



REPUBLIC OF ZAMBIA

CENTRAL STATISTICAL OFFICE

COMPENDIUM OF STATISTICAL CONCEPTS & DEFINITIONS

FOR THE NATIONAL STATISTICAL SYSTEM

November 2018

First Edition



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How to use this Publication

When making use of this document, users are guided that:

- The concepts and definitions are mainly outlined alphabetically within each provided sub topic.
- In some cases, formulas are included in defining the concept(s). This is to further aid the user in understanding the definition.



Republic of Zambia

Compendium of Statistical Concepts and Definitions for the National Statistical System

2018

Central Statistical Office
Lusaka.



Foreword



The Compendium of Statistical Concepts and Definitions for the National Statistical System (NSS) of Zambia is the first publication of its nature produced by the Central Statistical Office (CSO), in collaboration with stakeholders involved in the production and use of statistics.

A few years ago, results from an assessment of the National Statistical System deemed it weak for a number of reasons. Of the identified weaknesses was the existence of a “multiplicity of data producers working in an uncoordinated statistical environment”; who were further characterized as working with “limited knowledge of national and international development processes and procedures” (CSO, 2008). This assessment informed the development of the first National Strategy for the Development of Statistics (NSDS), 2014-2018 which sought to resolve these downside characteristics of the NSS. This publication, therefore, has been developed as part of CSO’s effort to improve coordination of the NSS and to ensure timely production of relevant and high quality official statistics that are comparable over time-locally and globally.

This Compendium is aimed at providing statistical concepts and definitions that will be used by all institutions that collect, process, analyze and produce data. The publication will enhance standardization and harmonization of concepts and definitions in the production of official statistics, which until now has been a major challenge of the NSS. In this first edition, concepts and definitions provided are not exhaustive and comprehensive. They include those used by CSO and the institutions who responded to the call for collaborative compilation of this document. It is therefore our expectation that future editions will incorporate more and emerging concepts and definitions adopted in the production and use of statistics. The “Concepts and Definitions” are to the greatest extent based on the internationally accepted statistical standards, guidelines, or good practices on which the concepts and definitions that are used for compiling the statistics are based, as provided for by the United Nations and others.



This Compendium is timely as the office is in the process of preparing the second generation NSDS for the period 2019-2023 which will be anchored on sector inclusiveness. Additionally, it comes at a time when Government has demonstrated more commitment towards the country's statistical legislative review which among others, calls for a coordinated and integrated NSS. It is therefore commendable that the Central Statistical Office in consultation with key stakeholders i.e. the line ministries, research institutions and data users, have developed the first Compendium of Statistical Concepts and Definitions for the NSS, an important instrument in responding to the anticipated statistical reforms suitable for a modern economy.

As such, I am deeply indebted to our Government and its development partner; the European Union (EU) under the G-wide M&E/MIS Project, coordinated by the Ministry of National Development Planning (through the Monitoring and Evaluation Department), the National Authorising Office (NAO) under the Secretary to the Treasury in the Ministry of Finance, and GOPA mbh Consulting for facilitating the preparation and production processes of this publication.

My profound gratitude also goes to all the stakeholders that provided input and constructive feedback during the development of this important statistical tool. Lastly, but not the least, I pay sincere tribute to the staff of Central Statistical Office for their dedication to duty, and for ably coordinating the development of this report.

It is indeed my hope that stakeholders can move forward with the use of this Compendium in order to raise the profile of the NSS through production of harmonised and high quality official statistics.

Goodson Sinyenga
Acting Director - Census and Statistics

November, 2018



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Abbreviations and Acronyms

AFIS:	Automated Fingerprint Identification System
APN:	Access Point Name
ARI:	Acute Respiratory Infection
ASFR:	Age- Specific Fertility Rate
BEC:	Broad Economic Category
BGAN:	Broadband Global Area Network
BOR:	Bed Occupancy Rate
BPL:	Broadband over Power Line
CAPI:	Computer-Assisted Personal Interviewing
CATV:	Cable Television
CBR:	Crude Birth Rate
CBS:	Community Based Surveillance
CDMA:	Code Division Multiple Access
CFU:	Conservation Farming Unit
COFOG:	Classification of the Functions of Government
CPC:	Central Product Classification
CPI:	Consumer Price Index
CSPRO:	Census and Survey Processing System
CSO	Central Statistical Office
CWR:	Child Woman Ratio
DACO	District Agriculture Coordinator
DBMS:	Database Management System
DOD	Debt Outstanding and Disbursed
DEL:	Direct Exchange Line
DSL:	Digital Subscriber Line
DTH:	Direct-To-Home
DTT:	Digital Terrestrial Television
EA:	Enumeration Area
EBS:	Event- based surveillance
EDGE:	Enhanced Data Rates for GSM Evolution
EFSP	Expanded Food Security Pack
FISP:	Farmer Input Support Programme
FAO	Food and Agriculture Organisation
FRA:	Food Reserve Agency
FTE:	Full-time Equivalent
FTTB:	Fibre to the Building
FTTH:	Fibre to the Home
FISP	Farmer Input Support Programme



GDP:	Gross Domestic Product
GFR:	General Fertility Rate
GII:	Gender Inequality Index
GIS:	Geographic Information System
GNI:	Gross National Income
GPR:	Gender Parity Ratio
GRR:	Gross Reproduction Rate
HSHPA:	High Speed Packet Access
HMIS	Health Management Information System
HTTP:	Hypertext Transfer Protocol
IMR	Infant Mortality Rate
IP:	Internet Protocol
IPTV:	Internet Protocol Television
ILO	International Labour Organisation
ISDN:	Integrated Services Digital Network
LAN:	Local Area Network
LTE:	Long-term Evolution
MACB:	Mean Age at Child Bearing
MRTG:	Multi-router Traffic Grapher
MUAC	Mid Upper Arm Circumference
MOH	Ministry of Health
NM:	Neonatal Mortality
NIR	Net Infant Rate
NPIs:	Non-Profit Institutions
NRR:	Net Reproductive Rate
NSS:	National Statistical System
PD:	Polling District
PAM	Program Against Malnutrition
PIACs:	Localities with Public Internet Access Centres
PLA:	Participatory Learning and Action
PNM:	Post neonatal Mortality
PPI:	Producer Price Index
PPP:	Purchasing Power Parity
PRA:	Participatory Rural Appraisal
PWLAN:	Public Wireless Local Area Network Access Points
QNA:	Quarterly National Accounts
RED	Reaching Every District
RRA:	Rapid Rural Appraisal
SITC:	Standard International Trade Classification
SNA:	System of National Accounts



SOE:	State owned Enterprises
TFR:	Total Fertility Rate
TV:	Television
UN	United Nations
UNDP	United Nations Development Program
UNECE	United Nations Economic Commission for Europe
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNFPA	United Nations Population Fund
UNFPOS	United Nations Fundamental Principles of Official Statistics
UNICEF	United Nations Children's Emergency Fund
UNSD	United Nations Statistics Division
VAC:	Violence Against Children
WAN:	Wide Area Network
WAR:	Women's Achievement Ratio
WEI:	Women's Empowerment Index
WHO	World Health Organisation
WWW:	World Wide Web
XMPI	Export Import Price Index



Introduction

The **Central Statistical Office (CSO)** in consultation with other key stakeholders i.e. the line ministries, research institutions and data users has developed the first Compendium of statistical concepts and definitions for the National Statistical System (NSS). This Compendium has been developed as part of CSO's effort to improve coordination of the NSS and to ensure, timely production of relevant and standardized quality statistics that are comparable over time locally and globally.

This compendium is aimed at providing statistical concepts and definitions that will be used by all institutions that collect, process, analyze and produce data. The publication will enhance standardization and harmonization of concepts and definitions in the production of official statistics, which until now has been a major challenge of our NSS.

Production of this Compendium is also in line with the guidance provided in the United Nations Fundamental Principles of Official Statistics (UNFPOS). The United Nations General Assembly last¹ endorsed the Fundamental Principles of Official Statistics on 29 January 2014, in its 68th session. These principles are considered a basic framework which all statistical activities developed by national and international organizations must follow in recognizing official statistics as a public good. In particular, this Compendium addresses the 9th Principle of the UNPOS which states that:

“The use by statistical agencies in each country of international concepts, classifications and methods promotes the consistency and efficiency of statistical systems at all official levels” (UN, 1994).

This first edition of the Compendium has outlined the major concepts and definitions used in the production of statistics by various producers of data in the country. The Compendium is divided into various chapters which include:

- Social Statistics
- Poverty
- Housing Characteristics
- Law and Order
- Environment
- Economic Statistics
- Sampling and Surveys

This is by no means a comprehensive list and is subject to reviews as may be found appropriate in the development of future editions of the Compendium. In addition to emerging data needs, it is anticipated that more institutions will in future provide inputs to make it more comprehensive for the needs of all data producers and users.

¹The Fundamental Principles of Official Statistics were developed and adopted by the Conference of European Statisticians in 1991, which were subsequently adopted in 1992 at the ministerial level by the United Nations Economic Commission for Europe. In 1994, these Principles were adopted by the United Nations Statistical Commission (in its special session of 11-15 April), the highest decision making body for coordinating international statistical activities and which brings together national or chief statisticians from member states around the world.

At its forty-second session in 2011, the Statistical Commission acknowledged that the Principles were still as relevant today and that no revision of the 10 principles themselves was currently necessary but recommended the development of an updated preamble, which was presented and adopted in its forty-fourth session in 2013.



It is greatly acknowledged that most of the concepts and definitions were developed making reference to documents produced under the auspices of International organizations such as: International Labor Organization (ILO), Food and Agricultural Organization (FAO), World Health Organization (WHO), United Nations Children's Fund (UNICEF), United Nations Population Fund (UNFPA), United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Development Program (UNDP), and the United Nations Statistics Division (UNSD).

Reference was also made to other international organizations, and similar published compendiums for countries such as Botswana, Ghana, Malawi, Rwanda, Uganda and Zimbabwe.



Fundamental Principles of Official Statistics

In 1992, the United Nations Economic Commission for Europe (UNECE) adopted the fundamental principles of official statistics in the UNECE region. The United Nations Statistical Commission adopted these principles in 1994 at the global level. The Economic and Social Council (ECOSOC) endorsed the Fundamental Principles of Official Statistics in 2013; and in January 2014, they were adopted by General Assembly. This recognition at the highest political level underlines that official statistics - reliable and objective information - is crucial for decision making.

1. Relevance, impartiality and equal access

Official statistics provide an indispensable element in the information system of a democratic society, serving the government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and made available on an impartial basis by official statistical agencies to honour citizens' entitlement to public information.

2. Professional standards and ethics

To retain trust in official statistics, the statistical agencies need to decide according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data.

3. Accountability and transparency

To facilitate a correct interpretation of the data, the statistical agencies are to present information according to scientific standards on the sources, methods and procedures of the statistics.

4. Prevention of misuse

The statistical agencies are entitled to comment on erroneous interpretation and misuse of statistics.

5. Sources of official statistics

Data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records. Statistical agencies are to choose the source with regard to quality, timeliness, costs and the burden on respondents.

6. Confidentiality

Individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes.

7. Legislation

The laws, regulations and measures under which the statistical systems operate are to be made public.

8. National coordination

Coordination among statistical agencies within countries is essential to achieve consistency and efficiency in the statistical system.

9. Use of international standards

The use by statistical agencies in each country of international concepts, classifications and methods promotes the consistency and efficiency of statistical systems at all official levels.

10. International cooperation

Bilateral and multilateral cooperation in statistics contributes to the improvement of systems of official statistics in all countries.



Social Statistics

Social statistics is the use of statistical methods or systems to the study of human behavior in a social environment. This part of the compendium gives the general concepts and definitions used in social statistics in the following areas; demography, health, education, migration, poverty, housing, labour, gender, law and order, and qualitative assessment.

Demographic and Health Statistics

Active surveillance: It involves an ongoing search for cases in the community or the health facilities. This may involve regular contacts with key reporting sources, such as telephone calls to health care workers at a facility or laboratory or physically moving to the source and records review of data.

Acute Respiratory Infection (ARI): Is a serious infection that may interfere with normal breathing function. It usually begins as a viral infection in the nose, trachea (windpipe), or lungs. It can affect just your upper respiratory system, which starts at your sinuses and ends at your vocal chords. It can also affect just your lower respiratory system, which starts at your vocal chords and ends at your lungs.

Acute: Any disease having a rapid (sudden) onset and following a short course.

Adolescent: A person in the age group 15 to 24 years.

Adoption - the legal and voluntary taking and treating of the child of other parents as one's own, as provided by the laws of each country

Adult: A person is regarded as being an adult when they attain the age of 18.

Age: Age is the interval of time between the day, month and year of birth and the day and year of occurrence of the event expressed in the largest completed unit of solar time such as years of adults and children and months, weeks, days, hours or minutes of life, as appropriate, for infants under one year of age

Age Specific Death Rate: The number of deaths of persons of a given age during a given year per 1,000 of the midyear population at that age.

Age- Specific Fertility Rate (ASFR): The number of live births to women (aged between 15-49 years) in a specific age group per 1,000 women in that specific age group in a given year.

Age-Dependency ratio: A measure of the age structure of the population. It relates to the number of individual that are likely to be "dependent" on the support of others for their daily living (youths (below 15 years) and the elderly (65+)) – to the number of those individuals who are capable of providing such support (adults (15-64 years)).

Amenorrhea: The temporal cessation of menstruation, for normal or pathological reasons, usually the latter. It is not used to refer to old age or prepuberty, but may be used to refer to pregnancy or the post-partum condition.



Annulment: The invalidation or voiding of a marriage by a competent authority, according to the laws of each country, which confers on the parties the status of never having been married to each other.

Antenatal Care Coverage: Percentage of women 15-49 years who had a live birth in a given period preceding the survey who attended antenatal care (ANC) and the number of antenatal care visits for the most recent birth.

Antenatal Care From a Skilled Provider: Percentage of women aged 15-49 years, who had a live birth in a given period preceding the survey, who were attended to, at least once during pregnancy by skilled health personnel (doctor, nurse-midwife, nurse).

Antenatal Care: Antenatal care (ANC) can be defined as the care provided by skilled health-care professionals to pregnant women and adolescent girls in order to ensure the best health conditions for both mother and baby during pregnancy

Anthropometric Measurements: refers to the measurement of physical attributes of the human beings. It includes the measurement of body weight and height. Anthropometry measurements are used to assess the size, shape and composition of the human body such as nutritional status of children. Age, weight and height data are collected from children to calculate three indices that reflect nutritional status (Stunting, Wasting and Underweight).

Attack rate: is defined as the proportion of those who became ill after a specified exposure.

Average Antenatal Attendance: Number of visits to the antenatal clinic by a pregnant woman for that particular pregnancy.

Bed Occupancy Rate (BOR): The number of patient bed days in a given period divided by the product of number of beds in an institution and number of days in the time period under review. It is usually expressed in percentage terms. It measures the extent to which inpatient facilities are being utilized.

Birth Rate: The number of live births observed in a population over a given period relative to the size of the population during the reference period. The rate is usually stated per 1,000 and the most usual period is one year.

Birth registration: It is the continuous, permanent, compulsory, and universal recording within the civil registry of the occurrence and characteristics of births in accordance with the legal requirements of a country.

Birth Weight is the first weight of the fetus or newborn obtained after birth. The birth weight should ideally be measured within the first hour of life before significant postnatal weight loss occurs.

Body Mass Index (BMI): a statistical measure of the weight of a person scaled according to height, used to estimate if a person is underweight or overweight. Body Mass Index (BMI) is expressed as a ratio of weight in kilograms to the square of height (kg/m^2).



Case based surveillance: Case-based surveillance involves the ongoing and rapid identification of identifiable cases for purpose of case follow-up.

Case fatality rate: is a measure of the severity of a disease and is defined as the proportion of reported cases of a specified disease or condition which are fatal within a specified time

Catchment/Service Area: In human geography, a catchment area is the area from which a city, service or institution attracts a population that uses its service.

Cause Specific Death Rate: The number of deaths from a given cause or group of causes during a given year per 100, 000 of the midyear population.

Census: The count of a given population (or other phenomena of interest) and record its characteristics, done at a specific point in time and usually at regular intervals by a government entity (or any other entity) for the geographic area or subareas under its domain. Examples include Population Census, Housing Census, Census of Business establishments, Agriculture Census etc.

Census Coverage: An estimate of how complete a census was of a given population.

Census Night: The night preceding the Population Census.

Child Immunization coverage: The percent of children aged 12-24 months who received specified vaccines as stipulated in the WHO and national immunization guidelines at any time before the survey.

Child Mortality Rate: The probability of dying between exact ages 1 and 5 per 1,000 children surviving to age 1.

Child Woman Ratio (CWR): The ratio of all children aged 0-4 years to women aged 15-49 years in the population.

Child: A person below the age of 18 years

Children Ever Born: The number of children born alive to a woman, reported usually in a census or sample survey.

Chronic: Any health condition that develops slowly or of long duration and tends to result in some functional limitation and need for ongoing medical care.

Civil Registration System: The institutional, legal and technical settings established by government within which civil registration is conducted in a technically sound, coordinated and standardized manner throughout a country, taking into account cultural and social circumstances particular to that country.

Cohort: A group of people who experienced the same demographic event during a particular period of time. This will most commonly refer to births during a set period of time, but may also refer to marriages, onset of puberty, migration, first birth etc.



Community Based Surveillance (CBS): is defined as the surveillance system that collects community-based health information; and the entire community population is under surveillance, and not simply a segment of the community

Community Health Workers: Workers who respond to national definition of health care providers and are neither physicians nor midwives, nurses, dentists or pharmacists.

Completed Family Size (Mean Parity): Is the number of children ever born to women who have completed their reproduction, i.e., those aged 50 and older.

Confirmed case: a suspected or confirmed case verified by laboratory analysis.

Contraceptive Prevalence Rate: The percentage of currently married women using a method of contraception.

Crude Birth Rate (CBR): The annual number of live births observed in a population over a given period relative to the population as estimated at mid-year. The rate is usually expressed per 1,000 and the most usual period is one year.

Crude Death Rate: The number of death in a year per 1,000 mid-year population of a specific year.

De Facto Population: A concept under which individuals (or vital events) are recorded (or are attributed) to the geographical area where they were present (or occurred) at a specified time.

In a Population Census, it refers to household members and visitors who spent the census night at a household. This, however, excludes: a) Foreign diplomatic personnel accredited to Zambia b) Zambian nationals accredited to foreign embassies and their family members who live with them abroad, and c) Zambian migrant workers and students in foreign countries who were not in the country at the time of the census.

De Jure Population: A concept under which individuals (or vital events) are recorded (or are attributed) to a geographical area on the basis of the residence.

In a Population Census, it refers to usual household members present and usual household members temporarily absent at the time of the census.

In a de jure census count, institutional populations in places such as hospitals or health centres, prisons and academic institutions like universities, colleges and boarding schools are counted as members of their usual household.

Death: The permanent disappearance of all evidence of life at any time after a live birth has taken place (postnatal cessation of vital functions without capability of resuscitation). This definition therefore excludes foetal deaths.

Delivery Beds: Number of hospital beds intended for delivery.



Diagnosis: Is an art of identifying a disease from its signs and symptoms.

Disability: Any restriction or lack of ability to perform an activity in the manner or within the range considered normal for a human being. Refers to an acute or chronic condition that affects an individual's ability to function and carry out his or her activities. It is a limitation in regard to the kind or amount of activities a person can do due to long-term physical condition, mental condition or health problem.

Disease Incidence: Is the number of newly diagnosed cases of a disease. An incidence rate is the number of new cases of a disease divided by the number of persons at risk for the disease per 1000 of the persons at risk.

Disease Prevalence: the number of cases of disease existing in a population. A prevalence rate is the total number of cases of a disease existing in a population divided by the total population at risk.

Disease: An illness or medical condition, irrespective of origin or source, which presents or could present significant harm to humans, to animal and plants.

Disease-specific surveillance: involves surveillance activities aimed at targeted health data for a specific disease for vertical surveillance.

Divorce: the final legal dissolution of a marriage, that is, that separation of spouses which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of each country.

Doctor Patient Ratio: The number of patients per registered doctor.

Double Orphan: A child under the age of 18 who has lost both biological parents.

Elimination: Reduction to zero (or a very low defined target rate) of new cases in a defined geographical area.

Endemic: A disease or condition regularly found among particular people or in a certain area.

Epidemic curves: This is a visual display of the onset of illness among cases associated with an outbreak.

Epidemic: An outbreak or unusually high occurrence of a disease or illness or health related event in a population or area, spreading rapidly and extensively, clearly in excess of normal expectancy, and derived from a common or from a propagated source.

Epidemiology: The study of the distribution and determinants of health related states and the application of this information to controlling public health problems.

Eradication: The purposeful reduction of specific disease prevalence to the point of continued absence of transmission in the world.



Etiology: Refers to the cause, set of causes, or origin of a disease or condition.

Event- based surveillance (EBS): Organized and rapid capture of information about events that are of potential risk to public health.

Facility-based surveillance: All reporting units (e.g., health facilities) are required to report on a weekly, monthly, quarterly or annual basis to the next level based on the categories of the diseases, conditions and events. Additionally, they are also required to report immediately, any epidemic prone disease to the next level.

Family Planning: refers to the planning of when to have children, and the use of birth control.

Fertility: refers to the number of live births to women of child bearing age (15-49 years).

Foetal Death: death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation the foetus does not breathe or show any evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.

Foster Child: A child under the age of 18 not living with either of their parents regardless of whether the parents are alive or dead.

General Fertility Rate (GFR): The number of live births occurring in a year per 1,000 women of childbearing age.

Gross Reproduction Rate (GRR): Refers to the average number of female births that a woman would give birth to by the time she reached the end of her reproduction if she experienced age specific fertility rates prevailing in that year.

Handicap: A disadvantage for a given individual, resulting from an impairment or a disability that limits or prevents the fulfilment of a role that is normal (depending on age, sex and social and cultural practice) for that individual. The term handicap thus reflects interaction with, and adaptation to, the individual's surroundings

Health insurance: Financial protection against the health care costs arising from disease or accidental bodily injury. Such insurance usually covers all or part of the costs of treating the disease or injury. Insurance may be obtained on either an individual or a group basis.

Health Management Information System (HMIS): A monthly reporting system for diseases, conditions, and risks that is reported to the MOH from every healthcare facility electronically or on paper.

Height - for- Age (Stunting): The height-for-age index is an indicator of linear growth retardation and cumulative growth deficits in children. Children whose height-for-age Z-score is below minus two standard deviations (-2 SD) from the median of the WHO reference population are considered short for their age (Stunted), or chronically malnourished. Children who are below minus three standard deviations (-3 SD) from the reference median are considered severely stunted. Stunting reflects failure to receive adequate nutrition over



a long period of time and can also be affected by recurrent and chronic illness. Height-for-age, therefore, represents the long term effects of undernutrition in a population and is not sensitive to recent, short-term changes in dietary intake.

Hospital Beds: A bed used for patients (as in hospital) that can be adjusted, especially to raise the head end, foot end or middle as required.

Household: This is a single person or group of people making provision for food and other essentials of living, occupying the whole, part of, or more than one housing unit or other provision of shelter. A household may be either;

(a) a one member household, that is to say, a person who makes provision for his or her own food and other essentials for living without combining with any other person to form part of a multi person household or

(b) A multi person household, that is to say, a group of two or more persons living together who make common provision for food or other essentials for living. The persons in a group may pool their incomes and may, to a greater or lesser extent, have a common budget; they may be related or unrelated persons or constitute a combination of persons both related and unrelated. One person is acknowledged as head by other members.

Head of Household: The person in the household acknowledged as head by the other members either by virtue of age or social standing in the household. The head has primary authority and responsibility for household affairs. However, in cases where such authority and responsibility are not vested in one person, it may be necessary to try and identify the head of the household.

Child-Headed Household: A household whose main decision maker or source of livelihood is below the age of 18 years.

Female-Headed Household: A households whose primary decision-maker or source of livelihood (income) is a woman.

Male-Headed Household: A household whose primary decision-maker or source of livelihood (income) is a man.

Usual Household Member: A person who has been living with the household for at least six (6) months or has joined the household and intends to live with the household for six months or longer. She/he may or may not be related to the other household members by blood, marriage, or may be a house-helper or farm-labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Immunization: is the process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine. Vaccines stimulate the body's own immune system to protect the person against subsequent infection or disease.



Impairment - Any loss or abnormality of psychological, physiological or anatomical structure or function. It is concerned with abnormalities of body structure and appearance, organ or system resulting from any cause.

Indicator-based surveillance: Indicator-based surveillance is the systematic (regular) identification, collection, monitoring, analysis and interpretation of structured data, such as indicators produced by a number of well-identified, mostly health-based, from formal sources.

Infant Mortality Rate (IMR): The probability of dying between birth and the first birthday per 1,000 live births.

Infant: A baby under one year of age.

Infectious disease hazards: Known, new and unknown infectious disease threats.

Integrated Disease Surveillance: It is an approach that aims at collecting health data for multiple diseases using standardized tools.

Intermittent Preventive Treatment of Malaria: A full therapeutic course of antimalarial medicine given to pregnant women at routine antenatal care visits, regardless of whether the recipient is infected with malaria.

Laboratory-based surveillance: This consists of surveillance conducted at laboratories for detecting events or trends that may not be seen as a problem at other locations or that originates from laboratory testing mainly done routinely or used when conducting sentinel surveillance.

Legitimation: the formal investing of a person with the status and rights of a person born in wedlock, according to the laws of each country.

Life Expectancy at Birth: Average number of years expected to live by a birth cohort, based on prevailing age specific mortality rates. Life expectancy can be derived at any other age cohort based on the current mortality rates.

Live Birth: Live birth is the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.

Low Birth Weight: refers to infants who weigh less than 2.5 kg at birth.

Malaria-Case Fatality Rate in Children under 5 years: Number of deaths in children less than 5 years due to malaria in a health unit divided by the number of cases of diagnosed malaria among children under 5 years admitted to the health unit during a specified period. It is usually expressed in percentage terms.



Marital Status: This is the civil status of each individual in relation to the marriage laws or customs of the country, i.e. never married, married, widowed and not remarried, divorced and not remarried, married but legally separated.

Marriage: The act, ceremony or process by which the legal relationship of spouses is constituted. The legality of the union may be established by civil, religious or other means as recognized by the laws of each country.

Maternal Death: Death of a woman during pregnancy, child birth or within 42 days of termination of pregnancy irrespective of the duration and site of the pregnancy, from any cause related to or aggravated by the pregnancy or its management, but not from accidental or incidental causes.

Maternal Mortality Rate: Number of maternal deaths in a given time period per 100,000 woman aged 15-49 years.

Maternal Mortality Ratio: Number of maternal deaths in a given time period per 100,000 live births during the same time period.

Maternal Orphan: A child under the age of 18 who has lost his/her biological mother.

Mean Age at Child Bearing (MACB): Is the mean age of mothers at the birth of their children if women were subject throughout their lives to the age-specific fertility rates observed in a given year. It is computed as the sum of age-specific fertility rates weighted by the midpoint of each group.

Mean Parity: Refers to the completed family size.

Medicine (Practice): is a science and art of healing it encompasses variety of health care practices evolved to maintain and restore health by the prevention and treatment of illness.

Medicine (Product): A drug or other preparation for the treatment or prevention of disease.

Mid-Upper Arm Circumference (MUAC) is the circumference of the left upper arm, measured at the mid-point between the tip of the shoulder and the tip of the elbow (olecranon process and the acromium).

Monogamous Marriage: A situation where one man is married to one woman and vice versa.

Morbidity Incidence rate: Number of persons contracting a disease, illness, injury or disability per 1,000 population at risk, for a given period of time.

Morbidity Prevalence Rate: Number of persons having a particular disease, illness, injury or disability at a given point in time per 1,000 population at risk.

Morbidity: refer to a general term for any health condition that encompasses diseases, injuries, and impairments in a population or group.



Mortality: Is a measure of the number of deaths (in general, or due to a specific cause) in a particular population, scaled to the size of that population, per unit of time.

Neonatal Mortality (NM): The probability of dying within the first 28 days of life per 1,000 live births.

Net Reproductive Rate (NRR): refers to the average number of female births born to women aged 15-49 years that would survive to the end of their reproductive period after experiencing the prevailing fertility and mortality levels.

Non Communicable Disease: A medical condition or disease that is not caused by infectious agents (non-infectious or non-transmissible). Also referred to as a chronic disease of long duration and generally slow progression. The four main types of NCDs are cardiovascular diseases, cancer, chronic respiratory diseases and diabetes.

Notifiable Disease: is any disease that is required by law to be reported to government authorities. The collation of information allows the authorities to monitor the disease, and provides early warning of possible outbreaks.

Nurse Midwife Patient Ratio: Total number of Midwife nurses divided by the total number of pregnant patients, at a given period. For example 1: 4 meaning one nurse to 4 pregnant patients. This is an average, therefore measures potential care not actual care.

Nurse Patient Ratio: The number of patients per registered nurse.

Orphan: A child under the age of 18 who has lost one or both biological parents

Outbreak: The occurrence of more cases than expected in a defined geographic area or time.

Out-Patient Department Utilization Rate: The number of outpatient visits to health facilities during one year relative to the total population of the same geographical area. Health facilities include all public, private, non-governmental and community-based health facilities in which general health services are offered.

Pandemic: An epidemic occurring worldwide, or over a very wide area, crossing international borders and usually affecting a large number of people.

Passive surveillance: a system by which, a health institution receives routine reports submitted from health facilities (hospitals, clinics, public health units, or community or other sources). There is no active search for cases.

Paternal Orphan: A child under the age of 18 who has lost his/her biological father.

Period: Events which occur during a set period of time, often either one year or five. Period data contains the demographic experiences of people of many different ages (in other words, people belonging to many different birth cohorts). Many of the commonly used demographic rates are based on period data, such as crude birth rates



Pharmacist Patient Ratio: Refers to number of people served by one pharmacist.

Polygamous Marriage: A situation where one man marries more than one woman.

Population Census: A population census is the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating demographic, economic and social data at the smallest geographical level appropriate pertaining, at a specified time, to all persons in a country or in a well-delimited part of a country.

Population Change: The increase or decrease of the total population or one of its structural units within a given time interval. The components of change in total population are births, deaths and migration.

Population Density: The number of people per unit of land area such as square meter. It is a measurement of population per unit area or unit volume.

Population Distribution: The arrangement or spread of the population in a certain geographical area at a given time in accordance with conditions and requirements of the society.

Population Estimate: An estimate is a value that is inferred for a population based on data collected from a sample of units from that population. Estimation is a technique that systematically adjusts the sample data to determine an estimated value for the population.

In Census undertaking, it is a prediction of the future populations based on the present age-sex structure, and with the present rates of fertility, mortality and migration.

Population Growth: Increase in the number of people who inhabit a specified geographical area.

Population Growth Rate: This refers to the average rate of change of population size. It is estimated over a certain period of time (usually one year) and it gives the average annual growth rate for each year of the inter-censal period.

Population Projection: This is the numerical outcome of a particular set of implicit and explicit assumptions regarding future values of the components of population change for a given area in combination with an algorithm.

Population Pyramid: A diagram showing the distribution of a human population by sex and age at a given time. It consists of a pair of histograms, one for each sex, laid horizontally in ascending order of age groups with a common base. The diagram is intended to provide a quick overall comparison of the age and sex structure of the population (A population whose age structure has a very broad base and a sharp narrow peak is said to be "young" while a structure whose base is narrower than the rest of the pyramid is old.)

Population Size: This is the absolute number of person/units in a specified geographical area at a specified point in time. It is often denoted by N



Population Structure/Composition: The classification of members of a population by one or more characteristics such as age, sex, race, and Ethnicity. It can be presented in either absolute or relative numbers. “Population Composition” and “Population Structure” are often used as synonyms. Population structure is usually shown using a population pyramid

Population Trend: These are changes in the statistical characteristics of a population over time

Population: The totality of all units of interest in a study or investigation at a given time in a given area.

In the Census, it is the inhabitants of a given area at a given time, where inhabitants can be either on the de facto or de jure basis (but not a mixture of both).

Post neonatal Mortality (PNM): The probability of dying between exactly 4 weeks (28 days) and under 1 year of age per 1,000 live births.

Postnatal Care First Attendance: The proportion of women attending PNC for the first time after delivery out of the estimated deliveries.

Pregnancy Related Deaths: Death of a woman during pregnancy or within 42 days of termination of pregnancy irrespective of the cause of death.

Probable case: clear clinical picture i.e. patient will have typical clinical features of the illness or linked epidemiologically to a confirmed case but laboratory sample cannot be taken because case is lost or dead or sample has been taken but not available for laboratory testing or was not viable for sufficient laboratory testing

Recognition: is the legal acknowledgement, either voluntarily or compulsorily, of the paternity of a child born out of wedlock.

RED Strategy – “Reaching every district” (RED) is a strategy to achieve the goal of 80% immunization coverage in all districts and 90% nationally in the WHO member states

Reporting site: A site which reports about surveillance and outbreak data to the district level.

Reproductive Health: A complete physical, mental and social wellbeing in matters relating to reproductive system and its functions and processes. WHO includes the term not limited to absence of disease at all stages of life.

Sanitation: refers to the provision of facilities and services for the safe disposal of human urine and faeces.

Sentinel surveillance: this type of surveillance is done for specific conditions in a specific cohort such as in a geographical area or population subgroup to estimate trends in a larger population.



Separation, judicial: the disunion of married persons, according to the laws of each country, without conferring on the parties the right to remarry.

Sex Ratio: This is the ratio of the number of one sex to that of the other. Generally defined as a ratio of the number of males to the number of females in a given population normally expressed as a

Sex: This is the biological distinction between males and females.

Single Orphan: A child under the age of 18 who has lost one of his/her biological parents.

Still Birth: this is a baby born with no signs of life at or after 28 weeks' of gestation.

Survival Rate: A rate expressing the probability of survival of a population group, usually an age group, from one date to another and from one age to another. A survival rate can be based on life tables or two censuses. When based on two censuses, the rate includes not only effects of mortality, but also the effects of net migration and relative census enumeration error.

Survivorship: Primarily a condition where an individual or group remains alive after a specified interval.

Suspected case: indicative clinical picture i.e. patient will have fewer or atypical clinical features without being a confirmed or a probable case.

Syndromic surveillance: an active or passive system that uses Standard Case Definitions based entirely on clinical features without any laboratory diagnosis.

Tetanus Toxoid Coverage: The coverage of women 15-49 years who received tetanus toxoid injections during the most recent pregnancy.

Total Fertility Rate (TFR): The average number of children born alive that a woman would have by the time she reaches 50 years if she was to give birth at the current/prevaling age specific fertility rates. The TFR is the average number of births per woman. It is the sum of the age-specific fertility rates for all women multiplied by five.

Traditional Medicine: A system of treatment modalities based on indigenous knowledge pertaining to healing.

Tuberculosis Cure Rate: Number of new sputum smear positive patients in a given period of time who completed and had at least two negative sputum smear results one of which at completion of treatment.

Under Five Mortality Rate: The probability of dying between birth and the fifth birthday per 1,000 live births.

Universal Health Coverage: is defined as ensuring that all people have access to the needed health services (including prevention, promotion, treatment rehabilitation and palliation) of sufficient quality while also ensuring that the use of these services does not expose the user



to financial hardship.

Unmet Need for Family Planning: is the percentage of women of reproductive age, either married or in union, who want to stop or delay childbearing but are not using a method of contraception. These include; currently married fecund women who want to postpone their next birth for two or more years or who want to stop childbearing altogether but are not using a contraceptive method. Pregnant women are considered to have an unmet need for spacing or limiting if their pregnancy was mistimed or unwanted. Similarly, amenorrhoeic women who are not using family planning and whose last birth was mistimed are considered to have unmet need for spacing, and those whose last child was unwanted have an unmet for limiting.

Vital Events: Events concerning life and death of individuals, as well as their family and civil status. Vital events relating to life and death include live births, deaths and foetal deaths. Events related to civil status include marriage, registered partnership, separation, divorce, legal dissolution of registered partnerships and annulment of marriage. Finally, vertical family events are those involving a descendant; they comprise adoption, legitimation and recognition.

Vital Statistics: Constitute the collection of statistics on vital events in a lifetime of a person as well as relevant characteristics of the events themselves and of the person and persons concerned.

Vital Statistics System: The continuous, permanent, compulsory and universal recording of the occurrence and characteristics of vital events pertaining to the population, as provided through decree or regulation in accordance with the legal requirements in each country. This process establishes and provides legal documentation for such events. The civil registration records are also the best source of vital statistics.

Weight - for- Height (Wasting): The weight-for-height index measures body mass in relation to body height or length and describes current nutritional status. Children with Z-scores below minus two standard deviations (-2 SD) from the reference population median are considered thin (wasted) or acutely malnourished. Wasting represents the failure to receive adequate nutrition in the short time period immediately preceding the survey and may be the result of inadequate food intake or a recent episode of illness causing loss of weight and the onset of malnutrition. Children with a weight-for-height index below minus three standard deviation (-3 SD) from the reference median are considered severely wasted. The weight-for-height index also provides data on overweight and obesity. Children more than two standard deviation (+2 SD) above the weight-for-height median are considered overweight or obese.

Weight - for- Age (Underweight): This is a composite index of height-for-age and weight-for-height. It takes into account both chronic and acute undernutrition. Children whose weight-for-age is below minus two standard deviation (-2 SD) from the reference population median are classified as underweight. Children whose weight-for-age is below minus three standard deviations (-3 SD) from the reference median are considered severely underweight. Youth: A person in the age group 15 to 35 years



Education Statistics

Completion Rate: the number of learners who have successfully completed a given grade (in a given year), expressed as a percentage of the total number of learners of official school age for that grade.

Dropout Rate: the proportion of pupils who leave the system without completing a given grade in a given school year.

Early Childhood Education: Programmes offering a structured and purposeful set of learning activities for children aged 3-6 years.

Education: A process of teaching, training and learning especially in schools or colleges to improve knowledge and skills.

Educational Attainment: the highest level of formal education that an individual has completed regardless of duration in school. It is the highest grade completed within the most advanced level attended in the educational system of the country where the education was received.

Educational Level: There are four levels of formal education namely early childhood, primary, secondary and tertiary.

Enrolment: Pupils who are admitted/re-admitted and fully recorded in the school's Register at the beginning of the first term.

Examination Pass Rate: Number of pupils/students who passed an examination expressed as percentage of total candidates who sat for the examination.

Formal Education: education attained in nurseries, primary, secondary schools and tertiary institutions that follow a given approved curricula.

Gender Parity Index: the number of female students enrolled in primary, secondary and tertiary education to the number of male students in each level. A GPI of less than 1 indicates that there are fewer females than males in the formal education system to the appropriate school-age population.

A gender parity index of more than 1 means that there are more females than males attending school. A score of 1 reflects equal enrolment rates for males and females.

Grade: It is a stage of instructions covered in one school year at primary and secondary level

Gross Enrolment Rate: the total enrolments of learners in a specific level, regardless of age, in a given year, expressed as a percentage of the official school-age population for that level.

Gross School Attendance Rate: the ratio of the population aged five years and older attending a specified education level to the applicable official school-age population.



Informal Education: Refers to any organized and sustained educational activities that do not follow any approved curriculum. Informal education may take place both within and/or outside educational institutions set of skills, usually offered by an educational or training institution or programme for one or more students.

Literacy: the ability to both read and write in any language. Members of the population who are able to read and write are literate, while those who cannot read and write in any language are considered illiterate. Gender Parity Index.

Literacy Rate: proportion of the population of specified age group who can read and write expressed as a percentage of the total persons of that age group.

Net Intake Rate (NIR) for Grade One- The percentage of seven-year-olds who enter school for the first time, expressed as a percentage of the total number of seven-year-olds in the population.

Net School Attendance: the percentage of the school-age population that is attending a designated level of education.

Non-Formal Education: Any organized educational activity outside the established formal system - whether operating separately or as an important feature of some broader activity - that is intended to serve identifiable learning clienteles and learning objectives

Official School Age Population: Number of children in the officially defined school age group, whether enrolled in school or not.

Primary Education: This level covers seven years of full-time schooling i.e. grades one to seven. **Secondary Education:** This is the level immediately after the primary school level. This level has five years of full-time schooling i.e. grades eight to twelve.

Primary Net Enrolment Rate: the proportion (in percentage) of primary-aged (ages 7-13) learners who are enrolled in primary school (grades 1-7) as a proportion of the 7-13 year olds in the population.

Pupil: A person enrolled in primary and secondary schools.

Pupil-Teacher Ratio: the number of pupils who attend a school divided by the number of teachers in the school. For example, a pupil-teacher ratio of 10:1 indicates that there are 10 pupils for every one teacher. It is an indicator of the quality of education.

Repetition Rate: the proportion of pupils from a cohort enrolled in a given grade in a given year who remain in the same grade in the following school year.

School Attendance: attendance at any accredited educational institution or programme, public or private, for organized learning at any level of education.

Secondary Net Enrolment Rate: the percentage of secondary-aged (ages 14- 18) learners who are enrolled in secondary school (grades 8-12) as a proportion of the 14-18 year olds in the population.



Student: A person enrolled at the tertiary level of education a person attending a college, university or some other post-school educational institution, whether part-time or full-time.

Survival Rate: the percentage of pupils enrolled in Grade 1 during the current school year who are expected to reach the higher grade.

Tertiary Education: Education from universities and colleges requiring as a minimum condition of admission, the successful completion of secondary education.

Transition Rate: the proportion of students who have successfully completed a grade and proceeded to the next grade the following year.

Universal Primary Education: Enrolment of all children in the primary school – age group (7-13) that is 100 percent Net enrolment Ratio.

Vocational Education: Education programmes that are designed for learners to acquire the knowledge, skills and competencies specific to a particular occupation, trade, or class of occupations or trades. Such programmes may have work-based components (for example, apprenticeships and dual-system education programmes). Successful completion of such programmes leads to labour market-relevant, vocational qualifications acknowledged as occupationally-oriented by the relevant national authorities and/or the labour market.



Migration

Asylum Seeker: A person who seeks safety from persecution or serious harm in a country other than his or her own and awaits a decision on the application for refugee status under relevant international and national instruments.

Brain drain: Emigration of trained and talented individuals from the country of origin to another country resulting in a depletion of skills resources in the former.

Brain gain: Immigration of trained and talented individuals into the destination country. Also called "reverse brain drain".

Country of Destination: The country that is a destination for migratory flows (regular or irregular).

Country of origin: The country that is a source of migratory flows (regular or irregular).

Diaspora: broadly defined as individuals and members or networks, associations and communities, who have left their country of origin, but maintain links with their homelands. This concept covers more settled expatriate communities, migrant workers based abroad temporarily, expatriates with the nationality of the host country, dual nationals, and second-/third generation migrants.

Emigration Rate: It is the number of emigrants going away from an area of origin per 1,000 of the population at that area in a given year.

Environmental Migrant: Environmental migrants are persons or groups of persons who, predominantly for reasons of sudden or progressive changes in the environment that adversely affect their lives or living conditions, are obliged to leave their habitual homes, or choose to do so, either temporarily or permanently, and who move within their country or abroad.

Forced migration: A migratory movement in which an element of coercion exists, including threats to life and livelihood, whether arising from natural or man-made causes (e.g. movements of refugees and internally displaced persons as well as people displaced by natural or environmental disasters, chemical or nuclear disasters, famine, or development projects).

Immigration Rate: It is the number of immigrants arriving at a destination per 1,000 persons at that destination in a given year.

Immigration: A process by which non-nationals move into a country for the purpose of settlement. Immigrant: a person who has undertaken an immigration.

In-migrant: a person who comes to live in an area by crossing an administrative boundary within the same country.



Inter-censal Net-migration: measures estimated net migration between two census years. The estimates provide a way of identifying movements that have occurred over a period of time.

Internal Migration: changes of residence within a country and is defined in terms of residential movements across boundaries that are often taken as the boundary of the province or district.

Internally displaced persons: Persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized border.

International Migration: Change of residence involving crossing a national boundary.

Emigration: the act of departing or exiting from one country with a view to settling in another.

Emigrant: a person who has migrated away from a country.

International Migration: The movement of persons across national boundaries. It has two components, namely, emigration and immigration.

Irregular migration: the movement that takes place outside the regulatory norms of the sending, transit and receiving countries.

Labour Migration: Movement of persons from one State to another, or within their own country of residence, for the purpose of employment.

Life Time Migrant: this is a person enumerated in a different administrative area than that of birth. It refers to movements that have occurred between the time of birth and the time of enumeration.

Migrant flow: The number of migrants counted as moving or being authorized to move, to or from a given location in a defined period of time.

Migrant Worker: “A person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national”

Migrant: A migrant is a person who changes his usual place of residence by crossing an administrative boundary and residing in a new area for a period of not less than six months or intends to stay in the new area for a period of not less than six months.

Migration Flows: a group of migrants having a common origin and destination in a given migration period.

Migration: The movement of persons from their usual place of environment to another place to stay there permanently or temporarily. There are two broad categories of movements namely, internal migration and international migration.



Net Migration Rate: It is the "net migration" of an area per 1,000 of the population of that area in a given year.

Net Migration: It is the net effect of immigration and emigration on an area's population. It may be an increase, a decrease or zero. Difference between the number of persons entering the territory of a State and the number of persons who leave the territory in the same period. Also called "migratory balance." This balance is called net immigration when arrivals exceed departures, and net emigration when departures exceed arrivals.

Net-migrants: the sum of the total in-and-out movements (migration) for the area within the interval of study.

Net-migration: The balance between in-migration and out-migration. According to the direction of the balance, it may be characterised by net in-migration or net outmigration. When the flow is in, it is indicated by a plus (+) sign. When the flow is out, the balance is indicated by a minus (-).

Out-migrant: a person who leaves an administrative area to live in another administrative area of the same country.

Return migration: The movement of a person returning to his or her country of origin or habitual residence usually after spending at least one year in another country. This return may or may not be voluntary. Return migration includes voluntary repatriation.

Stock: The number of foreign nationals in a given area on a certain date (e.g. 1st January or 31st December) of the year in question

Urbanisation: is the process by which population becomes concentrated in cities or localities. It is the increase in the proportion of the population living in urban areas.



Poverty

Poverty: Poverty is multidimensional and complex in nature and manifests itself in various forms, which makes its definition not always straightforward. No single definition can exhaustively capture all aspects of poverty. An individual is said to be poor if he/she suffers some levels of economic and/ or social deprivation. The most commonly used indicator of poverty is income deprivation. Many poverty assessments across the world use the Income Shortfall approach when measuring poverty as this concept directly relates to income deprivation (UN Statistics Division, 2005).

This approach is in many ways intuitively appealing since the ability to acquire nearly all basic human needs depends on the levels of income of the household. The CSO has adopted the material wellbeing perception of poverty in which the poor are defined as those members of society who are unable to afford minimum basic human needs, comprising food and non-food items, given all their total income.

Although the definition may seem simple, there are several complications in determining the minimum requirements and the amounts of money necessary to meet these requirements. In the LCMS analysis, efforts to determine people's wellbeing in Zambia have, therefore, concentrated on estimating the aggregate value of all consumptive goods and services considered necessary to satisfy an individual's basic needs.

The poor have in this case typically been identified by comparing their measure of income (i.e. consumption expenditure) to some absolute poverty line. Since 1991, CSO has been using household consumption expenditure data from the LCMS series when measuring the welfare of the people.

Absolute poverty: Uses a poverty line based on a fixed expenditure or consumption level. Absolute poverty lines typically specify the amount of money that is required to meet a minimum standard of living, such as basic nutritional requirements and essential non-food necessities (basic clothing, housing, etc.). In general, the CSO uses the Cost of Basic Needs approach when measuring absolute poverty.

Adult Equivalent Scales: Conversion factor to express consumption on a 'per adult' basis. Adult equivalent scales are used to adjust for differences in consumption needs between children and adults. Thus, the scale assigns a weight to each household member depending on their age. The weight of 1 is assigned to all persons aged 13 years and above.

Extreme Poverty: Households are classified as extremely poor if total consumption per adult equivalent is below the overall poverty line.

Food Poverty: Households are classified as food poor if total consumption per adult equivalent is below the food poverty line.

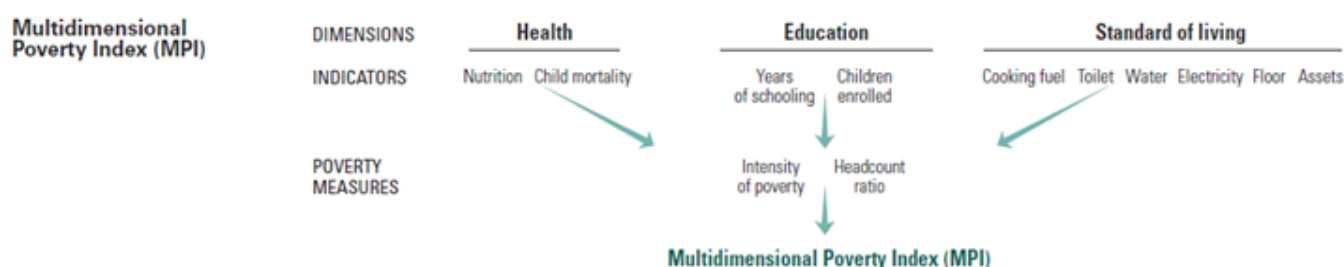
Food-basket approach: Calculates the cost of acquiring basic food items sufficient to give 2,800 calories for an adult on a daily basis.



Gini Coefficient/ Gini Index/ Gini Ratio: A measure of statistical dispersion, commonly used as a measure of inequality of income distribution or inequality of wealth. The Gini coefficient is the area between the line of perfect equality and the observed Lorenz curve, as a percentage of the area between the line of perfect equality and the line of perfect inequality. The Gini Coefficient can range from 0 to 1. A low Gini Coefficient indicates a more equal distribution, with 0 corresponding to complete equality, while higher Gini Coefficients indicate more unequal distribution, with 1 corresponding to complete inequality.

Lorenz Curve: A graph on which the cumulative percentage of total national income (or some other variable) is plotted against the cumulative percentage of the corresponding population (ranked in increasing size of share). The extent to which the curve sags below a straight diagonal line indicates the degree of inequality of distribution.

Multidimensional Poverty Index: is the measuring of the three dimensions of poverty at the household level: education, health and living standard in 104 developing countries. It also measures deprivations in access to water, sanitation, and electricity.



Poverty lines: Poverty lines are based on a food basket concept and correspondingly anchored in nutrition. They are based on a calorie requirement of 2,800 calories per adult equivalent per day. The poverty lines use a food basket that mirrors observed consumption patterns.

Poverty headcount: This is the proportion of the population with consumption below the poverty line.

Poverty Gap: This measure denotes the average poverty gap in the population (the aggregate consumption shortfall of the poor divided by the population) expressed as a fraction of the poverty line. The poverty gap measure provides information about how far away from the poverty line poor households are. It can also be used to compute total resources needed to lift up all the poor to the level of the poverty line.

Poverty Profile: A description of how the extent of poverty varies across sub groups of a population, characterized by socio-economic status, for example, their gender, region of residence, type of economic activity, source of income, etc.



Relative Poverty: Describes an individual or group's wealth relative to that of other individuals in the group under study. Relative poverty lines are usually set as a percentage of average income or expenditure of the group. Very often two thirds of the mean/median expenditure per capita has been used as a poverty line. This implies that all persons or households whose consumption falls below this threshold are considered poor. Some people have also used percentile cut-offs to define relative poverty lines at, say, the bottom 20 per cent of individuals in the distribution of income or expenditure.

The Poverty Severity: This is a measure that takes into account inequality among the poor by squaring individual level poverty gaps before aggregating across the population.

Total Poverty: Households are classified as poor if total consumption per adult equivalent is below the overall food poverty line.



Housing Characteristics

Housing Unit: Generally a shelter intended for “separate use” by its occupants, such as there is independent access to the outside and the shelter is not a group quarter. A housing unit may be occupied or vacant.

Type of Housing Unit

A Conventional House/Flats (Housing Unit): A conventional housing unit is a room or a set of rooms and its accessories in a permanent building. It can also be a structurally separated part of the permanent building by the way it has been built, rebuilt or converted.

Collective Living Quarters: 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 contain common facilities such as kitchen, bathrooms, lounge or dormitories, which are shared by occupants. Examples are hotels, motels, inns, lodges, rooming houses, etc., which provide lodging on a fee basis.

Improved Traditional Unit: This refers to the type of housing also common in rural areas that is considered “improved” by the materials used for either the walls or the roofing. Some of these huts may have red brick or burnt brick walling and in some cases asbestos or even iron sheets in the roof. They are somewhat like traditional huts but have some improvement that sets them apart from typical traditional huts.

Improvised/Makeshift Housing Unit: 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 though it may not comply with generally accepted standards for habitation.

Institutions: Institutions are sets of premises in a permanent structure or structures designed to house groups of persons (usually large) 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 are Hospitals, military barracks, boarding schools, convents, seminaries, prisons, etc.

Mixed Housing Unit: Mixed housing units are of a mixed type i.e. with a unique combination of building materials.

Mobile Housing Unit: This is any type of living quarter that has been produced to be transported e.g. a tent. A mobile housing unit may also refer to a moving unit such as a ship, a boat, a caravan, trailers, boats, tents, etc. occupied as living quarters at the time of the census.

One Household in Several Housing Units: This is when one household is occupying more than one housing unit.

Part of Commercial building: This is a living quarter which is part of a commercial building, e.g. shop owners living on top of the shop.



Shared: This refers to a situation where you find more than one household occupying one housing unit, which is actually intended to house just one household.

Single Household: A Single Household means that only one household is occupying one housing unit.

Traditional Housing Unit: This is the type of housing mostly found in rural parts of Zambia. It is usually made of mud material around the walls and the roof is usually thatched. Most traditional huts have a hat shaped roof. Even if it is located in urban areas it must be recorded as traditional hut. A traditional housing unit is indigenous to a particular village irrespective of building materials.

Unintended Living Quarters: Unintended living quarters are structurally separate and independent places of abode. They may have been built, constructed, converted or arranged for human habitation provided they are not at the time of the census used wholly for other purposes.

Type of housing material

Roof

Cardboards: These are prefabricated boxes primary used for packaging goods and materials

Metal/Iron Sheets: Usually galvanized iron sheets or can be corrugated. These are the lightest roofing materials and can be obtained in length from 1.2 metres to 3.6 metres.

Palm/Bamboo: A bamboo is a plant which is a type of grass with a hard, woody, hollow stem.

Thatch/Palm Leaf: Traditional roofing material which works well at angles of 35o and more with thatch thickness of 12 centimeters to 15 centimeters. The thatch thickness increases with the decline in angle

Wood Planks: This is stout length of sawn timber, made in a wide variety of sizes and used for building materials.

Wood

Asbestos: Mineral fibre that is used commonly in a variety of building construction material for insulation and as a fire retardant.

Cement: Cement is a fine soft, powdery type substance made from a mixture of elements that are found in natural materials such as limestone, clay sand and/or shale.

Ceramic Tiles/Harvey Tiles: Roof Tiles; small rectangular roofing materials made from fine concrete quarry and slates.

Processed plank : material from tree trunks used in construction as timber.



Roofing Shingles: Are a roof covering consisting of individual overlapping element that are typically flat rectangular shapes laid in rows from the bottom edge of the roof up, with each successive higher row overlapping the joints in the row below.

Walls

Asbestors/Hardboard/wood: Heavy thin boards usually 4 millimetres to 8 millimetres in width.

Burnt Bricks: Brick molded from seasoned clay and burnt to a temperature of 1,300o C.

Compressed Mud: This is an appropriate mix of dirt, clay and aggregate into a compressed block.

Concrete Blocks/Slab: Building units made out of a mixture of concrete can be fine concrete or coarse concrete.

Iron Sheets: building material composed of sheets of hot dip galvanised mild steel to produce a linear pattern in them.

Mud Bricks: Kimberly brick or adope brick are the technical terms. Brick made of mud and sun dried.

Floor

Brick: Brick moulded from seasoned clay and burnt to a temperature of 1,300o C.

Cement: building material usually greenish to gray in colour and sometimes light brown. It hardens in moist condition.

Concrete: mixture of crushed stones, river sand and cement, with the right amount of water. It can be moulded into any shape. It is weak under tensile stress and strong under compression.

Marble: Used in high cost building. It can be in the form of tiles or slabs. It makes a high durable shine. Marble are cut from stone (marble stone) in flat sheet and polished to give a shiny finish.

Mud: Is usually from treated or seasoned clay mixed with cow dung. It makes a hard shiny floor. It is mostly found in traditional houses.

Terrazo: Floors made out of concrete with a selected course aggregate of 13 millimetres or slightly less. The top is grinded flat with a machine and then polished. The floor finish is usually black or white.

Tiles: This can be PVC or baked clay. If they are baked clay, they are called quarry tiles. They have a rough glazed finish on the face and are about 6 milimetres thick or more.

Wood (Not Wooden Tiles): Usually floor above ground level and not popular here in Zambia due to our climate.



Type of Occupancy

Communal Tap: Is usually supplied through pipes. The pipes are connected from the source to a public place for a group of people.

Non-contact: This where the housing is occupied but you cannot find anyone at home throughout your visits during the census period.

Non-residential: This is a building which is not used for habitation. Main source of water supply.

Source of Water

Piped water outside the housing unit within stand/plot: Is usually supplied to households through pipes. The pipes are connected from the source to the individual's stand or plot.

Piped water inside the housing unit: Is usually supplied to households through pipes. The pipes are connected from the source to the individual's housing unit.

Protected Boreholes: These are boreholes drilled to a depth not less than 30 metres. The sides are cased by iron casing pipes while the last bottom pipe is perforated. The top is concreted together with the suction pipe.

Protected Well: The wall of this well is usually lined with a brick wall or concrete block wall up to the ground level. The finish on top is of a reinforced concrete slab with an opening large enough to let a bucket go through. The opening is always covered.

Rain Water Tank: Usually used by individual tenants, to collect rain water from the roofs. These vary in sizes as there is no standard size. It is always advisable to have it covered after the collection.

River/dam/stream: This is where a household draws water directly from a river/dam/stream for home use.

Unprotected Boreholes: They are similar in design to protected boreholes except that the top as well as the suction pipe are left uncovered and large enough to let a jar or small bucket go through.

Unprotected Well: The well is not lined with a brick wall or concrete wall. The top has no concrete slab though it has a sizeable opening to let a bucket go through. The opening is usually uncovered.

Vacant: A vacant housing unit is one which is not occupied by a household during the time of enumeration.

Water Vendor: This includes water that is bought from individuals or companies and sold to households who do not have water. In some cases, wheelbarrows and or tankers are used as the mode of transport to sell to households.

Water Kiosk: This is a public water tap run by a water utility company. The public can go to this tap in order to buy water.



Labour Statistics

A Job: is defined as a set of tasks and duties performed, or meant to be performed by one person for a single economic unit.

A Subsistence Foodstuff Producer: is defined as a person who performs an activity in order to produce foodstuff from agriculture, fishing, hunting or gathering that contribute to the livelihood of the household or family.

Casual Worker: is an (unskilled) person usually hired to work on an agreed brief fixed period, usually less than six months.

Child Labour: is defined by its consequences as work that a) is mentally, physically and socially dangerous and harmful to children and b) interferes with their schooling by depriving of the opportunity to attend school; obliging them to leave school prematurely; and requiring them to attempt to combine school attendance with excessive long hours and heavy work

Child work: is defined as production activity undertaken by children, whether for the market or not, paid or unpaid, part time or full time, on a casual basis or a regular one, in the formal sector of the informal, whether the activity is legal or illegal. It also includes work in a family enterprise and in household-based production activity, as well as domestic work in another household for at least an hour.

Collective Bargaining: is defined as a good faith process between an organisation's management and a trade union representing its members for negotiating wages, working hours, working conditions and other matters of mutual interest. Collective bargaining is the fundamental principal on which the trade union system is based.

Combined Rate of Unemployment and Potential Labour Force: is defined is sum of unemployed population and potential labour force expressed as percentage of the extended labour force.

Discouraged Jobseekers: are defined as individuals not in employment who want employment but did not seek work, during the reference period, for labour market-related reasons such as past failure to find a suitable job, lack of experience, qualifications or jobs matching the person's skills, lack of jobs in the area, considered too young or too old by prospective employers.

Earnings: refers to regular remuneration received from employers, in cash and in kind. These include direct wages and salaries for time worked or work done, remuneration for time not worked (for example, paid annual leave), as well as bonuses and gratuities regularly received.

Economic status: refers to an economic well-being of an individual.

Economically active population: is a population comprising all persons of either sex who furnish labour for the production of goods and services as defined by the United Nations system of national accounts and balances during a specified reference period.



Employed Persons: are defined as persons of working age are classified as employed if, during a short reference period such as a day or a week, (i) they did some work (even for just one hour) for pay, profit or family gain, in cash or in kind; or (ii) they were attached to a job or had an enterprise from which they were 'temporarily' absent during this period (for such reasons as illness, maternity, parental leave, holiday, training, industrial dispute). Employed persons include those persons of working age who worked for at least one hour during the reference period as contributing family workers (formerly referred to as unpaid family workers) working in a family business.

Employees: are all those workers who hold 'paid employment jobs'. These are jobs where the incumbents hold explicit (written or oral) or implicit employment contracts which give them a basic remuneration that is not directly dependent upon the revenue of the unit for which they work (this unit can be a corporation, a non-profit institution, a government unit or a household).

Employment-to-Population Ratio: is defined as a ratio of the employed population to the working-age population expressed as a percentage.

Extended Labour Force: is defined as the sum of the labour force plus the potential labour force.

Formal Employment: is defined as the type of employment in which the job holder is primarily entitled to a social security scheme or gratuity.

Formal Sector Employment: is defined as any job held (whether formally or informally) in a registered institutional unit or enterprise.

Formal Sector: refers to all institutional units in an economy that are registered with a tax and/or licencing authority. Zambia's tax and licensing authorities are the Zambia Revenue Authority (ZRA) and Patents and Company Registration Agency (PACRA), respectively.

Frictional Unemployment: is defined as unemployment in which the job-seekers needs do not match with the job's requirements. It often results when people are transitioning from one job to another or when the first enter the labour market in search for work.

Full-Time Work: is defined as employment in which the number of hours worked or to be worked are exactly equal to normal number of hours of work.

Future Starter: is defined as a person "not in employment" and "currently available" who does not "seek employment" because he or she has already made arrangements to start a job within a short subsequent period, set according to the general length of waiting time for starting a new job in the national context but generally not greater than three months;

Informal Employment: is defined as the type of employment in which the job holder is not entitled to any social security scheme.

Informal Sector Employment: is defined as any job held in an unregistered institutional unit or enterprise.



Labour Force Participation Rate: is defined as a ratio of the labour force to the working age population expressed as a percentage.

Labour force: is a sum total of the employed and unemployed population measured in relation to a short reference period such as one week or one day.

Labour input: is defined and measured as the number of employed persons or total employment.

Labour Productivity: is defined as the total volume of output (measured in terms of GDP) achieved per unit of labour (measured in terms of employed persons).

Labour Underutilization: refers to a mismatch between labour supply and demand, which translates into an unmet need for employment among the population.

Long Term Unemployment: is defined as a situation of unemployed population where the duration of search for employment is lasting 12 months or more, including the reference period.

Low Pay Rate: is defined as the proportion of paid employees whose wages at all jobs equal less than two-thirds of the median wages of all employees.

Members of Producers' Cooperatives: are workers who hold a 'self-employment' job in a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members.

Minimum wage: is defined as the lowest level of wage rate permitted, which is enforceable under threat of penal or other appropriate sanctions.

Nominal Wage: is the total in-cash or in-kind remuneration before adjustment for inflation payable to the employee by the enterprise for the work performed by the employee during the accounting period.

Normal hours of work: refers to hours worked or to be worked as prescribed by an employment contract.

Occupation: is defined as a set of similar tasks or duties performed by a person in employment.

Own-Use Production Work: is defined as any work activity performed to produce goods or provide services for own final use by all persons of working age during a short reference period. "For own final use" is interpreted as production where the intended destination of the output is mainly for final use by the producer in the form of capital formation, or final consumption by household members, or by family members living in other households.

Part-Time Work: is defined as employment in which the number of hours worked or to be worked are less than normal number of hours of work.



Potential Labour Force: is defined as all persons of working age who, during the short reference period, were neither in employment nor in unemployment and: (a) carried out activities to “seek employment”, were not “currently available” but would become available within a short subsequent period established in the light of national circumstances (i.e. unavailable job seekers); or (b) did not carry out activities to “seek employment”, but wanted employment and were “currently available” (i.e. available potential job seekers).

Real Wage: is the total in-cash or in-kind remuneration after adjustment for inflation payable to the employee by the enterprise for the work performed by the employee during the accounting period.

Seasonal Unemployment: is defined as unemployment which varies predictably with the season. Cyclical unemployment is associated with reduction in real output and occurs when there is a recession

Self Employed: is defined in relation to a type of employment in which the person in employment operates his or her economic enterprise or engages independently in a profession or trade, and hires no employees.

Status in Employment: refers to the status of an economically active person with respect to his or her employment, that is, whether he or she is employed (or was, if unemployed) as an employer, own-account worker, employee, unpaid family worker or a member of a producers' co-operative, etc. during the time-reference period established for data on economic characteristics.

Strike: is the cessation of work or withdrawal of labour by a body of persons employed in any combination/concerted refusal or refusal under a common understanding of any number of employees to continue working or provide labour

Structural Unemployment: is more of a long term and chronic unemployment situation which occurs when there is an economic change where new jobs being created are different from old jobs being lost. It also arises where there are labour market barriers such as minimum wage laws, job security legislation, discrimination and language requirements.

Trade Union Density or union membership rate: is defined as the ratio of the members of employees who are members of trade unions to all the employees in a country or population.

Trade Union: is defined as an organisation whose membership consists of workers and union leaders to protect and promote their common interest, and whose principal purpose is:

- (1) Negotiate wages and working conditions
- (2) Regulate relationship between the workers and the employers
- (3) Take collective action to enforce the terms of the collective bargaining
- (4) Raise new demands on behalf of their members and help settle their grievances.



Under Employment: refers to the type of employment comprising all persons in paid or self-employment, whether at work or not at work, involuntarily working less than normal duration of work determined for the activity who were seeking or available for additional work during the reference period.

Unemployed Population: refers to all persons not in employment who are seeking work and are available for work.

Unemployment Rate: is the ratio of the unemployed person to the total labour force given as a percentage.

Unpaid Family Worker: is a persons who works without pay in an economic enterprise operated by a related person living in the same household.

Usual hours of work: refers to hours worked in a typical period (usually a week or a day) in an activity. It applies both to persons at work and to persons temporarily absent from work.

Volunteer Work: is defined as any unpaid, non-compulsory work activity performed by persons of working age to produce goods or provide services for others.

Wage bill: is a sum total of money paid to all employees for the labour rendered in a specified period.

Work: is defined as any activity (irrespective of legality, formal/informal nature of activity and is consistent with the scope of productive activities within the SNA general production boundary) performed by a person of any sex and age to produce goods or to provide services for use by others or for own use.

Working Age Population: is a population above a specified minimum age (For example, 12 years or 15 years).

Working Poor: is defined as the number of employed persons living below a poverty level determined by a national/international authority.

Actual hours of work include the following:

1. Hours actually worked during normal periods of work;
2. Time worked in addition to hours actually worked during normal periods of work, and generally paid at higher than normal rates (overtime);
3. Time spent at the workplace on activities such as preparation of a workplace, repair and maintenance, preparation and cleaning of tools, and preparation of receipts time sheets and reports,
4. time spent at a workplace waiting or standing-by for such reasons as lack, breakdown of machinery, or accidents or time spent at place of work during which no work is done but for which payment is made under a guaranteed employment contract; and 5) time corresponding to short rest periods at the workplace, including tea and coffee breaks.



Working Population: is defined as a population of any age and sex performing or meant to perform any activity to produce goods or provide services for use by others or for own use.

Worst Forms of Child Labour: is defined as a) forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom, as well as forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; b) the use of procuring or offering of a child for prostitution, for the production of pornography, or pornographic performances; the use, procurement or offering of a child for illicit activities in particular for the production and the trafficking of drugs as defined in relevant international treaties; and c) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children, such harmful work to be determined by national authority.

Youth Not in Education and not in Employment (NEET): The NEET is defined as the percentage of youth who are not in employment and not in education or training.

Youth Unemployment: refers to a labour market situation in which young people (of a specified age used to define a youth) not in employment are seeking work and are available for work.



Gender Statistics

Abuse: is conduct that harms or is likely to cause harm to the safety, health or wellbeing of a person.

Child: means a person below the age of 16 years (has more than one meaning depending with the context).

Cultural Industries: business involved in the production and distribution of creative products, which convey ideas, messages, symbols, opinions and information of moral and aesthetic values.

Culture: the values, morals, customs, traditions, practices, knowledge and skills transmitted both within and across generations.

Domestic Violence: is when one partner in an intimate relationship abuses the other or violent or aggressive behaviour within the home, typically involving the violent abuse of a spouse or partner. The abuse can be physical, sexual, emotional or a combination of all three.

Economic Abuse: is a form of abuse when one intimate partner has control over the other partner's access to economic resources, which diminishes the victim's capacity to support him/herself and forces him/her to depend on the perpetrator financially.

Empowerment: process of giving voice to the disenfranchised and allowing the poor and vulnerable to have access to the tools and materials they need to forge their own destinies by allowing each and every household the possibility of becoming producers of their own welfare, rather than consumers of others' charity.

Exploitation: is taking advantage of a person in an unjust and harsh manner. This includes a social relationship where some persons are mistreated or treated unfairly usually for personal reasons.

Gender Based Violence (GBV): This is any physical, mental, emotional, social or economic abuse against the person because of that persons' gender and includes sexual or psychological harm or suffering to a person, threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life.

Gender Analysis Matrix: is an analytical tool that uses participatory methodology to facilitate the definition and analysis of gender issues by the communities that are affected by them.

Gender Analysis: is a systematic gathering and examination of information on gender differences and social relations in order to identify, understand and redress inequities based on gender. It is a process of identifying and classifying the roles of women and men in a given economic activity, their relations, access to and control over resources and benefits. It also includes a systematic examination of the different impacts (potential and/or actual) of a development programme on women and men.



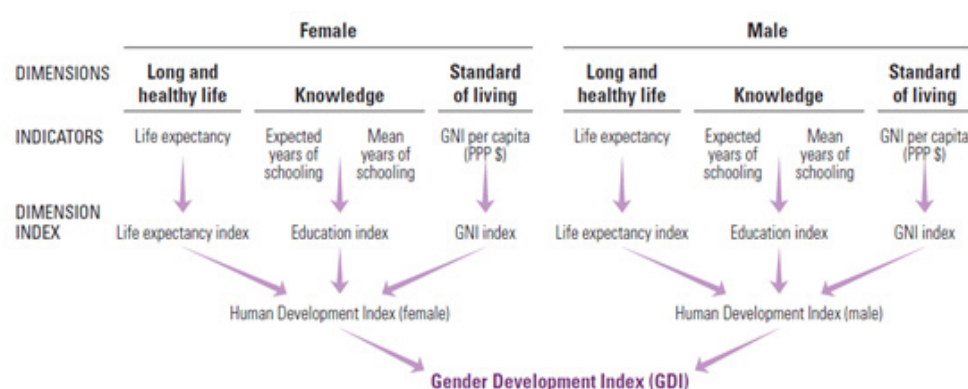
Gender Awareness: is being conscious of the fact that men, women, boys and girls have different roles, responsibilities and needs.

Gender Bias: the separation of gender in a way that prefers one sex over the other. These are instances when socio-cultural beliefs favour boys/men only or girls/women only

Gender Blindness: is inability to perceive that there are different gender roles, need, responsibilities of men, women, boys and girls, and as a result failure to realise that policies, programmes and projects can have different impact on women, men, girls and boys.

Gender Development Index: is the direct measure of gender gaps in human development achievements in three basic areas of human development; health, education, and command over economic resources.

Gender Development Index (GDI)



Gender Disaggregated Data: Information about socially defined roles and activities of women and men in any social or economic activity.

Gender Division of Labour: is an overall societal pattern where women are allotted one set of gender roles and men are allotted another set. An unequal gender division of labour refers to situations in which there is an unequal division of the rewards of labour by sex, i.e., discrimination. The most obvious pattern in the gender division of labour is that women are mostly confined to unpaid domestic work and unpaid food production, whereas men dominate in cash crop production and wage employment.

Gender Equality: denotes women having the same opportunities in life as men, including the ability to participate in the public sphere.

Gender Equity: is the equivalence in life outcomes for women and men, recognising their different needs and interests, as well as requiring a redistribution of power and resources.

Gender Gap Index: examines the gap between men and women in four fundamental categories (sub-indexes) and 14 different indicators that compose them.

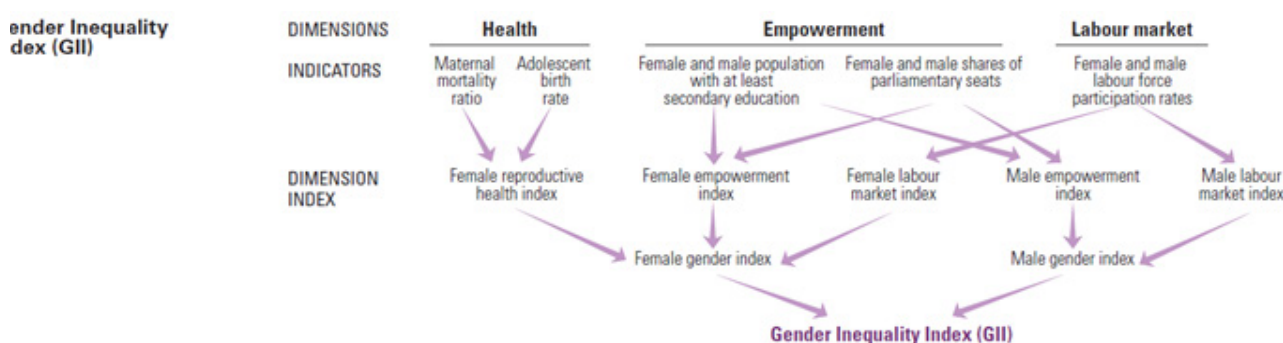
Gender Gap: refers to disparities between men and women in terms of their levels of participation, access to resources, rights, remunerations, benefits etc.

Gender Imbalances: are inequalities which exist between females and males and are not related to sex roles.



Gender Indicator: Measures gender-related changes over time. Gender indicators can refer to quantitative indicators based on sex disaggregated statistical data - which provides separate measures for men and women on literacy, for example. Gender indicators can also capture qualitative changes- for example, increases in women's levels of empowerment or in attitude changes about gender equality. Measurements of gender equality might address changes in the relations between men and women, the outcomes of a particular policy, programme or activity for women and men, or changes in the status or situation of men and women, for example levels of poverty or participation.

Gender Inequality Index (GII): reflects gender inequality along three dimensions - reproductive health, parliamentary representation and educational attainment for empowerment, and labour force participation for the labour market.



Gender Inequality: is the disparity between individuals due to gender.

Gender Mainstreaming: is the public policy concept of assessing the different implications for women and men of any planned policy action, including legislation and programmes in all areas and levels.

Gender Parity Index: This is a ratio of female to male pupils.

Gender Parity Ratio (GPR): measures women's achievement in comparison to men's achievement in the same community.

Gender Perspective: needs the government to have vision of the type of roles, responsibilities and relationships that it wants to see in the country for women and men, girls and boys, and design, fund and implement policies and programs to move towards this goal.

Gender Planning and Budgeting: acknowledges the gender patterns in society and develops policies/ programs and allocates money that will change these patterns in a way that moves towards a more gender equal society. It includes taking into consideration sex and gender perspectives.

Gender Roles Stereotyping: portrayal of socially assigned gender roles which are viewed as "normal" and "natural."



Gender Roles: functional responsibilities which are assigned by society and are influenced by cultural, political, religious or economic situation vary from region to region, within cultures and change over time. For instance care and maintenance of the household and its members, including the rearing of children, preparing food, fetching water and fuel etc.

Gender Sensitive: is taking into account the impact of policies, projects and programmes on men, women, boys and girls and trying to mitigate the negative consequences thereof.

Gender: Is the process of identifying and classifying the roles of women and men in a given community, their relations, access to and control over resources and benefits. It also includes a systematic examination of the different impacts (potential and/or actual) of a development programme on women and men.

Harassment: means engaging in a pattern of conduct that induces in a person the fear of imminent harm or feelings of annoyance and aggravation, including sexual contact without the consent of the person with whom the contact is made and making unwanted sexual advances.

Human Rights: inherent claims to social arrangements that protect each and every person from abuses and deprivation that would prevent them from attaining their full potential.

Indigenous knowledge: the unique, traditional, local knowledge existing within and developed around the specific conditions of women and men indigenous to a particular geographical area.

Mainstreaming: effective integration of cross-cutting policy themes such as gender, rights, environment, HIV/AIDS etc. In a manner that ensures that they are integral to all development decisions and interventions.

Pattern of Violence: entails a number of incidents of violence. In other words, it is the method in which the incidents of violence is distributed over time in terms of frequency, severity or forms.

Perpetrator: is a person, group or institution that commits violence or supports its commission, or assists other forms of abuse against others, in support of or against free will.

Physical violence: is slapping, beating with or without an object, threatening with a weapon, attempts to strangle or murder, locking a person in or preventing them from going out, abandonment on the roadside (by ordering out of the car), preventing a person from going to one's home.

Practical Gender Needs: The different needs of women and men that when met, enables them to carry out their socially and culturally defined roles efficiently and effectively. For example, a young female needs to be taught what to do during the onset of her menstrual period and the body changes that occur to her. On the other hand younger males may need to be taught how to deal with a partner say when she has just become pregnant and a lot of changes are taking place around her.



Productive Gender Roles: The production of goods and services (by women and men), which have a potential direct or indirect monetary gain to an economic unit.

Psychological abuse: is where a person is always shouted at, criticized for everything whether in public or private, insulted and called names all the time, never praised for doing good, ignored and other vices.

Sex Disaggregated Statistics: is the collection and separation of data and statistical information by sex to enable comparative analysis, sometimes referred to as gender disaggregated statistics.

Sex Perspective: needs the government to ensure that policies and programs are available and adequately financed to address the different biological needs of women and men (e.g. Child bearing for women).

Sex: The biological characteristics of males and females specified by sexual markers and cells, which are restricted to natural differences, such as reproductive functions.

Sexual Abuse: is forcing someone to have intercourse under duress, imposing unwanted sexual practices and touching, forced sexual intercourse with other people; rape and sexual abuse of children, defilement and incest, forced sodomy, etc.

Social Construct: the ways in which individuals and groups create their perceived reality. As an approach, it involves looking at the ways social phenomena are created, institutionalized, and made into tradition by humans. Their focus is on the description of the institution, the action and so on, not on analysing causes and effects.

Social Development Concerns: these include issues such as exclusion, inequity, inequality, vulnerability, unemployment and powerlessness of different groups.

Social Development: human progress that is equitable and empowers poor and vulnerable groups to participate effectively in development initiatives that affect their lives.

Social Protection: the formal and informal initiatives that provide assistance to the extremely poor individuals and households; services to groups who need special attention or would otherwise be denied access to basic services. It is an insurance to protect against risks and consequences of livelihood shocks; and equity to protect people against risks such as discrimination and/or abuse.

Strategic Gender Needs: the needs of women and men that when met, enables them to carry out those roles that are not socially and culturally ascribed to their sex.

Verbal abuse: is when one is abused verbally, e.g. insults or demeaning words, insolent words e.t.c.

Victim: is the person directly affected by violence.



Violence Against Women: any act of violence directed at women because they are women, which leads or may lead to physical, sexual or psychological harm or pain. This includes the threat to commit such acts and arbitrary deprivation, whether in public or private life.

Violence against Children (VAC): means all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

Women's Achievement Ratio (WAR): measures women's achievement to a pre-defined set of goals.

Women's Empowerment Index (WEI): is a composite index designed to measure progress in the multi-dimensional aspects of women's empowerment. The overall WEI is constructed by calculating the sum of 11 indicators' weighted Women's Achievement Ratio (WAR) and Gender Parity Ratio (GPR) as follows:

$$WEI = \sum_{i=1}^{11} [(0.60 \times WAR_i + 0.40 \times GPR_i) \times weight_i]$$



Law and Order

Aggravated Robbery: Any person who being armed with any offensive weapon or instrument, or being together with one person or more steals anything and at or immediately after the time of stealing it, uses or threatens to use actual violence to any person or property to obtain or retain the thing stolen or to prevent or overcome resistance to its being stolen or retained.

Assault: The intentional application of unlawful physical attack or force to the person of another without consent, or the threat of using force by some act of gesture if the person threatening has, or causes the person threatened to believe that he has the present ability to carry out his purpose.

Assaults Occasioning Actual Bodily Harm: Unlawful physical attack or force involving grievous harm which amounts to a maim or dangerous harm, or serious or permanently injures the health or which is likely to injure health, or which extends to permanent disfigurement.

Attempted Defilement: Making an effort of having carnal knowledge with a girl under the age of sixteen years.

Burglary: The act of breaking into or entering at night, in any building, tent or vessel used as a human dwelling, with intent to commit any offence.

Circumstantial children: Children of female inmates who get convicted with babies or those convicted while pregnant and delivers while in detention. They are kept in correctional facilities up to two years of age after which they are taken up by social welfare.

Common Assault: Unlawful physical attack where force involved or applied, for example pushing or slapping.

Convicts: Inmates that have been found guilty and sentenced to imprisonment. This could be with hard or simple labour, condemned to death or life imprisonment.

Crime: It is an illegal action or activity for which a person can be punished by law.

Defilement: The act of having carnal knowledge with a girl under the age of sixteen years.
His Excellency Pleasure: Inmates who are mentally sick and have committed crimes such as murder and have been arrested and found guilty by the courts of law. These are kept in correctional mental hospitals. Their release depends on the prerogative of mercy.

Homicide: The killing of human beings by another human being. It is the act of a human being, taking away the life of another human being. A homicide may be lawful (and therefore not punishable) or unlawful (therefore attract Penal Provisions)

House Breaking: The act breaking into or entering during day time, in a building, tent or vessel used as a human being, with intent to commit any offence.



Indecent Assault: Any unlawful and indecent physical attacks on woman or girl.

Forgery: The making of false document with intent to defraud or to deceive.

Uttering: The act of knowingly presenting a false document.

Juvenile offenders: Inmates that are 18 years and below who have committed crimes and have been arrested. They could be remandees undergoing trial or they could be convicted and sent to a reformatory school for behavioral change through impartation of skills such as carpentry brick-laying and academics.

Murderer: Any person who, with malice aforethought, causes the death of another person by any unlawful act or omission.

Rape: The act of having unlawful carnal knowledge of a woman without her consent, or with her consent if the consent is obtained by force or by means of threats or intimidation of any kind.

Remands: Inmates in a correctional facility who committed crimes and still going through trials in the courts of law.

Robber: Any person who steals anything and at or immediately before or immediately after the time of stealing it, uses or threatens to use actual violence to any person or property in order to obtain or retain the things stolen or prevent or overcome resistance to its being stolen or retained, is guilty of an offence.

Robbery: Any person who steals anything and at or immediately before or immediately after the time of stealing it and uses threats or violence to any person or property to obtain or retain the thing stolen or prevent or overcome resistance to its being stolen or retained.

Theft: The act of fraudulently or without claim of right takes anything capable of being stolen or converts to the use of any person other than the general or special owner of anything capable of being stolen.



Qualitative Assessment

Action Research: This is when researchers design a field experiment, collect the data, and feed it back to the participants both as feedback and as a way of modelling the next stage of the experiment

Analytic Induction: Use of constant comparison specifically in developing hypotheses, which are then tested in further data collection and analysis.

Case study: An in depth study of a case or cases (a 'case' can be a programme, an event, an activity, an individual), studied over time using multiple sources of information (e.g. observations, documents, archival data, interviews). Can be exploratory, explanatory, or descriptive, or a combination of these.

Causal Flow-Charts: This is a visual framework that enables the researcher to understand the root causes and effects of the problems on the community welfare. Solutions to these problems are identified and usually, this method is preceded by the Pair-wise Ranking method.

Constant Comparison: An iterative method of content analysis where each category is searched for in the entire data set and all instances are compared until no new categories can be identified.

Content Analysis: A form of analysis which usually counts and reports the frequency of concepts/words/behaviors held within the data. The researcher develops brief descriptions of the themes or meanings, called codes. Similar codes may at a later stage in the analysis be grouped together to form categories.

Credibility: Refers to the quality or trustworthiness of a piece of qualitative research. It can refer specifically to the extent to which the findings and explanations within a qualitative report are recognized and understood by the participants, but can also be extended to include considerations of all aspects of the study.

Daily Activity Profile: One of the Participatory Learning and Action tools used to do gender analysis to understand better how men, women, boys and girls relate in society and how this promotes or retards development.

Data Analysis: A systematic process of working with the data to provide an understanding of the research participant's experiences. While there are several methods of qualitative analysis that can be used, the aim is always to provide an understanding through the researcher's interpretation of the data.

Discourse Analysis: The linguistic analysis of naturally occurring connected speech or written discourse. It is also concerned with language use in social contexts, and in particular with interaction or dialogue between speakers

Emerging Theme: Is the development or 'emergence' of themes from the data and this overall method of analysis is referred to as 'thematic analysis'



Ethics: These are standards that should be upheld to guard researchers and participants from potential harm or risk, and should be made at each stage of the research design and include informed consent, voluntary participation and respect for confidentiality.

Ethnography: This is a detailed description and interpretation of a cultural or social group to be generated. Data collection is primarily through participant observation or through one-to-one interviews. The importance of gathering data on context is stressed, as only in this way can an understanding of social and cultural processes and the behaviour that comes from them be developed.

Field notes: A collective term for records of observation, talk, interview transcripts, or documentary sources. Typically includes a field diary, which provides a record of chronological events and development of research as well as the researcher's own reactions to, feeling about, and opinions of the research process

Focus group discussions (FGDs): This is a method that is used to elicit the views of a group (usually around 6 to 10 individuals) who have common experiences or interests. They are brought together with the purpose of discussing a particular subject, under the guidance of a facilitator.

Framework: A basic structure underlying a system, concept or text.

Grounded theory: A systematic guide for the collection and analysis of data that aims to generate a theory that is formed from the data and is based on inductive reasoning. This contrasts with other approaches that stop at the point of describing the participants' experiences.

Hawthorne effect: The impact of the researcher on the research participants or setting, notably in changing their behaviour.

Holistic: exploration of a research question multi-dimensionally, exhaustively and in its entirety, preserving the complexity of human behaviour.

Induction (an inductive process): Logical thought process in which generalisations are developed from specific observations: reasoning moves from the particular to the general.

Institutional Diagrams (also referred to as Venn Diagrams/Chapati): This is a map of a community's social structure. It can be used to identify influential people, committees key institutions in a community and their importance for decision-making.

Interpretative: Exploration of the human practical interpretation of any observed phenomena. Enables researchers to gain a better understanding of the underlying processes that may influence behaviour

Interviewing: A data collection strategy in which participants are asked to talk about the area under consideration. Interviews can be:



Iteration (an iterative process): Relates to the process of repeatedly returning to the source of the data to ensure that the understandings are truly coming from the data. In practice this means a constant process of collecting data, carrying out a preliminary analysis, and using that to guide the next piece of data collection and continuing this pattern until the data collection is complete.

Livelihood Analysis: A set of tools that makes a detailed examination of the way an individual, household or given community lives and survives. The tool helps to understand their problems, coping mechanisms, why they make decisions, etc.

Natural Setting (naturalistic research): The normal environment for the research participants for the issues being researched.

Observation: A strategy for data collection, involving the process of watching participants directly in the natural setting. Observation can be participative (i.e. taking part in the activity) or non-participative (the researcher watches from the outside)

Pair-wise Ranking: One of the methods of prioritizing in Participatory Learning and Action. It is used to determine the main problems or preferences of individuals or community members by comparing two variables at a time out of a given set of problems, priorities and preferences.

Participation: An active process by which beneficiaries influence the directions and execution of a development project/intervention with view of enhancing their wellbeing in terms of incomes and personal growth. Participation as opposed to top down processes involves the local people in planning process and incorporates their knowledge in finding solutions to their own problems.

Participatory Learning and Action (PLA): A process of learning from, and with, community members; investigating, analyzing and evaluating constraints and opportunities and making informed decisions regarding development projects and programmes.

Participatory Rural Appraisal (PRA): A set of approaches and methods involving stakeholders that emphasize local knowledge and enable people to appraise, analyze, plan, implement, monitor and evaluate their programmes

Phenomenology: An approach that allows the meaning of having experienced the phenomenon under investigation to be described, as opposed to a description of what the experience was. This approach allows the reader to have a better understanding of what it was like to have experienced a particular phenomenon.

Preference Ranking: The process of determining the main desires of individuals or groups within a set of given issues. What is most preferred is given the highest rank.

Rapid Rural Appraisal (RRA): A way of learning about a community and its ways of life as expressed by the community itself.

Reflexivity: The open acknowledgement by the researcher of the central role they play in the research process. It considers and makes explicit the effect the researcher may have had on the research findings.



Resource Map: A Participatory Learning and Action tool that is used to get baseline information on community resources/assets in a given community. For instance, resource maps can be used to plot the health units, schools, water points, forests, swamps or any other important asset for the community.

Respondent Validation: Refers to seeking the participants' views of the initial interpretations of the data. The aim is not to ensure that the researcher are in agreement as to the meaning of the data, but that the researcher has the opportunity to incorporate the participants' responses into the analysis.

Saturation: The point at which no further themes are generated when data from more participants are included in the analysis. The sampling process can be considered to be complete at this point.

Semi-structured: the interviewer has a slightly more focused agenda than in an unstructured interview. Questions are phrased to allow the participants to tell the story in their own way and an interview guide is used to ensure information is gathered on areas of interest to the researcher.

Social Map: A Participatory Learning and Action tool used to get baseline information on social and economic features of interest in a community and at a particular time. For instance, social maps can be used to plot all the houses in a community, the heads of households, persons with disabilities, pregnant mothers, etc.

Structured: an interview in which the questions are pre-determined and asked to all subjects. Closed questions are used with limited response choices.

Time Trend (Historical Profile): This is a method, that captures the historical perspectives of the community are captured. In addition, the method helps the community to discuss the comparative perspective of their present state and the past thereby weighing whether a particular trend is reducing or increasing and the causes of the trends.

Transferability: Means that the research findings can be shifted from one context to similar situations or participants.

Triangulation: Process by which the area under investigation is looked at from different (two or more) perspectives. These can include two or more methods, sample groups or investigators. It is used to ensure that the understanding of an area is as complete as possible or to confirm interpretation through the comparison of different data sources.

Unstructured/in-depth: the researcher asks the respondent a general question regarding the area of interest and asks them to tell their own story.

Well-Being Ranking: tool used to investigate perceptions on wealth differences and inequalities in a community. The tool brings out local indicators of wealth, and well-being and also identifies the most disadvantaged members in the community.



Economic and Finance Statistics

Economics and financial statistics are a branch of applied statistics that are concerned with the collection, processing, compilation, dissemination, and analysis of economic, finance and monetary data. Economic and financial data are key inputs in the formulation and computations of macroeconomic indicators like the Gross Domestic Product (GDP), Inflation Rate, Final consumption expenditure, etc.

The main sub categories of Economics and financial statistics include National Accounts, Consumer Price, Industrial Production International Trade and public finance statistics.

National Accounts

Financial Corporation: Financial corporations consist of all resident corporations or quasi-corporations principally engaged in financial intermediation or in auxiliary financial activities which are closely related to financial intermediation.

GDP by Expenditure Approach: The expenditure method is a system for calculating gross domestic product (GDP) that combines household consumption, investment, government spending and net exports. This GDP is derived by summing final domestic expenditures and exports minus imports.

GDP by Income Approach: the measure of GDP derived as compensation of grossed employees plus gross mixed income plus taxes less subsidies on both production and imports.

Factor incomes generated in the production process include:

- Wages and salaries and bonuses and other compensation payable to employees;
- Taxes on products and production payable to the government; and
- Operating surplus for the producers.

GDP by Production Approach: The production approach, measures GDP as the difference between value of output less the value of goods and services used in producing these outputs during an accounting period.

General Government Sector: General government sectors defined as consisting of institutional units which are non-market producers whose output is intended for individual and collective consumption, and are financed by compulsory payments made by units belonging to other sectors, and institutional units principally engaged in the redistribution of national income and wealth.

Goods: Goods are physical objects for which ownership rights can be established and whose ownership can be transferred from one institutional unit to another by engaging in transactions on markets.

Gross Domestic Product (GDP) at Basic Price: is the amount receivable by the producer from the purchaser for a Unit of a good or Service produced as output minus any tax payable and plus any subsidy receivable on that unit as a consequence of its production or sale; it excludes any transport charges invoiced separately by the producer.



Gross Domestic Product (GDP) at Constant Prices: refers to the volume level of GDP. Constant price estimates of GDP are obtained by expressing values in terms of a base period. It is also known as real GDP

Gross Domestic Product (GDP) at Current Prices is the Market Value: of goods and services produced in a country during a year. It is also known as nominal GDP.

Gross Domestic Product (GDP) at Market Prices: is the sum of the gross values added of all resident producers plus taxes less subsidies on products

Gross Domestic Product at Basic Prices: is equal to gross value added at market prices minus product taxes less product subsidies. Gross value added at basic prices is output valued at basic prices minus intermediate consumption valued at purchaser's prices.

Gross Domestic Product: is an aggregate measure of production equal to the sum of the gross values added of all resident institutional units engaged in production (plus any taxes, and minus any subsidies, on products not included in the value of their outputs). The sum of the final uses of goods and services (all uses except intermediate consumption) measured in purchasers' prices, less the value of imports of goods and services, or the sum of primary incomes distributed by resident producer units.

Gross National Income (GNI): is defined as gross domestic product, plus net receipts from abroad of wages and salaries and of property income, plus net taxes and subsidies receivable from abroad. It is the value of all final goods and services produced in the year by labour and property supplied by resident of a country.

Gross Output: a measure of an industry's sales or receipts, which can include sales to final users in the economy (GDP) or sales to other industries (intermediate inputs). Gross output can also be measured as the sum of an industry's value added and intermediate inputs.

Gross Value Added: This is the value of output less intermediate consumption. Value added represents the contribution of labour and capital to the production process.

Household Sector: is the basic macroeconomic sector that includes the entire, wants and-needs-satisfying population of the economy. The term household sector is merely a short-cut used by economists to indicate the consuming, wants-and-needs-satisfying population. In addition, the SNA provides an overview of economic processes, recording how production is distributed among consumers, businesses, government and foreign nations. It shows how income originating in production, modified by taxes and transfers, flows to these groups and how they allocate these flows to consumption, saving and investment. Consequently, the national accounts are one of the building blocks of macroeconomic statistics forming a basis for economic analysis and policy formulation.

Income Generating Activities: productive initiatives engaged in by individuals or groups for monetary gains.



Input-Output Tables: describe the sale and purchase relationships between producers and consumers within an economy. They can either show flows of final and intermediate goods and services defined according to industry outputs (industry by industry tables) or according to product outputs (product by product tables).

Institutional Sectors: An institutional sector, or simply "sector", is an aggregation of institutional units on the basis of the type of producer and depending on their principal activity and function, which are considered to be indicative of their economic behaviour. All resident institutional units are allocated to one and only one of the following five institutional sectors:

An institutional sector, or simply "sector", is an aggregation of institutional units on the basis of the type of producer and depending on their principal activity and function, which are considered to be indicative of their economic behaviour. All resident institutional units are allocated to one and only one of the following five institutional sectors:

- The non-financial corporations sector;
- The financial corporations sector;
- The general government sector;
- The non-profit institutions serving households sector;
- The households sector.

Institutional Units: An institutional unit is an economic entity that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

Intermediate Consumption: Intermediate consumption consists of the value of the goods and services consumed as inputs in the process of production, excluding fixed assets whose consumption is recorded as consumption of fixed capital; the goods or services may be either transformed or used up in the production process.

National Disposable Income: This is the sum of the disposable incomes of all resident institutional units/sectors. Gross (or Net) National Disposable Income measures the income available to the nation for final consumption and gross (or net) saving. It is arrived at after adding net current transfers to GNI.

Non-Financial Corporation: Non-financial corporations are corporations whose principal activity is the production of market goods or non-financial services.

Non-Profit Institutions Serving Households (NPISHs): Non-profit institutions serving households (NPISHs) consist of non-profit institutions which are not predominantly financed and controlled by government and which provide goods or services to households free or at prices that are not economically significant. This also includes faith based non-profit organizations.

Per Capita GDP: This is a country gross domestic product divided by its total population. It is a measure of a country's economic output that accounts for its number of people. It divides the country gross domestic product by its total population.



Property Income: Is the sum of investment income and rent. It accrues when the owners of financial assets and natural resources put them at the disposal of other institutional units. The income payable for the use of financial assets is called investment income while that payable for the use of a natural resource is called rent.

Quarterly National Accounts (QNA): Quarterly national accounts (QNA) constitute a system of integrated quarterly time series coordinated through an accounting framework. QNA adopt the same principles, definitions, and structure as the Annual National Accounts (ANA). In principle, QNA cover the entire sequence of accounts and balance sheets in the System of National Accounts (SNA); in practice, the constraints of data availability, time, and resources mean that QNA are usually less complete than ANA. The coverage of the QNA system in a country usually evolves. In the initial stage of implementation, only estimates of gross domestic product (GDP) with a split by industry and/or type of expenditure may be derived.

Recurrent Expenditure on Goods and Services: is expenditure which does not result in the creation or acquisition of fixed assets (new or second hand). It consists mainly of expenditure on wages, salaries and supplements, purchases of goods and services and consumption of fixed capital (depreciation)

Regional National Accounts: are a regional specification of the corresponding accounts of the national economy. Regional accounts provide a regional/provincial breakdown for major aggregates such as Gross Value Added (GVA) and household income.

Services: Services are outputs produced and which cannot be traded separately from their production. Services are not separate entities over which ownership rights can be established. They cannot be traded separately from their production.

Supply and Use Tables: are in the form of matrices that describe how supplies of different kinds of goods and services originate from domestic industries and imports and how those supplies are allocated between various intermediate or final uses, including exports.

The description of the economy of a region is based on institutional units located in the region with their activities, such as production, consumption and capital formation.

The main purpose of QNA is to provide a picture of current economic developments that is timelier than that provided by the ANA and more comprehensive than that provided by individual short-term indicators.

The SNA is intended for use by all countries, having been designed to accommodate the needs of countries at different stages of economic development.

The System of National Accounts (SNA): is the internationally agreed standard set of recommendations on how to compile measures of economic activity in accordance with strict accounting conventions based on economic principles. The recommendations are expressed in terms of a set of concepts, definitions, classifications and accounting rules that comprise the internationally agreed standard for measuring such items as gross domestic product (GDP), the most frequently quoted indicator of economic performance.



Income and Expenditure

Income: All receipts (cash and in kind) in exchange for employment, or in return for capital investment, or transfer earnings, for example,. Inherited wealth, donations etc.

Household Expenditure: The amount of money spent by the household in cash, kind or through barter. The household expenditure is subdivided into consumption and non-consumption expenditure.

Household Income: These are receipts by households in both cash and kind. It consists of receipts that accrue to the members of the household from their employment and/ or enterprises, gifts, etc.

Per Capita Income: The average income per person in a given time period usually one year. Sometimes referred to as Per Capita GNI, it is the ratio of GNI to the total population. Internal Debt or Domestic Debt: is the part of the total government debt in a country that is owed to lenders within the country. Internal debt's complement is external debt.

Non-consumption Expenditure: Expenditure on items such as taxes and duties paid by the household, remittances and contributions to members of other households.

Consumption Expenditure: This is expenditure accruing to the household in a specified period. It includes expenditure on frequently purchased items of food, beverages and tobacco, non-durable goods and frequently purchased services and semi-durable goods and services

Capital Expenditure: Expenditure incurred by a company which cannot be treated as a cost in calculating its profits. It is either paid for out of post-tax income or by raising external finance. It also includes purchasing of existing businesses and of patents and trademarks.

Expenditure: This is financial consumption, which includes all cash expenditure on goods and services, incurred by the household and establishment for consumption purposes. It also includes imputed value for own produced items consumed by the household.

Household Enterprise: An economic activity taking place in the household but which does not have a physical address (cannot be easily seen) for examples, backyard chicken rearing, hand crafts, etc.

International Merchandise Trade and Balance of Payment Statistics

Balance of Payments (BOP): These are the summaries of all transactions that a country's individuals, companies and government bodies complete with individuals, companies and government bodies outside the country. These transactions consist of imports and exports of goods, services and capital, as well as transfer payments such as foreign aid and remittances. Definitions of BOP accounts Trade the transfer of goods and services from one person or entity to another, often in exchange for money. (Exports and imports of goods and services used in national accounts and balance of payments statistics).

Bill of Entry: This is a document against which goods are entered to obtain customs clearance and with which any duties thereon are paid.



Broad Economic Category (BEC): This is a 3 digit classification, which groups transportable goods according to their main end use. It is often used for the general economic analysis of international merchandise trade data.

Central Product Classification (CPC): This is a classification based on the physical characteristics of goods or on the nature of the services rendered. The CPC covers products that are an output of economic activities, including transportable goods, non-transportable goods and services.

Certificate of Origin: This is an important international document that certifies that goods in a particular export shipment are wholly obtained, produced, manufactured or processed in a particular country. They also serve as a declaration by the exporters.

Cost Insurance and Freight (CIF): The type of values including the transaction value of the goods, the value of services performed to deliver goods to the border of the exporting country and the value of the services performed to deliver the goods from the border of the exporting country to the border of the importing country.

Customs Territory: The customs territory is the territory in which the customs law of a State applies. In the majority of countries, trade data collection is based on customs procedures, and many of these countries adopt the boundary of their customs territory as the boundary of their statistical territory.

Domestic Exports: They are traditional and non-traditional exports manufactured or produced within the country. These may include commodities from foreign countries that have significantly been changed or enhanced in value within Zambia.

Duty: This is money collected on import and export tariffs.

Economic Territory: The economic territory consists of the geographical territory administered by a government, within which persons, goods and capital circulate freely.

Export Tariff: It is a duty levied on goods being exported. Money collected under a tariff is called a duty.

Exports: This refers to outward flows comprising goods leaving the economic territory of a country to the rest of the world.

Free On Board (FOB): The type of values including the transaction value of the goods and the value of services performed to deliver goods to the border of the exporting country.

Goods for Processing: These are goods sent abroad or brought into the country for processing, including processing under contract. Examples are oil refining, metal processing, vehicle assembly and clothing manufacture.

Goods in Transit: This refers to goods simply being transported through a country.

Goods sent abroad for processing: includes goods for assembly, packing, labeling, or processing by an entity that does not own the goods concerned. Both inward and outward movements should be tracked to help identify associated manufacturing services on physical inputs owned by others.



Harmonized Commodity Description and Coding System (HSCODE): The harmonized system is an internationally standardized system of names and numbers to classify traded products.

Import Tariff: It is a duty levied on goods being imported.

Imports: This refers to the inward flows of goods from the rest of the world into the economic territory of a country.

International Trade in Services: This is the Trade in services that take place between a producer and consumer that are, in legal terms, based in different countries.

Non- Tariff Barriers to Trade: These refer to restrictions that result from prohibitions, conditions, or specific market requirements that make importation or exportation of products difficult and or costly.

Non-Traditional Exports: are exports including all such merchandize (Metal and non-metal) other than copper and cobalt.

Partner Country: These are participating countries. This is where Imports are classified to the Country of Origin while Exports are classified by the country of final destination.

Re-exports: This refers to goods imported into the country and then exported in the same form or after minor improvements like blending, packing and repairing.

Rules of origin: Are the specific provisions, developed from principles established by national legislation or international agreements ("origin criteria"), applied by a country to determine the origin of goods.

Standard International Trade Classification (SITC): This is a product classification of the United Nations (UN) used for external trade statistics (export and import values and volumes of goods), allowing for international comparisons of commodities and manufactured goods.

Statistical Territory: The statistical territory of a country is the territory with respect to which trade data are being compiled. The definition of the statistical territory may or may not coincide with the economic territory of a country or its customs territory, depending on the availability of data sources and other considerations.

Tariff Barriers: This is a government imposed restraint on the flow of international goods or services.

The General Trade System: This system is in use when the statistical territory of a country coincides with the economic territory. Under the general trade system, the time of recording should be the time when goods enter or leave the economic territory of the compiling country. Consequently, under the general trade system, imports include all goods entering the economic territory of a compiling country and exports include all goods leaving the economic territory of a compiling country.



The Special Trade System: This system is in use when the statistical territory comprises only a particular part of the economic territory. The special trade system is in use when the statistical territory comprises only the free circulation area, that is, the part within which goods “may be disposed of without customs restriction”. Consequently, in such a case, imports include all goods entering the free circulation area of a compiling country, which means cleared through customs for home use, and exports include all goods leaving the free circulation area of a compiling country.

Total Exports: They comprise domestic exports and re-exports.

Total imports: comprise goods that entered the country for immediate use, as well as goods that entered for ware housing, and goods (other than those in transits) which are subsequently re-exported.

Trade Balance: This is the difference between the value of a country’s imports and exports for a given period.

Trade in Goods: Trade in goods is the trade in goods which add to, or subtract from, the stock of material resources of a country by entering its economic territory (imports) or leaving it (exports).

Trade in Services: This is the sale and delivery of an intangible product, called a service, between a producer and consumer.

Trade Systems: These are two trade systems in common use by which international merchandise trade statistics are captured.

Traditional Exports: These are exports category comprising of mainly metals (i.e. copper and cobalt).

Price and Consumption Statistics

All-items index: This is the highest level of aggregation for an index, for example, total CPI which covers all the items, XMPI for all items within.

An Item An individual, specified good or service in the sample of products selected for pricing.

An Outlet: This refers to a place where goods and services can be purchased and from where the purchasers’ or list prices of the products sold can be obtained. It may be a shop, a market stall, a catalogue, a website, etc. Also referred to as a “retail outlet”, although it can include wholesale outlets which also sell directly to the consumer.

Annual Inflation: The annual Inflation Rate is the change in the CPI for all items of the relevant month of the current year compared with the CPI for all items of the same month in the previous year expressed as a percentage.



Base Effect: The base effect refers to the impact of the rise in price level (i.e. last year's inflation) in the previous year over the corresponding rise in the price levels in the current year (i.e. current inflation). The base effect therefore helps to explain the changes in the annual inflation or the rate at which it diminishes or grows compared to the previous month.

Base Period: period with which all periods are compared and the value of the period is 100. It is a reference period for all periods in the index. The following types of base periods must be distinguished.

Basket of goods and services: A national set of goods and services, specified in terms of commodity and quantity which are used for the compilation of an index. For the CPI it comprises of the goods and services that are acquired by households in the base period.

Brands: the trade name of the item which may be the manufacturer's name or the name that the item. Note that the same brand name may be used for different items, e.g. cooking oil, maize, salt etc.

Central Product classification (CPC): An international classification of goods and services based on the physical characteristics of goods and services or on the nature of the services rendered.

Chain Index: The construction of a continuous price series by multiplying together price indices that have been constructed using different weight reference periods. The resulting index is referred to as a chain index.

Classification: refers to a procedure in which individual items of goods and services are organised into categories based on characteristics inherent to the items. The CPI is categorised according to the international classification system called the Classification of Individual Consumption according to Purpose (COICOP).

Consumer Price Index (CPI): measures changes over time in the general level of prices of goods and services that households acquire for the purpose of consumption. The basket relates to a selection of goods and services that is representative of the consumption habits of most households in the country.

Consumption: any activity in which households use goods and/or services to satisfy their needs and wants but not for business purposes nor for the acquisition of wealth. Thus investment in all forms of assets is excluded.

Elementary Aggregate: The smallest aggregate for which expenditure data is normally available and used for computation of a price index.

Enterprise: an institutional unit in its capacity as a producer of goods and services consisting of one or more establishments. An enterprise may be a corporation, a quasi-corporation, a non-profit institution, or an unincorporated enterprise.



Establishment: an enterprise, or part of an enterprise, situated in a single location and in which only a single, productive activity is carried out, or in which the principal productive activity accounts for most of the value added.

Export Import Price Index (XMPI): measure the overall change in the price component of transactions in goods and services between the residents of an economic territory and residents of the rest of the world.

Industry: general term to describe a group of establishments engaged on the same, or similar, kinds of production activity. Also a specific term used to describe establishments engaged in mining and quarrying, manufacturing, electricity, gas and water (Sections C, D, and E of ISIC, Rev. 3).

Input PPI: measure of the change in the prices of goods and services bought as intermediate inputs by domestic producers. Covers both domestically produced intermediate inputs and imported intermediate inputs.

Inflation: Inflation is defined as a sustained increase in the general level of prices for goods and services over a period of time.

International classification of Individual Consumption according to Purpose (I): This is a classification used to classify both individual consumption expenditure and actual individual consumption.

International Standard Industrial Classification of All Economic Activities (ISIC): ISIC is the United Nations International Standard Industrial Classification of All Economic Activities. This classification is the international standard for the classification of productive economic activities. The main purpose is to provide a standard set of economic activities so that entities can be classified according to the activity they carry out.

Jevon Price Index: This is an elementary price index defined as the un-weighted geometric average of the sample price relative. This is the method that CSO currently uses to construct elementary indices when computing the CPI.

Laspyres Index: A Laspeyres price index is computed by taking the ratio of the total cost of purchasing a specified group of commodities at current prices to the cost of that same group at base-period prices and multiplying by 100.

$$I = \frac{\sum p_{it} q_{io}}{\sum p_{io} q_{io}} \times 100$$

Large Establishments: establishments with turnover ranging from K800, 001 and above.



Modified Laspyres Index: In recent years, there has been a further modification of the Laspyres formular to suit items replacements in the index basket from time to time due to a number of reasons, including the smooth substitution of new items and frequent weight updates every month. The modification yields the so called modified Laspeyres' formula which is expressed as:

$$I = \frac{\sum w_{i0} \frac{p_{it}}{p_{i0}}}{\sum w_{i0}} \times 100$$

Where w_{i0} is the fixed weight of the i^{th} item at the base or weight reference period which is obtained as a proportion (share) of private households' expenditure value ($p_{i0}q_{i0}$) of the i^{th} .

Monthly Inflation Rate: The monthly Inflation Rate is the percentage change in the CPI of the relevant month compared to the CPI of the previous month. The monthly Inflation Rate reflects short-term changes in the average prices.

Medium Establishment: establishments with turnover ranging from K250, 001 to K800, 000

Output PPI: measure of the change in the prices of goods and services sold as output by domestic producers. Covers both output sold on the domestic market and output sold as exports. Valuation is at basic prices

Price reference period: the period that provides the prices to which the prices in other periods are compared. The prices of the price reference period appear in the denominators of the price relatives used to calculate the index.

Producer Price Index (PPI): measure changes in the prices of domestic produced goods and services. It is a measure of the change in the prices of goods and services either as they leave their place of production or as they enter the production process.

Products Also referred to as "commodities: these are goods and services normally intended for sale on the market at a price that is designed to cover their cost of production.

Representative Product: product, or category of products, that accounts for a significant proportion of the total expenditures within an elementary aggregate, and/or for which the average price change is expected to be close to the average for all products within the aggregate, e.g. Breakfast Mealie meal may have a larger share than millet meal.

Price Relative: A price relative is the ratio of the price of a specific product in one period to the price of the same product in some other period.

Small Establishments: establishments with a turnover of less than K250, 001

Quarterly Inflation Rate: The quarterly Inflation Rate is the percentage change in the CPI of the relevant Quarterly compared to the CPI of the previous quarter. The quarterly Inflation Rate reflects short-term changes in the average prices.



Weight of a Product/Service in a CPI Basket: is the proportion of total household expenditure which is spent on that product/service during the weight reference period.

Weight Reference Period: The period whose value shares serve as weights for a set of price relatives or elementary price indices.

Weight: Is the relative consumption or production share of an item or group of items to the total consumption of households or production. It measures the relative importance of goods and services in a basket.

Weight reference period: the year whose values serve as weights for the index.

Industrial Production

Manufacturing: The physical or chemical transformation of materials or components into new products, whether the work is performed by power-driven machines or by hand, whether it is done in a factory or in the workers home, and whether the products are sold at wholesale or retail.

Index of Industrial Production: The Index of Industrial Production (IIP) is an economic indicator measuring change in real output of the manufacturing, mining, electricity and water utility industries, relative to a base year.

Production Quantity: The quantity produced of a homogeneous commodity from an establishment given in standard units of measurement in a given period of time.

Production Value: The value of the quantities produced by an establishment in a given period of time

Sales Quantity: The quantity sold of a homogeneous commodity of an establishment given in standard units of measurement in a given period of time.

Sales Value: The total sales of all commodities sold by an establishment within a given period. Sometimes it is referred to as turnover.

The total sales of all commodities sold by an establishment within a given period. Sometimes it is referred to as turnover.

Maximum Production Capacity: The maximum output that a plant can produce with existing machinery and in the availability of sufficient inputs in a given period.

Shifts worked: The number of sessions of work, usually of eight hours, in a day adopted by an establishment.

Unit of Measurement: is a definite magnitude of a quantity/volume, defined and adopted by convention or by law that is used as a standard for measurement of the same kind of quantity.



Public Finance

The government finance statistics compile its data using recommendations in the Government Finance Statistics Manual G 2014 of the IMF. Government accounts consist of revenue and expenditure. There are two ways to analyse expenditure that is: by economic and classification of functions of government (COFOG). The economic classification of expense identifies all types of expense incurred according to the economic process involved.

Asset: is a store of value representing a benefit of series of benefits accruing to the economic owner by holding or using a resource over a period of time.

Balance sheet: is a statement of the values of the stock positions of assets owned and of the liabilities owned by an institution unit or groups of units, drawn up in respect of a particular point in time.

Bonds: are securities (usually short term) that give holders the unconditional rights to fixed payment or contractually determine variable payment on a specified date or dates

Budgetary Central Government: is often a single unit of the central government that encompasses the fundamental activities of the national executive, legislative and Judiciary powers.

Cash Surplus/ Deficit: is the net cash inflow from operating activities less net cash outflow from investments in nonfinancial assets.

Central Bank: is the national financial institution that exercise control over key aspects of the financial system.

Central Government: Subsectors consists of the institutional unit(s) of the central government plus those nonmarket non-profit institutions (NPIs) that are controlled by the central government.

Corporation: is a legal entity that is separate and distinct from its owners.

Current Liabilities also known as Short-Term Liabilities: are debts or obligations that are due within one year.

Debt instrument: is defined as a financial claim that requires payment(s) of interest and/ or principal by the debtor to the creditor at a date, or dates, in the future. The following instruments are debt instruments:

Debt Stock: refers to the total value of the debt that a nation owes to all lenders.

Expense: represents transactions that reduce net worth of the government (value of the government). The main items of expense are:

Compensation of employees: is the total remuneration in cash or kind payable to an individual in an employer employee relationship in return for work performed by the later during the reporting period.



Use of goods and services: Consists of the value of goods and services used for the production of market and non-market goods and services. Examples, excludes consumption of fixed capital, subsidies, grants, social benefits or current transfers not elsewhere classified.

Consumption of fixed capital: is the decline in the value of the stock of fixed assets during the accounting period as a result of physical deterioration, normal obsolescence, and normal accidental damage. It is treated as an expense hence deducted from the acquisition minus disposals.

Interest expense: is a non-operating expense shown on the income statement. It represents interest payable on any borrowings – bonds, loans, convertible debt or lines of credit. It is essentially calculated as the interest rate times the outstanding principal amount of the debt.

Subsidies: are current unrequited transfers that government units make to enterprise on the basis of the level of their production activities or the quantities or value of goods and services they produce, sale, export or import. Subsidies are payable to producers only, not to final consumers, and are current transfers only, not capital transfers.

Unconditional Grant: A grant made from central government to local government that can be spent in any way the local government wishes. .

Conditional Grant: is fund given to Local Government to finance programmes agreed upon between the Central Government and Local Government.

Social Benefits: are current transfers received by households intended to provide for the needs that arise from certain events or circumstances.

Social Cash Transfer: These are programmes that aim to provide basic social protection to those sections of the population who for reasons beyond their control are not able to provide for themselves.

Other expenses include transfers (current and capital) to non-governmental organizations and other miscellaneous expenses.

External Debt or Foreign Debt: is the portion of a country's debt that was borrowed from foreign lenders. These loans, including interest, must usually be paid in the currency in which the loan was made.

Extra Budgetary: are entities with individual budget not fully covered by the main (or general) budget are considered extra budgetary.

Financial Assets: consists of financial claims and gold bullion held by monetary authority reserve authority as reserve assets. Financial assets include domestic and external debtors.

Financial Claims: is an asset that typically entitles the owner of the asset (creditor) to receive funds or other resources from another unit, under terms of a liability.



Fixed Assets: are produced assets that are used repeatedly or continuously in production processes for more than one year.

Gold bullion: is a financial asset only for the central bank or central Government. It takes the form of coins, ingots, or bar with a purity of at least 995 parts per 1,000, including such gold held in allocated gold accounts.

Government security: is a bond or other type of debt obligation that is issued by a Government with the promise of repayment upon the security's maturity date.

Grants: are transfers receivable by government units, from other resident or non-resident government units or international organizations, and that do not meet the definition of tax, subsidy or social contribution.

Gross External Debt: at any given time, is the outstanding amount of those actual current, and not contingent, liabilities that require payment(s) of interest and/or principal by the debtor at some point(s) in the future and that are owed to non-residents by residents of an economy.

Inventories: are produced assets consisting of goods and services, which came into existence in the current period or in an earlier period, and that are held for sale, use in production, or other use at a later date.

Legal Entity: Are entities that are able to own assets, incur liabilities and they enter into transactions with other entities. They are normally recognized by law or by society, independently of the persons or institutions that own them.

Liability: is established when one unit is obliged, under specific circumstances, to provide funds or other resources to another unit (the creditor). Liability can be classified as current and noncurrent liability.

Local Government Revenue: are financial resources generated, mobilized or collected from taxes or revenue sources which are controlled by the Local Government as licenses, permits, market dues, plan fees to mention a few.

Local Government: are Government Unit with unique kinds of legal entities established by political processes that have legislative, judicial, or executive authority over other institutional units with a given area.

Net Acquisition of Financial Assets: is identified by residency of counterparty (domestic or foreign), type of financial instrument (e.g. securities other than shares, loans, shares and other equity, etc.) and sector of counterparty (e.g. general government, central bank, other depository corporations, etc.,).

Net Incurrence of Liabilities: is identified by residency of counterparty (domestic or foreign), Current liabilities are used as a key component in several short-term liquidity measures. Below are examples of metrics management teams and investors look at when analysing a company and performing.



Net Lending/ Borrowing: is the net operating balance less acquisition of nonfinancial assets.

Net Operating Balance: is the balance of transactions affecting net worth (revenue less expense).

Non Tax Revenue: Are charges made on businesses and individuals by authorities for permits, licenses and levies.

Non-Current Liabilities also called long-term liabilities, are long-term financial obligations listed on a company's balance sheet that are not due for settlement within one year.

Non-Financial Assets: are economic assets other than financial assets. The main categories of nonfinancial assets are: produced assets (such as fixed assets, inventories and valuables) and non-produced assets (such as natural resources, contracts, leases and licenses).

Non-Profit Institutions (NPIs): are legal or social entities created for the purpose of producing or distributing goods and services. However, they cannot be a source of income, profit or other financial gain for the institutional units that establish, control or finance them.

Public Corporation Sector: consists of all resident corporations controlled by government units or by other public corporation.

Public Deposit Taking Corporation: are financial corporations controlled by general government units or other public corporations whose principal activity is financial intermediation and who have liabilities in the form of deposits or financial instruments that are close substitutes for deposit.

Public Non-Financial Corporation: are all resident nonfinancial corporations controlled by general government units or other public corporations are part of the public nonfinancial corporations sub sector.

Quasi-Corporation: is an entity that exercise some of the functions of a corporation, but has not been granted separate legal personality by statute. For example a public corporation with limited authority with limited authority and powers such as country or school districts is a quasi-corporation.

Revenue: is an increase in net worth resulting from a transaction. Other Revenue (non tax revenue) is all revenue receivable excluding taxes, social contributions and grants.

Social Contributions: are actual or imputed revenue receivable by social insurance schemes to make provisions for social insurance benefits payable.

State owned Enterprises (SOE): are business enterprise where the state has significant control through full, majority, or significant minority ownership. Examples are Zambia National Commercial Bank, Zambia Electrical Corporation, Zambia Telecommunication etc.

Tax Revenue: they are taxes charged directly to the income of individuals and corporations.



Tax: A mandatory fee charged ("levied") by a government on a product, income, or activity.

The Classification of the Functions of Government (COFOG): It classifies government expenditure data from the System of National Accounts by the purpose for which the funds are used.

Total Expenditure: by functions represents expense plus the net acquisition of nonfinancial assets.

Total Gross Debt: is the "total debt" or "total debt liabilities"—consists of all liabilities that are debt instruments.

Transaction in Non- Financial Assets: changes the composition of the balance sheet by exchanging one asset (the nonfinancial asset) for another or a liability (the payment for the asset).

Transaction: is an economic flow that is an interaction between institutional units by mutual agreement or through the operation of the law.

Transfer Not Elsewhere: classified (receivable) include subsidies, as well as gifts and transfers from individuals, private nonprofit institutions, nongovernmental foundations, corporations, or source other than governments and international organizations.

Transfers Not Elsewhere: classified (payable) include a number of gifts and transfers to individuals, private non-profit institutions, nongovernmental foundations, corporation, or government unit that are not included in other categories of transfers, and serving quite different purpose.

Treasury Bills: are short term instrument that the Government issues in order to borrow money through Central Bank for a period of a year or less.

Valuables: are produced assets of considerable value that are not used primarily for purposes of production or consumption, but are held primarily as stores of value time.

Wages and Salaries in Cash: are amounts payable in cash or any other financial instruments used as means of payment, to employees in return for work performed

Wages and Salaries In Kind: are amount payable in in the form of goods, services, interest forgone, and shares issued to employees in return for work performed.

Wages and Salaries: are compensation of employees payable in cash/or in kind except for social contributions payable by employers.

Agreed Minute: A framework agreement or document which embodies all the main elements of the rescheduling agreed between the creditors of the Paris Club and a debtor country, except for the moratorium interest rate. It is signed by representatives of the creditor government who are obliged to recommend to their government that these terms be incorporated into bilateral agreements. See Paris Club, moratorium interest rate, special account and bilateral agreements



Amortization Schedule: The schedule for the repayment of principal and payment of interest on an ongoing basis. For loans, the amortization schedule is normally included in an annex to the contract or can be estimated from the contract.

Arrears: The amount of scheduled debt service payments that have fallen due but have not been paid to the creditor(s). In the context of the Paris Club, arrears are the unpaid amounts that fall due before the starting date of the consolidation period. See Paris Club, consolidation period and debt service operation

Average Maturity: Average maturity is defined as the weighted average time to maturity of all principal payments. The maturity of each principal payment is weighted by the value in the unit of account of that payment relative to all principal payments, and aggregated. This indicator shows how long it takes on average to rollover the debt portfolio. A shortening suggests that the portfolio is being rolled over more frequently and therefore is more exposed to refinancing risks. Like SDR allocations, the exclusion of perpetual bonds from the calculation of average maturity should be considered.

Bilateral Debt: Loans extended by a bilateral creditor

Bond: A document which, when signed, makes an obligation to pay a specified sum in the future. It is a certificate of indebtedness and it is classed as debts owed by a government, public body or company. A bond carries details of the interest rate payable on it as well as the dates and conditions of repayment. Bonds can be issued to the general public or via private placement.

Bullet Repayment: The repayment of principal in a single payment at the maturity of the debt.

Buyer's Credit: A financial arrangement in which a bank or financial institution, or an export credit agency in the exporting economy, extends a loan directly to a foreign buyer or to a bank in the importing economy to pay for the purchase of goods and services from the exporting economy. Also known as financial credit. This term does not refer to credit extended directly from the buyer to the seller (e.g., through trade credit and advances payment for goods and services).

Commercial Credit: In the context of the Paris Club, loans originally extended on terms that do not qualify as official development assistance (ODA) credits. These are typically export credits on market terms but also include other non-ODA loans by governments.

Commitment: Generally, a firm obligation to lend, guarantee, or insure resources of a specific amount under specific financial terms and conditions. However, in the OECD's Arrangement on Guidelines for Officially Supported Export Credits, commitment simply refers to any statement, in whatever form, whereby the willingness or intention to provide official support is communicated to the recipient economy, the buyer, the borrower, the exporter, or the financial institution.

Commitment Charge (or Fee): This is the charge made for holding available the undisbursed balance of a loan commitment. Typically, it is a fixed-rate charge (e.g., 1.5 percent a year) calculated on the basis of the undisbursed balance.



Completion Point : In the context of the HIPC Initiative, when the IMF and World Bank Executive Boards decide that an economy has met the conditions for assistance under the Initiative. The timing of the completion point depends on the satisfactory implementation of key structural policy reforms agreed at the decision point, the maintenance of macroeconomic stability, and the adoption and implementation of a poverty reduction strategy developed through a broad-based participatory process (see also Decision Point).

Concessional Level: A net present value calculation, measured at the time the loan is extended, that compares the outstanding nominal value of a debt and the future debt-service payments discounted at an interest rate applicable to the currency of the transaction, expressed as a percentage of the nominal value of the debt. The concessional level of bilateral debt (or tied aid) is calculated in a similar manner, but instead of using the nominal value of the debt, the face value of the loan is used, i.e., including both the disbursed and undisbursed amounts, and the difference is called the grant element (see also Grant Element and Net Present Value).

Concessional Loans: These are loans that are extended on terms substantially more generous than market loans. The concessionalism is achieved either through interest rates below those available on the market or by grace periods, or a combination of these. Concessional loans typically have long grace periods.

Consolidation Period: In Paris Club restructuring agreements, the period in which debt service to be restructured (the “current maturities consolidated”) have fallen or will fall due. The beginning of the consolidation period may precede, coincide with, or come after the date of the Agreed Minute. The standard consolidation period is one year, but sometimes debt payments over a two- or three-year period have been consolidated, corresponding with a multiyear arrangement with the IMF.

Coupon: A coupon payment of a bond is a periodic interest payment that the bondholder receives during the time between when the bond is issued and when it matures.

Credit: An amount for which there is a specific obligation of repayment. Credits include loans, trade credits, bonds, bills, etc., and other agreements that give rise to specific obligations to repay over a period of time usually, but not always, with interest. Credit is extended to finance consumption and investment expenditures, and financial transactions.

Credit Guarantee: Commitment by an export credit agency to reimburse a lender if the borrower fails to repay a loan. The lender pays a guarantee fee.

Creditor: The organization or entity that provides money or resources and to whom payment is owed under the terms of a loan agreement. See loan agreement.

Date Effective: The date when a composite/loan agreement or a grant becomes effective. It also applies to the date on which any amendment to a loan or grant becomes effective. Also the starting date for the periods of the scheduled disbursement schedule. See disbursement.

Debt Assumption : Debt assumption is a trilateral agreement between a creditor, a former debtor, and a new debtor under which the new debtor assumes the former debtor’s outstanding liability to the creditor and is liable for repayment of the debt. The activation of a guarantee is an example of debt assumption.



Debt Buyback: A debt buyback is the purchase by a debtor of all or part of its own external debt, not at its nominal value but at a market value including a discount. See discounted debt.

Debt Conversion: The exchange of debt for a non-debt liability, such as equity, or for counterpart funds can be used to finance a particular project or policy.

Debt Default: Failure to meet a debt obligation payment, either principal or interest. A payment that is overdue or in arrears is technically “in default,” since by virtue of non-payment the borrower has failed to abide by the terms and conditions of the debt obligation. In practice, the point at which a debt obligation is considered “in default” will vary.

Debt-For-Equity Swap: A transaction in which debt of an economy is exchanged, usually at a discount, for equity in an enterprise in the same economy. Although variable in form, such arrangements usually result in the extinction of a fixed-rate liability (e.g., a debt security or loan) denominated in foreign currency and the creation of an equity liability (denominated in domestic currency) to a nonresident. There may be clauses in the agreement to prevent the repatriation of capital before some specified future date.

Debt-Equity Swap: Also called debt capitalization. An arrangement which results in the conversion of a developing country foreign currency debt into local currency equity in a domestic firm. The investor may be the bank holding the loan or a company which buys the loan from a bank at a discount. The loan is typically sold at near face value to the central bank of the host country for local currency instruments, which in turn are used to make the equity investment. See debt swap.

Debt Financing: The use of borrowed money to obtain finance. DMFAS GLOSSARY 15 DEBT-FOR-CASH SWAP when a country's debt is sold for cash at a discount via the secondary market. See debt swap and secondary market.

Debt-For-Development Swap: When a country's foreign currency debt is sold to a development agency in the local currency which then uses the funds to finance a development project in that country. See debt swap.

Debt-For-Export Swap: When a portion of a country's debt obligations are offset by exports of domestic products. See debt swap.

Debt-For-Local Currency Swap: When a central bank issues a local currency debt obligation in exchange for a foreign debt claim. See debt swap.

Debt-For-Nature Swap: A debt swap operation aims at promoting projects that improve the environment. Such an operation can involve, for example, a creditor country adversely affected by pollution caused within the debtor country. See debt swap.

Debt Forgiveness: The voluntary cancellation of all or part of a debt within a contractual arrangement between a creditor in one economy and a debtor in another economy.

Debt Refinancing: Debt refinancing refers to the conversion of original debt including arrears, into a new debt instrument. In other words, overdue payments or future debt-service obligations are “paid off” using a new debt obligation.



Debt Reorganization: An action taken jointly by a creditor and a debtor that results in a change of the debt service profile in order to ease the burden of that profile. This action may take the form of debt reorganization lending or debt relief grants. In the latter case the action may be taken unilaterally by the creditor. Debt reorganization includes debt forgiveness, rescheduling and refinancing operations. Currently, it is often used in the context of the Paris club or the London Club.

Debt Rescheduling: Debt rescheduling refers to the formal deferment of debt-service payments and the application of new and extended maturities to the deferred amount. Rescheduling debt is one means of providing a debtor with debt relief through a delay and, in the case of concessional rescheduling, a reduction in debt-service obligations.

Debt Service: Refers to payments in respect of both principal and interest. Actual debt service is the set of payments actually made to satisfy a debt obligation, including principal, interest, and any late payment fees. Scheduled debt service is the set of payments, including principal and interest, which is required to be made through the life of the debt.

Debt Swap: Debt swaps are exchanges of debt, such as loans or debt securities, for a new debt contract (i.e., debt-to-debt swaps), or exchanges of debt-for-equity, debt-for-exports, or debt-for-domestic currency, such as to be used for projects in the debtor economy (also known as debt conversion).

Debt Write-Offs: Debt write-offs are unilateral actions through which a creditor can reduce the value of its debt claims on the debtor in its own books. Write-offs may arise, for instance, when the creditor regards a claim as unrecoverable, perhaps because of bankruptcy of the debtor, and so no longer carries it on its books. The corresponding liability should also be removed from the balance sheet of the debtor.

Decision Point: In the context of the HIPC Initiative, the point at which an economy's eligibility for assistance is determined by the IMF and World Bank Executive Boards on the basis of a debt-sustainability analysis and three years of sound performance under IMF- and World Bank-supported adjustment programs. The international community enters into a commitment at the decision point to deliver assistance at the completion point, provided that the debtor adheres to its policy commitments.

Disbursements: The transactions of providing financial resources. The two counter parties must record the transaction simultaneously. In practice, disbursements are recorded at one of several stages: provision of goods and services (where trade credit is involved); placing of funds at the disposal of the recipient in an earmarked fund or account; withdrawal of funds by the recipient from an earmarked fund or account; or payment by the lender of invoices on behalf of the borrower. The term "utilized" may apply when the credit extended is in a form other than currency.

Debt Outstanding and Disbursed – DOD: The amount that has been disbursed but has not, as yet, been paid back or forgiven or, in other words, the total real disbursements minus actual repayments of principal.

Eurobond: A bond denominated in U.S. dollars or other currencies and sold outside the country whose currency is used.



Export Credit: A loan extended to finance a specific purchase of goods or services from within the creditor economy.

External Debt (Gross External Debt): Gross external debt, at any given time, is the outstanding amount of those actual current, and not contingent, liabilities that require payment(s) of interest and/or principal by the debtor at some point(s) in the future and that are owed to non-residents by residents of an economy.

Face Value: Face value is the undiscounted amount of principal to be paid to the holder at maturity (e.g., the redemption amount of a bond). Sometimes called initial contractual value, for loans, the face value is the original amount of the loan as stated in the loan contract. If the loan is not fully disbursed, then the face value will include future disbursements.

Grace Period And Maturity : The grace period for principal is the period from the date of signature of the loan or the issue of the financial instrument to the first repayment of principal. The repayment period is the period from the first to last repayment of principal. Maturity is the sum of both periods: grace plus repayment periods.

Grant: A legally binding obligation for the disbursement of a specified value of funds for which repayment is not required. See disbursement.

Grant Element : Grant Element refers to the measure of the concessionality of a loan, calculated as the difference between the face value of the loan and the sum of the discounted future debt-service payments to be made by the borrower expressed as a percentage of the face value of the loan.

Interest : Interest is the cost that accrues on the principal amount and is paid periodically. It can be calculated either on a fixed-interest-rate or on a variable interest-rate basis. A fixed interest rate remains unchanged over a period of years while a variable interest rate is linked to a reference index (e.g., the London interbank offered rate, LIBOR), or the price of a specific commodity, or the price of a specific financial instrument that normally changes over time in a continuous manner in response to market pressures

Interest Rate: The amount contracted to be paid in one unit interval of time for each unit of capital invested

Legal Opinion : The issuance of a legal opinion is a formal legal document which confirms or questions the legal validity of a loan agreement. In general, the opinion is based upon the domestic law of the jurisdiction in which the lawyer is qualified.

Libor : The London Interbank Offered Rate measures the approximate cost to banks of funds which they obtain in the London interbank market. Each bank has its own IBOR which reflects the bank's borrowing costs. LIBOR rates are always related to deposits for a defined period of time: 3 months, 6 months, etc. There are interbank offered rates in the other financial centers such as the SIBOR in Singapore, the HIBOR or HKIBOR in Hong Kong and the EURIBOR for countries of the euro zone. The IBOR is the base on which the banks' lending margins are fixed and the spread differs reflecting the risk involved.



Loan Agreement: The legal evidence and terms of a loan.

Loan Guarantee: A legally binding agreement under which the guarantor agrees to pay any or all of the amount due on a loan instrument in the event of nonpayment by the borrower.

Maturity: The maturity period is an expression often used to denote all the period over which payments (principal, interest or commissions) are made for the loan and includes the grace period. Maturity can also be used as a synonym of instalment. See principal, grace period and maturity date.

Maturity Date: The date on which a debt obligation is contracted to be extinguished.

Multilateral Creditors: These creditors are multilateral financial institutions such as the IMF and the World Bank, as well as other multilateral development banks.

Net Present Value (Npv) Of Debt: Refers to the nominal amount outstanding minus the sum of all future debt-service obligations (interest and principal) on existing debt discounted at an interest rate different from the contracted rate.

Non Concessional (Credit Terms): Applies to any credit with a grant element not higher than 25%. See concessional and credit terms.

On-Lending: Also called relending. On-lending occurs when funds are borrowed by a domestic financial institution (normally public and acting on behalf of the government). The loan proceeds are to be made available, through a loan, to a third party within the country of the borrower, usually with the previous agreement of the foreign creditor.

On-Lending Borrower: The entity to which the original borrower (the responsible national authority) on-lends the money or resources which he has borrowed. The on-lending borrower's debt service obligations for the borrowed amount go to the original borrower. See on-lending and debt servicing.

Principal: Capital invested or the money loaned or borrowed on which interest is sometimes paid.

Sovereign Debt: Sovereign debt is debt that has been legally contracted by the national government.

Spread: Also called margin. A percentage added to a base rate (e.g. LIBOR), which determines the interest rate on a loan. The spread is the gross profit and remuneration for the risk incurred by the banks in the loan agreement. See base rate and variable interest rate.

Syndicate: When a group of banks and/or brokers grant a loan or underwrite and distribute a new issue of securities. By extension, can also refer to a group of banks or securities firms who are involved in a Eurocredit or Eurobond issue. See security, syndicated loan and lead bank.

Syndicated Loan: A loan agreement or an agreement on the issue of securities granted by a syndicate of banks or by banks in association. See syndicate.



Variable Interest Rate: A rate of interest that is computed by adding a spread to a predetermined base rate. For example, 1.25% over LIBOR. See base rate and spread.

Write-Off: The reduction of the disbursed and outstanding debts or payments due through forgiveness of the amounts by the creditor.

Actual final consumption of general government : is measured by the value of the collective consumption services provided to the community, or large sections of the community, by general government.

Actual final consumption of households: is measured by the value of all the individual consumption goods and services acquired by resident households.

Actual final consumption of NPISHs: is measured by the value of the collective consumption services provided to the community, or large sections of the community, by NPISHs.

Ancillary activity: An ancillary activity is a supporting activity undertaken within an enterprise in order to create the conditions within which the principal or secondary activities can be carried out.

Animal resources: yielding repeat products cover animals whose natural growth and regeneration are under the direct control, responsibility and management of institutional units.

Asset boundary for fixed assets: The asset boundary for fixed assets consists of goods and services that are used in production for more than one year.

Barter : A barter transaction is one where one basket of goods and services is exchanged for another basket of different goods and services without any accompanying monetary payment.

Basic price: The basic price is the amount receivable by the producer from the purchaser for a unit of a good or service produced as output minus any tax payable, and plus any subsidy receivable, by the producer as a consequence of its production or sale. It excludes any transport charges invoiced separately by the producer.

Buildings other than dwellings: This include whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the structures are included.

Claim: A claim (benefit) is the amount payable to the policy holder by the direct insurer or reinsurer in respect of an event covered by the policy occurring in the period for which the policy is valid.

Claims outstanding : This cover claims that have not been reported, have been reported but are not yet settled or have been both reported and settled but not yet paid.



Collective consumption service: This is a service provided simultaneously to all members of the community or to all members of a particular section of the community, such as all households living in a particular region.

Compensation of employees: This is defined as the total remuneration, in cash or in kind, payable by an enterprise to an employee in return for work done by the latter during the accounting period.

Consumer durable: A consumer durable is a good that may be used for purposes of consumption repeatedly or continuously over a period of a year or more.

Consumption good or service: A consumption good or service is defined as a good or service that is used (without further transformation in production as defined in the SNA) by households, NPISHs or government units for the direct satisfaction of individual needs (or wants) or for the collective needs of members of the community.

Consumption of goods and services: is the act of completely using up the goods and services in a process of production or for the direct satisfaction of human needs or wants.

Contracts, leases and licences: These are treated as assets only when both the following conditions are satisfied. The terms of the contract, lease or licence specify a price for the use of an asset or provision of a service that differs from the price that would prevail in the absence of the contract, lease or licence. One party to the contract must be able legally and practically to realize this price difference.

Current transfers to NPISHs: This consist of transfers received by NPISHs from other resident or non-resident institutional units in the form of membership dues, subscriptions, voluntary donations, etc. whether made on a regular or occasional basis.

Current transfers within general government: This consist of current transfers between different government units.

Deductible VAT: Is the VAT payable on purchases of goods or services intended for intermediate consumption, gross fixed capital formation or for resale that a producer is permitted to deduct from his own VAT liability to the government in respect of VAT invoiced to his customers.

Defined contribution scheme: A defined contribution scheme is one where the benefits payable to an employee on retirement are defined exclusively in terms of the level of the fund built up from the contributions made over the employee's working life and the increases in value that result from the investment of these funds by the manager of the scheme.

Dividends : Are a form of investment income to which shareholders become entitled as a result of placing funds at the disposal of corporations.

Durable good: A durable good is one that may be used repeatedly or continuously over a period of more than a year, assuming a normal or average rate of physical usage. A consumer durable is a good that may be used for purposes of consumption repeatedly or continuously over a period of a year or more.



Dwellings: These are buildings, or designated parts of buildings, that are used entirely or primarily as residences, including any associated structures, such as garages, and all permanent fixtures customarily installed in residences.

Economic flows: Reflect the creation, transformation, exchange, transfer or extinction of economic value. They involve changes in the volume, composition, or value of an institutional unit's assets and liabilities.

Economic owner: The economic owner of entities such as goods and services, natural resources, financial assets and liabilities is the institutional unit entitled to claim the benefits associated with the use of the entity in question in the course of an economic activity by virtue of accepting the associated risks.

Economically significant prices : Are prices that have a significant effect on the amounts that producers are willing to supply and on the amounts purchasers wish to buy. These prices normally result when (a) the producer has an incentive to adjust supply either with the goal of making a profit in the long run or, at a minimum, covering capital and other costs and (b) consumers have the freedom to purchase or not purchase and make the choice on the basis of the prices charged.

Employers' social contributions: These are social contributions payable by employers to social security funds or other employment-related social insurance schemes to secure social benefits for their employees.

Equity: Comprises all instruments and records acknowledging claims on the residual value of a corporation or quasi-corporation after the claims of all creditors have been met.

Existing fixed asset: An existing fixed asset is one whose value was included in the stock of fixed capital of at least one producer unit in the domestic economy at some earlier point in time either in the current period or in the immediately previous accounting period.

Export subsidies: These consist of all subsidies on goods and services that become payable by government when the goods leave the economic territory or when the services are delivered to non-resident units.

Export taxes : These consist of taxes on goods or services that become payable to government when the goods leave the economic territory or when the services are delivered to non-residents.

Financial assets : This involve all financial claims, shares or other equity in corporations plus gold bullion held by monetary authorities as a reserve asset.

Financial derivatives: These are financial instruments that are linked to a specific financial instrument or indicator or commodity, through which specific financial risks can be traded in financial markets in their own right.

Financial intermediaries: These are institutional units that incur liabilities on their own account for the purpose of acquiring financial assets by engaging in financial transactions on the market.



Fines and penalties: Are compulsory payments imposed on institutional units by courts of law or quasi-judicial bodies.

Finished goods: This consist of goods produced as outputs that their producer does not intend to process further before supplying them to other institutional units.

Fixed assets: Are produced assets that are used repeatedly or continuously in production processes for more than one year

Goods and services account: The goods and services account shows the balance between the total goods and services supplied as resources to the economy as output and imports (including the value of taxes less subsidies on products not already included in the valuation of output) and the use of the same goods and services as intermediate consumption, final consumption, capital formation and exports.

Goods for resale: Are goods acquired by enterprises, such as wholesalers or retailers, for the purpose of reselling them to their customers.

Goodwill and market assets: The value of goodwill and marketing assets is defined as the difference between the value paid for an enterprise as a going concern and the sum of its assets less the sum of its liabilities, each item of which has been separately identified and valued.

Government units: Are unique kinds of legal entities established by political processes that have legislative, judicial or executive authority over other institutional units within a given area.

Gross fixed capital formation: in a particular category of fixed asset consists of the value of producers' acquisitions of new and existing products of this type less the value of their disposals of fixed assets of the same type. Gross fixed capital formation is measured by the total value of a producer's acquisitions, less disposals, of fixed assets during the accounting period plus certain specified expenditure on services that adds to the value of non-produced assets.

Gross value added at basic prices: Is defined as output valued at basic prices less intermediate consumption valued at purchasers' prices.

Gross value added at producers' prices: Is defined as output valued at producers' prices less intermediate consumption valued at purchasers' prices.

Gross value added: Is the value of output less the value of intermediate consumption.

Horizontal integration: A horizontally integrated enterprise is one in which several different kinds of activities that produce different kinds of goods or services for sale on the market are carried out in parallel with each other.

Households' actual social contributions: These are social contributions payable on their own behalf by employees, self-employed or non-employed persons to social insurance schemes.



Households' social contribution supplements: This consist of the property income earned during the accounting period on the stock of pension and non-pension entitlements.

Import subsidies: Consist of subsidies on goods and services that become payable when the goods cross the frontier of the economic territory or when the services are delivered to resident institutional units.

Income in kind received by employees: Is measured by the value of the goods and services provided by employers to their employees in remuneration for work done.

Income measure of GDP: The income measure of gross domestic product (GDP) is derived as compensation of employees plus gross operating surplus plus gross mixed incomes plus taxes less subsidies on both production and imports.

Individual consumption good or service: An individual consumption good or service is one that is acquired by a household and used to satisfy the needs or wants of members of that household. .

Industry: An industry consists of a group of establishments engaged in the same, or similar, kinds of activity.

Insurance corporations: Consist of incorporated, mutual and other entities whose principal function is to provide life, accident, sickness, fire or other forms of insurance to individual institutional units or groups of units or reinsurance services to other insurance corporations.

Intellectual property products: Are the result of research, development, investigation or innovation leading to knowledge that the developers can market or use to their own benefit in production because use of the knowledge is restricted by means of legal or other protection.

Inventories: Are produced assets that consist of goods and services, which came into existence in the current period or in an earlier period, and that are held for sale, use in production or other use at a later date.

Investment income: Is the income receivable by the owner of a financial asset in return for providing funds to another institutional unit.

Joint venture: A joint venture comprises the establishment of a corporation, partnership or other institutional unit in which each party legally has joint control over the activities of the unit.

Kind-of-activity unit: A kind-of-activity unit is an enterprise, or a part of an enterprise, that engages in only one kind of productive activity or in which the principal productive activity accounts for most of the value added

Lease – financial: A financial lease is one where the lessor as legal owner of an asset passes the economic ownership to the lessee who then accepts the operating risks and receives the economic benefits from using the asset in a productive activity



Legally constituted corporation: A legally constituted corporation is a legal entity, created for the purpose of producing goods or services for the market, that may be a source of profit or other financial gain to its owner(s). It is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.

Life insurance: Is an activity whereby a policy holder makes regular payments to an insurer in return for which the insurer guarantees to provide the policy holder (or in some cases another nominated person) with an agreed sum, or an annuity, at a given date or earlier if the policy holder dies beforehand.

Listed shares: These are equity securities listed on an exchange.

Local unit: A local unit is an enterprise, or a part of an enterprise, that engages in productive activity at or from one location.

Machinery and equipment: This covers transport equipment, machinery for information, communication and telecommunications (ICT) equipment, and other machinery and equipment.

Market output: It consists of output intended for sale at economically significant prices.

Market producers: These are establishments, all or most of whose output is market production.

Military inventories: This is a list that consist of single-use items, such as ammunition, missiles, rockets, bombs, etc., delivered by weapons or weapons systems.

Net lending: This is the difference between changes in net worth due to saving and capital transfers and net acquisitions of non-financial assets (acquisitions less disposals of non-financial assets, less consumption of fixed capital). If the amount is negative it represents net borrowing.

Net social contributions: These are the actual or imputed contributions made by households to social insurance schemes to make provision for social benefits to be paid. Fees charged by the administrators of the schemes are excluded from contributions payable.

Net value added: Is the value of output less the values of both intermediate consumption and consumption of fixed capital.

Net worth: Is defined as the value of all the assets owned by an institutional unit or sector less the value of all its outstanding liabilities.

Non-deductible VAT: Is VAT payable by a purchaser that is not deductible from his own VAT liability, if any.

Non-life insurance: Is an activity similar to life insurance except that it covers all other risks, accidents, sickness, fire, etc.



Non-life insurance technical reserves: These are prepayments of net premiums and reserves to meet outstanding non-life insurance claims.

Non-market output: These are goods of individual or collective services produced by non-profit institutions serving households (NPISHs) or government that are supplied free, or at prices that are not economically significant, to other institutional units or the community as a whole.

Non-market producers: This comprise of establishments owned by government units or NPISHs that supply goods or services free, or at prices that are not economically significant, to households or the community as a whole.

Non-monetary transactions: They are transactions that are not initially stated in units of currency.

Non-performing loan: This is when payments of interest or principal are past due by 90 days or more, or interest payments equal to 90 days or more have been capitalized, refinanced, or delayed by agreement, or payments are less than 90 days overdue, but there are other good reasons (such as a debtor filing for bankruptcy) to doubt that payments will be made in full.

Non-profit institutions: These are legal or social entities created for the purpose of producing goods and services but whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them.

Operating lease: This is one where the legal owner is also the economic owner and accepts the operating risks and receives the economic benefits from the asset by using it in a productive activity.

Output for own final use: This include products retained by the producer for his own use as final consumption or capital formation.

Output: Is the goods and services produced by an establishment, excluding the value of any goods and services used in an activity for which the establishment does not assume the risk of using the products in production, and excluding the value of goods and services consumed by the same establishment except for goods and services used for capital formation (fixed capital or changes in inventories) or own final consumption.

Payments of compensation: These are current transfers paid by institutional units to other institutional units in compensation for injury to persons or damage to property caused by the former that are not settled as payments of non-life insurance claims.

Permit to undertake a specific activity: Is one where the permits are limited in number and so allow the holders to earn monopoly profits, the monopoly profits do not come from the use of an asset belonging to the permit-issuer, a permit holder is able both legally and practically to sell the permit to a third party.

Permits to use natural resources: These are third-party property rights relating to natural resources.



Premium - actual: The actual premium is the amount payable to the direct insurer or reinsurer to secure insurance cover for a specific event over a stated time period.

Premium - earned: The premium earned is the part of the actual premium that relates to cover provided in the accounting period.

Premium - net: These are actual premiums plus premium supplements less the insurance service charge payable by the policy holders.

Premium - unearned: This is the amount of the actual premium received that relates to the period past the accounting point.

Premium earned: This is the part of the actual premium that relates to cover provided in the accounting period.

Price: The price of a good or service is defined as the value of one unit of that good or service.

Primary incomes: These are incomes that accrue to institutional units as a consequence of their involvement in processes of production or ownership of assets that may be needed for purposes of production.

Principal activity: The principal activity of a producer unit is the activity whose value added exceeds that of any other activity carried out within the same unit.

Producer's price : This is the amount receivable by the producer from the purchaser for a unit of a good or service produced as output minus any VAT, or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer.

Product balance: The product balance for any product recognizes that the sum of output at basic prices plus imports plus trade and transport margins plus taxes on products less subsidies on products is equal to the sum of intermediate consumption, final consumption and capital formation, all expressed at purchasers' prices, plus exports.

Production: Is an activity, carried out under the responsibility, control and management of an institutional unit, that uses inputs of labour, capital, and goods and services to produce outputs of goods and services.

Property income: Is the sum of investment income and rent.

Purchaser's price: Is the amount paid by the purchaser, excluding any VAT or similar tax deductible by the purchaser, in order to take delivery of a unit of a good or service at the time and place required by the purchaser. The purchaser's price of a good includes any transport charges paid separately by the purchaser to take delivery at the required time and place.

Purchasing power parity (PPP) is defined as the number of units of B's currency that are needed in B to purchase the same quantity of individual good or service as one unit of A's currency will purchase in A.



Real GDI Real gross domestic income (real GDI): This measures the purchasing power of the total incomes generated by domestic production.

Real holding gains and losses: A real holding gain (loss) is the amount by which the value of an asset increases (decreases) over the neutral holding gain for the period, in the absence of transactions and other changes in the volume of assets.

Realized holding gain A holding gain (loss): Is realized when an asset that has increased (decreased) in value due to holding gains (losses) since the beginning of the accounting period is sold, redeemed, used or otherwise disposed of, or a liability incorporating a holding gain or loss is repaid.

Rent: Is the income receivable by the owner of a natural resource (the lessor or landlord) for putting the natural resource at the disposal of another institutional unit (a lessee or tenant) for use of the natural resource in production.

Rental: Is the amount payable by the user of a fixed asset to its owner, under an operating lease or similar contract, for the right to use that asset in production for a specified period of time.

Research and development: This is the value of expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and use of this stock of knowledge to devise new applications. This does not extend to including human capital as assets within the SNA.

Residence: The residence of each institutional unit is the economic territory with which it has the strongest connection, in other words, its centre of predominant economic interest.

Saving: This signifies part of disposable income (adjusted for the change in pension entitlements) that is not spent on final consumption goods and services.

Secondary activity: Is an activity carried out within a single producer unit in addition to the principal activity and whose output, like that of the principal activity, must be suitable for delivery outside the producer unit.

Social assistance benefits in cash: These are current transfers payable to households by government units or NPISHs to meet the same needs as social insurance benefits but which are not made under a social insurance scheme requiring participation usually by means of social contributions.

Social entity: Is one whose existence is recognized by law or society independently of the persons, or other entities, that may own or control it.

Social insurance benefit: Is a social benefit payable because the beneficiary participates in a social insurance scheme and the social risk insured against has occurred.



Social insurance scheme: Is an insurance scheme where the following two conditions are satisfied:

- (a) the benefits received are conditional on participation in the scheme and constitute social benefits as this term is used in the SNA, and
- (b) at least one of the three conditions following is met.
 - (i) Participation in the scheme is obligatory either by law or under the terms and conditions of employment of an employee, or group of employees. (
 - (ii) The scheme is a collective one operated for the benefit of a designated group of workers, whether employed or non-employed, participation being restricted to members of that group.
 - (iii) An employer makes a contribution (actual or imputed) to the scheme on behalf of an employee, whether or not the employee also makes a contribution.

Social security benefits in cash: These are social insurance benefits payable in cash to households by social security funds.

Taxes on income: These are taxes on incomes, profits and capital gains.

Taxes on products: Are taxes that are payable per unit of some good or service.

Trade margin: Is the difference between the actual or imputed price realized on a good purchased for resale and the price that would have to be paid by the distributor to replace the good at the time it is sold or otherwise disposed of.

Transfer: Is a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset in return as a direct counterpart.

Unearned premium: The unearned premium is the amount of the actual premium received that relates to the period past the accounting point.

Unlisted shares: These are equity securities not listed on an exchange.

Vertical integration: A vertically integrated enterprise is one in which different stages of production, which are usually carried out by different enterprises, are carried out in succession by different parts of the same enterprise.

Volume index: A volume index is an average of the proportionate changes in the quantities of a specified set of goods or services between two periods of time.

Work-in-progress: Work-in-progress consists of output produced by an enterprise that is not yet sufficiently processed to be in a state in which it is normally supplied to other institutional units.



Agriculture and Environment Statistics

Absentee Landlord: is someone who owns land and provides the necessary inputs but the actual cultivation and other related functions are carried out by another household living on or near the piece of land in exchange for some payment which can be cash or in kind.

Acaricide: This is a tick killing pesticide.

Agricultural Activity: is the growing of any crop and/or raising of livestock, raising of poultry and/or fish farming.

Agricultural chemicals: refers to chemicals used in growing of crops, fish and rearing of livestock e.g. herbicides, pesticides, lime, vaccines, drugs etc.

Animal draught power: energy to do work, derived from domesticated/trained animals, e.g. oxen, donkeys etc.

Agricultural Household: is a household in which at least one member is carrying out some agricultural activity on the holding belonging to the household.

Agricultural Land: land including arable land, land under permanent crops and land under permanent meadows and pastures.

Agricultural Processor: this is an individual or firm that adds value to agricultural commodities by way of processing them. This category includes ginners, millers, vegetable oil producers, rice polishers, groundnut shellers, etc.

Agricultural Season: Zambia's agricultural season starts from 1st October of a given year to 30th September of the following year.

Agricultural Waste: waste produced as a result of various agricultural operations. It includes manure and other wastes from farms, poultry houses and slaughter houses: harvest waste: fertilizer run-off from fields; pesticides that enter into water, air or soils: and salt and silt drained from fields.

Agroforestry: The growing of specific types of trees with crops in order to improve soil fertility and crop production. It is a collective term for land-use systems and technologies in which perennials (trees, shrubs, palms, bamboos etc.) are deliberately used on the same land management unit as agricultural crops and/or animals, in some form of either spatial arrangement or temporal sequence.

Animal manure: refers to forms of livestock manure e.g., chicken droppings, cattle dung etc.

Area under mixed crops: this is the area of the field in which two or more crops are grown almost simultaneously. This area has to be apportioned to the constituent crops in proportions occupied by the crops in the field. Thus, the area under each of the crops in mixture when added together will be equal or almost equal to the area of the field.



Artificial Insemination: it is the process of collecting sperm cells from a male animal and manually depositing them into the reproductive tract of a female. It is used instead of natural mating in many species of animals because of the many benefits it can reap.

Backyard: method of raising animals within the premises of the residence.

Bee Hive: a box like or dome-shaped structure in which bees are kept.

Bee Wax: a substance produced by bees that contains a lot of fat to make honey combs.

Boar: mature male breeding pig.

Borrowed-in Land: this is land that a household borrows at NO cost for use temporarily from another household for a specified period (for one or more seasons) without the owners of the land claiming usage of the land over the specified period.

Borrowed-out Land: this is land that a household owns and gives out at no cost for use temporarily to another household for a specified period (for one or more seasons) without claiming usage of the land over the specified period.

Branding equipment: equipment used to mark animals permanently.

Broiler: Exotic chickens raised mainly for meat.

Buck: mature male breeding goat; also known as billy goat.

Bulls: are uncastrated adult male cattle.

Bunding: a form of land preparation that involves making mounds with a hand-hoe.

Cages: Cage refers to a type of culturing facility consisting of a framed net open at the top and floating on the water surface, or when completely enclosed, the cage is kept below the water surface by suspending it from the surface.

Calves: are either male or female young cattle that are not yet weaned.

Castration equipment: equipment used to castrate animals i.e Burdizzo.

Cats: A furry animal with a long tail and sharp claws usually kept as a pet.

Cattle: include bulls, oxen, tollies, cows, heifers, and calves.

Crib: A structure for storing and drying maize grains.

Chronic illness: This is an illness that fails to respond to treatment and frequently recurs leading the victim to being bed-ridden and requiring nursing or special care for feeding and other needs for at least three months.



Crop Land: This is land on which field crops, e.g. maize, cassava etc. are planted. This includes crop land found on wet plains like Western Province. This land does not include the garden or orchard land. Crop land is usually cultivated with one crop at a time. In some cases, a number of different crops (mixture) may be grown in a single field at the same time e.g. sorghum between groundnut rows, or groundnuts between maize rows.

Cash purchase of fertilizer: Farmers with ready cash can purchase fertilizer from traders or other farmers.

Collateral: collateral is a borrower's pledge of specific property to a lender, to secure repayment of a loan. The collateral serves as protection for a lender against a borrower's default – that is, any borrower failing to pay the principal and interest under the terms of a loan obligation. If a borrower does default on a loan (due to insolvency or other event), that borrower forfeits (gives up) the property pledged as collateral – and the lender then becomes the owner of the collateral.

Commercial Complete Feed: A commercial complete feed is a feed that supplies all necessary ingredients (protein, lipid, carbohydrates, fats, vitamins and minerals) necessary for optimal growth. This is applicable in intensive systems, indoors systems or confined in cages and cannot feed freely on natural feeds.

Commercial fertilizer loans: Farmers can get a loan in cash or in kind to obtain fertilizer from a local supplier. The provider of the loan can be a trader, a neighbor or relative. This loan is different from the government loan.

Commercial Price of Fertilizer: This is the full market price for a bag of fertilizer from a shop/trader or other farmers.

Chickens: includes cocks, cockerels, hens, pullets, and chicks.

Chitemene System: This is a form of land preparation in virgin fields where trees/branches are cut and heaped in one place and then burnt. The burnt area is the only area planted.

Conventional hand-hoeing: a tillage method where a hand-hoe is used to turn the soil in the field.

Conservation Farming Unit (CFU): an independent organization registered under the Societies Act of Zambia which through a memorandum of understanding is associated with the Zambia National Farmers Union. Was formed in 1996 to promote Conservation Farming in Zambia and the East and Southern African Region.

Cooperative: this is an organization run by the people who who voluntarily come together with an objective of promoting the economic and social welfare of its members. A cooperative must be registered under the cooperatives Act.

Cows: are female cattle that have given birth at least once. Include female cattle that have not yet given birth but are beyond the stage of being termed heifers.

Crop sale: this is the selling of field crops for cash or in exchange for goods and services including loans, labor etc.



Cultivated Land: this relates to total cultivated land under crops; includes own cultivated, rented-in and borrowed-in land.

De-worming: administration of drugs in order to remove worms from an animal.

Direct Commercial Exchange/Barter For Fertilizer: Farmers can exchange their maize or other crop for fertilizer with traders. Some traders prefer to get farm produce instead of cash. Traders can organize a group of farmers to bulk their produce in one location where the trader will deliver the fertilizer and pick up the grain. Farmers can also deliver their grain to the trader and load the fertilizer on the return trip.

Dipping: is a method of tick control which involves the plunging of the animal into the Plunge Dip containing an acaricide solution.

Doe: mature female breeding goat. Also known as nanny goat.

Dogs: A very common four-legged animal that is usually kept by people as a pet or for guarding or hunting.

Donkey: An animal which is like a horse but is smaller and has longer ears.

Drip irrigation: this is a type of irrigation where drops of water are directed to a specific plant.

Ducks: these are mostly water birds, smaller in size than geese and found both in fresh water and sea water.

Eco-Charcoal: is a charcoal production practice designed to provide participants with training and access to improved kiln technology that will allow them to produce higher volumes of higher quality (higher density) charcoal. Access to this technology is contingent upon community protection of an “eco-charcoal forest”, in which participants use improved forest management and harvesting techniques that allow for forest regeneration- this ensures sustainability of the project and makes this community-based eco-charcoal scheme the first kind in Zambia.

Ewe: mature female breeding sheep.

Extensive/pastoral: method of raising animals based on grazing on natural pastures without supplementary feeding.

Expanded Food Security Pack Program (EFSP): EFSP started in 2012/13 and replaced (on a pilot basis) the regular Food Security Pack Program in 3 districts: Chadiza, Nyimba, and Itezhi tezhi. The main difference between EFSP and the regular Food Security Pack is that it is implemented through an electronic voucher (e-voucher) system. There was also a cash-transfer component, so the program may come up in the remittances-in section.

Faith Based Organization: these are religious based organizations.



Fallow Land: fallow land includes land that has been cropped before but is not being cropped now. This could be intentional to allow the land to regain its fertility. This land could be fallowed unintentionally because the household does not have tools and labour to work on it. If a household abandons land because it has lost its original fertility but still maintain a claim on it, this land will also be considered to be under fallow.

Farmer Input Support Programme (FISP): Cash program through cooperatives and farmer associations. This is a subsidy program that the government implements through local distributors, local cooperatives and farmer associations. This is strictly a cash program and does not involve loans. Farmers who benefit from this subsidy are members of local cooperatives or farmer associations that work in collaboration with the District Agricultural Coordinator's (DACO's) office to access subsidized agricultural inputs.

Feedlot: enclosure where cattle are kept.

Field: A piece of land usually cultivated with one crop at a time. In some cases, a number of different crops (mixture) may be grown in a single field at the same time e.g. sorghum between groundnuts rows, or groundnuts between maize rows. A field can also be a piece of land under fallow.

Fingerlings: Small fish (seed) from 5g to 10g grams stocked for rearing/production. It refers to the development stage of fish following fry stage and continuing into the first three months of its life. In aquaculture a fingerling is also referred to as seed as it grows out into table size fish.

Fish Farming: all activities relating to the raising of fish in unnatural water reservoirs e.g. in ponds, tanks, cages etc.

Fish Farming Facility: a fish farming facility refers to any structure that can be used to hold or produce fish and other aquatic organisms in whose environmental conditions can easily be managed e.g. ponds, tanks, pens and cages.

Fish Pond: A fish pond is an artificial structure used for the culturing of fish. It is made with the objective of creating the best environmental conditions for the fish growth. This is the most commonly used facility among small scale fish farmers in Zambia. A fish pond can either be earthen, concrete or semi concrete. Concrete ponds are sometimes referred as tanks especially when they are small in size. In cases where seepage is high in earthen ponds, plastic sheets or pond liners are used to reduce it.

Fish Tanks: fish tanks are made from different kinds of material and shapes. Tanks can either be concrete, fiber or even glass depending on the use. Tanks can be rectangular, circular or even oval in shape.

Fodder: food, especially dried hay or straw, for cattle and other livestock.

Food Security Pack: The household can be a recipient of fertilizer from the government through the Ministry of Community Development and Social Services. This, in the past, was distributed by Program Against Malnutrition (PAM).



Formal or Informal Business: This include activities like fishing and selling, buying and selling different products, running “Kantemba” or grocer’s shop. This does not include income from wage labour, selling of own agricultural produce or remittances.

FRA: The Food Reserve Agency (FRA) is a Government Agency that is involved in grain marketing

Free range: method of raising animals where they fend for themselves.

Garden: This is land were vegetables e.g., cabbage, rape, carrots, green maize, tomatoes etc. are grown. Usually this land is located in a dambo, wetland or stream-bank.

Garden Land: this is land designated or allocated for growing vegetables only. Usually this land is located in a dambo, wetland or stream-bank.

Grazing System: Is a particular way of managing the Interactions between plants, soils and grazing animals.

Geese: this is a large bodied water bird that is larger in body size when 0compared with ducks.

Gilt: young female pigs that have never farrowed (female pig that has never given birth).

Guinea Fowl: large speckled grey African bird that is often eaten as meat.

Guinea Pig: small furry animal without a tail.

Hand Dressing: Removing of ticks from the body of an animal using the application of tick grease.

Handling Facilities: structures that are made to make it easy to handle animals such as crush pens, kraals, loading bays etc.

Hazardous Air Pollutants: air pollutants that may reasonably be expected to cause or contribute to irreversible illness or deaths. They include asbestos, beryllium, mercury, benzene, coke oven emissions, radionuclides and vinyl chloride.

Heifers: are female cattle that have not yet given birth and have not reached the stage of being termed cows.

Herbicides: chemicals used to destroy weeds e.g. round-up (Glyphosate).

Herd: a large group of animals, especially hoofed mammals that live together or are kept together as livestock.

Hired labour: energy to do work, obtained for temporal use, at a cost.



Holding: is all land wholly or partly operated for agricultural purposes such as growing crops, fish farming and/or raising livestock and/or raising poultry for production under single technical management. A holding may consist of one or more parcels located in one or separate areas where, the parcels share the same means of production e.g., labour.

Household: a household is a group of persons related by blood, marriage, or adoption, including other persons, such as house-help or farm laborers, if any, who normally live together in one house or closely related premises and take their meals from the same kitchen. This group of persons looks to one person whom they regard as the head of the household. The household may also consist of just one member.

Household Family Labor: energy to do work derived from household members.

Hybrid Seed: refers to an improved type of seed whose progeny is not recommended to be used as seed. Hybrid seeds are common with maize.

Improved Fallow Land: fallow land on which a crop such as sesbania sesban or sun hemp is planted for the sole purpose of rejuvenating the soil fertility.

Improved Seed: refers to seed that has been improved by research but is not hybrid seed. Examples are open pollinated varieties (OPVs). The progeny of OPVs can be used in the subsequent seasons without loss of vigour. There are also improved varieties for sorghum, cassava and sweet potatoes.

Industrial Production: commercial method of growing crops and raising livestock that often requires high level of Intensive management (zero grazing in case case of livestock).

Intensive/Semi intensive production: commercial method of growing crops and raising livestock that combines free range and supplementary feeding.

Inter-Cropping: is a cultivation practice whereby a crop is planted between the rows of another crop, e.g., sorghum between cotton rows, or sorghum between groundnut rows, or groundnuts between maize rows. Inter-cropping is a sub-set of mixed cropping. The difference between the two practices is that inter-cropping involves systematic rows or lines of crops. Mixed cropping may not involve a systematic pattern of cropping. The two (or more) crops are planted randomly in the same field.

Irrigation: supplying of water to crops through artificial means and not being dependent on rain as a supplier of water. This can be done through sprinklers, furrows and other methods.

Kid: young goat not yet weaned.

Lamb: young sheep not yet weaned.

Land Preparation: refers to all activities such as clearing the land, tree stumping, ploughing etc.

Large Scale Farmer (Commercial Farmer): Large-scale farmers are those engaged in large-scale intensive farming systems that often include; extensive mechanization, specialized farming, use of high level technology and management, rearing of mostly exotic or improved breeds, inputs and relying heavily on permanent and casual labor for all farm operations.



This category incorporates farmers that produce specialist crops and/or who do intensive poultry, pigs, dairy and beef ranching predominantly for sale.

The following specific guidelines are used to identify large-scale farmers.

1. If a farmer grows crops, he /she cultivates an area of 20 hectares or more.
2. If they raise livestock, the following cut-off points apply:
 - Raise 20 or more dairy cows per annum;
 - Raise 50 or more heads of beef cattle;
 - Rear 6,000 or more broilers per annum;
 - Raise 1,000 or more layers per annum;
 - Produce parent stock of poultry
 - Raise 10 or more sow units.

Layers: An exotic chicken kept for the purpose of laying eggs.

Length of production cycle: Length of production cycle is period from stocking to harvest. In Zambia, the aquaculture production cycle usually ranges between 3 to 12 months.

Lima Links: Lima Links is a cell phone-based service offering a cheap and fast way to access horticultural market price information. Using a basic mobile phone, interested parties including farmers and traders, can get up to date price information for the most commonly traded vegetable crops across a range of major wholesale markets in Zambia. Lima Links is already providing price information for commonly grown vegetable crops in the four markets of Lusaka, Kabwe, Kitwe and Ndola and progress is underway to expand the variety of crops and the market places included on the system. Interested users need to first register by dialing *739*739# and afterwards access information in the system by dialing the same code.

Livestock Activity: is the raising of livestock, raising of poultry and/or fish farming.

Livestock Extension Services: these are support services rendered to farmers with regards to improved methods of raising livestock.

Livestock Management: all activities pertaining to the control and organization of livestock production.

Livestock Production: all activities pertaining to the raising of all types of livestock.

Livestock: includes all animals that are used/may be used for food and agriculture such as cattle, pigs, goats, sheep and poultry.



Local Seed Varieties: refers to seed that is recycled season after season. Examples include varieties for groundnuts and also maize. OPVs that have been recycled become local seed varieties over time.

Ministry of Agriculture Agencies: These include Agricultural Research stations (excluding GART and CDT), agricultural training colleges such as Zambia College of Agriculture (ZCA), Natural Resource Development College (NRDC) etc., the Food Reserve Agency operating under the Ministry of Agriculture.

Marketing Season: The period from 1st May to 30th April of every year

Mechanical power: energy to do work which is derived from machinery driven by either an engine or electricity, e.g. tractor.

Medium Scale Farmer: a farmer cultivating an area under crops ranging from 5.0 – 19.99 ha. This category include:

1. Households reporting any of the specified crops (rice, cotton sunflower soya beans burley tobacco, virginia tobacco, paprika, pineapple, cashew nut) when only 1 or 2 households in the SEA report the specified crop(s), even if they do not qualify basing on area under crops.
2. Households raising 50 or more cattle, 20 or more pigs, 30 or more goats, and/or 50 or more free range chickens, even if they do not qualify basing on area under crops.

Mixed Cropping: is a cultivation practice whereby two or more different crops are grown simultaneously in the same field. If the two crops are planted in alternating rows then the specific type of mixed cropping is known as inter-cropping.

Micro Credit Institutions: these are institutions that provide small-scale entrepreneurs/farmers access to credit services. These institutions are registered with the Central Bank and their transactions are written and legal. Usually they give small amount of credit to small-scale farmers/entrepreneur. Examples: PRIDE Africa-Zambia, FINCA Zambia.

Monoculture: is the agricultural practice of producing or growing a single crop, plant or livestock species, variety or breed in a field or farming system at a time

Non-Governmental Organization (NGO): an NGO is usually a non-profit making organization, whose purpose is to render assistance materially, financially or other services. Examples of NGOs are: Program Against Malnutrition (PAM), NGO-CC, Women for Change, World-Vision, CARE, Lutheran World Federation (LWF), ADRA, CRS etc.

Off-farm Income: All cash or goods earned from working outside one's own farm i.e. another farm or non-farm business. This is a broad category that includes all the individual components listed below. It covers wage labor (paid employees), casual labor (casual workers), formal employment and pension; off farm business activities and remittances. Selling one own agricultural produce is not an off farm income earning activity.

Orchard Land: This is land designated or allocated for growing fruit trees only. If the trees are scattered around on some undefined area, they do not constitute an orchard.



Out-grower Scheme: This is where individuals or firms enter into an agreement with farmers to undertake an agricultural activity/venture like growing of a particular crop, on condition that the individual or firm facilitates the agricultural venture by supplying inputs and know-how while the farmer produces the crop. The understanding is that the farmer will sell the produce to the pre-financier. Examples are: NWK Agri Services (formerly Dunavant), Zambia Leaf Tobacco Company, Cargill Cotton, Alliance Cotton etc. “Out-grower Scheme” differs from “Input Credit” in that with Input Credit the company offering a loan does not necessarily buy the output from the farmer, for example, ZNFU or private companies.

Paravet: A person enrolled or enlisted as a Para-veterinary under the veterinary and the Para-veterinary Act of 2010. This includes Public Para-vet (Vet Assistants) working under District Veterinary Officers. Then we have Community Livestock Workers (CLW's) or auxiliaries working under Private Veterinary Doctors and finally we have CLW's who do their work without the supervision of a Vet Doctor.

Payment in Cash: is payment made in cash and/or by cheque.

Payment in Kind: is payment made not in cash or by cheque but in the form of goods or services.

Oxen: are castrated male cattle.

Parcel: an undivided piece of land consisting of one or more fields

Pigeons: bird usually white/grey in colour mostly kept at home.

Piglet: are either male or female young pigs that are not yet weaned.

Plant Composite Residue: refers to compost manure/ crop residue or grass that is used to improve soil fertility.

Planting Basins: this is a land preparation practice where the crop is planted in planting holes or basins. This practice does not involve use of plough or conventional plough.

Plant Manure: refers to compost manure made from crop residues or grass.

Ploughing: a land preparation method that involves turning the soil with a plough. This could either be done using a tractor or oxen.

Polyculture: is the agricultural practice of producing or growing various species of crop, plants or livestock.

Polygamous Marriage: refer to Social Statistics.

Pot-Holing: a land preparation method of digging holes for water harvesting. These holes serve as water collecting devices.

Poultry: includes chickens, ducks, geese, pigeons, guinea fowls, rabbits, turkeys and quails.



Poultry Production: all activities pertaining to the raising of all types of poultry.

Pour-On: is a method of tick control which involves the applying of acaricide on the skin and hair along the back of an animal.

Private Agricultural Trader: this is usually an individual or firm (private company) involved in buying and/or selling Agricultural Commodities.

Private Veterinarians: these are practicing veterinarians not employed by government.

Quails: a small (17cm) bird, essentially streaked brown with a white eyestripe and has long wings.

Ram: mature male breeding sheep.

Rented-in Land: This is land that a household rents at a cost (in cash or in kind) for use temporarily from another household for a specified period (for one or more seasons) without the owners of the land claiming usage of the land over the rented period.

Rented-Out Land: This is land that a household or holding owns and gives out, in exchange for a payment (in cash or in kind), for use temporarily to another household for a specified period (for one or more seasons) without claiming usage of the land over the specified period.

Ridging: this is a form of land preparation that involves making ridges with a ridger or hand-hoe which is done before planting or sometimes during the rainy season.

Ripping: this is a form of minimum tillage where land is left undisturbed, with the exception of planting lines, which are ripped with a ripper.

Sex Reversed Fingerlings: an artificially manipulated female fingerling administered with an androgenic hormone for a minimum period of 15 days but not exceeding 30 days.

Single Ingredient Feed: Single ingredient is basically one component of the feed, e.g. maize bran only.

Small Scale Farmer: a farmer who cultivates area ranging from 0 - 4.99 ha. This category will also include households reporting any of the 'special crops', when 3 to 5 households in the SEA report the 'special crop(s)', even if they do not qualify basing on area under crops. The special crops are rice, cotton, sunflower, soya beans, burley tobacco, virginia tobacco, paprika, pineapple, and cashew nut

Sow: mature female breeding pig.

Sire: the male parent of an animal, especially a stallion or bull kept for breeding.

Spraying: this is the application of a chemical (acaricide) using industrial or knap-sack sprayer or a spray race.

Stocking of Fingerlings: stocking of fingerling is the 'planting' of the fish seed (fingerlings). The initial number of fingerlings put in a pond.



Stone Bund: Stones are arranged in lines across a slope to form a wall.

Supplementary Feeding: Is the additional supply of feed containing Energy, protein or vitamins and minerals to grazing animals that may be lacking in the Pasture.

System of Production: method of raising a particular type of livestock.

Table Size Fish: fish weighing between 250g and 500g and is ready for consumption. Sometimes fish can be consumed below 250g and should be treated as table size.

Terrace: A terrace is defined by a flat or slightly backward or forward-sloping bed.

Tenure Status: There are two types of tenure status of owning land. One with title deed and the other type without title deed (customary status).

Tillage Method: refers to land preparation activities just before planting such as, ploughing, ridging (by hand or plough), potholing, zero tillage etc.

Tollies/steers: are young uncastrated male cattle.

Total Land Owned: all land owned, with or without title by members of the household or enterprise singly or jointly.

Traditional Tick Control: unconventional tick control method e.g. application of herbs to control ticks.

Transhumance Practice: the practice of moving livestock from one grazing ground to another in a seasonal cycle; typically to lowlands in the cold dry season and highlands in the hot wet season.

Unallocated Arable: this is land that is suitable for crop growing and has not been allocated to any household and is not being utilized.

Usual Household Member: refer to Social Statistics

Vaccination: this is administration of vaccines in order to prevent diseases.

Vaccine: a substance containing attenuated form of germs that causes a particular disease.

Veterinary Equipment: equipment used in veterinary operations and these include castrators, needles and syringes.

Wage Labor: Refer to labor statistics.

Village Chicken: traditional indigenous chickens.

Virgin Land: This is land that the household has never cultivated but belongs to the household. This land is often not cleared.



Watering Point: is a source of water for animals to drink e.g. boreholes, rivers, lakes

Woodlot: a woodlot is a term used to refer to a segment of a woodland internationally planted or maintained by the household for the purpose of collection of forest products such as wood.

Zero Grazing: to feed cattle with cut grass brought to them instead of putting them out to pasture.

Zero tillage: a land preparation method where the land is left undisturbed, with the exception of planting stations.



Environment Statistics

Actual Evapotranspiration: total actual volume of evaporation from the ground, wetlands and natural water bodies and transpiration of plants.

Afforestation: artificial establishment of forests by planting or seeding in an area of non-forest.

Air Pollutants: substances in air that could, at high enough concentrations, harm human beings, animals, vegetation or material. Air pollutants may thus include forms of matter of almost any natural or artificial composition capable of being airborne. This may consist of solid particles, liquid droplets or gasses, or combinations of these forms.

Air Pollution: the presence of contaminant or pollutant substances in the air that do not disperse properly and that interfere with human health or welfare, or produce other harmful environment effects.

Alkalization: soil degradation caused by the accumulation of alkaline water-soluble salts.

Bank Filtration: the use of existing geologic formations adjacent to surface water bodies to filter drinking water. Wells are dug in fine, sandy sediments next to water bodies and water is extracted from these wells. Water in the water bodies filters through the sediments, removing contaminants.

Bio-Diversity: the range of genetic differences, species differences and ecosystem differences in a given area.

Bio-Gas: mixture of methane and carbon dioxide in the ratio of 7:3 that is produced by the treatment of animal dung, industrial wastes and crop residues. It is used as an alternative source of energy.

Biological Accumulation: accumulation of elements and compounds of harmful substances in the tissues of living organisms.

Biological Waste: waste containing mostly natural organic materials (remains of plants, animal excrement, biological sludge from waste-water treatment plants and so forth).

Biomass: total living weight (generally in dry weight) of all organisms in a particular area or habitat. It is sometimes expressed as weight per unit area of land or per unit volume of water.

Built-up and Related Land: land under houses, roads, mines and quarries and any other facilities, including their auxiliary spaces, deliberately installed for the pursuit of human activities.



Carrying Capacity: maximum number of animals of one or more species that can be supported by a particular habitat or area through the most unfavorable period of the year. The carrying capacity is different for each species in a habitat because of particular food, shelter, and social requirements and because of competition from other species that may have similar requirements. Attempts have been made to supply apply carrying capacity analysis to the human population in particular territories.

Climate: condition of the atmosphere at a particular location (microclimate) or region over a long period of time. It is the long term summation of atmospheric elements – such as solar radiation, temperature, humidity precipitation type (frequency and amount), atmospheric pressure and wind (spread and direction) – and their variations.

Conservation: management of human use of organisms or ecosystem to ensure use is sustainable (IUCN/WWF, 1991).

Deforestation: clearing of tree formations and their replacement by non-forest land uses.

Desertification: the process of land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors including climatic variations (e.g. drought) as well as direct and indirect human activities (e.g. overgrazing, intensive agricultural cultivation).

Eco-Charcoal: is charcoal production practice designed to provide participants with training and access to improved kiln technology that will allow them to produce higher volumes of higher quality (higher density) charcoal. Access to this technology is contingent upon community protection of an “eco-charcoal forest”, in which participants use improved forest management and harvesting techniques that allow for forest regeneration- this ensures sustainability of the project and makes this community-based eco-charcoal scheme the first kind in Zambia.

Emission: discharge of pollutants into the atmosphere from stationery sources such as smokestacks, other vents, surface areas of commercial or industrial facilities and mobile sources, for example, motor vehicles, locomotives and aircraft.

Energy Budget: record of the flow of energy through a system.

Energy Conversion Factors: specific coefficients used to determine equivalence between units of mass and volume, energy and work and power; conversion factors are also used to convert quantities of energy production and consumption from their original physical units into a common unit of measurement.

Energy Sources: all solid, liquid and gaseous fuels; electricity; uranium; stream and hot water; and the traditional fuels such as fuelwood, charcoal, vegetal and animal wastes.

Equivalent Factors: factors used to convert quantities from their original physical units into a common accounting unit for the purpose of aggregating energy sources or assessing “contributions” to environmental problems from diverse sources (for example, the contribution of different pollutants to global warming).

Environment: the totality of all the external conditions affecting the life, development and survival of organisms.



Environmental Accounting: 1. National accounting: physical and monetary accounts of environmental assets and the costs of their depletion and degradation; 2. Corporate accounting: the term usually refers to environmental auditing, but may also include the costing of environmental impacts caused by the corporation.

Environmental Impact Assessment (EIA): analytical process that systematically examines the possible environmental consequences of the implementation of projects, programmes and policies.

Environmental Protection: any activity to maintain or restore the quality of environmental media through preventing the emission of pollutants or reducing the presence of polluting substances in environmental media. It may consist of:

- Changes in characteristics of goods and services.
- Treatment or disposal of residuals in separate environmental protection facilities.
- Changes in production techniques.
- Treatment or disposal of residuals in separate environmental protection facilities.
- Recycling.
- Prevention of degradation of the landscape and ecosystem

Erosion – Extreme: terrain is un-reclaimable and beyond restoration. Original biotic functions are fully destroyed.

Erosion – Light: terrain, with net annual soil loss that may or may not have somewhat reduced agricultural productivity, that is suitable for local farming systems. Restoration to full productivity is possible by modifications of the management systems. Original biotic functions are largely intact.

Erosion – Moderate: terrain not described in light erosion that has greatly reduced agricultural productivity, but is still suitable for use in local farming systems. Major improvements are required to restore productivity. Original biotic functions are partially destroyed.

Erosion – Strong: terrain is not reclaimable at farm level. Major investments - engineering works - are required for terrain restoration. Original biotic functions are largely destroyed.

Fauna: all animal life,

Flora: all plant life

Fresh Groundwater Abstracted: water removed from any groundwater sources either permanently or temporarily.

Fresh Surface Water Abstracted: water removed from any surface water sources, such as rivers, lakes, reservoirs or rainwater, either permanently or temporarily.

Fresh Surface Water: water which flows over, or rests on, the surface of a land mass; natural watercourses such as rivers, streams, brooks, lakes, etc., as well as artificial watercourses such as irrigation, industrial and navigation canals, drainage systems and artificial reservoirs.



Fresh Water Abstracted: water removed from any water source (surface water sources, such as rivers, lakes, reservoirs or rainwater; and groundwater sources) either permanently or temporarily. Includes abstraction by the water supply industry for distribution and direct abstraction by other activities for own use. The volume of water abstracted is broken down by main groups of economic activity of the abstractors (according to ISIC Rev.4) and households.

Forest Cover: all the trees and other woody plants (underbrush) covering the ground in a forest. It includes (a) trees and all shrubs, (b) herbs and shrubs growing thereunder or in openings in the forest or brush fields, (c) litter or fallen leaves, branches, fallen trees and other vegetable material on the forest surface and top layer of the soil.

Fossil fuels: coal, oil and natural gas. They are derived from the remains of ancient plant and animal life.

Framework for Indicators of Sustainable Development (FISD): conceptual framework for environmental, social and economic indicators that addresses the concerns of potential data users as reflected in Agenda 21 (United Nations, 1993b) of the United Nations Conference on Environment and Development with the information categories of the framework for environment data production (FDES). It was developed by the United Nations Statistics Division in 1994.

Framework for the Development of Environment Statistics (FDES): conceptual framework that assists in the development, coordination and organization of environment statistics and related socio-economic and demographic statistics. It was developed by the United Nations Statistics Division in 1984, and is based on stress-response principles of environmental impacts.

Fuel Wood: all wood in the rough used for fuel purposes. It is a common non-commercial biological fuel.

Global Warming: phenomenon believed to occur as a result of the build-up of carbon dioxide and other greenhouse or trace gasses that act like a pane of glass in a greenhouse, allowing sunlight to pass through and heat the earth but preventing a counterbalancing loss of heat radiation.

Greenhouse Gasses: carbon dioxide, nitrous oxide, methane, ozone and chloro-fluorocarbons occurring naturally and resulting from human (production and consumption) activities, and contributing to the greenhouse effect (global warming).

Green Revolution: increase in crop yield based on cultivation of high-response varieties of wheat, rice, maize and millet, and intensive use of fertilizers, pesticides, irrigation and machinery.

Habitat: place where an organism or population (human, animal, plant, micro-organisms) lives.

Hazardous Substance: any substance that poses a threat to human health and the environment. Hazardous substances are toxic, corrosive, ignitable, explosive or chemically reactive.



Hazardous Wastes: wastes that, owing to their toxic, infectious, radioactive or flammable properties pose a substantial actual or potential hazard to the health of humans and other living organisms and the environment.

Idle Land: land that was cultivated but is now in a state of disuse; abandoned land; fallow land.

Industrial Wastes: liquid, solid and gaseous wastes originating from the manufacture of specific products.

Insecticide: substance that destroys or controls insect pests.

Intensive Agriculture: agricultural practices that produce high output per unit area, usually by intensive use of manure, agrochemicals, mechanization and so on.

Land Degradation: reduction or loss of the biological or economic productivity and complexity of rain-fed cropland, irrigated cropland, or range, pasture, forest woodlands resulting from natural processes, land uses or other human activities and habitation patterns such as land contamination, soil erosion and the destruction of the vegetation cover.

Land Fill: final placement of waste in or on the land in a controlled or uncontrolled way according to different sanitary, environmental protection and other safety requirements.

Land Reclamation: gain of land from the sea, or wetlands, other bodies, and restoration of productivity forest or woodlands resulting from natural processes, land uses or other human activities and habitation patterns such as land contamination, soil erosion and the destruction of soil cover.

Land Tenure: right to exclusive occupancy and use of specified area of land.

Land Use Classification: classification providing information on land cover, and the types of human activity involved in land use. It may also facilitate the assessment of environmental impacts on, and potential or alternative uses of land. The classification, developed by the Economic Commission for Europe, consists of seven main categories: (a) agricultural land, (b) forest and other wooded land, (c) built-up and related land, excluding scattered farm buildings, (d) wet open land, (e) dry open land with special vegetation cover, (f) open land without, or with insignificant, vegetation cover and (g) waters.

Management of waste: Collection, transport, treatment and disposal of waste, including after-care of disposal sites.

Materials and Energy Balances: accounting tables that provide information on the material input into an economy delivered by the natural environment, the transformation and use of that input in economic processes (extraction, conversion, manufacturing, consumption) and its return to the natural environment as residuals (wastes). The accounting concepts involved are founded on the first law of thermodynamics, which states that matter (mass/energy) is neither created nor destroyed by any physical process.



Natural Assets: assets of the natural environment. These consist of biological assets (produced or wild), land and water areas with their ecosystems, subsoil assets and air.

Natural Capital: natural assets in their role of providing natural resource inputs and environmental services for economic production.

Natural Resource Accounting: accounting system that deals with stocks and stock changes of natural assets, comprising biota (produced or wild), subsoil assets (proved reserves), water and land with their aquatic and terrestrial ecosystems. It is frequently used in the sense of physical accounting as distinguished from monetary (environmental) accounting.

New and Renewable Energy Sources: energy sources including solar energy, geothermal energy, wind power, hydropower, biomass, draught animal power, fuelwood, oil shale and peat.

Physical Accounting: natural resource and environmental accounting of stocks and changes in stocks in physical (non-monetary) units, for example, weight, area or number. Qualitative measures, expressed in terms of quality classes, types of uses or ecosystem characteristics, may supplement quantitative measures. The combined changes in asset quality and quantity are called volume.

Reforestation: artificial or natural re-establishment of forest in an area that was previously under forest cover.

System of integrated Environmental and Economic Accounting (SEEA): satellite system of the system of National Accounts (SNA) proposed by the United Nations.

Solid Waste: useless and sometimes hazardous material with low liquid content. Solid wastes include municipal garbage, industrial and commercial waste, sewerage sludge, wastes resulting from agricultural and animal husbandry operations and other connected activities, demolition wastes and mining residues.

Solid Waste disposal: ultimate disposition or placement of refuse that is not salvaged or recycled.

Solid Waste Management: supervised handling of waste material from generation at the source through the recovery processes to disposal.

Species: all the individuals and populations of a particular kind of organism, maintained by biological mechanisms that result in their breeding only with their kind.

Waste: materials that are not prime products (that is, products produced for the market) for which the generator has no further use in terms of his/her own purposes of production, transformation or consumption, and of which he/she wants to dispose. Waste may be generated during the extraction of raw materials, the processing of raw materials into intermediate and final products, the consumption of final products, and other human activities. Residuals recycled or reused at the place of generation are excluded.

Water Conservation: preservation, control and development of water resources, both surface and groundwater, and prevention of pollution.



Water Pollution: presence in water of harmful and objectionable material – obtained from sewers, industrial wastes and rainwater run-off – in sufficient concentrations to make it unfit for use,

Watershed: land area that drains into a stream.

Weather: day-to-day or sometimes even instantaneous changes of atmospheric conditions over a given place or area. In contrast, climate encompasses the statistical ensemble of all weather conditions during a long period of time over that place or area. Atmospheric conditions are measured by the meteorological parameters of air temperature, barometric pressure, wind velocity, humidity. Clouds and precipitation.

Wetland: area of low lying-lying land where the water table is at or near the surface most of the time. Wetlands include swamps, bogs, fens, marshes and estuaries.

Energy and Mineral Resources

Consumer: Any person supplied or entitled to be supplied with electrical energy for personal, industrial and commercial use but does not include a person supplied with electrical energy for delivery to another person

Distribution: The ownership, operation, management or control of distribution facilities for the movement or delivery of electricity to consumers

Electricity Use per Capita: The average amount of electricity used per person per year.

Electricity Tariff: The price of a unit of electricity consumed.

Electricity: Electric power generated from water, mineral oil, coal, gas, solar energy, wind energy, atomic energy or any other means

Energy to GDP Ratio: The total value of energy produced as a proportion of the national GDP.

Electricity/Energy Loss: The amount of electricity generated but not accounted for.

Installation: The whole of any plant or equipment under one ownership designed for the supply or use of electrical energy.

National Grid Electrification Rate: The rate (in percentages) at which Electricity customers are connected to the National Grid.

Public Lamp: An electric lamp used for the lighting of a street or a public place.

Transmission: The ownership, operation, management or control of electricity transmission facilities for whatever purpose.



Petroleum Exploration

API Gravity: A scale reflecting the density of a fluid such as crude oil, water or natural gas.

Barrel: A common measure of crude oil containing 42 US.gal or 0.15899m³.

Appraisal Well: A well being drilled to define the extent of an already discovered oil or gas accumulation. **Exploration (or Exploratory) Well:** A well being drilled with the object of discovering a new oil or gas accumulation or for the purposes of obtaining stratigraphical information which may assist in the discovery of a new oil or gas accumulation.

Basin: A general term for any large area of tectonic origin with a thick accumulation of sedimentary rocks.

Fixed Platform: A structure fixed to the lake bed from which petroleum exploration operations or operations for the recovery of petroleum are, or are to be carried out and that is not, or is not to be, capable of being moved from one position to another as such a structure.

Formation Test: A temporary completion of a well by means of special testing equipment for the purpose of evaluating the potential productivity of a reservoir and obtaining a sample of the reservoir fluids;

Mobile Drilling Unit: A vessel or floating structure including a structure, any part of which may be lowered to the lake bed for the purpose of supporting the structure, that carries or includes equipment for drilling a well from the vessel or structure, or carrying out operations on it, but does not include a fixed platform.

Mobile Platform: Means a non-fixed construction platform or a mobile drilling unit.

Mud: A drilling fluid consisting of any suitable mixture of water, oil, clay, or other material (or any admixture of all or any of those materials) commonly used in the petroleum industry, which will remove the drill cuttings from the hole and will also control rock and reservoir pressures, stabilize disturbed formation conditions and seal formation into which fluid from the hole is escaping.

Production Well/Producer: A development well specifically for the extracting of reservoir fluids.

Suspended Well: A well in which all operations have been suspended before completion or abandonment for a considerable period of time, with the intention of resuming operations at a later



Mineral Sector

Beacon: A post with a notice board fixed on it erected for demarcating an area subject to mineral right.

Building Mineral: Any rock, clay, gravel, laterite, murram, sand, sandstone and slate, which is mined by a person from land owned or lawfully occupied by him or her for his or her own domestic use in Uganda for building, or mined by a person for his or her own use for road making, and includes such other minerals as the government may from time to time declare by notice published in the gazette, to the building minerals.

Exploration Area: The land covered by or acquired under an exploration license.

Goldsmith's License: A license authorizing manufacturing of any article from any precious mineral or from substance containing any precious mineral.

Holder: A person to whom a license is granted under the mining laws, and includes every person to whom that license is lawfully transferred or assigned.

Industrial Minerals: Minerals that are commercially mined by a person for use in Uganda or industrially processed into finished or semi-finished products, and includes such other minerals as the Government may from time to time declare by notice published in the Gazette, to be industrial minerals. Examples of such minerals are barite, rock, clay, dolomite, feldspar, granite, gravel, gypsum, laterite, limestone, mica, magnesite, marble, phosphate rock, sand, sandstone, slate and talc.

Location License / Small Scale Operations: A license for prospecting and mining operations which do not involve substantial expenditure and use of specialized technology. Currently "substantial expenditure" means expenditure in excess of ten million Uganda shillings necessary to bring a mine into production.

Mine: Any place, excavation or working where any operation connected with mining is carried on, together with buildings, premises, erections and appliances used for or in connection with such operation, and includes a quarry where building minerals and industrial minerals are mined.

Mineral Right: A prospecting license, an exploration license, a retention license, a mining lease or a location license.

Mineral Agreement: An agreement entered into by the Government relating to matters and activities under exploration or a mining lease.

Mineral Dealer's License: A license authorizing buying and selling of minerals.

Mineral Deposit: A mass of naturally occurring mineral material of economic value.

Mineral Processing: Procedures, such as dry and wet crushing and grinding of ores or other products containing minerals, to raise concentration of the substance mined.

Mineral Product: A substance derived from an ore by mining or processing.



Mineral Rent: A rent payable by an applicant for grant of a mining lease, location license, retention license or exploration license per unit area and thereafter annually on the anniversary of the grant until termination of the mineral right concerned.

Mineral: Any substance, whether in solid, liquid or gaseous form occurring naturally in or on the earth, formed by or subject to a geological processes, but does not include petroleum, as defined in the Petroleum Exploration and Production Act, 1985, water and building mineral.

Mining Area: Land subject to a mining lease.

Precious Minerals: These include- precious stones, namely, agate, amber, amethyst, cat's eye, chrysolite, diamond, emerald, garnet, opal, sapphire, turquoise and all other substances of a similar nature to any of them; and precious metal, namely gold, silver, platinum, iridium, osmium, palladium, ruthenium, rhodium, or any other rare earth elements.

Prospect: Intentionally to search for minerals and mineral deposits and includes any operations to test the mineral bearing qualities of any land or mining area.

Retention Area: Land subject to a retention license.

Retention License: A license applied for by a holder of an exploration license on grounds that identification of a mineral deposit within the exploration area is potentially of commercial significance and such mineral deposit cannot be developed immediately by reason of adverse market conditions, economic factors and other factors beyond their reasonable control, which are of temporary nature.

Royalty: An amount payable on the gross value of the minerals based on the prevailing market price of the minerals at such rates as prescribed in the Mining Regulations, 2004. Royalty is payable on minerals obtained in the course of prospecting, exploration, mining or mineral beneficiation operations.



Tourism

Bed Nights: The total number of nights spent by guests in an accommodation establishment over a given period of time.

Bed Occupancy Rate - (shows the level of utilization of beds): Percentage number of bed-places sold to the number of bed-places on offer for sale in a particular month.

Bed Space: Is a sleeping place for one person set up in an establishment. The number of bed-spaces indicates how many persons can be accommodated in an establishment at the same time. A double bed is counted as two bed-spaces.

Bed-place: The number of beds set up in the accommodation establishment, ignoring any extra bed(s) that may be set up by customer request. The term bed-place applies to a single bed, Double beds being counted as two bed-places.

Collective Tourist Establishment: Any accommodation establishments that provide overnight lodging for the traveler in a room or some other unit.

Country of reference on an inbound tourism trip.

Country of reference: The country of reference refers to the country for which the measurement is done.

Country of residence: The country of residence of the household is determined according to the Centre of predominant economic interest of its members. If a person resides (or intends to reside) for more than one year in a given country and has there his/her Centre of economic interest (for example, where the predominant amount of time is spent), he/she is considered as a resident of this country.

Destination (main destination) of a trip: The main destination of tourism trip is defined as the place visited that is central to the decision to take the trip. See also purpose of a tourism trip.

Domestic Tourism: Refers to tourism activities of resident visitors within the economic territory of the country of reference.

Domestic Visitors: Visitors whose country of usual residence is the same country visited; they can be nationals or foreigners of this country. They do not cross national borders.

Inbound Tourism: This is the tourism activities of non-resident visitor within the Country of reference on an inbound tourism trip.

International Tourist: A non-resident visitor who comes to the country for a pleasure trip, holiday, business, family affairs, mission, meeting and religious purposes and stays at least for one night in a collective or private accommodation in the country. Tourists as people "traveling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes". It also refers to tourism that crosses national borders.



International Visitors: Visitors whose country of usual residence are different from the country visited; these international visitors also include nationals residing permanently abroad they cross national borders.

Outbound Tourism: The tourism activities of resident visitors outside the country of reference, either as part of an outbound tourism trip or as part of a domestic tourism trip.

Place of usual residence: The place of usual residence is the geographical place where the enumerated person usually resides, and is defined by the location of his/her principal dwelling(principles and recommendations for population housing censuses of the United Nations).

Private Tourist Accommodation: Any form of accommodation that does not conform to the definition of collective tourist establishment.

Room Occupancy Rate (shows the level of utilization of rooms): Percentage number of room nights sold to the average number of room nights on offer for sale during a particular month.

Same Day Visitor: A visitor who doesn't spend a night in a place visited.

Tourism: The activity of persons traveling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited.

Tourist (Overnight Visitor): A visitor who stays at least one night in a collective or private accommodation in the place visited.

Tourist Accommodation: Any facility that regularly provides overnight accommodation for tourists. It is divided into collective tourist establishments and private tourist accommodation.

Tourist: Is defined in accordance with the UNWTO definition as a person who "travels to and stays in places outside their usual environment for more than twenty-four (24) hours and not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited."

Usual Environment: Is a geographical area within which an individual conduct his/her regular life routines. The minimum is within 50 Kilometers.

Visitor: Any person travelling a trip to a destination outside his/her usual environment, for less than a year, for any purpose (business, leisure or other personal purpose) other than to be employed by a resident entity in the country or place visited.



Transport

Transport: Any movement of goods (freight) and/or passengers using a given network/mode.

Traffic: Movements by vehicles, aircraft, ships, passengers, freight or mail, departing or arriving at airports, stations, ports, parks, etc.

Domestic/Local Traffic: The traffic performed between two points located in the same country/Territory.

International Traffic: The traffic performed between the designated points in one country and points in another country/territory.

Freight: Any property carried on a transport mode other than mail, stores and baggage. For statistical purposes, freight includes express freight and parcels and diplomatic bags but not passenger baggage.

Passenger: Any person, excluding on-duty crews, who makes a journey. Infants in arms are included in Air Transport.

Station/Port: An area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival and departure of vehicles, trains or ships.

Airport: A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of air against the earth's surface. Dirigibles and surface effect vehicles such as hovercraft are excluded.

Aircraft Movement: An aircraft take-off or landing at an airport. For airport traffic purposes one arrival and one departure is counted as two movements

Commercial Air Transport Flight: The operation of an aircraft on one or more flight stages on a scheduled or non-scheduled basis where the aircraft is available to the public for the transportation of passengers and/or freight and mail, for remuneration and for hire.

Direct Transit Traffic: Traffic, which continues its journey on the same aircraft on a flight having the same flight number as the flight on which it arrived. Direct transit traffic is not unloaded and reloaded at an airport it directly transits.

Domestic Airport: Any airport not designated to handle international air traffic.

Domestic Flight: A flight having exclusively domestic flight stages (airport), using the same flight number.



International Airport: Any airport designated by the State in the territory of which it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, agricultural quarantine and similar procedures are carried out, whether such facilities are provided on a full time or part time basis.

International Flight: A flight having one or more international flight stages, where all its flight stages use the same flight number.

Non-scheduled Commercial Air Transport: Commercial air transport flights other than scheduled service flights.

Transfer or Indirect Transit Passengers: Passengers arriving and departing on a different aircraft within 24 hours, or on the same aircraft bearing different flight numbers. They are counted TWICE: once upon arrival and once on departure.



Decentralization and Local Government

Accountability: The means by which institutions are entrusted with authority, powers and resources of the public or defined stakeholders to explain how well they have discharged their responsibilities and used the resources to achieve stated objectives. It is being answerable for the actions taken and resources used in discharging responsibilities.

Autonomy: is the capacity to make an informed, un-coerced decision. Autonomous organizations or institutions are independent or self-governing.

Budget Framework Paper: Provides comprehensive data and background information to the budgeting process of the Government, reviews past performance, medium term framework reflecting on funding priorities.

Central Government Transfers: Release of funds from the Central Government to Local Governments such conditional grants, unconditional and equalization grants.

Co-funding (Community Contribution): A complementary contribution to a given grant by the local community to ensure project sustainability.

Conditional Grants: Funds given to Local Governments to finance programmes agreed upon between the central Government and Local Governments.

Counterpart funding: A complementary contribution to a given grant by the Government for the execution of the project/program.

Decentralization: The transfer of responsibilities, authority, functions as well as power and appropriate resources to provincial, district and sub-district levels. The major forms of decentralization include de-concentration, devolution, delegation and privatization.

De-concentration: Deconcentration is the transfer of functions and resources to lower level units of the same administrative system while authority over decision-making and use of resources remains with the center (i.e. from the headquarters of an institution or administrative system to the lower levels). In the case of government administration, this would entail the transfer of some functions performed at the headquarters of the ministry to provincial, district and/or sub-district offices while power and authority are retained by the center.

This involves minimum transfer of power. It amounts to shifting workload from the center.

“the reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial deconcentration of housing opportunities for persons of lower income.

Degree of Autonomy: The extent of Local Government and other statutory bodies to which they can make informed and un-coerced decision in the allocation and utilization of resources.



Delegation is the, transfer of functions and resources to a subordinate authority with the capacity to act in the behalf of the superior authority without a formal transfer of authority in the same structure. An example is when an office of lower level is assigned to perform some duties or tasks by the higher office. However, the lower office will still be required to consult the higher office on matters that require decision-making; and

Development Plan: Involves a series of planned activities, which are intended to change/improve the well-being of an area.

Development Planning Process: The process of setting goals and objectives, mobilization and judicious allocation of resources with the aim of achieving sustainable socio-economic development in an area.

Development program: A form of social activity that normally consists of an interrelated group of projects covering a large area

Development Project: A set of interrelated activities with specific objectives to address the identified needs and problems. Projects normally have a limited life span (of between 3-5 years).

Development: Effective and efficient provision of quality services aimed at improving the standard of living in a community.

Devolution: Devolution is the transfer of some powers and authority, functions and resources by legal and constitutional provisions to the lower levels. The transfer is within formal political structures and is institutionalized by constitutional means. For example, when the central government transfers some of its powers and authority to democratically elected councils, local authorities or regional governments, empowering them by law, to determine local taxes, raise own revenue and decide on how to use it. Under this form of decentralization leadership is accountable to the local population through a system of elections;

Devolution is the statutory granting of powers from the central government of a sovereign state to govern at a subnational level, such as a regional, local, or state level. It is a form of decentralization. Devolved territories have the power to make legislation relevant to the area.

Equalization fund Formulae: The criteria of allocating funds to councils based on population residing within the jurisdiction of each council, adjusted by poverty levels to ensure an equitable allocation of funds across councils.

Equalization Fund: This is the disbursement of funds to councils to supplement the financing of councils for the performance of their functions. The money paid to a Local Government that is lagging behind the national average standard for a particular service.

Evaluation: A periodic assessment of the efficiency, effectiveness, impact, sustainability and relevance of a project in the context of stated objectives.

Fiscal Capacity: The ability of local governments to raise revenue from their own sources.



Fiscal Decentralization: The transfer of powers to raise local revenue from a range of specific taxes such as market dues, trading licenses, property rates etc. in order to finance the delivery of decentralized services to the population.

Grant: Financial Assistance/funds in form of soft loans given to Local Governments support to undertake their mandated roles in improving service delivery.

Local Revenue: Financial resources generated, mobilized or collected from taxes or revenue sources which are controlled by the Local Government such as licenses, permits, market dues, plan fees, etc.

LOGICS: An acronym for the Local Government Information and Communication System. It is a computerized system, designed to help Local Governments monitor the performance of their own service delivery.

Monitoring: A systematic and continuous collecting, analyzing and using of information for the purposes of management control and decision-making.

Privatization: is the divestiture of state interests in public enterprises and the subsequent sale of such to the private sector (e.g. when a Parastatal national airline is sold off to private shareholders). In the case of public administration however, privatization cannot be applied since local authorities and related public offices cannot be privatized.

The transfer of resources, tasks and decision making power to lower-level authorities which are largely or wholly independent of the central government, and democratically elected people.

This involves minimum transfer of power. It amounts to shifting workload from the center.

Unconditional Grant: The minimum grant that is extended to a local Government to run decentralized services.



Administrative Concepts

Administrative Area: Area or division of a country delineated by the government for purposes of administration. Administrative divisions may be large, intermediate or small in size. (Sometimes referred to as 1st order - e.g. Provinces; 2nd order e.g. districts; 3rd order e.g. Constituency; 4th order e.g. wards and so on).

Peri-urban Area: An area that somewhat mirrors the characteristics of an urban area but to a lesser extent. In this area, only some of the facilities found in urban areas exist; the population concentration is also moderate.

Province: An area with defined boundaries either by counties, districts, countries or any other specificity, which can clearly differentiate boundaries and is normally named according to the compass direction with respect to the surrounding areas. It can be administrative or statistical.

Rural Area: An area that lacks most if not all the facilities/amenities found in the urban areas. The population tends to be scattered.

Urban: is a place-based characteristic that incorporate elements of population density, social and economic organization, and the transformation of the natural environment into a built environment.

Urbanization: The process by which there is an increase in the proportion of people living in urban areas. The common indices used to describe urbanization are: population size, population density and level of administration.

Urbanization: refers to a broad-based rural to urban transition involving population, land use, economic activity and culture, or any of these.



Geographical and Mapping Concepts

This part presents the main concepts and definitions used in Geographical Information System (GIS).

Administrative boundaries: Area or division of a country delineated by the government for purposes of administration. These include the International boundary, Provincial boundary, District boundary, Constituency boundary and finally Ward boundary.

Accuracy: The degree to which a measurement or representation agrees with the true, real world values. Determination of an acceptable accuracy requirement and development of an accuracy standard are some of the first steps in a GIS project. Accuracy is not to be confused with precision, which refers to the ability to distinguish between small quantities in measurement. For example, a point location might be measured precisely (e.g., with five significant decimal digits) but inaccurately (e.g., several metres off from its true real world position). Accuracy is a reflection of the quality of the measurements. The closer the measurement is to its true value (the more correct it is), the more accurate the measurement.

Aerial Photography: Techniques for taking photographs from an aerial platform, usually a low flying aircraft. Also sometimes called vertical photography or orthophotography. Air photos are used for photogrammetric mapping, allowing a high degree of accuracy.

Aerial Survey: A cartographic survey by means of aerial photography or other remote sensing technology.

Annotation: Text that is used to label features on a map. Annotation can be stored in a GIS and drawn onto maps for display or printing. In contrast to text information in an attribute table, annotation is only used for cartographic display and not for analysis. Annotation in the geodatabase is stored in annotation feature classes. As with other feature classes, all features in an annotation feature class have a geographic location and attributes and can either be inside a feature dataset or a standalone feature class. Each text annotation feature has symbology including font, size, color, and any other text symbol property. Annotation is typically text, but it can also include graphic shapes—for example, boxes or arrows—that require other types of symbology.

Area: A bounded, two dimensional extent of the Earth's surface that is represented in a GIS as a polygon.

Attribute: A characteristic of a geographic feature. For example, a numeric or text field that is stored in a relational database table which can be linked to the geographic objects in a GIS. Attributes of an enumeration area, for example, could be its unique identifier, the area in km², total population and number of households. A distinction is sometimes made between geographic and general attributes. The former are stored in a data table that is tightly linked to the geographic coordinate files and contains fields, such as the internal identifiers, feature codes, area etc. General attributes are typically stored in separate data tables that can be linked to the geographic attribute table.



Base Map: A Base Map is a map depicting background reference information such as landforms, roads, landmarks, and political boundaries, onto which other thematic information is placed. You can add information to a base map by overlaying other information on top of it.

Bay: A Bay is a part of the coast where the land curves in so that the sea/Lake is surrounded by land on three sides.

Bearing: The horizontal angle at a given point, measured clockwise from magnetic north or true north to a second point.

Bench mark: Relatively permanent material object, natural or artificial, bearing a marked point whose elevation above or below an adopted datum is known.

Boundary: A line which defines the extent of an aerial unit or the locations where two areas meet. A boundary is represented in a GIS as a line feature which may define a side of a polygon. The boundary may or may not be visible on the ground, i.e., it can follow real world features, such as roads and rivers or it can be defined solely by geographic coordinates.

Boundary Delimitation: Boundary delimitation is the drawing of borders, particularly of Provinces, Districts and electoral boundaries such as Constituencies, Wards and Polling Districts.

Boundary Monument: Material object placed on or near a boundary line to preserve and identify the location of the boundary line on the ground

Boundary Survey: Survey made to establish or to re-establish a boundary line on the ground, or to obtain data for constructing a map or plat showing a boundary line.

Buffer: A zone or area of a specified distance around a geographical feature (points, lines or polygons). Buffer operations are to identify or define an area within a specified distance around a feature. For example, you may create a buffer to define an area around a river to identify land that can't be developed, or you may want to create a buffer to select features within a specified distance of a feature.

Cadastral Map: Map showing the boundaries of subdivisions of land, often with the bearings and lengths thereof and the areas of individual tracts, for purposes of describing and recording ownership. It may also show culture, drainage, and other features relating to land use and value.

Cartography: Science and art of making maps and charts. The term may be taken broadly as comprising all the steps needed to produce a map: planning, aerial photography, field surveys, photogrammetry, editing, colour separation, and multicolour printing. Mapmakers, however, tend to limit use of the term to the map-finishing operations, in which the master manuscript is edited and colour separation plates are prepared for lithographic printing.

Cartographic generalization: The process of abstracting real world features through a reduction of detail for representation on a map. This involves selection, classification, simplification and symbolization.



Central meridian: The longitude that defines the origin of the x coordinate of a cartographic projection.

Census Geography: This refers to the hierarchical system of geographic area that is used in conjunction with each decennial census. It consists two main areas 1. Area defined by political or administrative boundaries. 2 Areas defined by statistical boundaries. The areas defined are used for political analytical and administrative purposes.

Colour model: A procedure for representing colours numerically in a computer. For example, in the RGB colour model, colours are represented as numeric levels of red, green and blue. Pure red, for instance, is defined as 255, 0, 0. Other examples of colour models are the hue, lightness, saturation (HLS) and cyan, magenta, yellow (CMY) models. Abstract

Compass: An instrument containing a magnetized pointer which shows the direction of magnetic north and bearings from it.

Confluence: The junction of two rivers, especially rivers of approximately equal width.

Constituency: An electoral boundary segmented for the purpose of electing a member of the National Assembly.

Constituency Boundary: A Constituency Boundary is a representation of a constituency on an election thematic map and is symbolized as a polygon feature. A collection of wards forms a Constituency.

Continuous geographical phenomena: Geographic variables that vary without clearly distinguishable breaks or interruptions, for example temperature or atmospheric pressure as opposed to discrete geographical phenomena.

Contours: Contours are imaginary lines that connect locations of similar elevation. They make it possible to represent the height of mountains and steepness of slopes on a two-dimensional map surface. Contours are lines that connect points of equal value (such as elevation, temperature, precipitation, pollution, or atmospheric pressure). The distribution of the lines shows how values change across a surface. Where there is little change in a value, the lines are spaced farther apart. Where the values rise or fall rapidly, the lines are closer together.

Contour Interval: Difference in elevation between two adjacent contours.

Control Mapping: Points of established position or elevation, or both, which are used to fix references in positioning and correlating map features. Fundamental control is provided by stations in the national networks of triangulation and traverse (horizontal control) and leveling (vertical control). Usually it is necessary to extend geodetic surveys, based on fundamental stations, over the area to be mapped, to provide a suitable density and distribution of control points. Supplemental control points are those needed to relate the aerial photographs used for mapping with the system of ground control. These points must be positively photoidentified; that is, the points must be positively correlated with their images on the photographs.



Control station: Point on the ground whose position (horizontal or vertical) is known and can be used as a base for additional survey work.

Coordinates: Linear and (or) angular quantities that designate the position of a point in relation to a given reference frame.

Datum: In surveying, a reference system for computing or correlating the results of surveys. There are two principal types of datum's: vertical and horizontal. A vertical datum is a level surface to which heights are referred. The horizontal datum is used as a reference for position.

Digitizing: The process of translating geographic feature information on paper maps into digital coordinates. Digitizing usually refers to the manual process of tracing lines and points on a paper map attached to a digitizing table with a mouse-like cursor that captures coordinates and stores them in a GIS database.

Digitizing Table: A digitizing table is an electronic device consisting of a table upon which the map or drawing is placed. The user traces the spatial features with a hand-held magnetic pen, often called a mouse or cursor

Dissolve: A GIS function that deletes boundaries between adjacent polygons that have the same value for a specific attribute. For example, enumeration area polygons can be dissolved based on the code of their supervisory units to create ward maps.

Elevation: Vertical distance of a point above or below a reference surface or datum.

Equator: In cartography, the reference parallel, i.e., latitude 0° north and south.

Enumeration area (EA): Usually the smallest geographic unit for which census and inter-Censal Surveys information are aggregated. An enumeration area is defined by boundaries described on a map or in a GIS database. These boundaries may or may not be visible on the ground.

Estuary: That portion of a stream influenced by the tide of the body of water into which it flows; an arm of the sea at a river mouth.

Feature: A geographic object displayed on a map or stored in a GIS database. Features can be natural or manmade real-world objects (a river or a settlement) or they can be conceptual or defined features (e.g. administrative boundaries).

Field: A column in a database table. At the same time a field can be an attribute.

Flood Plain: Belt of low flat ground bordering a stream channel that is flooded when runoff exceeds the capacity of the stream channel.

Form-lines: Lines, resembling contour lines, drawn to present a conception of the shape of the terrain without regard to a true datum or regular spacing.



Framework Data: In the context of national GIS activities, a set of general purpose geographic themes or base data, such as administrative boundaries, elevation or transportation infrastructure. Framework or national spatial data infrastructure initiatives aim at coordinating the development and standardization of GIS data sets of framework data in a country.

Geocoding: The process of assigning geographic codes to features in a digital database; A GIS function that determines a point location based on a street address.

Geodesy: Science concerned with the measurement and mathematical description of the size and shape of the earth and its gravitational fields. Geodesy also includes the large-scale, extended surveys for determining positions and elevations of points, in which the size and shape of the earth must be taken into account.

Geodetic Control: A network of precisely and accurately measured control or reference markers that are used as the basis for obtaining new positional measurements. Also called benchmark points.

Geoid: Figure of the Earth visualized as a mean sea level surface extended continuously through the continents. It is a theoretically continuous surface that is perpendicular at every point to the direction of gravity (the plumbline).

Geographic Attributes File: A database table that is tightly linked to the spatial objects stored in a GIS coordinate file. The geographic attribute file or table contains specific information on each feature, such as its identifier, name and surface area. In some systems, this file is also called point, line or polygon attribute table. Data stored in external tables can be linked through a relational database operation.

Geographic Code: A unique alphanumeric identifier that is assigned to a legal, administrative, statistical or reporting unit.

Geographic Database: A logical collection of data pertaining to features that relate to locations on the Earth's surface.

Graticule: Network of parallels and meridians on a map or chart.

Geographic Graticule: System of coordinates of latitude and longitude used to define the position of a point on the surface of the Earth with respect to the reference spheroid.

Geographical Information System (GIS): A computer system capable of capturing, storing, editing, integrating, manipulating, analyzing and displaying data related to positions on Earth's surface. Typically, a Geographical Information system (or Spatial Information System) is used for handling maps of one kind or another. These may be represented as several layers where each layer holds data about a particular kind of feature. Each feature represented on the graphical image is referenced to the actual ground location.



Geo-referencing: The process of determining the relationship between page coordinates and real world coordinates. Geo-referencing is necessary after digitizing, for example, to convert the page coordinates measured in digitizing units (e.g. Centimetres or inches) into the real world coordinate system that was used to draw the source map.

Geospatial: A term that is sometimes used to describe information of a geographic or spatial nature.

Global Positioning System (GPS): The Global Positioning System (GPS) is a space-based navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites.

Great Circle: The circle that is formed by intersecting a plane through the centre of a sphere. For example, all meridians and the equator are great circles. On the sphere, the shortest path between two points is along the great circle that passes through both points.

Grid: A geographic data model that represents information as an array of uniform square cells. Each grid cell has a numeric value that refers to the actual value of a geographic phenomenon at that location (e.g., population density or temperature) or it indicates a class or category (e.g., the enumeration area identifier or soil type).

Graticule: In cartography, the grid of longitudes and latitudes drawn on a map.

Greenwich Meridian: The longitude of reference, i.e., 0° east or west. It passes through the English town of Greenwich, a suburb of London.

Hill: A Hill is a naturally raised area of land, not as high or craggy as a mountain.

Image: A representation of a part of the Earth's surface. However, an image is usually produced using an optical or electronic sensing device. For instance, scanned aerial photographs or remote sensing data are usually referred to as images. In terms of data storage and processing, an image is very similar to a raster or grid.

Imagery: Visible representation of objects and (or) phenomena as sensed or detected by cameras, infrared and multispectral scanners, radar, and photometers. Recording may be on photographic emulsion (directly as in a camera or indirectly after being first recorded on magnetic tape as an electrical signal) or on magnetic tape for subsequent conversion and display on a cathode ray tube.

Integration: In GIS, the process of compiling a consistent set of spatial data from heterogeneous sources. Vertical integration refers to the ability of GIS to combine different data layers that are referenced in the same coordinate system.

Infrastructure: The system of public works in a country, state or region, including roads, utility lines and public buildings.

Island: An Island is a piece of land completely surrounded by water.



Lagoon: A lagoon is a shallow body of water separated from a larger body of water by barrier islands or reefs.

Lake: A Lake is a large area of water surrounded by land and not connected to the sea except by rivers or streams.

Legend: A legend is the key to a map. It is an explanatory caption to a map which explains what all the symbols mean.

Legend: In cartography, the information on a map that explains which symbols are used for the features and variables that are represented on the map. This includes the symbol key required to interpret the map, for example, the shade colours and corresponding value ranges of a population density map.

Join: In relational database management systems, the process of attaching values from a database table to another table, based on linking a foreign key to its primary instance in the external table.

Land use Classification System: Coding system of categories and subcategories designed for use on a map to designate land or water use.

Land Use Map: Map showing by means of a coding system the various purposes for which parcels of land are being used by man.

Landmark: Monument or material mark or fixed object used to designate a land boundary on the ground: any prominent object on land that may be used to determine a location or a direction in navigation or surveying.

Latitude: The “y coordinate” in a polar coordinate system on a sphere. Measured as the angular distance in degrees north or south of the equator. Also called parallel.

Layer: An individual GIS data set that contains features belonging to the same theme, such as roads or houses. The term layer refers to a GIS’s ability to overlay and combine different thematic layers that are referenced in the same coordinate system. Also called coverage.

Level surface: Surface which at every point is perpendicular to the plumb line or the direction in which gravity acts.

Longitude: The “x coordinate” in a polar coordinate system on a sphere. Measured as the angular distance in degrees east or west of the Greenwich meridian.

Logical accuracy: A term used for the degree by which relationships among geographic features on a map or in a GIS database are represented correctly (e.g., adjacent to, connected to). A GIS database can be logically accurate even if its positional accuracy is limited.

Map: A map is a scientific and technical representation of physical and man-made features of the earth’s surfaces onto a flat sheet of paper usually drawn to scale. The extent of reduction influences the kind of features and amount of detail that can be shown. There are many kinds of maps, each serving a specific purpose e.g., maps that show the location of cities and



rivers, topographic maps, cadastral maps, road maps, city maps, individual property maps and many more.

Map Composition: The arrangement of map elements to create a cartographic product that is visually appealing and correctly represents the phenomena that are represented.

Map Digitization: Conversion of map data from graphic to digital form.

Map Elements: Components of a thematic or topographic map, such as title, legend, scale, north arrow, graticule, borders and neat lines.

Map Extent: The coordinates in map units that define the rectangle that encloses all features contained in a specific map display or a GIS database; i.e., the minimum and maximum x and y coordinates in a digital database or the part of a database shown in a map display.

Map Projection: A mathematical procedure for converting locations on the Earth's surface into a planar coordinate system. Depending on the mathematical formulae employed, map projections have different properties. Some preserve the shape of regions on the globe, others preserve relative area, angles or distances.

Map Series: Family of maps conforming generally to the same specifications and designed to cover an area or a country in systematic pattern

Map Units: The units of measurement in which coordinates in a GIS database are stored; e.g., centimetres, metres or degrees, minutes and seconds.

Marsh: A Marsh is an area of low-lying land which is flooded in wet seasons

Meridian: A reference line that is defined by the corresponding longitude. For example, the Greenwich meridian.

Mean Sea Level: The average height of the surface of the sea for all stages of tide, used as a reference surface from which elevations are measured.

Metric System: Decimal system of weights and measures based on the meter as a unit length and the kilogram as a unit mass.

Mountain: A Mountain is a large natural elevation of the earth's surface rising abruptly from the surrounding level; a large steep hill.

Neatline: Line separating the body of a map from the map margin. On a standard quadrangle map, the neatlines are the meridians and parallels delimiting the quadrangle.

Orientation: Establishing correct relationship in direction with reference to points of the compass; the state of being in correct relationship in direction with reference to the points of the compass.

Origin of Coordinates: Point in a system of coordinates that serves as a zero point in computing the system's elements or in prescribing its use.



Normalization: The conceptual procedure in database design that removes redundancy in a complex database by establishing dependencies and relationships between database entities. Normalization reduces storage requirements and avoids database inconsistencies.

Orthophotographic Map: Map produced by assembling orthophotographs at a specified uniform scale in a map format.

Overedge: Any portion of a map lying outside the nominal map border (neatline).

Overlay: The combination of two data layers that are in the same geographic reference system. Overlay can be done for cartographic display purposes, or the two layers can be physically combined to create a new GIS data set (e.g., polygon overlay, point in polygon, line in polygon).

Overprint: New material printed on a map or chart to show data of importance or special use, in addition to those data originally printed.

Overshoot: In digitizing, a line that has been extended beyond the point where it should connect with another line. The resulting spurious line segment is sometimes called a dangle.

Parallel of Latitude: A circle, or approximation of a circle, on the surface of the Earth, parallel to the Equator, and connecting points of equal latitude; a circle of the celestial sphere parallel to the ecliptic, and connecting points of equal celestial latitude.

Plain: Region of uniform general slope, comparatively level, of considerable extent, and not broken by marked elevations and depressions (it may be an extensive valley floor or a plateau summit); an extent of level or nearly level land; a flat, gently sloping, or nearly level region of the sea floor.

Plateau: A Plateau is an area of fairly level high ground

Plotter: A plotter is a computer printer for printing Maps ranging from A4 to A0 and beyond.

Photogrammetry: Science or art of obtaining reliable measurements or information from photographs or other sensing systems.

Photomap (Photographic Map): Map made by adding marginal information, descriptive data, and a reference system to a photograph or assembly of photographs.

Polling District (PD): The smallest segment into which the country is divided for the purposes of Voting. This is a catchment area where people who vote at a particular polling station reside.

Polling District Boundary: A Polling District Boundary is a representation of a Polling District on an election thematic map and is mapped as a polygon feature.

Polling Station: A Polling Station is a gazetted venue within a Polling District where voters cast their ballot during an election. It is denoted as a point feature on an election thematic map.



Prime Meridian: Meridian of longitude 0 degrees, used as the origin for measurements of longitude. The meridian of Greenwich, England, is the internationally accepted prime meridian on most charts. However, local or national prime meridians are occasionally used.

Physical Map: A physical map shows different physical landscape features. They however use colors to show changes in the landscape.

Pixel: From picture element. Similar to a cell in an image, grid or raster map.

Point: A zero dimensional object. An x, y coordinate that is used in a digital geographic database to represent features that are too small to be shown as lines or polygons. For example, households, wells or buildings are often shown as points.

Polygon: Two dimensional object. An area feature that is represented in a vector GIS as a sequential series of x/y coordinates. These define the lines that enclose the area; i.e., the first and last coordinate of the polygon are identical.

Polygon Overlay: A GIS operation in which two polygon data layers are combined to create a new data layer. The output layer consists of the areas of intersection of both sets of input polygons. The attribute table of the new data layer contains the attributes from both input data sets.

Quality Control: The steps and procedures in a database development project or cartographic production system that ensure that the resulting data or output comply with specified standards of accuracy and usability.

Raster: A geographic data model that represents information as a regular array of rows and columns, similar to a grid or image. Raster cells are usually, but not always, square. Area or line features are represented as groups of adjacent raster cells with the same value.

Rectification: The process by which an image or grid is converted from image coordinates to real world coordinates. This usually involves rotation and scaling of grid cells, and thus requires resampling or interpolation of grid values. Similar to transformation of vector data.

Remote Sensing: Process of detecting and (or) monitoring chemical or physical properties of an area by measuring its reflected and emitted radiation.

Registration: The process of matching features in two maps or GIS data layers so that corresponding objects are coincident. Registration is based on a series of ground control points, and is related to transformation and rubber sheeting.

Reference Map: In the context of census mapping, a cartographic product (hardcopy or digital) that displays some portion of the census geographic framework, e.g., a data collection or statistical dissemination unit.

Remote Sensing: The process of acquiring information about an object from the distance; i.e., without physical contact. Remote sensing usually refers to image acquisition by means of satellite sensors or aerial photography.



Resolution: A measure of the smallest detail that can be distinguished on a map or in a digital database. Resolution determines the accuracy at which the location and shape of a map feature can be accurately represented at the given map scale. In raster GIS and image data, resolution is sometimes used to refer to the cell or pixel size.

Satellite: An artificial body placed in orbit round the earth or another planet in order to collect information or for communication

Satellite Image: A digital data set that has been recorded from an Earth orbiting satellite, either photographically or by a scanner on board the satellite. A satellite image in a GIS is similar to a raster or grid data set.

Scale: In cartography, the relationship between the distance on a map and the corresponding distance on the Earth's surface. Scale is reported as a ratio, for example, 1:100,000, which means that 1 centimetre on the map equals 100,000 centimetres on the Earth's surface. Since scale is a ratio, a "small scale" map shows a relatively large area, while a "large scale" map shows a small area. More generally, scale refers to the level of observation or enquiry, which may range from micro scale to macro scale phenomena.

Scanning: A data capture technique in which information on hard copy documents (e.g., paper or Mylar) is captured and converted into a digital image by means of a light sensitive optical device. For map data, scanning is an alternative to data input by digitizing. After scanning a map, the image data are usually converted to vector format, using raster to vector conversion software or on screen tracing of line and point features.

Sea Level (water level): Height of the surface of the sea at any given time.

Settlement: A settlement is a community where people live

Server: A computer that has been set up to provide certain services to other computers (clients), for instance, a web server is a central repository of data, software or content for the worldwide web.

Sketch Map: A map (often hand drawn) that shows main features of a given area but which may not have a high degree of positional accuracy and may thus not correctly represent distances and dimensions of objects. A sketch map may, however, have a high degree of logical accuracy, meaning that relationships between objects are correctly represented. Also called a schematic map or a cartoon map.

Source Material: Data and information of any type that is used to compile a map or a GIS database. This may include field observations, aerial and terrestrial photographs, satellite images, sketches, thematic, topographic, hydrographic, hypsographic maps, sketch maps and drawings, tabular information and written reports that relate to natural and human made geographic features.

Spatial Analysis: The set of techniques for extracting useful information from geographically referenced data. Spatial analysis includes the integration of geographic data sets, qualitative and quantitative methods for evaluating the data, and modelling, interpretation and



prediction. In GIS, spatial analysis often refers to the methods of GIS data integration, such as polygon overlay or neighbourhood analysis. In a wider sense, it includes, for instance, spatial process models (e.g. migration dynamics) and spatial statistics (e.g., regression models that account for the spatial arrangements and relationships among observations).

Spot Elevation: Point on a map or chart whose height above a specified datum is noted, usually by a dot or a small sawbuck and elevation value. Elevations are shown, on a selective basis, for road forks and intersections, grade crossings summit of hills, mountain

Spatial Data: Information about the location, dimensions and shape of, and the relationships among, geographic features. In GIS, spatial data are technically classified as points, lines, areas and raster grids.

Stereoscopic: Pertaining to the use of binocular vision for observation of a pair of overlapping photographs or other perspective views, giving impression of depth.

Swamp: A swamp is an area of land of low-lying permanently saturated, or filled, with water

Survey: Orderly process of determining data relating to any physical or chemical characteristics of the Earth. The associated data obtained in a survey. An organization engaged in making a survey.

Symbols: In cartography, the design elements used to represent map features. Symbol types are points, lines and polygons of a certain shape. Symbolization involves the choice of graphic variables, such as shape, size, colour, pattern and texture.

Table: In database management systems, the set of data elements arranged in rows (records or instances) and columns (fields or items). The number of columns is usually fixed by the definition of the table structure, while the number of rows is flexible.

Template: In cartography, a standardized design of peripheral map elements (borders, neat lines, north arrows) that can be used for a standardized map series. In database management systems, an empty table created for multiple purposes for which only the fields or items have been defined.

Thematic Map: A thematic map is a map that focuses on a particular theme or special topic. An example of a thematic map would be one showing the population change of Zambia in specific locations from 1998 to 2012.

Topographic Map: A topographic map is a detailed and accurate two-dimensional representation of natural and human-made features on the Earth's surface. The most distinctive characteristic of a topographic map is that the three-dimensional shape of the Earth's surface is modeled by the use of contour lines.

Topographic maps produced by the Surveyor General are available in different scales: 1:30,000; 1:50,000 and 1:100,000. Maps with a scale of 1:30,000 are relatively large-scale. At this scale, features as small as a single home can be shown.

Topography: Surface features both natural and man-made, collectively depicted on topographic maps.



Traverse: Sequence of lengths and directions of lines connecting a series of stations, obtained from field measurements, and used in determining positions of the stations.

Triangulation: Method of extending horizontal position on the surface of the Earth by measuring the angles of triangles and the included sides of selected triangles.

Trilateration: Method of surveying wherein the lengths of the triangle sides are measured, usually by electronic methods, and the angles are computed from the measured lengths. Compare with triangulation.

Undershoot: In digitizing, a line that has not been extended all the way to the point where it should connect with another line.

Universal Transverse Mercator (UTM) Grid: Military grid system based on the transverse Mercator projection, applied to maps of the Earth's surface extending from the Equator to 84 Degrees north and 80 degrees south latitudes

Vector Data: A GIS data model in which the location and shape of objects is represented by points, lines and areas that are fundamentally made up of x, y coordinates.

Vertex: One of a series of x, y coordinate that defines a line. The first and last vertices of a line are usually called nodes.

Line: A one dimensional object. A geographic data type consisting of a series of x, y coordinates, where the first and last coordinates are called nodes and the intermediate coordinates are termed vertices. Also referred to as an arc or a chain. The part of a line between two intersections with other lines is called a line or arc segment.

Photogrammetry: The art and science of extracting measurements and other information from photographs. In the context of mapping, the procedures for gathering information about real world features from aerial photographs or satellite images.

Valley: A Valley is a low area of land between hills or mountains, typically with a river or stream flowing through it.

Ward: A Ward is an electoral boundary segmented for the purpose of electing a councillor. Information and Communication Technologies



Infrastructure and Access

Accessing Other Financial Services: Includes electronic transactions via the Internet for other types of financial services such as purchasing shares (stocks), financial services and insurance.

Active Subscription: A subscription where the system was used at least once during the last three months.

Analog Cellular Monthly Subscription Charge: Cellular monthly subscription refers to the recurring charge for a cellular subscriber. The charge should cover the rental of the line but not the rental of the terminal (for example, telephone set) where the terminal equipment market is liberalized. In some cases, the rental charge includes an allowance for free or reduced rate call units. If there are different charges for different exchange areas, the largest urban area is used.

Asymmetric Digital Subscriber Line (ADSL): Modern technology that converts twisted-pair telephone lines into access parts for multi-media and high-speed data communications. The bit rates transmitted in both directions are different. A data communications technology that enables faster data transmission over copper telephone lines than a conventional voice band modem can provide.

Back Door: An undocumented way of accessing a system, bypassing the normal authentication mechanisms. Some back doors are placed in the software by the original programmer and others are placed on systems through a system compromise, such as virus or worm. Usually attackers use back doors for easier and continued access to a system after it has been compromised.

Bandwidth: The amount or volume of digital data that can be transferred through a communications connection. A bit-rate measure of available or consumed data communication resources is expressed in bits/ second or multiples thereof.

Binary: Refers to two as in binary variables (yes – no). It is also a form of computer encoding based on individual pieces of information or bits which take two values 0 and 1. In mathematics and digital electronics, a binary number is a number expressed in the base-2 numeral system or binary numeral system, which uses only two symbols: typically 0 (zero) and 1 (one). The base-2 numeral system is a positional notation with a radix of 2. Each digit is referred to as a bit.

Bit: Basic information unit in binary systems which assumes a value of 0 or 1.

Bits per Second (BPS): A measure of transfer speed in digital communication networks.

Broadband Access: Access to the public internet (through TCP/IP connection) at downstream speeds greater than or equal to 256 Kbits/s.

Broadband over Power Line (BPL): Technology that allows internet data to be transmitted over utility power lines.



Byte: A group of 8 binary digits or bits that can be processed as a unit by computer programs (Kilobyte = 1 000 bytes).

A modulator: demodulator device at subscriber locations for use in conveying data communications on a cable- television system.

Cable- television Service (CATV): Multichannel programming delivered over a coaxial cable for viewing on television sets.

CDMA2000 - Multicarrier for 3G mobile cellular network.

Cellular Subscribers: Persons using mobile telephones who subscribe to an automatic public mobile telephone service which provides access to the PSTN using cellular technology. This can include analogue and digital cellular systems but should not include non-cellular systems. Subscribers to fixed wireless (for example, Wireless Local Loop), public mobile data services, or radio paging services are not included.

Coaxial Cable: Type of cable with center wire surrounded by insulation with a grounded shield or braided wire to minimize electrical and radio frequency interference.

Code Division Multiple Access (CDMA): Digital cellular technology that does not assign a specific frequency to each user; instead, every channel uses the full available spectrum.

Computer: A desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets.

Computer Hardware: A comprehensive term for all of the physical parts of a computer.

Computer Software: A set of programs, procedures, algorithms and its documentation concerned with the operation of a data processing system. Program software provides input/output instructions to the computer hardware.

Contracted Capacity: Bandwidth put into the service but not all of which is used; some is reserved for restoration or redundancy.

Courier Services: Courier services are express delivery services which include time definite delivery. They are fast, door-to-door and pick-up delivery services for urgently needed parcels.

Metadata - Data about data: A collection of information that describes the content, quality, condition, format, lineage and any other relevant characteristic of a data set.

Data (in ICT): The raw material of information entered into and stored within a computer or file.

Database: A logical collection of information that is interrelated and which is managed and stored as a unit in the same computer file.



Data Dictionary: A data catalogue that describes the contents of a database. Information is listed about each field in the attribute tables and about the format, definitions and structures of the attribute tables.

Data Entry: Data entry is the act of transcribing some form of data into another form, usually using a computer program.

Data Format: Specific or proprietary set of data structures within a software system.

Data Model: User's conceptual design of a data set that describes database entities and their relations to each other.

Data Processing: Any process that converts data into information.

Data Sets: A logical collection of values or database objects relating to a single subject, usually presented in tabular form.

Data Standardization: The process of reaching agreement on common data definitions, formats, representation and structures of all data layers and elements.

Data Storage: Information/data stored or backups electronically to be used at a given time. Example for data storage media are external hard drives, memory card, flash disks, CDs, among others.

Data Structure: Implementation of a data model consisting of file structures used to represent various features.

Data Type: The field characteristic of the columns in an attribute table, for example, character, floating point and integer.

Delivering Products Online: Products delivered over the internet in digitized form, for example, reports, software, music, videos, computer games; and online services, such as computer-related services, travel bookings or financial services.

Dial-up Internet: Narrowband internet access that uses a modem to connect to the internet through a fixed telephone line. It requires a modem to dial a phone number for internet access.

Digital Subscriber Line (DSL): Technology for bringing high-bandwidth information to homes and small businesses over ordinary copper telephone lines.

Digital Terrestrial Television (DTT): Technological evolution from analogue to digital terrestrial television providing capability for several channels.

Direct Exchange Line (DEL): The equivalent of an analogue fixed telephone line.

Direct-to-home Satellite Services DTH satellite: Satellite television broadcast services received via a satellite dish.

EGTI - ITU: Expert Group on Telecommunications/ICT indicators



Email: Electronic mail, commonly known as email or e-mail; a method of exchanging digital messages from an author to one or more recipients.

Enhanced Data Rates for GSM Evolution (EDGE): A faster version of GSM wireless service.

Ethernet (LAN): A family of computer networking technologies for local area networks (LANs) commercially introduced in 1980.

EV-DO- Evolution Data Optimized: Telecommunication standard for the wireless transmission of data through radio signals; Part of the CDMA200 standard family.

2.5G Mobile-cellular Network: The General Packet Radio Service (GPRS) mobile communications technology, a packet-data technology that allows GSM operators to offer wireless data services at throughput rates of up to 115 kbit/s. Third generation of mobile communications technology, a group of mobile technologies that have been approved by ITU as IMT-2000. These technologies allow voice, data and video communications. Currently five standards have been specified as IMT-2000, based on various combinations of mobile technologies: CDMA direct spread (WCDMA), CDMA multicarrier (CDMA2000), CDMA time division (TD-CDMA), TDMA single carrier and FDMA/TDMA and O FDMA.TDD WMAN (IEEE 802.16)

2G Mobile-cellular Network: Second generation of mobile communications technology. It differs from the predecessor technologies in that it is a digital cellular technology, which includes standards such as Global System for Mobile communications (GSM) and CDMAOne.

Access Point Name (APN): is the name of a gateway between a GSM, GPRS, 3G or 4G mobile network and another computer network, frequently the public Internet. A mobile device making a data connection must be configured with an APN to present to the carrier.

Automated Fingerprint Identification System (AFIS): is a biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.

Broadband Global Area Network (BGAN): is a global satellite network with telephony using portable terminals. The terminals are normally used to connect a laptop computer to broadband Internet in remote locations, although as long as line-of-sight to the satellite exists, the terminal can be used anywhere.

Broadcast License: is a type of spectrum license granting the licensee permission to use a portion of the radio or TV frequency spectrum in a given geographical area for broadcasting purposes. The licenses generally include restrictions, which vary from band to band.

Broadcasting Studio: a room or set of rooms specially equipped for broadcasting radio or television programs, making phonograph records, filming motion pictures and others.

Cable Television (CATV) service: Multichannel programming delivered over a coaxial cable for viewing on television sets;



CAPI - Computer-Assisted Personal Interviewing (CAPI): is a system designed for the collection of data in an electronic form. CAPI replaces traditional Pen and Paper Interviewing (PAPI) to enhance the data collection process, eliminate the need for data entry, and speed up the processing of the for early production of results.

Census and Survey Processing System (CSPPro); a software package for entering, editing, tabulating, and disseminating data from censuses and surveys;

COBIT 5: an overarching framework for the governance of enterprise IT.

Commercial Radio: is a radio station that generates revenue through advertising, also called radio commercials, radio spots or advertising jingles. The advertisements are released by companies which find the commercial radio to be a good medium to take their message to their customers.

Community Radio: is usually a short-range, not-for-profit radio station or channel that caters for the information needs of people living in a particular locality.

CSPPro - The Census and Survey Processing System (CSPPro): is a software package for entering, editing, tabulating, and disseminating data from censuses and surveys. CSPPro is a suite of applications we shall focus on the data collection component CSEntry which we will be running on the Android Tablets provided for this activity.

Cybersecurity: is the protection of internet-connected systems, including hardware, software and data, from cyber-attacks.

Database Management System (DBMS): is system software for creating and managing databases. The DBMS provides users and programmers with a systematic way to create, retrieve, update and manage data

Decoder: a device capable of converting audio or video signals into a different form, for example from digital to analogue. It uses the same types of technologies as data projectors, which accept computer output, but projection TVs are designed to process standard and high-definition TV signals. Projector screen -An installation consisting of a surface and a support structure used for displaying a projected image for the view of an audience. Projection screens may be permanently installed, as in a movie theatre; painted on the wall; or portable with tripod or floor rising models.

Digital Terrestrial Television (DTT): the technological evolution from analogue terrestrial television, providing capability for significantly more channels; and

Digital Terrestrial Television (DTT): Is a technology for broadcast television in which land-based (terrestrial) television stations broadcast television content by radio waves to televisions in consumers' residences in a digital format

Direct-To-Home (DTH) satellite services: Received via a satellite dish cable of receiving satellite televisions broadcasts.



Electronic media: is one in which electronic or electromechanical energy is used to transmit information to the audience i.e. using television, radio, and internet

Extranet: Closed network that uses Internet protocols to share securely business information with suppliers, vendors, customers or other business partners.

Fibre Optic: Flexible transparent fibre made of very pure glass not much wider than a human hair that acts as “light pipe” to transmit light between the two ends of the fibre.

Fibre to the Building (FTTB): Connection that terminates no than 2 metres from an external wall of a subscribers building, but does not reach the premises.

Fibre to the Home (FTTH): Fibre which goes directly to the subscribers premises.

Film Production: An action of recording an event by a camera as a set of moving images and shown in a cinema or on television.

Film: A story or event recorded by a camera as a set of moving images and shown in a cinema or on television.

Firewall: Software or hardware that controls access into and out of a network or computer.

Fixed Broadband Internet Access Tariffs: The cheapest broadband entry plan converted to US\$ for a minimum 256 k/bits per second connection.

Fixed Broadband Internet Subscribers: Entities (for example, businesses, individuals) subscribing to paid high-speed access to the public Internet (a TCP/IP connection).

Fixed Broadband: Technologies such as DSL, at speeds of at least 256kbit/s, cable modem, high-speed leased lines, fibre-to-the-home, power-line, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX.

Fixed Internet Subscribers: The total number of Internet subscribers with fixed access which includes dial-up and total fixed broadband subscribers cable modem, DSL Internet subscribers other fixed broadband and leased line Internet subscribers.

Fixed Telephone Line: A telephone line connecting a customer’s terminal equipment (for example, telephone set, facsimile machine) to the public switched telephone network (PSTN) and which has a dedicated port on the telephone exchange.

Full-time Equivalent (FTE): The unit representing the conversion of part-time work to full-time.

General Packet Radio Service Mobile Communications Technology (GPRS): Packet data technology that allows GSM operators to offer wireless data services at throughputs rates up to 115kbit/s.

Geographic Information System (GIS): is a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.



Gigabits per Second: Gbit/s 1000 Mbit/s.

Gigabyte (GB): 1000 million bytes.

Global System for Mobile Communications (GSM): A standard set to describe technologies for second generation("2G") digital cellular networks.

High Speed Packet Access (HSPA): Amalgamation of two mobile-telephony protocols that extend and improve the performance of existing WCDMA protocols.

Hypertext Transfer Protocol (HTTP): The underlying protocol used by the World Wide Web.

Income per Fixed Line: Total fixed line revenue divided by the number of main lines in operation. The revenue includes non-refundable connection charges, line rentals and local, national long distance and international call usage charges. It typically also includes revenue from public payphones.

Information Dissemination: Systematic distribution of information or knowledge through a variety of ways to potential beneficiaries/ users.

Information Security: The protection of information and information systems against unauthorized access or modification of information, whether in storage, processing, or transit, and against denial of service to authorized users.

Information Technology: Methods and techniques used in information handling and retrieval by automatic means. These include computer hardware and peripherals, computer software and computer literacy.

Information: The result of processing, manipulating and organizing data in a way that adds to the knowledge of the person receiving it.

Input/output - Or I/O: refers to the communication between an information processing system (such as a computer), and the outside world, possibly a human, or another information processing system. Inputs are the signals or data received by the system, and outputs are the signals or data sent from it.

Integrated Services Digital Network (ISDN): Network that provides digital connections between digital network interfaces.

Intellectual Property/Asset: Creation of the mind: inventions: literary and artistic works and symbols, names, images and designs used in commerce.

Interacting with General Government Organizations: Includes downloading or requesting forms online, making online payments and purchasing from, or selling to, government organizations. It excludes getting information from government organizations.



Internal or External Recruitment: Including providing information about vacancies on an intranet or website, and allowing online applications.

International Calls: Calls originating in a country and terminating abroad; calls from fixed geographic numbers to foreign fixed and mobile numbers.

International Internet Bandwidth: The capacity that backbone operators provide to carry Internet traffic, measured in megabytes per second (mbps).

Internet Banking: Includes electronic transactions with a bank for payment, transfers, among others or for looking up account information

Internet Protocol (IP): Most commonly used set of rules for dispatching data across a large computer network that enables the exchange of voice information primarily in the form of packets, using IP protocols.

Internet Protocol Television (IPTV): Multimedia services such as television/video/audio/text/graphics/data delivered over an IP-based network managed to support the required level of quality of service, quality of experience, security, interactivity and reliability.

Internet –Protocol TV (IPTV): These are multimedia services such as television/video/audio/text/graphics/data delivered over an IP-based network managed to support the required level of quality of service, quality of experience, security, interactivity and reliability.

Internet: A worldwide public computer network which provides access to a number of communication services including the World Wide Web (www) and carries e-mail, news, entertainment and data files.

Intranet: An internal communications network using Internet protocols and allowing communication within an organization (and with other authorized persons). It is typically set up behind a firewall to control access.

IT Capacity: Turned-on bandwidth in a fibre-optic system which is ready for use.

Kbit/s: Kilobits per second (1 kilobit per second = one thousand bits per second). Learners-to-computer Ratio in Schools with Computer-assisted Instruction - The average number of learners entitled to use school computers (as a pedagogical aid) per computer available for pedagogical use in schools that offer computer-assisted instruction (CAI), for ISCED levels 1 to 3.

Leased Line: A line which connects two locations for private voice and/ or data telecommunication service, either through a dedicated physical cable or a virtual connection.

Local Area Network (LAN): Network connecting computers within a localized area such as a single building, department or site it may be wireless.

Local Newspaper: a paper that is printed in the local language that contains news, articles of opinion, features, and advertising.



Localities with Public Internet Access Centres (PIACs): Localities that provide Internet access to the public through PIACs.

Long-term Evolution (LTE): 4-G wireless-broadband technology developed by the Third Generation Partnership

Malware (Malicious Code): Short for malicious software code or software that is specially designed to damage, disrupt, steal or in general inflict some other “bad” or illegitimate action on data, hosts or networks.

Managed VoIP: Publicly available telephone service provided using voice over internet protocol (VoIP) for call origination whereby the operator controls the quality of service provided.

Media house: is a digital agency specializing in web design, graphic design, hosting, marketing consulting and social media. These could be television, radio and news media houses.

Mobile (or cellular phone or cell phone): Portable telephone subscribing to a public mobile telephone service using cellular technology, which provides access to the PSTN. This includes digital and analogue systems, as well as IMT-2000, (3G).

Mobile Broadband Subscriptions: Subscriptions to mobile cellular networks with access to data communications (for example, the Internet) at broadband speeds such as WCDMA, HSDPA, CDMA2000, 1Xev-DO AND CDMA 2000 1x EV-DV, irrespective of the device used to access the Internet (handheld computer, laptop or mobile phone, among others.) These services are typically referred to as 3G or 3.5G, among others.

Mobile Cellular Telephone Prepaid Tariffs: Tariffs based on the methodology of the OECD low user basket (For international comparability this indicator is calculated by the ITU).

Mobile Cellular Telephone Subscriptions: Subscriptions of portable telephones to a public mobile telephone service using cellular technology, which provides access to the PSTN.

Mobile Telecom Revenue per Subscriber: Total mobile telecom revenue divided by the number of mobile subscribers.

Mobile Video Van: this is a mobile van that goes to different places for public awareness in terms of education, entertainment using audio-visual.

Mobile Virtual Network Operator-MVNO: An organisation which provides mobile cellular services to its customers, but does not have allocation of spectrum.

Modem: Short for modular-demodulator, a device that enables a computer to transmit data over telephone or cable lines.

Multichannel TV Subscriptions: Services that provide TV additional programming beyond free-to-air terrestrial channels. Multichannel TV services are cable TV, direct-to-home satellite services, internet- protocol TV and digital terrestrial TV.



Multimedia Messaging Service-MMS: May convey text, graphic and audio content.

Multi-router Traffic Grapher (MRTG): Software for monitoring and measuring the traffic load on network links. It allows the user to see traffic load on a network over time in graphical form.

Naked DSL: Service that does not require a telephone-line rental. A naked DSL (a.k.a. standalone or dry loop DSL) is a digital subscriber line (DSL) without a PSTN (analogue telephony) service — or the associated dial tone. In other words, only a standalone DSL Internet service is provided on the local loop.

Narrowband Internet Access: Access to the public Internet (through a TCP/IP connection) at downstream speeds below 256 kbit/s.

Narrowband: Analogue modem (dial-up via standard phone line, Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256kbit/s.

National Calls: Public voice-telephony calls, including local calls, dial-up calls to the Internet and long distance calls. 18.103 Next-Generation Network-NGN

News Conference: Media event in which news makers (sources) invite Journalists to hear them speak, and most often ask Questions.

NEWS: Information about current events

Newspaper: A paper that contains news, articles of opinion, features, and advertising that is printed and distributed.

Orders Placed : Orders placed via the internet whether or not payment was made online, including orders placed via websites, specialized internet marketplaces, extranets, EDI over the internet, Internet-enabled mobile phones and e-mail.

Orders Received: Orders received via the internet whether or not payment was made online, including orders received via websites, specialized internet marketplaces, extranets, EDI over the internet, Internet-enabled mobile phones and e-mail.

Other Terrestrial Television: such as microwave multipoint distribution systems (MMDS) and satellite master antenna television (SMATV).

Outside broadcasting VAN (OB VAN): Is basically the mini studios on wheels that facilitates electronic field production (EFP) of television or radio. Professional video camera and microphone signals come into the production truck for processing, recording and possibly transmission.

Packet: based network able to provide telecommunication services and able to make use of multiple broadband, Qos-enabled transport technologies and in which service-related functions are independent from underlying transport-related technologies.



Persons Employed: All persons working for the business; short-term and casual employees, contributing family workers and self-employed persons, who may be paid or unpaid.

Postal Services: Transmission of letters, packages, periodicals and related services. Postal services ensure that postal items are delivered. A postal item refers to anything dispatched by postal service such as letter post, parcel post, money orders, among others. Letter post items are defined as priority items and non-priority items weighing up to 2kgs, letters, post cards, printed papers, small packets weighing up to 2kgs and literature for the blind weighing up to 7kgs. Price of Analog Cellular 3 Minute Call - Cellular cost of 3-minute local peak call.

Press Briefing: It is a meeting called by an organization, Government, etc., to inform the Press of something

Press Conference: Media event in which news makers (sources) invite Journalists to hear them speak, and most often ask questions.

Press Statement/Release - It is a written or recorded communication directed at members of a news media, for the purpose of announcing something ostensibly news worthy.

Price of Three Minute Local Call: Cost of a peak rate 3-minute call within the same exchange area using the subscriber's own terminal (that is, not from a public telephone).

Print media: is that means of mass communication through which information is disseminated in printed form e.g. Newspaper or Magazine.

Project (3GPP): an industry trade group.

Projector: this is an optical device that projects an image (or moving Images) onto a surface commonly a projection screen.

Providing Customer Services: Includes providing online or e-mailed product catalogues or price lists, product specification or configuration online, after-sales support, and order tracking online.

Public Wireless Local Area Network Access Points (PWLAN): The number of public wireless local area network (PWLAN) access points (also called hotspots) in a country. PWLANs are based on IEEE 802.11 standard, commonly referred to as WI-FI.

Radio Listener's: Device capable of receiving broadcast radio signals, using popular frequencies, such as FM, AM, LW and SW. It includes a radio set integrated in a car or alarm clock but excludes radios integrated with a mobile/cell phone, in a digital audio player (MP3 player) or in a computer.

Residential Monthly Telephone Subscription: Recurring fixed charge for a residential subscriber to the Public Switched Telephone Network (PSTN). The charge should cover the rental of the line but not the rental of the terminal (for example, telephone set) where the terminal equipment market is liberalized. In some cases, the rental charge includes an allowance for free or reduced rate call units. If there are different charges for different exchange areas, the largest urban area is used.



Residential Telephone Connection Charge: One-time charge involved in applying for basic telephone service for residential purposes. Where there are different charges for different exchange areas, the charge is generally for the largest urban area.

SAN: is block-based storage, leveraging a high-speed architecture that connects servers to their logical disk units (LUNs). A LUN is a range of blocks provisioned from a pool of shared storage and presented to the server as a logical disk.

SAS: a statistical analysis system- package for data analysis

Satellite Dish: a telecommunications device used to send and receive microwave signals. It is a parabolic shaped antenna used for data transmission and broadcasting. Satellite dishes are used for all kinds of data communication. The signals can be sent anywhere without having miles of cables

Schools with a Telephone Communication Facility: Schools, for Grade 1 up to 12, with a telephone communication facility.

Schools with Internet Access by Type of Access: Schools with access to the Internet.

Smart Card for TV: A plastic card that contains an embedded computer chip—either a memory or microprocessor types that stores and transacts data. This data is usually associated with either value, information, or both and is stored and processed within the card's chip and transferred to a central computer.

Solar Power System: The conversion of energy from sunlight into electricity, either directly using photovoltaics (PV), indirectly using concentrated solar power, or a combination.

SPSS: a statistical package for social sciences.

Staff Training: Includes e-learning applications available on an intranet or the World Wide Web.

Statistical Packages: Programmable computer software used to produce statistics.

Streaming: is content sent in compressed form over the Internet and displayed by the viewer in real time. With streaming video or streaming media, a Web user does not have to wait to download a file to play it. Instead, the media is sent in a continuous stream of data and is played as it arrives.

Television (TV): Stand-alone device capable of receiving broadcast television signals, using popular access means, such as over-the-air, cable and satellite. It excludes TV functionality integrated with another device such as a computer or a mobile phone.

Television Channel: A broadcast frequency or virtual number over which a television station or television network is distributed.

Television Transmitter: is a device which broadcasts an electromagnetic signal to the television receivers. Television transmitters may be analogue or digital.



Theatre Production: A theatrical production is any work of theatre, such as a staged play, musical, comedy or drama produced from a written book or script. These works are protected by common law or statutory copyright unless in the public domain. These productions generally feature actors, costumes and sets.

Theatre: A building or outdoor area in which plays and other dramatic performances are given.

Transmission Grid: Is a network of power stations, transmission lines, and substations. Energy is usually transmitted within a grid with three-phase AC.

Transmission Site: A site/place installed with transmission equipment for conversion of broadcasting of an electromagnetic signal to the broadcasting station.

Trojans: Programmes that perform like a real programme some user may wish to run, but which also performs unauthorised actions. Users are often tricked into loading and executing it on their systems. After activation it can achieve any number of attacks on the host from irritating the user to damaging the host (deleting files and activating viruses). Trojans spread through user interaction such as opening or downloading an e-mail attachment.

TV Levy: The fee that is paid to support indigenous broadcasting industries. The fee is levied on the television receiver set and paid at regular intervals.

Village TV Concept: Access to satellite TV for 10,000 African Villages. In this concept villages have access to television through selected schools that are distributed with a complete package of a television set and a set top box for easy access to the new DIGITAL Television.

Viruses: A type of malware that propagates by inserting a copy of itself into and becoming part of another program, and often spreading from one computer to another, leaving infections as it travels.

VoIP, Telephone over the Internet/, including Video Conferencing: Voice Internet Protocol, for example, using Skype or iTalk. VoIP includes calls via webcam.

Waiting list for Main Lines: Unmet applications for connection to the PSTN which have had to be held over owing to a lack of technical facilities (equipment, lines, among others). This indicator refers to registered applications and thus may not be indicative of the total unmet demand.

Web Presence: The number of internet locations where information about a specific brand, company, entity or individual can be located (This could also be applied to products and/or services). It includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory and any other web pages where business does not have control over the content of the page.

Wide Area Network (WAN): Telecommunication network that covers a broad area (that is, any network that links across metropolitan, regional, or national boundaries).



World Wide Web (WWW): A specific kind of internet interface that uses hyperlinks and multimedia documents. The WWW is a system of Internet servers that supports a collection of documents that are written and formatted using the same type of programming language, called Hypertext Markup Language, or HTML.

Worms: A malicious programme that self-replicates across networks. Computer worms are similar to viruses in that they replicate functional copies of themselves and they can cause the same type of damage. In contrast to viruses, which require the spreading of an infected host file, worms are standalone software and do not require a host programme or human help to propagate. To spread, worms either exploit vulnerability on the target system or use some kind of social engineering to trick users into executing them.



Sampling And Survey Concepts

Cluster Sampling: This is where the elements are not selected individually but rather in groups (clusters), often based on proximity. This allows overcoming the constraints of costs and time associated with a much dispersed population.

Confidence Interval (Precision Interval): The range within which the actual error/value in the frame should fall at a given confidence level or assurance. It is also known as tolerance level.

Consistency: An estimator is said to be consistent if the difference between the estimator and the parameter grows smaller as the sample size grows larger.

Cross-Sectional Survey: A survey that collects data on variables of interest at a particular period of time. Like the Living Conditions Monitoring Survey (LCMS).

Dependent Variable: A variable that is believed to be influenced or modified by some treatment or exposure. It may also represent the variable that is being predicted.

Efficiency: An estimator is said to be efficient if it has the smallest variance amongst all possible estimators of that parameter.

Elementary Units: Elementary units are individual members or basic units of the population whose characteristics are to be observed or measured.

Enumeration Area (EA): An enumeration area is the geographic area canvassed by one census enumerator or data collector within a certain time. It is the smallest ground area, mapped with definite boundaries within which a study or interviews has to be carried out. EAs cover all the territory of Zambia.

Enumerator: A person who collects the required information from the enumeration area through interviews or any other method of obtaining information.

Estimate: An approximate calculation or judgment of the value, number, quantity, or extent of the true population parameter.

Estimator: a sample statistic or a function of sample observations that gives information about an unknown population parameter.

For example to select a sample of n units, we take a unit at random from the first k units and every k th unit thereafter. If s is 15 and the first unit drawn is number 20, the subsequent units are numbered 35, 50, 65 etc.

Independent Variable: A variable whose occurrence does not depend on that of another. This might be a variable that you control, like a treatment, or a variable not under your control, like an exposure. A variable whose values are independent of changes in the values of other variables



Indicator: An indicator is a measurement or value which gives you an idea on the state or level of a variable of interest. This variable may be demographic, social, economic or political.

Longitudinal (Panel) Survey: A survey where data is collected on the variables of interest from the selected sample repeatedly over time in order to study the trend of behavior of such variable.

Multi-stage Sampling: A method where selection of the sample is carried out in several stages, that is, primary sampling units are regarded as a population from which sub-samples of secondary sampling units are selected.

NB: All the elements in the selected group are included in the study.

Non Sampling Error: The Non-Sampling Error is the statistical error that arises due to the factors other than the ones that occur when the inference is drawn from the sample.

Non probability sampling: Consists of a variety of procedures, including judgment based and 'purposive' choice of elements – considered "representative" of the population.

Parameter: Any characteristic of a population that is true and known on the basis of a census. Population: See Census Definition. An example of a parameter is the mode. The mode is the value in the population that occurs most frequently. Other examples of parameters are a population's mean (or average) and its variance.

Primary sampling units: Primary sampling unit refers to sampling units that are selected in the first (primary) stage of a multi-stage sample ultimately aimed at selecting individual elements. In selecting a sample, one may choose elements directly; in such a design, the elements are the only sampling units.

Probability sampling or Random sampling: A method in which each element of the population is assigned a non-zero chance of being included in the sample.

Proportion: This is a number in a particular group relative to the total number. For example the proportion of children aged 0-14 years in the total population of Zambia.

Questionnaire: A questionnaire is a research instrument consisting of a series of questions for the purpose of gathering/eliciting information from respondents.

Quota Samples: A sample, usually of human beings, in which each investigator is instructed to collect information from an assigned number of individuals (the quota) but the individuals are left to his personal choice. In practice this choice is severely limited by "controls", e.g. s/he is instructed to secure certain numbers in assigned age groups, equal numbers of the two sexes, certain numbers in particular social classes and so forth.

Random Sampling with Replacement: At any draw all the members of the population are given an equal chance of being drawn no matter how often they have already been drawn.



Random Sampling without Replacement: The number that has been drawn/selected is removed from the population for all the subsequent draws.

Rate: The estimate that indicates change in the variables of interest over two different periods of time. It shows the growth or decline in such variables. For instance Gross Domestic Product (GDP) growth rates, rate of inflation, population growth rates etc. It may also mean the amount of one variable considered in relation to one unit of another variable. For example, the speed given as kilometers per hour, the exchange rate in shillings per one US Dollar, etc.

Ratio: A mathematical relationship indicating the relative size of two numbers. It shows the magnitude of one quantity relative to the magnitude of another.

Respondent: This is a person who replies or answers to something, especially one supplying information for a questionnaire or responding to an inquiry. This person should be mature and well informed about the unit of enumeration and its characteristics.

Response: An answer provided by the respondent during an interview/inquiry or the answer recorded by the respondent in a self-administered questionnaire.

Sample Size: This is the number of sampling/elementary units which are to be included in the sample. In the case of a multi-stage sample this number refers to the number of units at the final stage in the sampling.

Sample space: The set of all units from which a sample can be drawn.

Sample Survey: Sample Survey is the collection of information on a sample of a population in order to learn about its characteristics and make inference about the entire population.

Sample: A sample is a subset or a selected part of the population obtained or used for the purposes of making inferences or general statements about the population and its characteristics

Sampling Design: The mechanism used to determine the sample size, selection process and the estimation procedure for a sample.

Sampling Error: The Sampling Error refers to the statistical error which occurs when the subset of the population (sample) deviates from the true characteristics, attributes and behavior of the total population. Simply, when the sample selected from the population differs from the actual attributes of the target population then the sampling error arises.

Sampling Frame: A comprehensive list of distinct and distinguishable units for a population which are convenient for purposes of selecting a sample.

Sampling Unit: An element or group of elements of a population, which is convenient for selecting samples. A sampling unit can be an individual unit or group of units.



Sampling weights: A sampling weight is the relative importance of a sampling unit to the overall population of interest. A survey weight of a sampling unit is the inverse of the probability of selection of that unit. Let the probability of selecting a sampling unit be

$$f = \frac{n}{N}$$

Where f is the probability of selection (sampling fraction), n is the units selected for inclusion in the sample and N is the total number of elements in the target population. The weight of the i^{th} unit, w_i , is equal to $\frac{N}{n}$ or $\frac{1}{f}$.

If you are conducting a survey with a multi-stage sampling design, sampling fractions for each stage of selection must be computed for the purposes of coming up with weights. For example a sampling unit in multi-stage design with two levels of selection will have a weight being equal to $\frac{1}{f_1} \times \frac{1}{f_2}$;

where the probability of selection on the first stage is f_1 and the probability of selection for the second stage is f_2 . These probabilities of selection at each stage are sometimes called the base weights (design weights).

Sampling: This is the process of obtaining/selecting representative units from a study population for the purposes of making inferences about the entire population.

Secondary Sampling Unit: This is a term normally used in multistage sampling where a cluster of sample elements are sampled at the second stage of selection.

Simple Random Sampling (SRS): Under SRS the desired elements are selected by a chance or probability process and each element in the population has an equal chance of being selected/chosen. There are two types of SRS namely:

Statistic: It is a characteristic of a population that is estimated on the basis of a sample.

Statistical Error: This is the difference between the true population parameters and the estimated parameters using a sample.

Strata: In stratified sampling the population of N units is first divided into non overlapping sub populations of N_1, N_2, N_L units respectively. These subpopulations are referred to as strata.

Stratified Sampling: In Stratified Sampling, the population is divided into homogeneous sets or strata with respect to the characteristics being studied and a random sample is selected from each stratum independently.

Survey: A relatively extensive and comparatively widespread study that uses interviews or self-administered questionnaires as the methods of collecting the data and where sampling techniques are employed to select the respondents or units of interest.



Systematic Error: Systematic error is defined as an error that occurs due to the fault of the survey instrument or measuring device. In other words, it is defined as error that is related to the defect in the instruments used or imperfect survey design. A phenomenon caused either by the consistent misunderstanding of a question on the survey questionnaire during the collection of data or by consistent misinterpretation of certain answers in the course of coding.

Systematic Sampling: The elements are consecutively numbered and the first unit (k) in the sample is selected randomly. The sample is then selected by taking the k th, $(k + s)$ th, $(k + 2s)$ th, ..., $(k + (n - 1)s)$ th, where k is not larger than the sampling interval (s). The sampling interval is obtained by dividing the total population by the sample size (n).

Target Population: This is the total population about which information needs to be derived.

Time Series: A series of values of a quantity obtained at successive times, often with equal intervals between them. It may be monthly, yearly etc. For example Consumer Price Index (CPI), etc.

Unbiased Estimator: An unbiased estimator of a population parameter is an estimator whose expected value is equal to that parameter.

Variable: The characteristic of a unit being observed that may assume more than one of a set of values to which a numerical measure or a category from a classification can be assigned (e.g. income, age, weight, etc., and "occupation", "industry", "disease", etc).



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Inflation Rate Mortality Rate
Household Size Age
Poverty Agricultural Season Land Use
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Life Expectancy Wages and Salaries in Cash
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Assaults Occasioning Actual Bodily Harm