

# **Minnesota Population Center**

## **Urban Instructor Notebook Order N63 Form 12 Urban**

**Census: 2001  
Armenia**

**NATIONAL STATISTICAL SERVICE OF THE REPUBLIC OF ARMENIA**

RA 2001 Census

Form 12 Urban

Approved  
By the 63<sup>rd</sup> Decree of RA  
State Statistics Committee

**NOTE – BOOK**

**Instructor in Towns (Cities)**

Region \_\_\_\_\_ Area \_\_\_\_\_

Community \_\_\_\_\_

**INSTRUCTION AREA N.** \_\_\_\_\_

Instructor \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Instruction Area Address \_\_\_\_\_ Phone N \_\_\_\_\_

**CENSUS AREA N** \_\_\_\_\_

Chief of the Census Area \_\_\_\_\_

\_\_\_\_\_  
(Last Name, First Name, Middle Name)

Census Area Address \_\_\_\_\_

\_\_\_\_\_  
Telephone N \_\_\_\_\_

## INTRODUCTION

The Instructor is responsible for the registrars of his/her area, their in time and organized conduct of 2001 RA Census's preliminary activities and Census itself, also for the quality of the correspondence received. The activities of the Instructor are divided into three phases:

1. Preparation – before the registrars start their preliminary visits and the activities the day before the Census.
2. Census Days – during ten days, October 10-19, check the work of the registrars in his/her Instruction Area.
3. Verifying Activities – Organization of Census Verifying Visits, October 20-25

## THE INSTRUCTOR'S DUTIES

### 1. PREPARATION PHASE

1. Before the preliminary visits the Instructor shall:
  - 1.1. Conduct Instructing and checking of the readiness
  - 1.2. Be present at the Instruction process and checking of the readiness of his/her area registrars.
  - 1.3. Participate the organization of mass-explanatory activities with the population
  - 1.4. Have a tour round his/her area, together with the chief of the Census Area and neighboring Instructors, and make necessary corrections in the plan.
  - 1.5. Make in-place clarification of registration area borders.
  - 1.6. Based on "The structure of the Instruction and Registration Area for Rural Census" Organizational Plan, fill 1-4 columns of the first table in Registrars Note-book (form 11 rural), also fill registrars bags' labels. If the Instruction Area includes big villages, where the lists of houses(constructions) had been made, then based on those lists fill the first table of the registrar's note-book in town (form 11 urban)
  - 1.7. Check the list of the organizations considered to be temporary livings in the Instruction Area, such as hospitals, maternity hospitals, sanatoriums, rest houses, boarding schools, hotels, and arrange with their management the time-period and the structure for the organization of the Census.

For those registration areas which have such organizations, in the 7<sup>th</sup> column of the first table of the registrar's note-book it should be stated whether the census is conducted by a special registrar or by the registrar of the same area.

In case individual registration areas are established in those organizations, the registrars will not receive note-books and accompanying papers.

### 2. For Preliminary Visits

- 2.1. To provide the registrars with:
  - Registrar's note-book already filled 1-4 columns of the first table
  - Certificate
  - For the villages with 5000 and more population, also the plan of the village
- 2.2. Fill the first column and the appropriate column in the second table of his/her note-book.
- 2.3. Acquaint every registrar with the borders of his/her area.
- 2.4. Control the registrars' preliminary visits to the houses (constructions) to be in time and organized properly paying special attention to the note-books to be filled properly.

- 2.5. After the preliminary visits are over, compare the existence of all residential places in the second table of the registrar's note-book with the data in the first table, for each rural residence the quantity of houses in 5-6 columns of the first table compare with the quantity of the houses in the 5<sup>th</sup> column of the second table, also the data on population number in the 6<sup>th</sup> column of the second table in the registrar's note-book with the data in the 4<sup>th</sup> column of the second table in his/her note-book. All the differences found should be clarified and necessary notifications and corrections should be made in appropriate Census documents.
3. The Day before the Census the Instructor is responsible to:
  - 3.1. Have short consultation with the registrars about how to fill the 2001 Census documents
  - 3.2. Provide the registrar with census documents:
    - Census questionnaire
    - Accompanying papers
    - Census Area bulletin and other necessary documents.

## II. CENSUS DAYS

4. The first day of the Census to check:
  - 4.1. Whether all the registrars in his/her area started the Census. If any of the registrars did not come to work find out the reason and in case it is required replace him with another registrar in reserve and inform the chief of the Census area about the start of the Census process.
  - 4.2. Whether the Census is conducted in organizations considered to be temporary livings, such as hospitals, maternity hospitals, sanatoriums, rest houses, hotels, etc.
  - 4.3. Whether the Census is started in the organizations of social recognition, such as boarding schools, children's houses, boarding houses for elder and handicaps, etc.
  - 4.4. At the end of the first day of the Census (October 10) analyze with the registrars the mistakes made in Census questionnaire and other Census documents while filling them, clarify the directions of the Instruction which were not digested by the registrars.
5. During the Census Days
  - 5.1. Establish daily control over the registrars' works and provide all the means for the registrars to conduct the Census in high quality and fill the Census documents in the order specified in the Instruction.
  - 5.2. On October 10-19 check the correctness of all Census questionnaires and other Census documents filled by each registrar, the coincidence of personal notifications in Census questionnaires, paying special attention to the registration of individuals currently absent and temporarily present.
  - 5.3. If the correctness of the questionnaires filled is not doubtful, then on the first page of the Census questionnaire in a special place the Instructor puts his/her signature and the date. In case the Instructor finds mistakes or incomplete fillings in the census questionnaires, requires the registrar to make corrections and if it is required have double visits to those houses (constructions)
  - 5.4. Pay special attention to :
    - The readability of the Census questionnaire to be filled and to the logical coincidence of the answers to the questions.
    - The order of the registration of the members in the household.

- The correctness of the answers to the 3<sup>rd</sup> and 4<sup>th</sup> questions about currently absent and temporarily present persons.
  - The obligatory filling of the questions 7-13 and 19-21 for absent persons,
  - In the Question 7, the correctness of the relationship of the first person entered.
  - The answer to the Question 19 about Education should coincide with the Age (column 9) and should not contradict the notification in the Question 27 about the occupation (Example, it will be incorrect to have Education as Secondary and the occupation as a doctor)
  - The answer to the question on Education should coincide with the Age and with the Education already received (Example, People with high Education should not be younger than 20, people with Secondary Education should not be younger than 16)
  - In Question 18 in the Census questionnaire about the sources of living should have two reminders; one main and one secondary, and the answer to this question should coincide with the Question 26 on the type of activities in the main working place and Question 27 on Occupation.
  - 1-5 reminders of Question 15 about the person's who changed their living since 1988 should have "Yes" answer only for those who were forced to leave their residences (refugees, moved in the result of earthquake, etc.), for all the rest of cases should have "No" reminding code.
  - The year starting from, the resident continuously lives at the place (Question 17) should exceed the year of birth in the 19<sup>th</sup> Column.
  - For the women younger than 15, in the Questions 22 and 23 there should not be mentioned about the number of any born or alive children.
  - The type of activities stated in Question 26 "The type of activity in the main working place" and Question 27 "Occupation in the working place" should be written in detail and readable, without using any abbreviations, as later these data will be refined for summarizing purposes, i.e. should be classified according to filled activities and occupations.
  - If in Question 26 "The type of the activity at the main working place" any type of activity is stated, then for those persons the 29-32 section of the questions will not be filled.
  - If in the Question 29 the person looks for a job, which means that the reminding code "Yes" is written, the Questions 30-31 also should be filled. If it is "No" then only Question 32 will be filled.
  - Anticipated by the questionnaire for separate groups of questions, pay attention to the correctness of Age limits.
  - In the Census questionnaire in "Household living conditions" section.
    1. For each question there should be one answer underlined
    2. The area of living unit should not exceed the total area and should be written in whole figures (Integers).
6. Parallel to finishing the Census the Instructor accepts from registrars all the materials on Census and based on the data already corrected in the registration area complete bulletin, makes a complete bulletin for the Instruction Area.

For this it is required to:

- To check whether the census is conducted in all houses (constructions) in the registration area by comparing the data in the first and second tables in the notebooks of the registrars with the complete bulletin of the registration area.
- Count and compare with the complete bulletin of the registration area the number of questionnaires filled in each house (construction) the number of controlling papers, verifying documents, accompanying papers and certificates given to the population as guidance to the Census.

- Compare the number of persons in the Census questionnaire with the number of residents mentioned in the complete bulletin for the same household.
  - Check the correctness of the Totals in the complete bulletin of the registration area.
  - Compare the number of residents in the house (construction) registered in the complete bulletin with number of residents in the 6<sup>th</sup> column of the second table in the registrars' note-book. If there a difference, then try to find out the reason and make appropriate corrections.
7. Check the correctness and completeness of the accompanying papers (Form 10)
  8. Check the existence of all materials necessary for the census and their order in the bags (folders) and accept them back by counting, cancelled and not used documents included.
  9. Fix the day of the verifying visit of each registrar and the registration area, and inform the registrars about it.
  10. After the Census materials are accepted back fill the first section of "The Summary of the Registration Area" in the complete bulletin of the Instruction Area.
  11. After the Census is over, from October 20 to October 25, the Instructor together with the registrars of his/her area makes verifying visits by choice, on the condition that each registrar shall have verifying visits to the neighboring registration area. The verifying visits are conducted in all registration areas, including only 10% of the residences in each area. The choice of those residences is made on October 20 by the chief of the registration area or by his/her assistant together with the Instructor.

### **III. VERIFYING VISITS PHASE**

#### **12. During The verifying Visits**

- 12.1. Check in each house (construction) whether there are persons missed or registered mistakenly by the registrar.
- 12.2. Find out how many people are subject to the registration, compare their existence in the Census questionnaire by their names, paying special attention to the correctness of notes about absent and temporarily present persons in the questionnaire.
- 12.3. The data on all the persons missed by the registrar, who are subject to the registration, Instructor enters in the same household's questionnaire, adds in the list of the members of the household and fills the answers to the questions anticipated for each person.
- 12.4. Simultaneously, it is required to differentiate the following cases:
  - The data on persons mistakenly registered in the following houses (constructions) should be taken off the questionnaire and the reason should be stated, example; "Written mistakenly, gone to study", etc. The following notification is done on the line specified for that person in the questionnaire. The registration of those persons in the column "A" should not be changed, but the indicator of the "Total" should be changed. The Instructor should make notes on the persons missed or mistakenly entered by the registrar in the 3<sup>rd</sup> table of his/her note-book.
  - If one of the residents of the household is missed then the individual data about him should be added at the end of the questionnaire.
  - In case an individual household is missed, a new Census questionnaire should be filled and incase it is required other Census documents also, and the questionnaire should have a number, which is the next after the last questionnaire of the registration area.
  - During the verifying visits clarify the answers to those questions in the Census questionnaires which were doubtful during the checking process.
  - In the organizations considered to be temporary livings (hotels, hospitals, sanatoriums, etc.) where the registration is done by the registrar of the general

registration area the following organizations are situated, the verifying visit is done in the first day (October 20) by comparing the notifications in the Census questionnaires and in the books of the following companies.

13. After the Verifying Visits are over

- 13.1. Based on the corrections made in the Census questionnaires correct the mistakes in the following registration area's complete bulletin taking into consideration the results of the verifying visits, count the Totals by the area and fill "The results of the Verifying Visits" section in the registration area's complete bulletin based on the data in the 4<sup>th</sup> table of his/her note-book.
- 13.2. Fill the section " The complete Bulletin of the results of Verifying Visits" and " The Summary considering the Verifying Visits" of the Instruction area bulletin (Form 7) based on the registration area's bulletin (Form 6 rural) , also state the number accompanying papers (form 10), verifying documents (Form 6), Controlling papers (Form 4) and the certificates (Form 5) issued.
- 13.3. To present the results of the Census to the chief of the Census Area, on the dates specified by the chief, considering the results of the Verifying Visits.
- 13.4. After the Census activities are over, fill up the section " Instructor's Suggestions and Remarks" in his/her note-book, make a statement by Form 14 and prepare all the Census materials of his/her area to be handed to the chief of the Census Area.
- 13.5. On the date specified hand in to the chief of the Census area all the materials of the Census including the forms not used and cancelled.

SUGGESTIONS AND RENARKS OF THE INSTRUCTOR

Please, describe the positive and negative sides of your working conditions and give your suggestions about the 2001 RA Census in registration and Instruction area. Numerate the questions which created difficulties during the filling of the Census questionnaires. Describe what kind of incomprehensible questions were there in the Census Documents. Compose your suggestions on the Census organization and on the program itself.

For Notes.

**Table 1. The list of Registrars in Instruction Area**[illegible]



## RURAL RESIDENTCES INCLUDED IN THE LIST OF THE INSTRUCTORS AREA

[illegible]

### Table 2. Provision of Census Documents to the Instructor

[illegible]

Table 3. The Results of the Checking of the Registrars' works during Verifying Visits

[illegible]