in his absence should be treated as the head of the household. In order to avoid confusion, you should record the name of the wife (or husband) of the head of the household after that of the head of the household. After that the names of their unmarried children, married children and their families, other relatives and the non-relatives in that order are to be recorded. In case the head of a household has more than one wife living in the same household, enter first the wife whom he married first, then her children, and then the next wife and her children and so on.

57. If you find that there is not enough space to write the full name of the person, then enter only the name by which that person is generally known. For small children who have not yet been given a name, write 'Baby' followed by surname of parents.

Question: Relationship

58. In this column write down the relationship of the person to the head of the household or to other members of the household. Since each person will be entered against a 'serial number' (this is the number on the left of the 'Name' col.), the relationship can conveniently be expressed by reference to these serial numbers, e.g. 'W of 1', 'S of 1+2', etc.

You may use the following order of enumeration wherever possible using the codes as given in the Table below to indicate the relationship:

<i>Relationship</i>					<i>Code</i>
Head of Household	HEAD
Wife	W
Husband	H
Son	S
Daughter	D
Father	F
Mother	M
Grandson	GS
Granddaughter	GD
Grandfather	GF
Grandmother	GM
Brother	B
Sister	T
Other relation by blood, marriage, or adoption					R
Unrelated visitors, lodgers, servants, etc.					U

NOTE: Be sure to show people as the father, mother, son, daughter, etc. of others on the schedule only if they are the *true* parents or offspring. Foster parents and adopted children may be shown by writing 'Foster' or 'Adopted' after the appropriate abbreviations.

Example:

A household consists of the head, his wife and five children (three older boys and two younger girls), his old mother and an unrelated female visitor with her small boy.

The head of the household will be entered against serial No. 1; his relationship should be given as 'HEAD'.

The wife is entered against serial No. 2; her relationship should be given as 'W of 1'.

The wife's children, three boys will then be entered against serial numbers 3, 4 and 5; the three boys' relationship will be 'S of 1+2', two girls will both be 'D of 1+2' and will be entered against serial numbers 6 and 7. Mother of the head of the household is entered against serial No. 8; her relationship should be given as 'M of 1'. The visitor, serial No. 9, should have relationship 'U' and her small boy, serial No. 10, should be 'S of 9'. In an institution you may write the relationship as patient, lodger, prisoner, soldier, etc. In a hostel the relationships will be student, nurse trainee, etc.

Question: Sex

59. Write M for males, and F for females. Check that the sex you have recorded is compatible with the relationship. Take particular care to record the correct sex of young children. Frequently you will not be able to tell whether a baby who is carried on a mother's back is a boy or a girl; you should ascertain clearly what the sex of the child is.

Question: Age

60. Age is a very important personal characteristic that we are concerned with in the Census. Two columns are provided for entering the age. For all those persons who are one year old or older, the age will be entered in completed years in the first column and '00' will be put in the second column. The age will be entered in two digits, 01, 02, 09, 10, 11, etc. except for those who are 100 years and more for whom age will be entered in three digits. Thus a person who is 1 year and four months old will have age 01 entered in the first column and '00' in the second column. A person who is 17 years and 11 months old will have 17 entered in the first column and '00' in the second column. However, for the very small children (infants) who are not yet 1 year of age '00' will be put in the first column and their ages in completed months (in two digits) are to be recorded in the second column. Thus an infant who is 4 months old will have '00' in the first column and 04 in the second column. For children under one month put '00' in years column and '00' in months column.

61. In most cases the determination of ages will not create many problems. Almost all educated persons know their ages. Most students are also aware of their own ages. Where there may be some doubt, ages of children can be reasonably estimated by looking at them and comparing their ages to other children in the family.

62. Some persons will, however, not know their ages. In their cases you will have to estimate their ages. You can ask that person for how long he has been in his area. At about what part of his life did he come here, what did he do then, for how long, how old was he when he left his parental home, etc. In this manner you can build his life history. It is also possible to reconstruct his age by referring to some historical event that he may remember, e.g., how old was he when Lusaka to Mongu

road was built by the Chinese, or when they changed the name of Feira boma, or when a certain Chief died, or when the pontoon sank in Katima Mulilo, or when Mufulira Mine disaster or tenth anniversary of Independence took place, etc. Such historical events should be such that he may have a fair idea about these and some estimate of how old he was when these events occurred. You will be provided with a Historical Calendar of Events for your district to help with this problem. Refer to it as often as may be helpful. Try to make your own estimate as best as possible as on the correctness of this age estimate will depend the accuracy of many other factors.

63. Generally people do not know of any notable event which took place during the year of their birth but they may be able to remember some notable event which occurred when they were small children. In those cases, you should make suitable allowances for the ages of the children (for example, 5 or 6 years) at the time of these events when estimating their dates of birth and hence their ages. If you have already obtained a rough idea of the person's age by some method, you should question the person as to whether he or she remembers any of the events listed in your calendar of events and help to ascertain his or her age in this way. Do not rely completely on a single event. You should also check this with a later event.

64. If you have already ascertained the age of some other member of the household or of some neighbour, this may be of considerable help in pin-pointing the ages of other members of the household or of other persons living in the locality. For example, if you have decided that the eldest son of the head of the household is 12 years old, you may be able to determine exactly the ages of the other children by finding out how many years had elapsed between the births of the different children.

Question: Marital Status

65. This question will be asked for all persons 12 years of age or more. In case of those who are less than 12 years of age, it is assumed that all of them have never married and therefore Code N will be entered. For others who are 12 years of age or older at the time of your interview the following codes will be entered:

Never married (Those who have never been married)	N
Married (Those who have ever married and have wife/husband at the present time):	
Married women	M
Married man with one wife	M-1
Married man with two wives	M-2
Married man with three wives	M-3
Married man with four wives	M-4
Married man with five or more wives	M-5

Widowed: A man whose wife has died and he has not got any wife now or a woman whose husband has died and she has not got any husband now W

Divorced: A man who has divorced (or has been divorced by) his wife and has no other wife now or a woman who has divorced (or has been divorced by) her husband and has no husband now D

Separated: A man or a woman who is legally separated and has no other wife/husband now S

66. Marriage may be any permanent living arrangement between a man and a woman to live together and will include church marriages, other religiously approved unions, civil registration at Boma or other civil ceremony, traditional marriages, or even where no ceremony has been performed but the man and woman are living as husband and wife.

Question: Ethnic Group

67. This question is not to be asked to the respondent. You will enter the information on the basis of your own observation. The following four categories will be used and the corresponding codes entered:

Category	Code
African	A
European	U
Asian	S
Mixed/Coloured	M

This is a classification based more on social tradition than mere race.

Question: Language First Spoken as a Child

68. Write in this column the name of the language which this person first learnt to speak during his/her childhood. A list containing names of different languages is given in Appendix 1. Use the spellings as given. Any language not included in this list will be entered as stated by the respondent. It

will not be surprising if this is a language which is neither his father's nor his mother's original mother tongue. So you will often find a mother speaking, say, Tonga, a father speaking, say, Lozi, and yet the child's mother tongue will be Chewa because that is the language that he first learnt to speak and usually this may be the language which his mother and father may be using at home between themselves and the children or because they may be living in Chewa speaking locality.

69. For a child who has not yet learnt to speak, enter the language which is generally spoken at home.

Question: Language of Communication

70. You are now required to find out the two languages the person uses most frequently for his day-to-day work, with his neighbours, at factory, in office, in market places, etc. You are to enter only two such languages by order of importance. For this purpose two separate columns have been provided. The most used language will be entered in the first column and the one of second importance will be recorded in the second column. You may note that it is not necessary that a person may be able to read and/or write in these languages. The information required here is regarding the languages mostly used by the person.

71. Many people will have only one language of communication. In that case put the name of that language in the first column and a dash '-' in the second column.

72. For a child who has not yet learnt to speak, enter dashes in both these columns.

Question: Length of Residence in this District

73. Ask every person the length of his/her present continuous stay in this district (i.e., district of enumeration). Enter the number of years and months (each in two digits) that this person has been continuously living in this district.

74. A person can live in a district since birth and never go away. Or, he/she can move from one district to another district changing residence as often as he/she wishes or even returning to one of the districts in which he/she lived earlier. Here what you are to find out is the length of continuous residence in this district since he/she last made a move, if any.

Example:

A person was born in Serenje district and lived there until 1961 when he went to live in Chinsali district where he stayed up to 1970. Then he moved to Mansa district but returned to live in Chinsali district in June 1974 where he is living now. Thus his continuous period of residence in this district is from June 1974 to August 1980, that is 6 years and 2 months. Enter 06 and 02 in respective columns. You are not to consider the period of his previous residence in the same district, if any.

NOTE: Short visits outside the district to meet relatives or friends, to attend funeral, on business, for recreation, etc., are not to cause a break in the period of residence as long as one went away for short periods temporarily while keeping normal residence in this district and while going always had the intention to come back to this residence.

Question: Place of Residence 12 Months Ago

75. In this question you are to ask the respondent his place of residence 12 months ago and whether that place was an urban area or a rural area. Two columns have been provided for recording the answer.

76. In the first column write the name of the district in which this person was having normal residence 12 months ago. This can be either the district where he is now residing or another district. In case the person was outside Zambia 12 months ago, write the name of the country where he was residing at that time.

77. In the second column write whether the place where he was living 12 months ago was a rural area or an urban area. Write 'R' for rural and 'U' for urban. The list of urban areas and townships is given in Appendix 3 and these will be coded as 'U'. For infants born less than 12 months ago, put dashes in both these columns. For those who were living outside Zambia at that time put a dash (-) in this column.

78. If a person is not sure of the district, then ask him the name of the Chief's area. From this information you can find out the name of the district (see Appendix 2).

79. If a person seems uncertain about the period '12 months ago' then you can assist by giving explanation of the date last year or by saying that it means 'end of last winter season'.

Question: Birth Place

80. For persons born in Zambia, write the district of birth; do not write the name of the village, town or Chief's area. Some people may not know the name of the district in which they were born, but they generally will know the name of the Chief's area. In these cases you should refer to the list

of chiefs by districts in Appendix 2 and find out which district their Chief's area belongs to. In the next column write whether the place in which he was born was a rural area or an urban area. Write 'R' for rural and 'U' for urban. The list of urban areas and townships is given in Appendix 3. In case the person was born outside Zambia write only the name of the country in which he/she was born. Do not write the name of the district of a foreign country. A list of countries is given in Appendix 4. In case of a foreign country put a dash (-) in the second column.

Question: Country of Citizenship

81. In this column write the name of the country of which the person is a citizen.

Question: Education

82. Under these questions you are to record the present status of school or college attendance and education level of each person. Ask all persons up to what level they have studied. For someone who has *never attended* school enter Code N under 'whether attending'. For those who are still at school/college, etc. or those who, after having studied at such institutions previously, are not attending now, give relevant code as below:

Full-time attending now Code A
Part-time attending now Code T
Previously attended but not attending now .. Code P

NOTE: 1. Since the Census will be held during a period when many schools and colleges will be closed for holidays, the term 'attending' will be taken to mean that the person attended school during the last term and intends to do so in the next term also.

2. Students attending vocational training including teacher training should be considered as persons attending full-time (code A).

3. Apprentices in factories or workshops should not be shown as full-time students.

4. Persons attending night school or engaged in correspondence courses should be shown as part-time attending (code T).

5. Pre-school education is not to be included and children studying in pre-school classes will be recorded as 'Never Attended' (code N).

83. Under 'level attained' two columns have been provided to record the educational level attained by each person who has ever attended an educational institution (including correspondence schools). Record the highest level *passed* whether a person is still attending full-time or part-time or has attended previously and is not attending now.

84. Write in first column the highest standard, grade or form of formal schooling or education which the person has attended; e.g. 'Std. 6', 'Grade 3', 'Form 2', 'GCE (O)', 'B.A.', etc. If the person is still at school, the grade or form which you should write is that which he attended last term. If the person has left school, you should record the level he was attending during his last term at school, etc. For persons who were educated outside Zambia, write the approximate Zambian equivalent of the level reached.

NOTE: The system of school standards, grades and forms have been changed twice in recent years, in 1956 and 1965. The relative levels were roughly as follows:

<i>Before 1956</i>	<i>1956-65</i>	<i>1965-79</i>
Sub-standard A	Sub-standard A	Grade 1
Sub-standard B	Sub-standard B	Grade 1
Standard 1	Standard 1	Grade 2
Standard 2	Standard 2	Grade 3
Standard 3	Standard 3	Grade 4
Standard 4	Standard 4	Grade 5
Standard 5	Standard 5	Grade 6
Standard 6 lower	Standard 5	Grade 6
Standard 6 upper	Standard 6	Grade 7
Form 1	Form 1	Form 1
Form 2	Form 2	Form 2
'Removed' form	'Removed' form	Form 3
Form 3	Form 3	Form 4
Form 4 (GCE)	Form 4 (GCE)	Form 5 GCE (O)
Form 6 lower	Form 6 lower	GCE (O)
Form 6 upper	Form 6 upper	GCE (A)

Report all educational levels in the equivalent levels as of present (i.e. last column). Thus if someone had passed Form 3 before 1956 then the equivalent grade for reporting purposes will be Form 4 as of now.

85. For persons who never had any full-time school education, put a dash (-). Never leave the column blank.

86. The level attained is the qualification (i.e. degree, diploma, certificate, etc.) that an individual has acquired, whether by full-time study, part-time study or private study; whether conferred in the home country or abroad; and whether conferred by educational authorities, special examining bodies or professional bodies. The acquisition of an educational qualification, therefore, implies the successful completion of a course of study.

87. All professional and vocational education will be recorded under 'professional/vocational'. For those who do not have any professional/vocational qualification, put a dash (-) under this column.

Example No. 1. A person passed his/her Form III examination. After that he/she obtained Certificate in Mechanical Design Draughting. Enter Form III under academic level and 'C—Mechanical Design Draughting' under professional/vocational column. C stands for Certificate.

Example No. 2. A person passed his/her Form V examination. After that he/she obtained Diploma in Electrical Technology. Enter Form V under academic level and 'D—Electrical Technology' under professional/vocational column. D stands for Diploma.

Example No. 3. A person passed his/her Form V examination. After that he/she obtained Bachelor degree in Agriculture. Enter 'B.Sc.' under academic level and 'B—Agriculture' under professional/vocational column. B stands for Bachelor degree.

Example No. 4. A person passed his/her Bachelor degree in Agriculture. After that he/she obtained Master's degree in Agriculture. Enter 'M.Sc.' under academic level and 'M—Agricultural' under professional/vocational column. M stands for all post graduate degrees, e.g. Master's degree, PH.D., D.Sc., etc.

A list of educational programmes is provided in Appendix 5.

Question: Disability

88. Use the following symbols to define the category of disability to be recorded in this column:

- (i) B for a person who is totally blind. If a person has lost the sight of only one eye do not categorize him as blind.
- (ii) D for the persons who are deaf and/or dumb. The basic idea is to enumerate persons who are totally deaf or almost totally deaf. Similarly dumbness should be taken to mean that a person is unable to speak coherently. If he is able to mumble a few sounds only, then he should be classified as dumb.
- (iii) L to denote persons who are crippled or who have lost the use of one or more limbs. Loss of limb could mean either that the limb (i.e. a hand or a leg) is severed or the person has lost the powers to use the arm or leg.
- (iv) M for those who are mentally retarded.
- (v) U to denote persons who are sick and are therefore unable to work or move about normally in the week preceding the census enumeration. We are not concerned with the seriousness or relative severity of the sickness which the person has at this time. We merely want to record the number of persons who feel that they are sick and are unable to work or move about normally.

89. Do not make your own judgment of the disability of a person. This should be left to the respondent himself/herself and you should record the answer as reported. In the case of children or those who are said to be mentally retarded/deficient, record the information as given.

90. In case of persons having more than one kind of disability, give all the codes, e.g., blind and deaf (BD), blind, crippled and mentally retarded (BLM), etc.

91. If a person has none of the disabilities then put a dash '-' in this column.

CHAPTER V—ECONOMIC ACTIVITY

92. In this chapter we want to find out whether a person is working or not and, if working, then what type of work he or she is doing. For those who are not working we would like to know whether or not a person is seeking work or interested in getting work or whether a person is otherwise so engaged or involved in some other activity that he or she is not available or interested in doing work of economic kind. These questions are to be asked only from persons who are at least 12 years old on the day of enumeration. For persons who are less than 12 years of age on the day of enumeration, put down a dash (-) in all these columns.

93. The persons who are 12 years old or over can be divided into (i) those working, or not working but interested in work (Labour Force) and (ii) those neither interested nor available for work (not in Labour Force).

94. Those who are in labour force can be further classified as below:

- (1) Working and work assured but not yet started work;
- (2) Not working:
 - (i) Able to work and actively seeking work;
 - (ii) Able to and interested in work though not actively seeking work.

95. Those not in labour force will include the following categories of persons:

- (i) Mainly looking after own housework (housewives);
- (ii) Full-time students;
- (iii) Not able to work (disabled, too old, invalids);
- (iv) Pensioners;
- (v) Persons living only on rental incomes, past savings, interest, inheritance, gambling income, etc.;
- (vi) Others, who are neither interested nor available for work, such as beggars, vagrants, prisoners, etc.

Question: Economic Activity

96. Under this question you have to determine the economic category to which he or she belongs as shown in paragraphs 94 and 95 above. The answers are to be given in codes as explained below:

Working (Code W)

97. We define a person as working if he or she performed some work for pay or profit. Payment may be either in cash, in the form of goods or in terms of services or in any combination of these.

Examples:

1. A person employed by someone on fixed monthly income or weekly or daily wages.
2. A person who is paid by an employer on the basis of piece-work.
3. A person running his/her own business such as a marketeer, a hawker, a cobbler, a tinsmith, a bottle store operator, a grocery store owner, etc.
4. Two (or more) partners running a business.
5. A farmer who tills his own farm, with or without the help of other persons.
6. A farm labourer who is paid partly in cash and partly in terms of farm produce.
7. A person who works in a hotel and gets his wages partly in cash and partly in terms of board and lodging.

98. Persons who had a job and would normally have worked for pay or profit or return in kind but who were (a) on paid or unpaid vacation or study leave, (b) were prevented from working by temporary illness, bad weather, industrial dispute such as strike or a lock-out, and (c) all persons who had got a new job but had not yet reported for work are to be classified as working.

99. Since a person may work for some time and not work in some other time we shall define a specific reference period during which he may be working on regular basis in order to be classified as 'working'.

100. In the case of non-agricultural operations a person will be classified as working in a non-agricultural type of operation if he or she did any work for pay or profit any time during the *preceding week for a period equal to at least one working day*.

By 'preceding week' we mean seven days immediately preceding the day of enumeration.

101. In the case of agricultural and allied operations, the reference period will be the last agricultural season or the preceding year and not last week.

This type of work will be determined as below:

- (i) Agriculture: growing of crops, fruits and vegetables, and raising of poultry and livestock.
- (ii) Fishing and hunting.
- (iii) Forestry: Collecting or cutting wood, charcoal burning, gathering of honey and bees-wax from trees, gathering of mushrooms, caterpillars, etc. and collecting wild fruits, etc.

102. Generally, housewives doing only household duties of looking after their own family are not to be regarded as working. Therefore, do not include housewives who do not have paid employment or who do not work regularly in a family business or on a family farm as working. However, if a housewife is having a paid employment or works on a family farm or a family business regularly she is then to be recorded as working. Similarly a housewife who looks after another family and is paid for her work in cash or kind is to be regarded as working.

103. First ask one or more of the following questions as appropriate.

- (i) Have you been employed last week?
- (ii) Have you worked for pay or profit during the last week?
- (iii) Have you owned or worked in your own or in a family business during the last week?
- (iv) Did you undertake any regular agricultural work in your own or your family's farm during the last agricultural season?
- (v) Did you work as a farm hand during the last agricultural season?
- (vi) Were you engaged for pay or profit mainly in fishing, hunting, charcoal burning, wood cutting, gathering mushrooms or caterpillars, collecting wild fruits, etc. during the preceding year?

All those who answer 'yes' to any of these questions will be considered as 'working' and the letter W will be entered under Economic Activity column on the line for such persons.

Not Working but Seeking Work (Code S)

104. If the answer to each of the questions in paragraph 103 is 'No' then ask the following question:

'Have you been looking for a paid job any time within the last one month?' If 'yes' then find out whether he/she has been—

- (i) registered at an employment exchange?
- (ii) going to possible employers and asking for a job?
- (iii) writing a letter or application for a job?
- (iv) asking friends, relatives, neighbours, etc. to help him/her in finding a job?

If the person did any such thing in trying to find a job then he/she will be treated as 'seeking work' and Code S will be entered under *Economic Activity* column for that person.

105. However, if a person did not do any of the things as above but only wished to get a job without trying to do something to actually find a job then do not classify that person as seeking work. Ask him/her further questions as in paragraph 106.

Not Working and Not Seeking Work Because the Person Believes That No Work is Available (Code B)

106. If the person is not working as well as not seeking work, ask 'Why were you not seeking work?' If the person indicates that he/she would like to have a job but was not sure that there was any work available or he/she may say 'Where can I get employment?' then enter code B for that person under *Economic Activity* column.

Not Working and Not Seeking Work Because the Person is a Housewife (Code H)

107. All those persons who are neither working nor seeking work because they are just looking after household duties (housewives), are to be coded as H under *Economic Activity* column.

Not Working and Not Seeking Work for Other Reasons (Code N)

108. When you ask 'Why were you not seeking work?', if the person gives any reason other than being a housewife, enter N under *Economic Activity* column. For example, he may not want to work, or he is too young to work, or is drawing pension, or is a full-time student, and so on. This person may be a beggar, a prisoner, or a vagrant. Those living solely on income from gambling or prostitution are also to be classified here and coded as N.

NOTE: Some students manage to find a job during the school holidays and might be working during the last week. Since they have already said 'yes' to the questions in paragraph 103, they will have already been coded as W for 'working'.

Question: Employment Status

109. This question is to be asked only to those persons for whom code W, S or B had been entered in the column dealing with *economic activity*. For other persons who are outside the labour force (codes H and N), put a dash (-) under columns dealing with *Employment status*, *Occupation* and *Industry* respectively.

110. By employment status we mean that a person is self-employed, employs others, is employed by someone or works on the family farm or in the family business without actually getting paid as such. All these terms will be further explained below.

111. The employment status will be determined according to the status of the person during the reference period which, for non-agricultural work, is the week preceding the date of enumeration. For persons engaged in agriculture and related work, the reference period is the last agricultural season

or last year. If a person works on more than one job during the reference period, then the employment status of that person will be determined according to the job on which he/she spent more time. For example, if a person was employed in a garage as mechanic for four days (as an employee), but drove his own car as a taxi (self-employed) for two days, then he will be classified as an employee. If he was an employee in the garage for three days and drove the taxi for three days, i.e. the time spent in different jobs being the same, then you will determine his status on the basis of the job from which he received more income.

112. For those persons who were not working, but were available for work (coded S or B under economic activity column), their employment status will be determined on the basis of their most recent job. For the new entrants into labour force, the employment status will be determined by what they want to do. For example:

- (i) A boy of 14 years old, who has left school after Grade 5, is now looking for a job as a house servant—he will be classified as an *employee*.
- (ii) A woman who has never worked before is now looking around for a stall to start her own business—she will be classified as *self-employed*.
- (iii) A school leaver intends to join his father's business/farm enterprise without pay—he will be classified as *unpaid family worker*.

Employer (Code R)

113. Employers are those persons who while themselves working in their *own* business or farm also employ other persons to assist them and pay them wages or salaries in cash or kind. For these persons code R is to be entered in the employment status column.

Examples:

- A farmer who employs a tractor driver, a farm hand, etc. is an employer.
- A carpenter who runs his own workshop and employs others as carpenters, helpers, etc. is to be classified as an employer.
- A garage owner who employs mechanics in his workshop is an employer.
- A shopkeeper who employs shop assistants, salesmen, stock attendant, truck driver, cashier, etc. is an employer.
- A butchery owner who employs others as butchers, cleaners, etc. is an employer.
- A factory owner who employs factory workers, a foreman, a manager, mechanics, an accountant, etc. is an employer.
- A taxi owner who employs drivers to run his taxis is an employer.
- A cinema owner who employs other people to run the cinema, as gate-keepers, projectionist, cleaners, etc. is an employer.
- A restaurant owner who employs cooks, bar attendants, pick-up van driver, cashier, etc. is an employer.

114. A person who is assisted by his own family members to whom he does not pay any wages or salaries is not an employer as his family members are unpaid family workers. He is to be classified as 'self-employed'. On the other hand, if he pays wages or salary to his own son who runs his business then he is an employer and his son will be classified as his employee.

115. Only those employing others to help to run their business or farm will be classified as employers. Those employing domestic servants or security guards, etc. for looking after their household jobs are not to be classified as employers unless they also employ someone for the sake of their business operations. Similarly do not classify salaried managers of large companies which they do not own as employers. Similarly personnel officers and other senior officials of companies, parastatal organisations and Government departments are themselves employees who get salaries. Since they do not own those companies, etc., they are not to be classified as employers.

Employee—Wage and Salary Earner (Code E)

116. Enter code E for persons who worked for others for wage or salary which may be paid to them in cash or kind or partly in cash and partly in kind. Salesmen who worked for commission are also to be classified as employees.

Examples:

- A shop assistant employed in a shop is an employee.
- A bartender working for pay in a bar is an employee.
- A carpenter working for a contractor is an employee.
- A miner working in the mines is an employee.
- A domestic servant, cook, gardener, security guard, etc. are employees.
- A manager of a firm is an employee.
- A mechanic working for pay in a garage is an employee.

NOTE: (i) All Government servants and employees of parastatal and private organisations, from an orderly right up to permanent secretaries, board chairman, managing director, etc. are employees.

(ii) All full-time UNIP officials such as Members of the Central Committee, Provincial Political Secretaries, District Governors, Regional Secretaries, etc. will be treated as employees and given code E.

(iii) Ministers and other Members of the Parliament having public funds as their main source of income will be considered as employees. Similarly, chairmen of Rural Councils, Service Commissions, and full-time chairmen of parastatal organisations will be treated as employees (code E).

Self-employed (Code D)

117. Those persons who are not working for others for wage or salary but run their own business, factory, workshop, farm, and also do not employ others in their enterprise are classified as self-employed and will be given code D under Employment Status column. Ordinarily such persons will have their own place of business and determine their own hours of work and work programme. These persons may do other persons' work by fixing an hourly rate or on the basis of the job itself.

NOTE: The fact that members of the household of a person assist him in his work without receiving any remuneration does not alter his employment status as 'self-employed' because he is not employing them. However, if he pays wage or salary to any member of his household, in that case he is employing that member and this relationship (employer/employee) will then be recorded.

Examples:

1. A subsistence farmer, who does not employ outside labour in his farm except unpaid family workers, will be treated as self-employed.
2. An owner of a small family store run by himself is a self-employed person.
3. A woman marketeer or a street vendor is a self-employed person.
4. A car mechanic running a small repair business on his own is self-employed.
5. A parking lot attendant who works for tips only is self-employed.
6. An owner of a small tea-shop or kiosk which he runs himself or with the help of his (unpaid) family members, is a self-employed person.
7. A cobbler or a carpenter running repair business without the help of others is self-employed.
8. A tailor doing his business with no outside helper is self-employed.
9. A contractor doing odd job repairs on his own is self-employed.

Unpaid Family Worker (Code W)

118. Enter code W for persons who normally assist in the family business or on family farm, but do not receive any pay or profit for the work so performed.

Question: Occupation

119. Occupation is the kind of work one does. For each worker and potential worker, enter under occupation column the name of occupation in his job during the reference period (or in his most recent job if he was not employed last week but was looking for work). If he was employed in two or more occupations at the same time enter the occupation in which he spent the larger part of his working time. For those seeking a job for the first time write the type of occupation they are looking for. In case where this is not ascertainable, write 'New Entrant'.

120. Occupation should be given in clear terms to show what kind of work he did.

Examples:

Carpenter	Town clerk
Messenger	Stock assistant
Car driver	Radio mechanic
Farm labourer	School teacher
Accounts clerk	Mine gang boss
Personnel officer	Plumber

For a detailed list of occupations, see Appendix 6.

121. Avoid entering a term that implies greater skill or responsibility than is really involved in the job. Do not enter 'engineer' for someone who is actually a draughtsman, or 'accountant' for a book-keeper, or 'brick-mason' for someone who only mixes mortar and hauls bricks.

Question: Industry

122. The industry identifies the type of product or service produced by the worker and his fellow workers, as distinct from the worker's own activity (which is his *occupation*). Ask 'What kind of product or service is produced where you worked?'. Proper answers would be: 'We mine copper',

'Repair autos', 'Operate a farm', 'Operate a book store', 'Building a house', 'Operate dental laboratory', 'Run a school'; 'Cook in a private household' is in domestic service whereas 'Cook in a hotel' means the hotel industry. Non-commercial farmers, commercial farmers, and farm labourers, all will come under 'agriculture' or 'livestock production' or 'production of milk and eggs', etc.

See Appendix 7 for a list of industries.

123. For each worker or potential worker (code W, S or B under *Economic Activity* question) enter under the *Industry* column the name of the industry in which he worked during the reference period (or the industry in which he last worked, if he was not employed last week). If he was employed in more than one industry then enter the industry which relates to the occupation already recorded under *Occupation* column. If he had the same occupation in different industries then enter the current or the latest industry in which he has worked.

124. A person with a certain skill can work in a number of different industries where his skills are required. His industry classification will depend upon the industry in which he is actually employed.

Examples:

<i>A carpenter may work in:</i>	<i>His corresponding industry classification is:</i>
(i) A furniture workshop	(i) Furniture manufacturing
(ii) A building construction company	(ii) Construction
(iii) Zambia Railways	(iii) Transportation

125. Many firms have several functions and in such a case the industry should relate to that function with which the person himself is closely associated.

Examples:

	<i>Functions</i>	<i>Industry</i>
Dairy Produce Board:	Prepares milk	Food manufacturing
	Sells milk to retailers	Wholesale trade
	Sells milk to consumers	Retail trade
Bata Shoe Company:	Manufactures shoes	Manufacturing of footwear
	Sells shoes	Retail trade

NOTE: Record the name of that aspect of industry with which a person is most associated during the reference period. In case of ambiguity record the industry according to the main type of product of the firm/factory.

126. Some difficulty may be experienced in identifying the industry of persons who move frequently from job to job or do odd jobs. Remember that what is wanted is the industry of the *current* or *most recent* job in which he is expected to continue, even if that job started only a day or two ago. Odd job workers are invariably in the service industry.

127. For the new entrants to labour force, i.e., those seeking job for the first time, write 'New Entrant'.

Question: Agricultural Activity

128. If any usual member of the household, whether present or temporarily absent from the household at the time of the Census, grew any crops, fruits or vegetables during the last agricultural year (i.e., since 1st October last year) for the consumption by the household or for sale, put a tick (✓) against crops, fruits, vegetables. If any usual member of the household raised poultry (chickens, ducks, geese, fowls, pigeons, etc.) during the last agricultural year for the consumption of the household or for sale, put a tick (✓) against poultry. Similarly if any usual member of the household had during the last agricultural year kept and managed livestock (cattle, goats, sheep, pigs, rabbits, etc.) whether belonging to the household or not, put a tick (✓) against livestock.

129. The size or scale of the agricultural operation is not important, it may include a small kitchen garden, a few hens for eggs, or just one cow which produced milk for home consumption.

130. If none of the usual members of the household raised crops, fruits, vegetables, poultry or livestock during the last agricultural year, that is when none of the three previous items have been ticked, put a tick (✓) against none.

CHAPTER VI—FERTILITY

131. Questions on fertility are to be asked only of those females who are at least 12 years old. Copy the serial numbers and the names of all females who are 12 years old or older from page 1 of the schedule. The serial numbers will be kept the same as already allocated to each such female on page 1. While doing so check which of these females are shown as 'never married' (Code N) under 'Marital Status'. Put a dash (-) under 'Age at Marriage' against the names of such females.

Question: Age at First Birth

132. To all women who are 12 years of age or older ask the question 'Have you had any children? If the answer is 'No' put dashes (-) in each column against the name of that female. If the answer is 'Yes', then ask this female as to how old she was when she had her first child born alive. Enter this age (in completed years) under *Age at First Birth*.

NOTE: You are to record the age of the mother at the time of birth of her first child born *alive*. If the first child was born dead, or the first pregnancy was aborted or miscarried, then you have to ask about the second pregnancy, etc., until she says that she gave birth to a child who was alive at the time of birth.

Question: Children Ever Borne

133. Children here would include all the children that have been born alive to this particular female throughout her life. Some of these children may be grown up now and may even have their own children. Some of her children may have been present here last night whereas some of them might have spent last night elsewhere or may be living with grandparents, uncle, aunt, or other relatives or gone away in marriage. Some children may have even died since their birth. You are to record all children ever born to her alive. The number of male and female children are to be recorded separately into three categories:

Living here (i.e., present last night);

Living elsewhere (i.e., not present last night, living with relatives, etc.);

Died.

If some of her children are reported to be living here then make sure that they are also enumerated in section P of the schedule and vice versa.

Enter the number of children as reported. If the number is more than 9 then put brackets around that number; for example (12). If the answer is zero, write in a zero. Never leave the column blank.

Question: Children Borne in Last 12 Months

134. These questions are similar to the set of questions on children ever borne except that in these questions we are trying to find out the number of children born alive to this woman *during the last 12 months*. Thus while in the former questions the reference period was the woman's reproductive life up to now, in the present set of questions we are concerned only with a period of one year just preceding the date of interview. Enter the numbers as reported.

Question: Date of Birth of the Last Child Born Alive

135. Now ask her about the age of her youngest child. Follow this question by asking if she had any child or children born alive after this child. If the answer is 'No', then her youngest child must be the last one born to her. If the answer is 'Yes', then inquire about this child and ask if this was the last born. In any case ask her the date on which her last child was born. Do not take into account children who were born dead.

136. If you are given the date in month and year then enter accordingly but if only the year is mentioned then put a cross (X) in the column for 'month' and enter the year in its appropriate column. Many older women may not be able to tell you the exact year. Try to estimate in the same manner you would estimate the age of a person.

Question: Age at Marriage

137. For those females who have never been married you have already put a dash (-) under this question against their names. For others who are married, widowed, divorced or separated you have to ask for their age at the time they got married. Enter this age under this question. Age should be recorded in completed years.

138. Some women may have been married more than once. In such cases the age will be reckoned with respect to their first marriage only.

PART 3

CHAPTER VII—HOUSING PARTICULARS

139. You have already located the housing unit in which the household you are enumerating is residing. There are twelve questions concerning each housing unit. A house and a housing unit will mean the same thing for this purpose.

140. A building may have several housing units and therefore particulars of each housing unit will be collected separately for each of these even though these may be similar.

141. Since a housing unit is usually occupied by one household, the housing particulars will be entered on the back of the schedule for that household. If a household is large in size and therefore you have to use more than one schedule, enter the housing particulars only on the first schedule. On the second (or third, etc.) schedule just write 'see schedule number . . .', giving the serial number of the schedule on which the housing particulars for this housing unit have been entered.

142. If the housing unit is occupied by more than one household, enter the housing particulars only in the schedule of the first household to be enumerated within this housing unit and on the schedule for the other households write 'see schedule number . . .' referring to the schedule on which the housing particulars are entered.

143. In case of vacant housing units write 'vacant' across section P of the schedule and fill the housing particulars in section H. In case of difficulties you may seek help from the watchman, a neighbour, etc.

144. If a building is earmarked for demolition, but is standing intact at the time of your visit, then you are to consider this as a standing building and you must collect housing particulars of each housing unit within this building even if these are vacant. You are to record information for each housing unit on a separate schedule.

145. If a building is under construction then you must exclude it. However, it is possible that someone may be living in a part of this incomplete building in which case you will consider the occupied part of the building as a housing unit (house) and collect the necessary information about it.

146. If a new building has been completed and is ready for occupation but not yet occupied, then you will collect the data about each housing unit in it. If there are more than one housing unit in a building then use one schedule for each housing unit. Since these housing units are vacant, write 'vacant' across section P and fill the housing particulars in section H.

147. In some parts of Zambia it is customary to abandon a standing house/hut if a death has occurred in that house/hut. Since for all practical purposes this particular house will never be used, it is as good as already demolished. Do not collect information about this house/hut and treat it as if it was not there. In case only one hut out of a group of huts forming one housing unit has been abandoned but other huts are being used for living, then ignore the abandoned hut but collect the information about the remaining huts.

148. For checking a box put a tick '✓' inside the box indicating that this is the box against the appropriate answer.

Question H—1: Type of House

149. A conventional house (housing unit) is a room or set of rooms and its accessories in a permanent building or structurally separate part thereof which by the way it has been built, rebuilt or converted is intended for habitation by one household and is not, at the time of the Census, used wholly for other purposes. Examples: bungalows, houses, flats, apartments, huts, etc.

150. A *conventional* housing unit may be just one structure, several structures or part of a big structure. If it is part of a structure then other parts may also be housing units or be other than housing units such as a shop, an office, etc. or a mixture of such units.

NOTE: In some cases a place may be originally designed as a barn, warehouse, etc. and thus not intended for human habitation but later on it may be converted into a housing unit by structural alterations, design, etc. and thus may now be fit and intended for human habitation. In such cases these will now be classified as conventional.

151. An *improvised* housing unit is an independent, makeshift shelter or structure built of mostly waste or salvaged materials and without a predetermined design or plan for the purpose of habitation by one household, which is being used as living quarters at the time of the Census. Thus improvised housing units may be used as living quarters though they may not comply with

generally accepted standards for habitation. Such units will be found generally in suburban shanty areas. Not all structures in shanty areas may be considered as improvised as many of these may have been built in a planned manner from regular building materials.

152. Unintended or marginal housing units are places that are not intended for human habitation although in use for such purpose at the time of the Census.

Examples: Barns, warehouses, caves, bridges, natural shelters, school classrooms, etc. which are being used as living quarters at the time of the Census.

153. *Collective* living quarters include structurally separate and independent places of abode intended for habitation by large groups of individuals or several households with no common bond, public objective or interest.

Such quarters usually have certain common facilities such as cooking, baths, lounge rooms or dormitories, which are shared by occupants. Examples are hotels, motels, inns, lodges, rooming houses, etc. which provide lodging on a fee basis and in which the number of boarders or lodgers exceeds five.

154. *Institutions* are a set of premises in a permanent structure or structures designed to house groups (usually large) of persons who are bound by either a common public objective or a common personal interest. In this type of living quarters persons of the same sex frequently share dormitories.

Examples: Hospitals, military barracks, boarding schools, convents, prisons, etc.

155. 'Others' is a residual category of living quarters and includes trailers, boats, tents, caravans etc.

Question H—2: Occupancy

156. Find out as to how many households are living in this housing unit. Usually there will be a single household in one housing unit. Sometimes the household may be rather large or the housing unit may not be sufficient for their needs and as such they may be occupying more than one housing unit. On the other hand you may find more than one household occupying one housing unit which is actually intended to house just one household. In that case enter the number of households sharing this housing unit within the circle. Quite often a housing unit may be vacant. Check the appropriate box with a tick mark (✓).

Question H—3: Ownership/Tenancy

157. Ask the respondent if this house is owned by any member or members of the household. If the answer is 'yes', then ask as to how this house was acquired. Put a tick mark (✓) in appropriate box.

158. If the answer is 'No' then find out from whom this house is rented; check the appropriate box with a tick mark (✓).

159. 'Company' includes private businesses, shops, firms, factories, parastatal organisations, mining companies, etc. who employ people. 'Individual' will be checked only in case of domestic servants who have been provided housing by their employers.

160. When the house is 'rented' from employer, it may or may not involve payment of rent as sometimes employers charge full rent, sometimes a nominal rent and sometimes no rent at all.

161. When an employer provides a house then it is not necessary to find out whether or not the employer is also the owner of that house/housing unit. For example, the house may be owned by a private landlord but rented by a company and has provided this house to its employee. As far as this household is concerned, the house has been provided by the employer.

Question H—4: Number of Rooms

162. A room is defined as a space in a housing unit enclosed by walls reaching from floor to the ceiling or roof covering or at least to a height of two metres, of a size large enough to hold a bed for an adult. A hut meeting these two qualifications will also be treated as a room. Normally, bedrooms and living rooms will be included in this definition. Passage ways, verandahs, lobbies, kitchens, bathrooms and toilet rooms are not counted as rooms even if they meet the criteria. A garage and a store or a kitchen meeting these requirements should be treated as rooms only if these are actually being used for living purposes at the time of the Census. Enter the number of rooms in the circle provided for this.

NOTE: Drawing room, family room, dining room, play room, etc. are to be considered as 'rooms' if they meet the above criteria.

Question H—5: Kitchen

163. A kitchen is a space which conforms in all respects to a 'room' and is equipped for the preparation of the meals and is intended primarily for that purpose. Tick the box for 'yes' or 'no' as the case may be.

Question H—6: Electricity

164. Availability of electricity is what is to be determined. If a house has necessary wiring but is not connected with the electric supply system then it will be considered to have no electricity. Tick the box for 'yes' or 'no' as the case may be.

Question H—7: Fuel

165. Check the appropriate box with a tick mark (✓)

Question H—8: Water Supply

166. Check the appropriate box with a tick mark (✓).

Question H—9: Toilet

167. Check the appropriate box with a tick mark (✓)

Questions H—10 and H—11: Materials of Construction for Walls and Roof

168. A list of materials normally used for the construction of walls and roof is given in the schedule. You should tick the box against the material used. Different parts of a housing unit may be constructed of different materials. In such cases check the most predominant material used in the roof and the walls of the living area, i.e., excluding garage, barn, store, etc. by putting a tick mark in the relevant box.

Question H—12: Number of Persons in this House

169. This information should be filled in after completing the enumeration of all the households in this house. Ordinarily when there is only one household in a housing unit this figure will be available from section P of the schedule. In case more than one household are living in this housing unit, you will need to add the number of persons in each of the households living in this housing unit and enter the figure in the circle provided for this purpose.

APPENDIX 1

LIST OF LANGUAGES

1. *Bemba Speaking*

Bemba
Lunda (Luapula)
Lala
Bisa
Ushi
Chishinga
Ngumbo
Lamba
Kabende
Tabwa
Swaka
Mukulu
Ambo
Lima
Shila
Unga
Bwile
Luano

2. *Tonga Speaking*

Tonga
Lenje
Soli
Ila
Toka
Leya
Sala
Gowa

3. *North-Western Group*

Luvale
Lunda (North-Western)
Mbunda
Luchazi
Ndemba
Mbowe
Chokwe
Kaonde Sub-group

4. *Barotse Language Group*

Luyana Sub-group
Kwangwa
Kwandi
Koma
Nyongo
Simaa
Mwenyi
Imilangu
Mashi
Lozi
Totela, Subiya
Nkoya
Mashasha

5. *Nyanja Speaking*

Chewa
Nsenga
Ngoni, Nyanja
Kunda
Chikunda

6. *Mambwe Language Group*

Lungu
Mambwe
Winamwanga
Wiwa
Tambo

7. *Tumbuka Language Group*

Tumbuka
Senga
Yombe

8. *Non-Zambian Languages*

Ndebele
Shona
Afrikaans
Swahili
English
French
Italian
German
Portuguese
Gujrati
Hindi
Urdu
Other languages (write as given
by respondent)

APPENDIX 2

LIST OF CHIEFS BY DISTRICTS

CENTRAL PROVINCE

<i>Kabwe Rural</i>	<i>Serenje</i>
Senior Chief Mkuni	Senior Chief Muchinda
Chief Chitanda	Chief Chibale
Chief Mungule	Chief Muchinka
Chief Liteta	Chief Kafinda
Chief Mukubwe	Chief Serenje
Chief Chamuka	Chief Kabamba
Chief Ngabwe	Chief Mailo
Chief Chipeco	Chief Chisomo
<i>Mumbwa</i>	<i>Mkushi</i>
Senior Chief Shakumbila	Senior Chief Mboroma
Chief Mumba	Chief Shaibila
Chief Kaindu	Chief Mboshya
Chief Moono	Chief Kanyenshya
Chief Mulendema	Chief Mulungwe
Chief Chibuluma	Chief Kaundula
Chief Kabulwebulwe	Chief Chitina
	Chief Nkole
	Chief Mukonchi
	Chief Chikupila
	Chief Chembe

COPPERBELT PROVINCE

Ndola Rural

Senior Chief Mushili
 Senior Chief Ndubeni
 Senior Chief Chiwala
 Chief Shibuchinga
 Chief Nkana
 Chief Lumpuma
 Chief Lesa
 Chief Mukutuma
 Chief Malembeka
 Chief Nkambo
 Chieftainess Shimukunani
 Chief Kalunkunya
 Chief Mwinuna
 Chief Machiya
 Chief Fungulwe

EASTERN PROVINCE

Chipata

Paramount Chief Mpezeni
 Paramount Chief Undi
 Senior Chief Nsefu
 Chief Nzamane
 Chief Madzimawe
 Chief Maguya
 Chief Sayiri
 Chief Mishoro
 Chief Nshawa
 Chief Chinyaku
 Chief Kapata-Moyo
 Chief Mnukwa
 Chief Mkanda
 Chief Chanje
 Chief Chikuwe

Lundazi

Senior Chief Mwase-Lundazi
 Senior Chief Magodi
 Chief Mwanya
 Chief Chikomani
 Chief Zumwanda
 Chief Pikamalaza
 Chief Mpamba
 Chief Mwanse Mpangwe

Petauke

Senior Chief Kalindawalo
 Senior Chief Lwembe
 Chief Mwanjawanthu
 Chief Nyanje
 Chief Ndake
 Chief Sandwe
 Chief Nyamphande
 Chieftainess Mwape
 Chief Nyalugwe

Appendix 2—continued

Chipata—continued

Chief Chinunda
Chief Mafuta
Chief Jumbe
Chief Kakumbi
Chief Malama
Chief Msoro
Chief Mnkanya

Chadiza

Chief Pembamoyo
Chief Zingalume
Chief Mwangala
Chief Mlolo

Katete

Chief Mbang'ombe
Chief Kawaza
Chief Kathumba

Chama

Senior Chief Kambombo
Chief Tambwe
Chief Chibale
Chief Chikwa
Chief Chifunda

LUAPULA PROVINCE

Mansa

Senior Chief Milambo
Chief Sokontwe
Chief Matanda
Chief Chisunka
Chief Mibenge
Chief Chimese
Chief Kalasa Lukangaba
Chief Mabumba
Chief Kasoma Lwela
Chief Kalaba

Kawambwa

Senior Chief Mwata-Kazembe
Senior Chief Mushota
Chief Munkanta
Chief Chama

Samfya

Senior Chief Mwewa
Senior Chief Kalimankonde
Senior Chief Kalasa-Mukoso
Chief Chitembo
Chief Mbulu
Chief Mulongwe
Chief Mwansakombe
Chief Kasoma-Lunga
Chief Swalya Mponda
Chief Nsamba
Chief Kasoma-Bangweulu
Chief Mulakwa

Mwense

Chief Lukwesa
Chief Lubunda
Chief Mulundu
Chief Katuta
Chief Kashiba
Chief Mwenda
Chief Mutipula

Nchelenge

Senior Chief Puta
Senior Chief Mununga
Chief Lambwe Chomba
Chief Chipungu
Chief Nshimba
Chief Kambwali
Chief Kanyembo

LUSAKA PROVINCE

Lusaka Rural

Senior Chieftainess Nkomeshya
Chief Unda-Unda
Chief Mpanshya
Chief Chiawa
Chief Sikabeta

Luangwa (Feira)

Senior Chief Mburuma
Chief Mpuka

Appendix 2—continued

NORTHERN PROVINCE

Isoka

Chieftainess Waitwika
Chief Kafwimbi
Chief Katyeteye
Chief Muyombe
Chief Mwenichifungwe
Chief Mweniwisi

Mbala

Senior Chief Tafuna
Senior Chief Nsokolo
Chief Chitimbwa
Chief Mpande
Chief Chinakila
Chief Nondo
Chief Mwamba
Chief Fwambo

Mporokoso

Chief Shibwalya Kapila
Chief Mporokoso
Chief Chitoshi
Chief Mukupa Kaoma

Luwingu

Senior Chief Chungu
Senior Chief Shimumbi
Chief Matipa
Chief Chiwanangala
Chief Chipalo
Chief Katuta
Chief Tungati
Chief Chabula

Mpika

Senior Chief Kopa
Chief Chikwanda
Chief Luchembe
Chief Mpepo
Chief Mukungule
Chief Nabwalya
Chief Kabinga
Chief Chiundaponde
Chief Mpumba

Chinsali

Senior Chief Nkula
Chief Mubanga
Chief Mukwikile
Chief Nkweto
Chief Chibesakunda
Chief Kabanda

Kaputa

Chief Kaputa
Chief Mukupa Katandula
Senior Chief Nsama

Kasama

Paramount Chief Chitimukulu
Senior Chief Mwamba
Chief Chimbola
Chief Makasa
Chief Munkonge
Chief Nkolemfumu

Chilubi

Chief Chiwanangala
Chief Matipa

NORTH-WESTERN PROVINCE

Solwezi

Chief Kapijimpanga
Senior Chief Mujimanzovu
Chief Matebo
Chief Mumena
Senior Chief Musele
Chief Mukumbi
Chief Chikola
Chief Mulonga
Senior Chief Kalilele
Chieftainess Musaka

Zambezi

Senior Chief Ishindi
Senior Chief Ndungu
Chief Mpidi
Chief Kucheka
Chief Ishima
Chieftainess Nyakulenga
Chief Chinyama Litapi

Mwinilunga

Senior Chief Kanongesha
Chief Chibwika
Chief Mwinimilamba
Chief Nyakaseya
Chief Ikelenge
Senior Chief Sailunga
Chief Kakoma
Chief Kanyama
Chief Ntambu

Kasempa

Senior Chief Kasempa
Chief Mushima
Chief Ingwe

Kabompo

Senior Chief Sikufele
Chief Kalunga
Chief Chiyengele

Chizera

Chief Chizera

SOUTHERN PROVINCE

Mazabuka

Chief Sianjalika
Chief Naluama
Chief Mwenda
Chief Mwanachingwala

Gwembe

Chief Munyumbwe
Chief Sinadambwe

Namwala

Chief Mungaila
Chief Mukobela
Chief Nalubamba
Chief Muwezwa
Chief Shimbizhi
Chief Kaingu
Chief Musungwa
Chief Shezongo
Chief Muchila
Chief Chilyabufu

Appendix 2—continued

<i>Choma</i>	<i>Kalomo</i>	<i>Monze</i>
Chief Mapanza	Chief Mukuni	Chief Monze
Chief Macha	Chief Musokotwane	Chief Ufwenuka
Chief Siamaundu	Chief Sekute	Chief Mwanza
Chief Moyo	Chief Momba	Chief Chona
Chief Singani	Chief Sipatunya	Chief Chongo
	Chief Simwatachela	Chief Siamusonde
	Chief Siachitema	
	Chief Chikanta	
	Chief Nyawa	
<i>Siavonga</i>	<i>Sinazongwe</i>	
Chief Chipeco	Chief Mwemba	
Chief Sikongo	Chief Sinazongwe	
Chief Simamba		

WESTERN PROVINCE

(a) *Kalabo District*

<i>Chief</i>	<i>Local Area</i>
(i) Chieftainess	Libonda
Mulena Mukwae	Mulinga
Mbowanjikana	Sishekanu
	Nyala
	Mukola wa Mushitu
	Mukola wa Libala
	Ngunyama
	Liomboko
	Namulilo
	Shekela
	Ng'uma
	Lueti
	Mwenyi
	Kakungu
	Litulilo
	Kandambo 1
	Kandambo 2
	Malamo
	Ndoka
	Lutwi 1
	Lutwi 2
	Buleya
	Mapungu
	Namatindi
	Tuuwa
	Lulangunyi
	Maala
	Lueti
	Licha
	Lwambi
	Kaenyi
	Kandambo 3
	Salunda
	Nasikungu
	Looke
	Mutala
	Makiya
	Nengu
	Litapuya
	Mushukulu
	Ikatulamwa

*Chief**Local Area**(b) Kaoma District*

(i) Chief Kahale	Litoya
	Lukute
	Kaaba
	Mwito
	Mayukwa-yukwa
	Luambua
	Kahumbu
	Mulamatila
	Shishamba
	Lwampa
	Mulwa
	Liyunyi
	Naliele
(ii) Chief Litia	Lukena
(iii) Chief Mutondo	Shibombwe
	Luambuwa and Lalafuta

(c) Lukulu District

(i) Chief Siisii Mwanawina	Namayula traditional headquarters
	Mwandi
	Kamilendi
	Mwito
	Namboma
	Kashizhi
	Kang'oti
	Dongwe
	Lupui
	Mbanga and Silonga
	Muyondoti

(d) Mongu District

(i) The Litunga (Paramount Chief)	Lealui (Headquarters)
	Siwito
	Bulozi:
	Makanda
	Nakato:
	Sinumuyambi
	Nasiyembe and Nalikwanda
	Lwena and Sitoya:
	Nangula
	Salondo
	Ngoma
	Mulundwe
	Kabelo and Imalyo:
	Ushaa
	Kaombwe
	Nanjeko
	Lukulo
	Litawa
	Ndanda and Simaa:
	Tungi
	Nga'nga
	Tapo and Lubotwe:
	Ndau
	Lukweta
(ii) Chief Chiengele	Mushuwa
	Nang'oko
	Namitome
	Mushitu and Mombo
	Nalinanga
	Nakalomo
	Sana and Mukulo
	Makapaela
	Isambai
	Machuu

<i>Chief</i>	<i>Local Area</i>
(iii) Chief Kandala	Yuka Mabumbu Siwa Kaande Mawawa
<i>(e) Senanga District</i>	
(i) Chieftainess Litunga-La-Mboela	Nalolo Ukolo and Mwandi Nasilimwe Sekela Sinungu Liliachi
(ii) Chief Lukama	Silowana Kaunga Mulonga Sitoti Bushanjo Lumbe Lui Lukanda Wanyau Itufa Liangati Mukukutu Nasiwayo
<i>(f) Sesheke District</i>	
(i) Senior Chief Inyambo (Lubasi Ilute)	Mwandi Mabumbu Sankolonga Machile-North Loanja Luamuloba—North Machile—South Katongo Luampungu Mushukula Lusu Kalungu Silumbu Nalisa Luamuloba—South Imusho Luazamba Nawinda

APPENDIX 3

URBAN AREAS AND TOWNSHIPS BY PROVINCES

Central Province

Chisamba Township
Kabwe Municipal Council
Kapiri Mposhi Township
Mkushi Township
Mumbwa Township
Serenje Township

Copperbelt Province

Chambishi Township
Chililabombwe Municipal Council
Chingola Municipal Council
Kalulushi Municipal Council
Kitwe City
Luanshya Municipal Council
Mufulira Municipal Council
Ndola City

Eastern Province

Chadiza Township
Chama Township
Chipata Township
Katete Township
Lundazi Township
Petauke Township

Luapula Province

Kawambwa Township
Mansa Township
Mwense Township
Nchelenge Township
Samfya/Mwamfuli Township

Lusaka Province

Chilanga Township
Kafue Township
Luangwa (Feira) Township
Lusaka City
Nampundwe Mine Township

Northern Province

Chinsali Township
Isoka Township
Kaputa Township
Kasama Township
Luwingu Township
Mbala Township
Mpika Township
Mporokoso Township
Mpulungu Township
Nakonde Township

North-Western Province

Kabompo Township
Kalengwa Mine Township
Kasempa Township
Mwinilunga Township
Solwezi Township
Zambezi Township

Southern Province

Batoka Township
Chirundu Township
Chisekesi Township
Choma Township
Gwembe Township
Kafue Gorge Township
Kalomo Township
Livingstone Municipal Council
Maamba Township
Magoye Township
Mazabuka Township
Monze Township
Namwala Township
Neganega Township
Pemba Township
Siavonga Township
Sinazongwe Township
Zimba Township

Western Province

Kalabo Township
Kaoma Township
Katima Mulilo Township
Lukulu Township
Mongu
Mulobezi Township
Namushakende Township
Senanga Township
Sesheke Township

APPENDIX 4

LIST OF COUNTRIES

ASIA AND OCEANIA

Afghanistan	Lebanon
Australia	Malaysia
Bahrain	Mongolia
Bangladesh	Nepal
Bhutan	New Zealand
Burma	Oman
China	Pakistan
Fiji	Papua-New Guinea
Hong Kong	Philippines
India	Saudi Arabia
Indonesia	Singapore
Iran	Sri Lanka
Iraq	Syria
Israel	Taiwan
Japan	Thailand
Jordan	United Arab Emirates
Kampuchea	Vietnam
Korea, Dem. P. R. of	Yemen, Arab Rep. of
Korea, Rep. of	Yemen, P.D. Rep. of
Kuwait	
Laos	

EUROPE

Albania	Italy
Austria	Luxembourg
Belgium	Malta
Bulgaria	Netherlands
Cyprus	Norway
Czechoslovakia	Poland
Denmark	Portugal
Finland	Romania
France	Spain
Germany, Dem. Rep. of	Sweden
Germany, Fed. Rep. of	Switzerland
Greece	Tarkey
Hungary	United Kingdom
Ireland	U.S.S.R.
	Yugoslavia

AFRICA

Algeria	Madagascar
Angola	Malawi
Benin	Mali
Botswana	Mauritania
Burundi	Mauritius
Cameroon	Morocco
Cape Verde Islands	Mozambique
Central African Empire	Niger
Chad	Nigeria
Comoros	Rwanda
Congo	Senegal
Egypt	Sierra Leone
Equatorial Guinea	Somalia
Ethiopia	South Africa
Gabon	South West Africa (Namibia)
Gambia	Sudan
Ghana	Swaziland
Guinea	Tanzania
Guinea-Bissau	Togo
Ivory Coast	Tunisia
Kenya	Uganda
Lesotho	Upper Volta
Liberia	Zaire
Libya	Zambia
	Zimbabwe

Appendix 4—continued

LIST OF COUNTRIES

AMERICAS

Argentina	Haiti
Barbados	Honduras
Bolivia	Jamaica
Brazil	Mexico
Canada	Nicaragua
Chile	Panama
Colombia	Paraguay
Costa Rica	Peru
Cuba	Surinam
Dominican Republic	Trinidad & Tobago
Ecuador	Uruguay
El Salvador	USA
Guatemala	Venezuela
Guyana	

APPENDIX 5

LIST OF EDUCATIONAL PROGRAMMES

PROGRAMMES

1. Natural science (e.g., biological science programme, chemistry programme, geological programme, etc.)
2. Civil engineering
3. Electrical and electronic engineering
4. Mechanical engineering
5. Chemical engineering
6. Mining engineering
7. Industrial engineering
8. Metallurgical engineering
9. Architectural and town planning engineering
10. Other engineering
11. Medicine and surgery
12. Pharmacy
13. Dentistry
14. Nursing
15. Medical technology
16. X-Ray technology
17. Veterinary
18. Statistics
19. Mathematics
20. Computer science
21. Economics
22. Accountancy
23. Teacher training
24. Law and jurisprudence (includes magistrates and judges)
25. Journalism
26. Fine arts
27. Physical education
28. Library science
29. Social welfare
30. Criminology
31. Business administration and related programmes
32. Secretarial training
33. Shorthand typing
34. Clerical typing
35. Operating of office machines
36. Service trade (e.g. cooking, tourist trade, etc.)
37. Radio and television broadcasting
38. Fire protection and fire fighting
39. Agriculture, forestry and fishery
40. Food and drink processing trades programmes
41. Wood working
42. Textile trades
43. Leather trades
44. Other programmes

APPENDIX 6

LIST OF OCCUPATIONS

PROFESSIONAL, TECHNICAL AND RELATED WORKERS

1. *Physical Scientists and Related Technicians*

- 1.1 Chemists
- 1.2 Physicists
- 1.3 Physical scientists not elsewhere classified, e.g., geophysical scientists, meteorological scientists, etc.
- 1.4 Physical science technicians

2. *Architects, Engineers and Related Workers*

- 2.1 Civil engineers
- 2.2 Electrical and electronics engineers
- 2.3 Mechanical engineers
- 2.4 Chemical engineers
- 2.5 Mining engineers
- 2.6 Industrial engineers
- 2.7 Engineers not elsewhere classified
- 2.8 Architects and town planners
- 2.9 Metallurgists
- 2.10 Civil engineering technicians
- 2.11 Electrical and electronic engineering technicians
- 2.12 Mechanical engineering technicians
- 2.13 Chemical engineering technicians
- 2.14 Metallurgical technicians
- 2.15 Mining technicians
- 2.16 Engineering technicians not elsewhere classified
- 2.17 Draughtsmen
- 2.18 Surveyors

3. *Aircraft Officers*

- 3.1 Aircraft pilots, navigators and flight engineers

4. *Life Scientists and Related Workers*

- 4.1 Biologists, zoologists and related scientists
- 4.2 Bacteriologists, pharmacologists and related scientists
- 4.3 Agronomists and related scientists
- 4.4 Life science technicians
- 4.5 Life scientists and related workers not elsewhere classified

5. *Medical, Dental, Veterinary and Related Workers*

- 5.1 Medical doctors
- 5.2 Medical assistants
- 5.3 Dentists
- 5.4 Dental assistants
- 5.5 Veterinarians
- 5.6 Veterinary assistants
- 5.7 Pharmacists
- 5.8 Pharmaceutical assistants
- 5.9 Professional nurses
- 5.10 Nursing personnel not elsewhere classified
- 5.11 Professional midwives
- 5.12 Midwives personnel not elsewhere classified
- 5.13 Optometrists and opticians
- 5.14 Physiotherapists and occupational therapists
- 5.15 Medical X-Ray technicians
- 5.16 Medical laboratory technicians
- 5.17 Medical, dental, veterinary and related workers not elsewhere classified

6. *Statisticians, Mathematicians, Systems Analysts and Related Workers*

- 6.1 Statisticians
- 6.2 Mathematicians
- 6.3 Systems analysts
- 6.4 Statistical and mathematical technicians
- 6.5 Statisticians, mathematicians, systems analysts and related workers not elsewhere classified

Appendix 6—continued

LIST OF OCCUPATIONS

7. *Economists*
 - 7.1 Economists
8. *Accountants*
 - 8.1 Accountants
9. *Jurists*
 - 9.1 Lawyers
 - 9.2 Judges
 - 9.3 Jurists not elsewhere classified
10. *Teachers*
 - 10.1 University and higher education teachers/instructors
 - 10.2 Secondary education teachers/instructors
 - 10.3 Primary education teachers/instructors
 - 10.4 Pre-primary education teachers/instructors
 - 10.5 Special education teachers/instructors
 - 10.6 Teachers not elsewhere classified
11. *Religious Workers*
 - 11.1 Ministers of religion and related members of religious order
 - 11.2 Workers in religion not elsewhere classified
12. *Authors, Journalists and Related Writers*
 - 12.1 Authors and critics
 - 12.2 Authors, journalists and related writers not elsewhere classified
13. *Sculptors, Painters, Photographers and Related Creative Workers*
 - 13.1 Sculptors, painters and related artists
 - 13.2 Commercial artists and designers
 - 13.3 Photographers and cameramen and related creative workers not elsewhere classified
14. *Composers and Performing Artistes*
 - 14.1 Composers, musicians and singers
 - 14.2 Choreographers and dancers
 - 14.3 Actors and stage directors
 - 14.4 Producers, performing artistes
 - 14.5 Circus performers
 - 14.6 Performing artistes not elsewhere classified
15. *Athletes, Sportsmen and Related Workers*
 - 15.1 Athletes, sportsmen and related workers
16. *Professional, Technical and Related Workers not Elsewhere Classified*
 - 16.1 Librarians, archivists and curators
 - 16.2 Sociologists, anthropologists and related scientists
 - 16.3 Social workers
 - 16.4 Personnel and occupational specialists
 - 16.5 Philologists, translators and interpreters
 - 16.6 Other professional, technical and related workers

ADMINISTRATIVE AND MANAGERIAL WORKERS

17. *Legislative Officials*
 - 17.1 Legislative officials and constitutional officials, e.g., Ministers, Members of Central Committee, Members of Parliament
18. *Government Administrators*
 - 18.1 Government administrators (of the level of executive officers, and higher) e.g., personnel officers, executive officers, assistant secretaries, under secretaries, permanent secretaries, commissioners, deputy commissioners, principals, special assistants, etc.
19. *Political Party Workers*
 - 19.1 Political party workers
20. *Trade Union Administrators*
 - 20.1 Trade union administrators

Appendix 6—continued

LIST OF OCCUPATIONS

21. *Traditional Rulers*

- 21.1 Traditional rulers, e.g., Chiefs

22. *Managers*

- 22.1 General managers
22.2 Production managers (except farm)
22.3 Managers (wholesale trade and retail trade)
22.4 Managers (catering and lodging)
22.5 Farm managers and supervisors
22.6 Managers not elsewhere classified

CLERICAL AND RELATED WORKERS

23. *Clerical Supervisors*

- 23.1 Clerical supervisors

24. *Stenographers, Typists and Tape-punching Machine Operators*

- 24.1 Stenographers, typists and tele-typists
24.2 Card- and tape-punching machine operators
24.3 Stenographers, typists and card- and tape punching machine operators not elsewhere classified

25. *Book-keeping, Cashiers and Related Workers*

- 25.1 Book-keepers and cashiers
25.2 Book-keepers, cashiers and related workers not elsewhere classified

26. *Computing Machine Operators*

- 26.1 Book-keeping and calculating machine operators
26.2 Automatic data-processing machine operators
26.3 Computing machine operators not elsewhere classified

27. *Transport and Communications Supervisors*

- 27.1 Railway stationmasters
27.2 Postmasters
27.3 Transport and communications supervisors not elsewhere classified

28. *Transport Conductors*

- 28.1 Transport conductors

29. *Mail Distribution Clerks*

- 29.1 Mail distribution clerks

30. *Telephone and Telegraph Operators*

- 30.1 Telephone and telegraph operators

31. *Clerical and Related Workers not Elsewhere Classified*

- 31.1 Stock clerks
31.2 Material and production planning clerks
31.3 Correspondence and reporting clerks
31.4 Library and filing clerks
31.5 Clerks not elsewhere classified

SALES WORKERS

32. *Sales Workers*

- 32.1 Working proprietors (wholesale and retail trade)
32.2 Sales supervisors
32.3 Buyers
32.4 Technical salesmen and service advisers
32.5 Sales workers not elsewhere classified
32.6 Commercial travellers and manufacturers agents
32.7 Insurance, real estate and securities salesmen
32.8 Business services salesmen
32.9 Auctioneers
32.10 Salesmen, shop assistants and demonstrators
32.11 Street vendors, canvassers and news vendors
32.12 Sales workers not elsewhere classified

Appendix 6—continued

LIST OF OCCUPATIONS

SERVICE WORKERS

33. *Service Workers*

- 33.1 Working proprietors (catering and lodging)
- 33.2 House-keeping and related workers
- 33.3 Cooks
- 33.4 Waiters, bartenders and related workers
- 33.5 Maids and related housekeeping service workers not elsewhere classified
- 33.6 Building caretakers
- 33.7 Charworkers, cleaners and related workers
- 33.8 Launderers, dry-cleaners and pressers
- 33.9 Hair-dressers, workers, beauticians and related workers
- 33.10 Fire-fighters
- 33.11 Policemen and detectives
- 33.12 Protective service workers not elsewhere classified
- 33.13 Guides
- 33.14 Undertakers and embalmers
- 33.15 Other service workers

AGRICULTURAL, ANIMAL HUSBANDRY AND FORESTRY WORKERS, FISHERMEN AND HUNTERS

34. *Agriculture and Animal Husbandry Workers*

- 34.1 Non-commercial farmers
- 34.2 Commercial farmers
- 34.3 General farm workers
- 34.4 Field crop and vegetable farm workers
- 34.5 Orchard, vineyard and related tree and shrub crop workers
- 34.6 Livestock workers
- 34.7 Poultry farm workers
- 34.8 Nursery workers and gardeners
- 34.9 Farm machinery operators
- 34.10 Agricultural and animal husbandry workers not elsewhere classified

35. *Forestry Workers, Fishermen, Hunters and Related Workers*

- 35.1 Loggers
- 35.2 Forestry workers (except logging)
- 35.3 Fishermen
- 35.4 Fishermen, hunters and related workers not elsewhere classified

PRODUCTION AND RELATED WORKERS, TRANSPORT EQUIPMENT OPERATORS AND LABOURERS

36. *Miners, Quarrymen, Well Drillers and Related Workers*

- 36.1 Miners and quarrymen
- 36.2 Mineral and stone workers
- 36.3 Well drillers, borers and related workers

37. *Metal Processers*

- 37.1 Metal smelting, converting and refining furnacemen
- 37.2 Metal rolling-mill workers
- 37.3 Metal melters and reheaters
- 37.4 Metal casters
- 37.5 Metal moulders and coremakers
- 37.6 Metal annealers, temperers and case-hardeners

38. *Wood Preparation Workers and Paper Makers*

- 38.1 Wood treaters
- 38.2 Sawyers, plywood makers and related wood processing workers
- 38.3 Papers, pulp preparers
- 38.4 Paper makers
- 38.5 Wood preparation workers and paper makers not elsewhere classified

39. *Chemical Processers and Related Workers*

- 39.1 Crushers, grinders and mixers
- 39.2 Cookers, roasters and related heat-treaters
- 39.3 Filters and separator operators
- 39.4 Still and reactor operators

Appendix 6—continued

LIST OF OCCUPATIONS

- 39.5 Petroleum-refining workers
- 39.6 Chemical processers and related workers
- 39.7 Chemical processers not elsewhere classified
- 40. *Spinners, Weavers, Knitters, Dyers and Related Workers*
 - 40.1 Fibre preparers
 - 40.2 Spinners and winders
 - 40.3 Weaving and knitting-machine setters and pattern card preparers
 - 40.4 Weavers and related workers
 - 40.5 Knitters
 - 40.6 Bleachers, dyers and textile product finishers
 - 40.7 Spinners, weavers, knitters, dyers not elsewhere classified
- 41. *Tanners, Fellmongers and Pelt Dressers*
 - 41.1 Tanners and fellmongers
 - 41.2 Pelt dressers
 - 41.3 Tanners, fellmongers and pelt dressers not elsewhere classified
- 42. *Food and Beverage Processers*
 - 42.1 Grain millers and related workers
 - 42.2 Sugar processers and refiners
 - 42.3 Butchers and meat preparers
 - 42.4 Food preservers
 - 42.5 Dairy product processers
 - 42.6 Bakers, pastrycooks and confectionery makers
 - 42.7 Tea, coffee and cocoa preparers
 - 42.8 Brewers, wine and beverage makers
 - 42.9 Food and beverage processers not elsewhere classified
- 43. *Tobacco Preparers and Tobacco Product Makers*
 - 43.1 Tobacco preparers
 - 43.2 Cigar makers
 - 43.3 Cigarette makers
 - 43.4 Tobacco preparers and tobacco product makers not elsewhere classified
- 44. *Tailors, Dressmakers, Sewers, Upholsterers*
 - 44.1 Tailors, dressmakers
 - 44.2 Milliners and hatmakers
 - 44.3 Patternmakers and cutters
 - 44.4 Sewers and embroiderers
 - 44.5 Upholsterers and related workers
 - 44.6 Tailors, dressmakers, sewers and upholsterers not elsewhere classified
- 45. *Shoemakers and Leather Goods Makers*
 - 45.1 Shoemakers
 - 45.2 Shoe repairers
 - 45.3 Shoe cutters and sewers
 - 45.4 Lasters
 - 45.5 Leather goodsmakers
 - 45.6 Shoemakers and leather goodsmakers not elsewhere classified
- 46. *Cabinet Makers and Related Wood Workers*
 - 46.1 Cabinet makers
 - 46.2 Woodworking-machine operators
 - 46.3 Cabinet Makers and related workers not elsewhere classified
- 47. *Stone Cutters and Carvers*
 - 47.1 Stone cutters and carvers
- 48. *Blacksmiths, Tool Makers and Machine-core-operators*
 - 48.1 Blacksmiths, hammersmiths and forging-press operators
 - 48.2 Toolmakers
 - 48.3 Metal Patternmakers
 - 48.4 Machine-tool setter-operators
 - 48.5 Metal makers
 - 48.6 Machine-tool operators
 - 48.7 Metal grinders

Appendix 6—continued

LIST OF OCCUPATIONS

- 48.8 Polishers
- 48.9 Tool sharpeners
- 48.10 Blacksmiths, toolmakers and machine tool operators not elsewhere classified
- 49. *Machinery Fitters, Machine Assemblers and Precision Instrument Makers (Except Electrical)*
 - 49.1 Machinery fitters
 - 49.2 Machine assemblers
 - 49.3 Watch, clock and precision instrument makers
 - 49.4 Motor vehicle mechanics
 - 49.5 Aircraft engine mechanics
 - 49.6 Machinery fitters, machine assemblers and precision instrument makers (except electrical) not elsewhere classified
- 50. *Electrical Fitters and Related Electrical and Electronics Workers*
 - 50.1 Electrical fitters
 - 50.2 Electronics fitters
 - 50.3 Electrical and electronics equipment assemblers
 - 50.4 Radio repairmen
 - 50.5 Television repairmen
 - 50.6 Electrical wiremen
 - 50.7 Telephone and telegraph installers
 - 50.8 Electrical linemen
 - 50.9 Cable jointers
 - 50.10 Electrical fitters and related electrical and electronics workers not elsewhere classified
- 51. *Broadcasting Station and Sound Equipment Operators and Cinema Projectionists*
 - 51.1 Broadcasting station operators
 - 51.2 Sound equipment operators
 - 51.3 Cinema projectionists
- 52. *Plumbers, Welders, Sheet Metal and Structural Preparers and Erectors*
 - 52.1 Plumbers
 - 52.2 Pipe fitters
 - 52.3 Welders
 - 52.4 Flame cutters
 - 52.5 Sheet-metal workers
 - 52.6 Structural metal preparers and erectors
- 53. *Jewellery and Precious Metal Workers*
 - 53.1 Jewellery and precious metal workers
- 54. *Glass Formers, Potters and Related Workers*
 - 54.1 Glass formers, cutters, grinders and finishers
 - 54.2 Potters and related clay and abrasive formers
 - 54.3 Glass and ceramics kilnmen
 - 54.4 Glass engravers and etchers
 - 54.5 Glass and ceramics painters and decorators
 - 54.6 Glass formers, potters and related workers not elsewhere classified
- 55. *Rubber and Plastics Product Makers*
 - 55.1 Rubber product makers (except tyre makers and tyre vulcanisers)
 - 55.2 Tyremakers and vulcanisers
- 56. *Paper and Papeboard Makers*
 - 56.1 Paper and paperboard products makers
- 57. *Printers and Related Workers*
 - 57.1 Printing pressmen
 - 57.2 Typesetters
 - 57.3 Electrotypers
 - 57.4 Stereotypers
 - 57.5 Printing engravers (except photo-engravers)
 - 57.6 Photo-engravers
 - 57.7 Bookbinders and related workers
 - 57.8 Photographic darkroom workers
 - 57.9 Printers and related workers not elsewhere classified

Appendix 6—continued

LIST OF OCCUPATIONS

58. *Painters*
 - 58.1 Painters construction
 - 58.2 Painters not elsewhere classified
59. *Production and Related Workers not Elsewhere Classified*
 - 59.1 Musical instrument makers and tuners
 - 59.2 Basketry weavers
 - 59.3 Brushmakers
 - 59.4 Non-metallic mineral product makers
 - 59.5 Other production workers
60. *Bricklayers, Carpenters and Other Construction Workers*
 - 60.1 Bricklayers, stonemasons and tile setters
 - 60.2 Reinforced-concreters, cement finishers and terrazzo workers
 - 60.3 Roofers
 - 60.4 Carpenters, joiners and parquetry workers
 - 60.5 Plasterers
 - 60.6 Insulators
 - 60.7 Glaziers
 - 60.8 Construction workers not elsewhere classified
61. *Stationary Engine and Related Equipment Operators*
 - 61.1 Power-generating machinery operators
 - 61.2 Stationary engine and related equipment operators not elsewhere classified
62. *Material-Handling and Related Equipment Operators, Dockers and Freight Handlers*
 - 62.1 Freight handlers
 - 62.2 Riggers and cable splicers
 - 62.3 Crane and hoist operators
 - 62.4 Earth-moving and related machinery operators
 - 62.5 Material-handling equipment operators not elsewhere classified
63. *Transport Equipment Operators*
 - 63.1 Railway engine drivers and firemen
 - 63.2 Railway brakemen
 - 63.3 Signalmen
 - 63.4 Shunters
 - 63.5 Motor vehicle drivers
 - 63.6 Animal and animal-drawn vehicle drivers
 - 63.7 Transport equipment operators not elsewhere classified
64. *Labourers Not Elsewhere Classified*
 - 64.1 General labourers (except farm labourers)

WORKERS NOT CLASSIFIABLE BY OCCUPATION

65. *New Workers Seeking Employment*
 - 65.1 New workers seeking employment
66. *Armed Forces*
 - 66.1 Members of the armed forces

