



**2007 ST LUCIA CENSUS OF AGRICULTURE AND FISHERIES
MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES
Corporate Planning Unit**

ENUMERATORS MANUAL

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ENUMERATOR'S MANUAL

1. INTRODUCTION

This MANUAL is designed to be used by the enumerators of the census of agriculture and fisheries. It contains all information needed for census taking. When you (enumerator) are faced with any problems related to the census, you must look for the answer in it. Therefore **it is crucial to read this manual carefully and get acquainted with it.**

2. GENERAL INFORMATION

2.1 General outlook of the Census of Agriculture and Fisheries.

An agricultural census is an inventory of the agricultural resources of the country. A fishing census is the collection of structural and socio-economic data about the fishing industry. The census collects its information from the primary unit: the holding or farm in case of agriculture and from the fishing household and fishing boats in case of fishing. For the 2007 St Lucia Census of Agriculture and Fisheries (CAF) all households in the country will be visited and all agricultural and fishing households enumerated. Those meeting certain specifications will be enumerated through censal questionnaires (CAF A for Agriculture and CAF B for Fisheries). The rest of the households will be enumerated by means of a screening form.

2.2 Objectives of the 2007 St Lucia CAF.

The objectives of the **agricultural census** are:

- a) To provide data on the structure of agriculture (variables which do not change too much from year to year), especially for small administrative units, and to enable detailed cross-tabulations.
- b) To provide data to use as benchmarks for current agricultural statistics.
- c) To provide frames for agricultural sampling surveys.
- d) To provide data to help monitor progress towards global development targets, in particular the Millennium Development Goals.
- e) To improve capabilities of the Corporate Planning Unit at the Ministry of Agriculture, Fisheries and Forestry to plan, design, collect, process, analyze and disseminate agricultural information.

The objectives of the **fishery census** are:

- a) To provide data on the structure of the fishing sector in the country.
- b) To provide data for establishing the social and economic welfare of fishers and their families.
- c) To know the contribution of fishing activities to food security of households.

- d) To provide frames for future sample surveys.
- e) To provide data to help monitor progress towards global development targets, in particular the Millennium Developments Goals.
- f) To improve capabilities of the Fisheries Division at the Ministry of Agriculture, Fisheries and Forestry to plan, design, collect, process, analyze and disseminate fishery information.

The census is taken to provide a record of the agricultural resources periodically. St. Lucia took its last agricultural census in 1996.

The census gives essential information for planning at national and regional levels. It provides that information on a consistent basis, both about the country as a whole and about Administrative Districts, Enumeration Districts, parishes, villages, settlements, etc. in relation to one another.

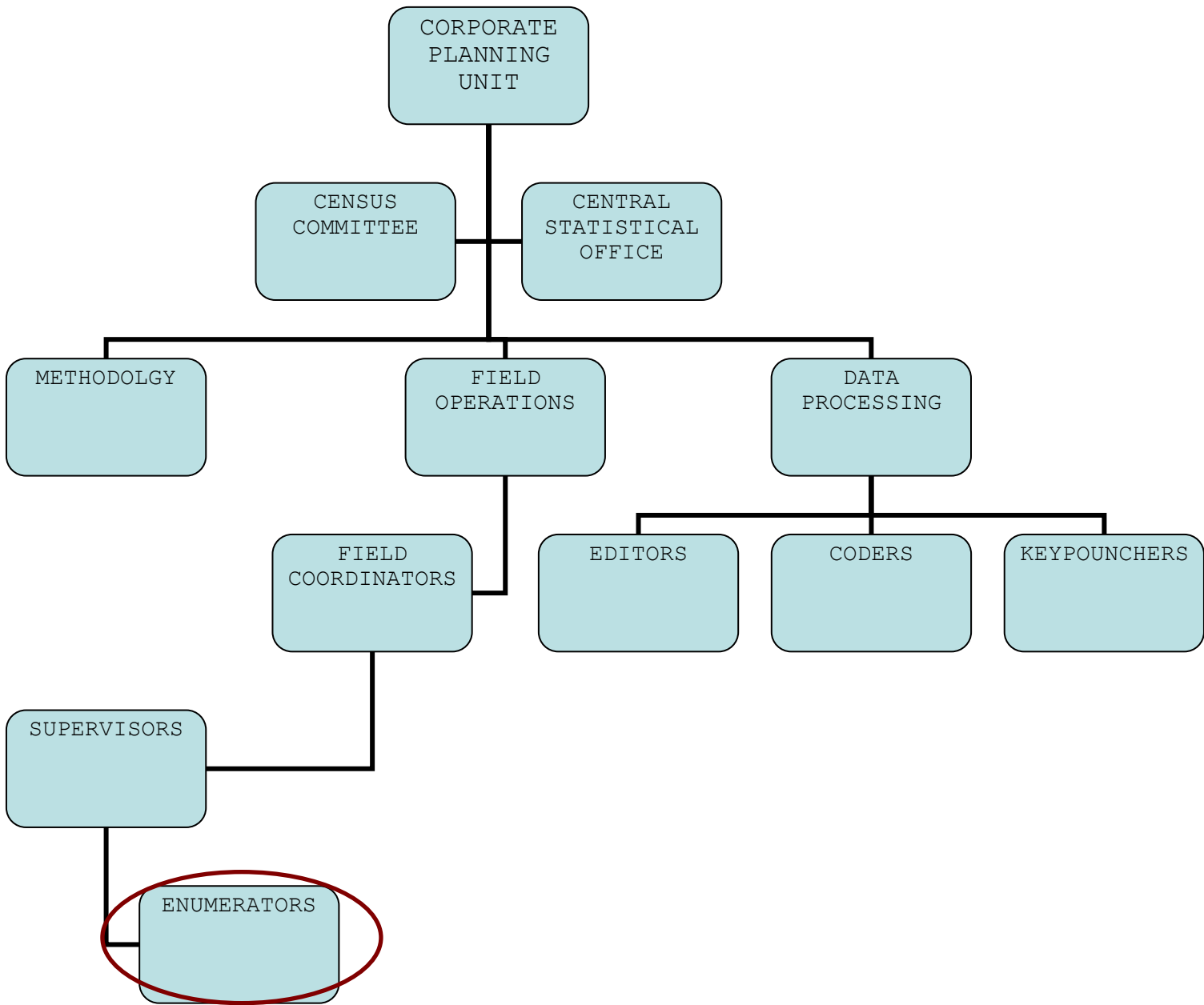
2.3 Census Organization.

The 2007 St Lucia CAF has been organized on a hierarchical basis. The Chief Agricultural Planning Officer at the Ministry of Agriculture, Fisheries and Forestry is responsible for the general coordination of the census. The Corporate Planning Unit is the office in charge to conduct the census. The exercise is being carried out in close collaboration with the Central Statistical Office and coordination with the multi-institutional Agricultural Census Committee.

As far as the field work is concerned, a total of 150 enumerators like you will canvass the country collecting information in accordance with the procedures of this Manual. They will be supervised by 30 supervisors. The supervisors will be coordinated by 3 field coordinators.

All aspects related to censal methodology and also data processing will be done at the Corporate Planning Unit.

The following chart depicts the organization of the 2007 St Lucia CAF (your position has been highlighted):



The country has been divided for censal purposes into Enumeration Districts (ED). These ED's are contiguous areas containing an average of 110 households each. The ED's comprise mainly stable physical boundaries, although there are some boundaries which are defined by imaginary lines. There is a description in words of boundaries as so a sketch map for each ED.

2.4 Legal aspects.

All the statistical works of the agricultural census are conducted under the Statistics Act No. 10 of 1973. The public and institutions have the obligation to cooperate with censal activities (Statistics Act #7 and #8) and all individual data are strictly confidential and will be used for statistical purposes only (Statistics Act #9) which means that the information can

only be used for the purpose of compiling statistics and no individual information can be disclosed to anyone outside the census organization.

Therefore, all persons working on the agricultural census have the obligation of keeping the confidentiality of the data they obtain. In this respect you must keep the complete census materials in a safe place, you must conduct census interviews without unwanted witnesses and you must take all other precautions deemed necessary to that end.

2.5 Coverage.

The 2007 St Lucia Census of Agriculture and Fisheries covers all the island territory. For practical reasons a very low minimum size limit is recommended for holdings to be included in the census. However, all households of the country (in rural and urban areas) will be visited and a screening form will be filled for every household. Those that fulfill the minimum size limit will be enumerated by means of an agricultural censal questionnaire (Form CAF A). Those with any member of the household engaged in fishing will also be enumerated by means of a fishing censal questionnaire (Form CAF B).

2.6 Cartography.

There is a map for each Enumeration District (ED). It contains the main features as hills, rivers, creeks, towns, villages, roads, paths, bridges, etc. The maps have been updated from those used in the 2001 Population and Housing Census. You must use these maps to identify the boundaries of the ED's assigned to you. At the same time, during the field work you must update the maps and draw in them every holding you visit.

2.7 Your duties.

Your role is vitally important to the collection of high quality data. Therefore, YOU MUST:

- 2.7.1.** Become familiar with the contents of this Manual;
- 2.7.2.** Attend the training sessions;
- 2.7.3.** Attend the team meeting where your supervisor will assign workloads and plan the course of travel;
- 2.7.4.** Check that censal instruments and supplies provided are correct according to this Manual;
- 2.7.5.** Before starting with enumeration, check in the field the boundaries of assigned ED's and sketch the location of households and other features as tanks, ravines, bridges, roads, cemeteries, etc.
- 2.7.6.** Before starting with enumeration take a look at the entire ED identifying land use, main crops, geographic features, dwellings and other buildings;
- 2.7.7.** Before starting with enumeration you should find a well informed person who can help you to identify boundaries and the households inside the ED;
- 2.7.8.** Start the enumeration procedure according to the planned course of travel;
- 2.7.9.** Interview every household in the assigned ED. If nobody is in the house or there is not an appropriate informant in it, leave one of the call back cards provided;
- 2.7.10.** Fill a line of the screening form for every household;
- 2.7.11.** Fill an agricultural censal questionnaire (Form CAF A) for every holding that fulfill the minimum qualifications of the screening form;
- 2.7.12.** Fill a fishing censal questionnaire (Form CAF B) for every household with

members involved in fishing according with the specification of the screening form. In some cases you must fill both questionnaires for the same household;

- 2.7.13. Before starting the interview, qualify the respondent. Normally, he/she will be the agricultural holder or the fishing holder, but in some cases, he/she could be a person who knows very well the farm or fishing operations;
- 2.7.14. Thank the respondent for the interview. *In case of agricultural holdings, where a questionnaire CAF A was filled, stick the provided label close to the upper right corner of the main door of the house (if, eventually, it is decided to do so).*
- 2.7.15. Continue identifying dwellings and households until all the existing households inside the ED are accounted for;
- 2.7.16. Refer to your supervisor any doubt or question arising in the development of your work;
- 2.7.17. Maintain a record of your work progress;
- 2.7.18. Keep all census documents and materials entrusted to you clean and tidy in a secure manner;
- 2.7.19. Carry out all the instructions received from your supervisor or any other census official, concerning census;
- 2.7.20. Maintain the confidentiality of data. Do not discuss with any person other than your supervisor or an authorized census official any information obtained during an interview. Do not keep copies of filled questionnaires nor any information from them. Take care in not leaving filled questionnaires or other forms where persons other than authorized census officials may get them;
- 2.7.21. Be kind and courteous with the respondents. Do not discuss political or religious matters. Do not sell anything. Do not ask them for food or anything else;
- 2.7.22. Work during the hours which are the best for the respondents.

2.8. Your rights.

Upon successful completion of your assignment as certified in writing by your supervisor, you will be paid the fees specified in your Letter of Appointment.

2.9. About your supervisor.

Your supervisor must give you support and assistance. His main responsibility is to ensure the best quality of your work. During the field work, the supervisor will be in direct and permanent contact with you.

The supervisor must:

- 2.9.1. Give you training;
- 2.9.2. Give you an address and a telephone number where you can easily contact him.
- 2.9.3. Conduct a team meeting to assign workloads to each enumerator and plan a course of travel;
- 2.9.4. Go with you to the field to identify the boundaries of the assigned ED's;
- 2.9.5. Supply you with forms and materials needed to carry out your work;
- 2.9.6. Meet with you immediately after your first working day to check the first

questionnaires and make corrections ahead of time;

- 2.9.7. If you have worked properly, deliver to you the censal instruments for collecting the information in the rest of the ED. Otherwise, your supervisor must give you another set of forms to work one more day and repeat the procedure. If you fail in doing an adequate work, the supervisor must communicate it immediately to the field coordinator and you will be substituted;
- 2.9.8. Arrange weekly meetings with you to check the advancement of your work. The revision of filled questionnaires is an important part of those meetings. The reviewed questionnaires will be either accepted or returned to you in case they were not consistent. Fill the back page of each questionnaire. Fill the control form (Form CF # 1)
- 2.9.9. Re-interview at random at least 20 holdings (comprising both agricultural and fishing ones) per enumerator;
- 2.9.10. Fill the Enumerator's Progress Report (Form CF #2)
- 2.9.11. Fill the Field Operations Collection Control (Control Form #3)
- 2.9.12. Fill the Advanced Results Form (Form AR)
- 2.9.13. Certify the completion of your work.

3. DEFINITIONS AND CONCEPTS.

3.1. Agricultural Holding or farm.

An agricultural holding (or farm) is an **economic unit** of agricultural production under single management comprising all livestock kept and land used wholly or partly for agricultural production purposes, without regard to title, legal form or size.

Single management may be exercised by an individual or household, jointly by two or more individuals or households or by a juridical person such as a corporation, cooperative or government agency. The holding's land may consist of one or more parcels, located in one or more separate areas or in one or more Administrative Districts, providing the parcels share the same production means utilized by the holding, such as labor, farm buildings, machinery or draught animals. (The requirement of sharing the same production means should be fulfilled to a degree to justify the consideration of various parcels as components of one economic unit.)

Typically there are two types of agricultural holdings:

1. Holdings in the household sector: those operated by household members.
2. Holdings in the non-household sector: those operated by corporations, government institutions, church institutions, etc.

Economic units engaged solely in forestry and logging or agricultural services are not considered agricultural holdings because these economic activities are outside agriculture.

It is important to note that **the holding does not include lands which are rented out to other persons, but includes lands renting from others.**

3.2. Household.

A private household consists of one or more persons living together (i.e. sleeping most

nights of a week) and sharing at least one daily meal. It is usually formed by a family group but it may consist of two or more families or a group of unrelated persons or a person living alone.

A household usually occupy the whole, part of, or more than one housing unit.

All persons belonging to one household are taken in the census as household members. Members of the holder's household also include the holder himself.

This concept is of paramount importance for the agricultural census because households serve to identify holdings.

3.3 Agricultural Holder. ¹

He/she is a civil person or a juridical person who exercises management control over the agricultural holding operations and who takes major decisions regarding resource use. The holder has technical and economic responsibility for the holding and may undertake all responsibilities directly, or delegate responsibilities related to day-to-day work management to a hired manager.

Every holding has a holder.

In most of the cases the holder is a person.

When two or more persons jointly operating a holding belong to the same household, if there is one person making the major decisions, he/she should be defined as the holder. If more than one person of the same household is involved in major decision-making is a joint holder. In the case of the 2007 St Lucia CAF they are included in the same category of holder: Individual/ Household.

It may happen that different persons belonging to the same household operate different(s) piece(s) of land and the production obtained is not shared for all members of the household, in this case, there is more than one holder in the same household and each piece of land becomes a farm. A different case is when they share the produce, for example, the man is the holder and his wife manages poultry and goats; in that case it must be taken as only one holding.

When two or more persons belonging to different households operate the same holding, each one will be considered as joint holder in the same questionnaire. This is the case of partnerships. In this case, the information about the holder's household will be collected for each household of the joint holders.

When a person, who has two or more households, is operating land for agricultural purposes in the different households with the same production means it will be considered as one farm and one holder.

A holder can operate land which is owned and/or rented from others and/or on a squatter

¹To avoid confusion the word *holder* is used instead of *farmer*. A farmer is somebody working in agriculture and the holder may or may not work in the farm.

basis and/or under any other form of land tenure. Besides, a holder can operate land without any rights to agricultural use of the land.

3.4 Parcel.

A holding parcel is any piece of land of one tenure type, entirely surrounded by other land, water, road, forest, etc. not forming part of this holding or forming part of it under a different form of tenure.

A parcel may consist of one or more fields adjacent to each other. A field is a piece of land in a parcel separated from the rest of the parcel by easily recognizable demarcation lines, such as paths, and/or hedges. A field may consist of different plots. A plot is a part or whole of a field on which a specific crop or crop mixture is cultivated.

3.5 Fishing household.

For fishing activities the statistical units are the fishing household defined as a household in a single location primarily engaged in fishing and the fishing boat. For purposes of the 2007 St Lucia CAF, the fishing household will provide socio-economic information related to persons engaged in fishing. On the other hand, persons operating the boat will give information about fishing practices, equipment, operation, damages and main operative problems.

4. IDENTIFYING AN AGRICULTURAL HOLDING.

4.1 General criteria.

Every household in the island will be visited for enumeration. If some agricultural activity is done (some temporary or permanent crop is grown or there are pastures (natural or improved) or some livestock is rear) we are in the presence of an agricultural holding.

One **agriculture census questionnaire** (Form CAF A) must be filled for each agricultural holding identified when visiting the household which at the date of the visit, **at least**:

- Grows one eighth of an acre (25 x 25 YDS) of any crop.
- Grows 10 or more bearing trees of any tree crop.
- Grows 100 or more mats of banana or plantain.
- Has one head of cattle.
- Has 2 or more pigs or goats or sheep or one head of any two.
- Has 12 or more poultry or rabbits or 12 heads of poultry and rabbits together.

Any livestock or poultry belonging to one person or to a household or to a several persons or households that graze or stay in roadsides, parks, riversides, etc must be considered a holding. All these cases constitute the category of "landless holdings".

Any land assigned to managers, workers or relatives for their own use for service payments must be considered as an independent holding from the main one that is assigning the land.

Any land operated independently by a household member for agricultural production

(independently means that the agricultural operation and the production obtained is not shared for all members of the household) must be considered as a farm different from the farms operated by other household members.

Any land operated by persons with no rights for agricultural use of the land on which the crops, trees or pastures are grown, must be considered a holding.

Various economic agricultural production units under the same ownership but operated by different persons must be considered separate holdings.

If a member of a co-operative, religious organization, government agency, company or corporation, etc. is assigned a separate land for agricultural production (including livestock or poultry), that is operated under the member's management, and for which he/she has general economic responsibility, then, this land or livestock or poultry must be considered as an independent holding.

4.2 Location of an agricultural holding.

Each holding must be assigned to one ED. But, as seen before, one holding may consist of several parcels some of them may be totally or partially inside one ED and others may be in another ED. How to assign the holding to only one ED in these cases? Some criteria must be used to assign each holding to only one ED avoiding duplication or lack of coverage.

The following rules apply:

- 1) If the holding is entirely inside one ED, then the holding is assigned to that ED;
- 2) If the holding is partially in one ED and partially in others, it must be assigned to the ED where the main buildings are located. If there are not buildings the farm has to be located in the ED where the parcel is; when there are several parcels, the holding must be located in the ED that has the largest parcel.

In most cases the main building is the holder's household. But when there is not a household in the farm, then the location of the holding is made through any building existing in the farm in the following order:

- i) Occupied dwellings by other persons, who are not the holder (relatives or workers);
- ii) Other farm structures such as warehouses or livestock stables;
- iii) Location of the main machinery or equipment.

4.3 Location of fishing activities.

For the fishing household, the location is the address of the household. For the fishing boat, it is its landing site.

5. FIELD ENUMERATION PROCEDURES.

5.1 Using the maps.

The supervisor will provide you with a map of each of the ED in which you will be conducting your enumeration. Each map contains one or more main features such as hills, rivers, creeks, towns, villages, roads, paths, bridges, etc. A written description of boundaries for each ED is also given on the map.

The graphic scale of the maps is at the bottom of each map and distances are measured in meters.

Although the maps have been checked, they may have some erroneous information because of real changes in the field since the date of drawing. You must correct the wrong information using pencil and place written remarks on the map using the mapping specifications provided.

5.2 Materials and supplies to be provided.

Your supervisor will give you, at the beginning of your work the following materials:

- a) During the training sessions: One Enumerator's Manual;
- b) 1 booklet with stapled screening forms for each ED entrusted to you;
- c) 1 map of each ED entrusted to you;
- d) A set of pre-numbered forms CAF A for each ED;
- e) A set of pre-numbered forms CAF B for each ED;
- f) A notebook;
- g) One clipboard;
- h) A wrapper;
- i) Your ID card;
- j) Two pencils with eraser;
- k) One sharpener;
- l) One small stapler;
- m) A small ruler.

The censal instruments (maps, screening forms and questionnaires *(and labels)*) will be delivered to you when you are starting with a new ED.

5.3 Some tips for interviewing.

There is not a set of rules which can guarantee an always successful interview. However, there are some points which may help you to avoid mistakes. Here are some hints:

- 5.3.1. To know clearly all aspects of the work, to know what one wishes and what one feels able to accomplish;
- 5.3.2. Have advance information about the area of interview and the people to be interviewed;
- 5.3.3. Have a first contact with the leaders of the settlement, village, parish, etc. to secure their cooperation;

- 5.3.4. If possible, appointment for interview should be made in advance;
- 5.3.5. The interviewer should practice taking the respondent's point of view: to look at the problems as the respondent looks at them and to feel towards them as he/she does;
- 5.3.6. Establish a relationship of mutual confidence. To that end is very important to follow this sequence:
 - i) You must identify yourself by showing your ID card;
 - ii) You must explain the purpose and objectives of the census (a reference to the publicity is useful);
 - iii) You must state the confidential nature of the interview;
- 5.3.7. Use a conversational manner of talking helping the respondent feel at ease;
- 5.3.8. Answer with sincerity all questions that the respondent asks about the census;
- 5.3.9. The respondent should feel free to talk. Normally he/she enjoys talking about his work and he/she complains about unsatisfactory conditions: let him (her) talk free. Do not dominate the interview. Do not make prejudicing remarks;
- 5.3.10. One of the most important qualities an interviewer should develop is to listen. Listening allow you to discriminate between what should and what should not be recorded;
- 5.3.11. If any respondent refuses to give the required information you must try to find out why he/she does. If it is because the respondent believes that the information may be used against him/her, then you must try to convince him that the census has nothing to do with taxes, law enforcement or any other administrative purpose.

5.4 Filling the screening form.

You must get information from each household inside the ED. Once you identify an agricultural holding or a fishing household, you must fill a census questionnaire. In case of agriculture the census questionnaire (Form CAF A) must be filled where you find the household with agriculture activity, regardless the parcels that compound the holding are inside or outside the ED.

Once you reach the house, you must ask for the head of the household. The head of the household is the person in the household acknowledged as head by other members. He/she has primary authority and responsibility for household affairs. If the head of the household is not available, you must ask for any other responsible member of the household. Once this person is reached, you have to identify yourself as a census enumerator and must show your ID card.

The Identification (AD and ED) of each screening form will be already completed for each

form.

You must proceed in the following way:

- In the first box titled "Sequential No." a correlative number for the household must be written: 001 for the first line, 002 for the second and so on.

- You must ask the name of the head of the household, the address of the housing unit and phone number (if any: fixed or mobile phone). You will record these data in the pertinent (second) column of the screening form.

- Afterwards, you will begin reading clearly every question of the screening form. The answers should be recorded circling the proper code (1 for YES, 2 for NO). If the answer is NO you must write down the required information as explained below. AT THE FIRST ANSWER YES YOU MUST STOP READING, LEAVE THE SCREENING FORM AND COMPLETE AN AGRICULTURAL CENSUS QUESTIONNAIRE (FORM CAF A), UNLESS THE FIRST YES WERE IN THE LAST COLUMN. IF THIS IS THE CASE YOU WILL FILL A FISHING CENSUS QUESTIONNAIRE (FORM CAF B).

- If the answer to the first question (***Does anyone in the household, cultivate at least one eight of an acre of any temporary crop?***) is YES you will circle number 1, you must leave the screening form and proceed to fill a censal questionnaire (Form CAF A). If the answer to the first question (***Does anyone in the household, cultivate at least one eight of an acre of any temporary crop?***) were NO, you must circle the number 2, and ask if some crop is growing. If YES, you asked for the area cultivated: you can set this area in square feet or writing the length (in feet) of the sides of the garden plot. For example if the house has a vegetable plot of approximate 4 feet wide by 6 feet length you can write "24" and in the "unit" line write sq. ft. or "6 x 4" and in the line headed "unit" write "ft. x ft." Immediately after you have to ask for the sex of person responsible for those crops and record it in the space provided at the bottom of the line.

- In the second question, (***Does anyone in the household, have at least 100 bananas and or plantain or 10 bearing fruit trees?***) you must operate in the same manner as in the first one. If the answer is YES you should circle the number 1 and proceed to fill a censal questionnaire. If the answer is NO, circle number 2 and write down the number of banana or plantain and/or the number of bearing fruit trees. Again, in the bottom of the line you must record the sex of the person responsible for those trees.

- If the answer to the third question (***Does anyone in the household, have at least one head of cattle***) is YES, you should circle number 1 and proceed to fill a censal questionnaire. If it is NO, you must just circle number 2 and follow to the next question.

- If the answer to the fourth question (***Does anyone in the household have 2 or more pigs or goats or sheep or one head of any two?***) is YES, you have to round number 1, abandon the screening form and fill a censal questionnaire. If the answer is NO, you should circle number 2 and ask if there is one pig, or one goat, or one sheep. If any answer is YES you should circle the number 1. NOTE THAT

IN THIS QUESTION ONLY ONE NUMBER "1" COULD BE CIRCLE (Because if there were, for example, one pig and one goat, the answer to the fifth question would have been YES). Afterwards you will proceed to ask for the sex of the person responsible for the small animal reported and follow to the next question.

- If the answer to the fifth question (***Does anyone in the household have 12 or more poultry or rabbits or 12 heads of poultry and rabbits together***) is YES, you must circle number 1, leave the screening form and fill a censal questionnaire. If the answer is NO, you must circle number 2 and ask if there is any poultry and/or rabbits and write down the corresponding numbers if any. NOTE THAT THE SUM OF NUMBER OF POULTRY AND RABBITS KEPT SHOULD BE ALWAYS LESS THAN 12. Again, if any poultry or rabbit is reported you have to record the sex of person responsible for them.

If you have reached the sixth column is because the household does not qualify for an agricultural census questionnaire. You must ask the sixth question (***Does anyone in the household have beehives***) and just circle the appropriate answer.

- In the following column you ask if anyone in the household does operate an aquacultural facility. If the answer is YES, you just have to circle number 1. If not, circle number 2.

- In the last column you ask if any member of the household was involved in commercial fishing in the last year, including the ownership of boats. If the answer is YES, you will circle number 1 and proceed to fill a fishing censal questionnaire (Form CAF B). If the answer is NO, circle number 2, thank the respondent and proceed to the next house.

5.5 Filling the agricultural censal questionnaire (Form CAF A)

5.5.1. General Instructions.

Every holding over the cut-off limits has to be interviewed through a Form CAF A.

Before starting your work, you must be completely familiar with the Censal Questionnaire and with the present manual.

You must ask all the applicable questions in the order given and you do not give any lead by explanations, because if you do, the answer may be biased.

All entries must be done WITH PENCIL. You must write CAREFULLY, NEATLY AND LEGIBLE. If a mistake must be corrected, you will erase it off neatly with pencil eraser and enter the correct answer in a clearly legible manner. You have to use the pencils provided. They are pencils No. 2 with rubber attached. **YOU MUST NOT USE INK OR POINT PENS.**

Each answer must be written entirely within the box or space provided in the questionnaire.

If an entire question is not applicable, you must cross two lines through the entire question or block.

After completing the censal questionnaire and before leaving, you must take a quick look through the questionnaire to verify that the information is complete.

5.5.2. Specific Instructions.

Following are the specific instructions about how to fill every question of the censal questionnaire. Follow these instructions with Form CAF A in front of you.

SECTION A. IDENTIFICACION AND LOCATION OF AGRICULTURAL HOLDING

The cells: 1. ADMINISTRATIVE DISTRICT and 2. ENUMERATION DISTRICT will be filled in the office prior to sending the questionnaires to the field.

In Question 3, YOU MUST NUMERATE THE QUESTIONNAIRES COPYING THE SEQUENTIAL NUMBER OF THE HOUSEHOLD FROM THE SCREENING FORM.

If the holding has a name it must be stated in Question 4, otherwise you must place a dash.

The location of holding must be clearly reported in Question 5. The address and phone number (if any) must be written here. **REMEMBER:**

- 1) If the holding is entirely inside one ED, then the holding is assigned to that ED;
- 2) If the holding is partially in one ED and partially in others, it must be assigned to the ED where the main buildings are located. If there are no buildings, the farm has to be located in the ED where the largest parcel is.

The box labeled "FOR OFFICIAL USE" must not be filled in the field. The Questionnaire Number is already pre-coded.

SECTION B. IDENTIFICACION AND LEGAL STATUS OF HOLDER

Question 6: If the respondent is the holder, you must draw a circle around the number 1 (YES answer) and proceed to the following question. If he/she is not the holder, you must draw a circle around number 2 (answer NO) and write the complete name of the holder. IN THIS QUESTION, NOTE THAT IF NUMBER 1 IS CIRCLED THEN NAME WILL BE EMPTY. ON THE CONTRARY, IF NUMBER 2 IS CIRCLED, NAME OF HOLDER MUST ALWAYS APPEAR.

Question 7: If the respondent is the head of the household, you must draw a circle around the number 1 (YES answer) and proceed to the following question (Question 8.) If he/she is not the head of the household, you must draw a circle around number 2 (answer NO) and write the complete name of the respondent.

REMEMBER THAT:

The head of the household is the person in the household acknowledged as head by other members. He/she has primary authority and responsibility for household affairs. IN QUESTION 7 NOTE THAT IF NUMBER 1 IS CIRCLED THEN NAME WILL BE EMPTY. ON THE CONTRARY, IF NUMBER 2 IS CIRCLED, NAME OF THE RESPONDENT MUST ALWAYS APPEAR.

Question 8: You must draw a circle around the code of the actual legal status of the

holder. A holder always has some legal status, so one number must be rounded. Besides, each holder has a unique legal status. Therefore **only one number must be rounded**. Below the circled number you must state the main activity of the holder: Agricultural or Non-Agricultural.

REMEMBER THAT:

Number 1 should be circled when the holding is operated by one person or by several persons belonging to the same household. This legal status is the most common. If Number 1 is circled, you must proceed to Section C (Question 15).

Number 2 should be circled when two or more persons belonging to different households operate the same holding (There may or may not be a contractual agreement). If Number 2 is circled, you must proceed to point B1.

Number 3 must be circled when the holding is operated by a cooperative. If Number 3 is circled, you must proceed to point B2.

Number 4 should be circled when the holding is operated by a private company or corporation. If Number 4 is circled, you must also proceed to point B2.

Number 5 must be surrounded in case that the holding is operated by a Government agency. If Number 5 is circled, you must also proceed to point B2.

Number 6 should be circled in all other cases (for example: holdings operated by a religious institution or by a private school). If Number 5 is circled, you must also proceed to point B2.

Point B1 If the holder is a group of persons belonging to different households, each individual is considered a joint holder. You must state in Questions 9, 10, 11, and 12 the name, address, sex and age of the main or senior partner.

Once completed Question 12, you must proceed to Section C.

Point B2. If the holder is cooperative, a private company or corporation or a government agency, you must state in this part of the questionnaire: name in full (Question 13) and address (Question 14). Once completed Question 14, you must proceed to Section C.

SECTION C. POPULATION AND EMPLOYMENT.

NOTE THAT: Question 15 applies only to individual/household or joint partnership type of holdings, Questions 16 and 17 apply to all types of holdings.

Question 15: This question applies to holdings in the household sector. As these are the most common of the cases, only in a few cases this table will be empty. In case the holder is a person or a household: the name (first name is enough) of each member of the household must be reported in the column headed by "Name". For each member of the household, starting by the holder, you must circle the code corresponding to his (her) sex. Immediately after, his (her) age must be recorded. If he/she worked on holding during 2006 six months or more, you should round code 11. If he (she) worked on holding less than six

months, you have to circle code 12. If he (she) did not work on holding at all during 2006, you must circle code 2. If codes 11 or 12 were circled you have to ask the approximate average number of hours worked on holding during the last six months, while working.

REMEMBER:

TO WORK "ON HOLDING" MEANS TO DO AGRICULTURAL WORK ON HOLDING. AGRICULTURAL WORK REFERS TO ALL ACTIVITIES CONCERNING PLANNING, MANAGEMENT AND OPERATION OF THE HOLDING. IT INCLUDES: GROWING CROPS, BREEDING AND RAISING LIVESTOCK, MAINTAINING FARM STRUCTURES AND EQUIPMENT AND CARRYING OUT SIMPLE FARMING TASKS. IT EXCLUDES: DOMESTIC WORK (LIKE COOKING, CLEANING HOME, ETC.), CONSTRUCTION WORK DONE BY PERSONS EMPLOYED SPECIFICALLY TO DO SUCH WORK (EXCEPT THE CASE OF MAINTAINING FARM BUILDINGS, FENCES, ETC.), LABOR MADE BY INMATES OF INSTITUTIONS AND HANDICRAFT WORK.

In case of partnerships, this question must be filled for every member of the household of each joint holder.

Use additional pages of this section if the household has more than 15 members.

** A hint: the best way to fill this question is asking for the name of all members of the household first. Once you have written the names of every member of the household you proceed line by line, naming the person to the respondent and asking him, person by person, his (her) characteristics.*

Question 16: You must record the total number of permanent workers (during 2006) not belonging to the holder's household. Immediately after, you must record how many of them were MALE workers and how many, FEMALE workers.

Question 17: The number of permanent workers reported in Question 16 is split here in two categories for each sex: less than 15 yrs. old and 15 yrs. old and over. Then, each of these categories is again split in four: according to type of work: paid/unpaid and full-time/part-time. You must record the number of persons belonging to each category. Unpaid workers are those who did not receive any paid (cash or kind) for their work. Paid workers can be in cash or in kind or in both. Full-time workers are those working at least 40 hours per week on holding. Part-time workers are those working less than 40 hours per week on holding.

SECTION D. LAND

Question 18: You must write down how many parcels the holding comprises.

Question 19: The total area of the holding must be recorded. If the area is given in other unit of measure than acres, YOU MUST CROSS A LINE ON THE WORD "ACRES" AND WRITE DOWN IN WHICH UNIT AREA IS GIVEN. YOU MUST NOT MAKE CONVERSIONS IN THE FIELD. Note that a space for decimals is provided.

REMEMBER THAT:

A PARCEL IS ANY PIECE OF LAND OF ONE TENURE TYPE, ENTIRELY SURROUNDED BY OTHER LAND, WATER, ROAD, FOREST, ETC. NOT FORMING PART OF THIS HOLDING OR FORMING PART OF IT UNDER A DIFFERENT FORM OF TENURE.

Question 20: For each parcel you must record its location (district and settlement) its area in acres and its tenure type (circling the appropriate code). The following considerations must be pointed out:

- If the parcel is located in the same location than the holding (already reported in Question 5, you just put a dash (-) on the appropriate box.

- The area of the parcel must be reported in acres. Otherwise you must clarify the unit of measure used. **DO NOT MAKE CONVERSIONS IN THE FIELD.**

- THE FOLLOWING **DEFINITIONS ON LAND TENURE** ARE ADOPTED:

- **OWNED:** it is the area held with a title of ownership.
- **FAMILY LAND:** it is a form of ownerlike possession which comprises the land held by heredity tenure under conditions that enable the holder to operate it as if he/she were the owner although he/she has not a legal title of ownership.
- **RENTED OR LEASED:** it is the land which is rented by the holder from other persons, usually for a limited period of time. The rental agreement may take different forms: land rented by a fixed amount of money; land rented by a fixed amount of produce or land rented by sharing of produce (For example: at the end of the season, the owner of the land is paid with one fourth of the produce got in that land).
- **SQUATTING:** It is the land for which the holder lacks title of ownership and for which he/she does not pay rent even though he/she retains its total usufruct. This land is occupied without the consent of the owner, even though it is sometimes tolerated.
- **OTHER:** it comprises any other form of tenure not considered in the previous categories.

In case of land rented or operated on a squatting basis, a distinction is made if the owner of the land is a private person or a public one. In the first case Numbers 3 or 5 must be circled, in the second one, numbers 4 or 6 will be reported.

If there are more than 10 parcels use the additional pages provided for this section.

Question 21: The parcels compounding the holding has been identified and numbered in Question 20. In the same order, parcel by parcel, in Question 21 the main use of the parcel land must be stated. The total area of the parcel, already reported in Question 20 **MUST BE REPEATED HERE.** The area under each use of land should be written in the next columns.

THE **FOLLOWING DEFINITIONS OF LAND USE** ARE ADOPTED:

- **LAND UNDER PERMANENT OR MEDIUM TERM CROPS:** it is the land that during 2006 was mainly planted with crops which occupy it for a long

period of time and which do not have to be planted after each harvest. It includes all tree crops (bearing or not) banana, plantains, etc. In case of permanent crops interplanted with temporary crops that land should be reported here.

- **LAND UNDER TEMPORARY CROPS ONLY:** it is the land used exclusively (during 2006) for crops with a growing cycle of under one year, which needs to be newly sown or planted for further production after the harvest. It also includes some crops which remain in the field for more than one year and their harvest destroys the plant like cassava. Dasheen and pineapples are also considered as temporary crops.
- **LAND UNDER PERMANENT MEADOWS AND PASTURES:** It is the land used permanently (for five years or more) to grow herbaceous forage crops, through cultivation or naturally (wild prairie or grazing land). Sometimes, livestock feed on natural pastures on which trees and shrubs are grown; in this case the land will be reported here only if the growing of forage is the most important use of the land. In case livestock is grazing under permanent crops (like coconut), that land should not be reported here but in permanent or medium term crops.
- **LAND UNDER TEMPORARY MEADOWS:** It is the land temporarily cultivated with herbaceous forage crops for mowing or pasture. A period of five years it is used to differentiate between temporary and permanent meadows.
- **RESTING (FALLOW) LAND:** This is the land at prolonged rest before re-cultivation. The land should be classified here if it has been (or is expected to be) kept at rest for at least one agricultural year and less than five years. Otherwise the land will be classified according at its main use: land under temporary crops, pastures, woodland or other land.
- **FOREST AND WOODLAND:** It includes woodlot or timber tracts, natural or planted, constituting part of the holding which have or will have value as wood, timber, non timber forest products or for protection, forest trees nursery must be included here as well as rows, belts, small clumps of trees, bamboos and other woody vegetation. Woodland and forest used only for recreational purposes should be excluded and reported under "all other lands".
- **ALL OTHER LANDS:** It is the land not classified in the previous types and it includes: land with farm buildings, parks, ornamental gardens, land used for aquaculture, lanes and roads, open spaces needed for storing equipment and products, wasteland, land cover with rocks, sand or water.

If there are more than 10 parcels, use the additional sheets provided for this section.

Question 22: If any type of soil conservation is practiced in the holding it (they) must be reported here, parcel by parcel. If the specified procedure is practiced, you must round number 1 in the appropriate box. If there are more than 10 parcels, use the additional sheets provided for this section.

Question 23: If in Question 21 (Column (8)) forest/woodland was reported, Question 23 must be filled. Otherwise you must skip it and proceed to the next section. If the forest reported in Question 21 is totally or partially planted forest (not naturally grown), you must circle number 1 in Question 23.1 and write down, in the space provided, the name of the species planted. Leave the space named "CODE", blank. If non timber products are produced round the appropriate code in Question 23.2. If charcoal is produced round number 1 in 23.3 and round the code corresponding to periodicity of production. The same criteria are applied for firewood in Question 23.4.

SECTION E. PERMANENT CROPS

This section has two parts: the first one (Question 24) collects information at parcel level for crops under compact plantation; the second one (Question 25) refers to information on scattered trees for the whole holding.

Question 24: For each parcel (numbered accordingly with the order established in Questions 20, 21 and 22) the area under compact plantation of coconut, banana and plantain must be reported in column 1. If the plantation is abandoned you must circle number 2 in column "2. Crop Status". Otherwise you round number 1 in this column. If the trees are interplanted (associated) with some temporary crop, a number 1 must be circled in the column headed "3. Interplanted", otherwise a number 2 should be circled in this column. If there are more than seven parcels, use additional sheets provided.

Question 25: For the whole holding the number of trees planted other than in compact plantation (scattered trees) is reported here. Note that the trees reported in Question 24 ARE NOT REPORTED HERE. For example if a holding has 3 acres of coconut in compact plantation in Parcel 2 and 20 coconut trees scattered in parcel 1: you must report "3" in parcel 2 in question 24, column 1; and "20" in Question 25, column "Total Number". Out the total number of scattered trees, how many are bearing is reported in the second column of the table in Question 25. Out of them, how many are abandoned must be registered in the following column. Finally, you must circle the appropriate code for "Interplanted".

SECTION F. TEMPORARY CROPS

Question 26: The information to be collected on temporary crops refers to the whole holding. You must read the name of each crop, crop by crop, and state if the crop is growing at the date of enumeration. You must circle the code 1 if the answer is YES or the code 2 if it is NO. Then you will proceed to the following question (***If not growing today, was it grown during 2006?***). If the answer to this question is YES you must circle number 1 and proceed to the question about end use. If the answer is NO, you must circle number 2 and look at the previous question: if the crop is growing today you will proceed to enquire for the intended final use, otherwise you have finished with that crop and you will proceed to the following line.

Regarding the question on end use, a number 1 must be circle if the produce if the crop is or has been exclusively or primarily for home consumption. In case the produce of the crop is or was for home consumption and sale, you must circle number 2. Otherwise you will circle number 3.

Question 27: If there are greenhouses the area of each greenhouse in the holding should be reported in this question. Note that the area is reported in square feet.

SECTION G. LIVESTOCK.

Question 28: You must record number of each type of livestock on holding at the date of enumeration regardless the ownership of such livestock. You also must circle number 1 (YES) when feed is used for animals of any category. Number 2 (NO) must be circled otherwise. Note that use of feed is established for cattle, pigs, goats, etc. as a whole and not by type of animal inside the category.

The following **definitions** apply:

❖ CATTLE (Species: Bovine):

- COW: Female bovine of one year and over.
- CALF: Off-spring of a cow, from birth until one year old.
- BULL: Male bovine of one year and over.

❖ PIGS (Species: Porcine):

- SOW: Female pig after birth of the first litter.
- BOAR: Male pig used for service.
- PIGLET: Young pig from birth to weaning (between 6-8 weeks after birth)
- FATTENER: Castrated male pig (usually used for meat).

If the informant does not know the classification of animals by sex, you must draw a bracket (}) comprising the categories and explain the reason in REMARKS.

SECTION H. MACHINERY AND EQUIPMENT.

Question 29: In this item the number of each type of machinery and equipment owned by the holder the day of enumeration and the type used during 2006 in the holding for agricultural purposes must be reported. ALL MACHINERY OR EQUIPMENT USED EXCLUSIVELY FOR NONAGRICULTURAL PURPOSES IS EXCLUDED. For example if a holder has two vans: VAN A) was used in 2006 to bring bags of fertilizers to the holding, to take produce to central market in Castries, to go with the farmer's family to the beach and to take children to the school; VAN B) was used for the holder's son exclusively to carry tourists through the island. In this case only ONE VAN (Van A)) should be recorded in Q.29. After recording the number of each owned by the holder you have to ask if that particular type of machinery or equipment was used on holding during 2006. Note that the column about "Use" refers to the use of the machinery or equipment regardless ownership (i.e. a holder who does not own the rotavator used in his/her holding, will be recorded as "-in the column "**Number owned today**" and (1) in the column "**Used in 2006**"

SECTION I. SELECTED PRACTICES AND FACILITIES.

Question 30: You simply must round the appropriate code: 1 for YES and 2 for NO as answer to the question about if any fertilizer (chemical or organic) was used on holding during 2006. In case the answer is NO, you must proceed to Question 32. If fertilizers were used on holding during 2006, you must go to Question 31.

Question 31: Just circle the appropriate code according to type of fertilizer. The following **definitions** apply:

- LIME: calcium oxide.
- N.P.K: combination of nitrogen, phosphorus and potassium.
- UREA: compound synthesized from ammonia and carbon dioxide.
- MANURE: (farmyard or animal manure): mixture of solid excreta of animals with litter used for their bedding;
- PLANT MATERIAL: fresh plant material which is worked into the soil. It might be decomposed through fermentation (compost).
- FOLIAR: any fertilizer applied to leaves.

Questions 32 and 33: The same criteria as Questions 30 and 31, apply to these two questions.

The following **definitions** apply:

- INSECTICIDE: any substance used to kill or repel insects;
- WEEDCIDE (HERBICIDE): substances used to destroy or inhibit the growth of plants, such as weeds;
- NEMATICIDE: preparation used to destroy nematodes (such as roundworms);
- FUNGICIDE: substances used to destroy or inhibit the growth of fungi;
- RODENTICIDE: substances that kill repel or control rodents (such as rats and mice).
- ORGANIC/BIOLOGICAL: natural substances or organisms used to control pests.

Question 34: You must round the appropriate code. Note that for “Farm Records” it is meaning the use of any means (as copybooks, keeping books, notebooks, computer files, etc.) where different farm operations are registered.

SECTION J. OTHER

Question 35: In this question you must circle the appropriate box.

Question 36: If no income is coming from farming activities (case of only subsistence farming) number 1 must be circled.

If some income is coming from farm but it represents approximately less than 1/4 of the total household income during 2006, then, number 1 should be circled.

If approximately between 1/4 and 1/2 of the total household income came from agriculture in 2006, then, number 2 should be circled.

If approximately between 1/2 and 3/4 of the total household income came from agriculture in 2006, then, number 3 should be circled.

If approximately more than 3/4 of the total household income came from agriculture in 2006, then, number 4 should be circled.

Note that one and only one code must always be circle for this question.

Question 37: Sometimes, in the same household, women are responsible for some farm activities and men for others. Question 37 is intended to collect that information stating the sex and age of person responsible for different farm activities. Just round the appropriate code for sex and register his (her) age.

Question 38: You must ask for other activities of household members during 2006. In case some of these activities are present, you must circle the code in the column headed "YES". Immediately after you have to ask if some income was obtained from the activity, if it was the case you have to write the number of males and the number of females involved in that activity in the corresponding columns under the heading "Obtaining income". If no income came from that activity you must proceed in the same way in the columns under the heading "Not obtaining income". For example, let us assume a household where the holder's wife prepares and sell jams and jellies, and the youngest son is at church service for free. In that case you must fill question 38 in the following way:

ACTIVITY	YES	OBTAINING INCOME		NOT OBTAINING INCOME	
		Number of Males	Number of Females	Number of Males	Number of Females
.....					
COTTAGE INDUSTRY	8	_____	1	_____	_____
.....					
CHURCH SERVICE	15	_____	_____	1	_____
.....					

NOTE THE FOLLOWING:

- ✓ If "Production from other farm" is present, it might mean that the household operates another (or others) holding(s). Therefore you have to fill another (or several) agricultural census questionnaires (form CAF A). In any case it will appear clearly in Question 40;
- ✓ If "Fishing" is the activity of some member of the household, you MUST FILL A FORM CAF B.

Question 39: In case remittances from abroad were received during 2006, state it in this question circling code 1 "YES" answer. Otherwise you must circle code 2 "NO" answer.

Question 40: If more than one holding is operated by the same household you must fill another (or others) agricultural census questionnaires (Form CAF A). In such case, circle Code "1" in Question 40 and proceed to fill a new censal questionnaire.

The interview has finished, you must thank the informant his/her collaboration with the census, and proceed to the next household.

5.6 Filling the fishing censal questionnaire (Form CAF B)

5.6.1. General Instructions.

The same general instructions given for filling the agricultural censal questionnaire (section 5.5.1) apply here.

5.6.2. Specific Instructions.

You can reach a household involved in commercial fishing activities both through the screening form and either through the agricultural census questionnaire. The first is the case when no agricultural holding is operated by any member of the household. The second one refers to the case when in Question 37 of Form CAF A “Fishing” appears as “Other activity” of some member of the household.

SECTION A. IDENTIFICACION AND LOCATION OF FISHING HOLDING

The cells: 1. ADMINISTRATIVE DISTRICT and 2. ENUMERATION DISTRICT will be filled in the office prior to sending the questionnaires to the field.

In Question 3, YOU MUST NUMERATE THE QUESTIONNAIRES COPYING THE SEQUENTIAL NUMBER OF THE HOUSEHOLD FROM THE SCREENING FORM.

In Question 4, circle the appropriate code. If you found the fishing household through the screening form, a number 1 must be circled because the household has no agricultural activity. Otherwise, you circle code 2 and immediately after, you copy the number of the agriculture census questionnaire you have just filled out.

Question 5: You must record the name of the respondent.

Question 6: If the respondent is the head of the household, you must draw a circle around the number 1 (in YES answer) and proceed to the following question. If he/she is not the head of the household, you must circle number 2 (answer NO) and write the complete name of the head of the household. NOTE THAT IF NUMBER 1 IS CIRCLED THEN NAME WILL BE EMPTY, ON THE CONTRARY, IF NUMBER 2 IS CIRCLED, NAME OF HEAD OF THE HOUSEHOLD MUST ALWAYS APPEAR.

SECTION B. CHARACTERISTICS OF THE FISHING HOUSEHOLD

Question 7: For each person in the household involved in commercial fishing you must record the required information. Note that only in “3. Age” and in “7. Average number of days per week fishing in last year” you have to write numbers, in all other cases just circle the appropriate code. In “4. Role in fishery” more than one code per person might be circled, because the boat owner could also be captain and/or vendor, or etc.

Question 8: In this small table you must record the total number of members of the household split by sex and age. For filling this table, you have to start with the total number of members. Then you ask how many of them are male and you write the number of males; number of females is got by the difference. Immediately after, you split the total of male members by age, then the total of female members by age. Then you add them up and you get the totals by age. Finally adding up these totals you verify the grand total you recorded at the beginning.

Question 9: Circle the appropriate code for type of tenure, both for the house and the land where the house is located. Use the same definitions as in Section D (Question 20) of Form CAF A.

Question 10: Circle the code corresponding to the percentage of household income coming from fishing in 2006.

Question 11: Circle the appropriate code for other sources of income.

Question 12: If some member of the household owns (solely or jointly) a boat you must circle code 1 and record the number of boats owned. **If nobody in the household owns a boat circle code 2, thanks the respondent and end your interview.** NOTE THAT IF A CODE 1 was circled in Question 7.4 ("Role in Fishery"), then Question 12 must be YES.

Question 13: Fill the table for each commercial fishing boat owned solely or jointly by members of the household. YOU MUST FILL AS MANY ROWS AS THE NUMBER REPORTED IN QUESTION 12. If there are more than 4 boats just continue below the table. If the boat is not registered, put a dash (-) in column "3. Boat registration number". In case the boat is owned solely for one household member or jointly for several persons of the same household, just write "1" in column "9. Number of households owning the boat".

SECTION C. OWNERSHIP OF BOAT AND EQUIPMENT

FROM HERE ONWARDS THE REFERENCE INFORMATION UNIT IS THE BOAT (Up to now it has been the household). IF THERE ARE SEVERAL BOATS, PLEASE FILL ADDITIONAL SHEETS.

Question 14: Just copy the information you have recorded in Question 13 (one sheet for each row of Question 13). Do not fill the box labelled "Code".

Question 15: Fill this question **only if the boat is jointly owned**. Otherwise draw a line across it. Note that this question must be filled if and only if in question 13, column "9. Number of households owning the boat" a number greater than "1" appears. Do not fill the cells labelled "Code".

Question 16 : You must circle the appropriate code. Do not fill the column "Code".

Question 17: In the first three columns of this table you must write down numbers. In the last two columns circle the appropriate code.

Questions 18 and 19: Just circle the appropriate codes.

SECTION D. OPERATION OF THE BOAT EQUIPMENT

It might happen that some of these questions cannot be answered by the informant. For example, if the owner of the boat is a doctor living in Castries, probably he refers to the captain for answering these operative questions. Just put it in remarks and return the questionnaire to your supervisor.

Question 20 : Just circle the appropriate codes.

SECTION E. MANAGEMENT OF CATCH

Questions 21 and 22. Just circle the appropriate codes.

SECTION F. COSTS AND INCOME

Question 23: An estimate of the average cost in fuel, stores and gears is required in this question. You must write down the figure provided by the informant in EC Dollars.

Question 24: Just circle the appropriate codes. Note that one and only one code must be circled per fishing season.

The interview has finished, you must thank the informant his/her collaboration with the census, and proceed to the next household.

5.7 FILLING THE BACK PAGE (INTERVIEW AND SUPERVISION)

Both questionnaires have a back page for controlling your work. You must fill in the information required under the heads "ENUMERATOR". If the questionnaire is not complete (for example it is pending totally or partially) you must fill one line each time you come from the field with information. Write down the present date and date and time of next visit. Round the appropriate code according to description of codes provided: 1. Complete; 2. Uncompleted; 3. Refusal; 4. Pending, 5. Other. Finally, when you give the questionnaire to your supervisor, he must write the final outcome in the space provided (after the arrow).

State the number of other censal questionnaires filled in the same household. Try to qualify the information in the questionnaire in "1. Reliable"; "2. Not too reliable" and "3. Not reliable". This qualification comes from your impression according to the way the interview was conducted. Use the "remarks" lines to add what you like.

Finally, write down your ID code, the date of completion, your name, sign it and give it to your supervisor.

5.8 SPECIAL ENUMERATION SITUATIONS.

5.8.1. Qualified informant not available.

If a qualified informant is not available, you must get some information on when the informant will be back or where to find him/her. Then you have to leave him a call back card and schedule the new visit. If this is not possible in the time you have to finish the assigned ED, you must report this situation to your supervisor.

5.8.2. Holder found in another ED.

If the holder or the informant is found in an ED different than the one where the holding is, you must take the information where the holder is and communicate it to your supervisor as soon as possible in order to avoid duplication when the "other" ED will be enumerated.

5.8.3. Do not subdivide an ED.

You cannot subdivide an ED for any reason. If the ED contains too many small farmers or too many households that will take too much time to conduct all the interviews, you must report it to your supervisor.