



NATIONAL POPULATION AND HOUSING CENSUS 2010

Editor's Manual Volume II Belize



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Introduction

This Editor's Manual is a comprehensive guide to the questionnaire editing aspects of the census activity. It outlines in detail the role and responsibilities of you as editors. The manual also gives specific instructions with respect to the various questions within the 2010 round of the Population and Housing Census questionnaire.

The importance of the Editor's Manual cannot be overemphasized. It should be used as a practical guide in your work and you must therefore be thoroughly familiar with the contents and instructions of this document. Failure to become conversant with the manual will result in you experiencing serious problems when editing questionnaires, which may lead to confusion and further unnecessary work. Your responsibility is to thoroughly read and understand the contents of this manual. If any questions or misunderstandings remain, they can be clarified at your training session.

As an editor you will inevitably be faced with challenges. Any issues that you cannot handle must be discussed with your supervisor. A great deal is expected of all Census personnel, in terms of dedication, commitment and thoroughness in completing the enumeration exercise.

The Statistical Institute of Belize (SIB)

The 2010 Population and Housing Census will be carried out by the Statistical Institute of Belize (SIB) under the authority of the Statistical Institute of Belize Act No. 9 of 2006.

The SIB was established on April 1, 2007, replacing the Central Statistical Office (CSO) as the national statistical agency of Belize. The primary functions of the SIB are to collect, compile, analyze and release official statistics pertaining to the demographic, social, economic, and general activities and conditions of Belize on an impartial basis and in accordance with international standards. The SIB is governed by a board of directors, with representation from the government and non-government sectors. The Institute is headquartered in Belmopan and has offices in Belize City and all towns except Benque Viejo del Carmen and San Pedro, Ambergris Caye.

Vision

The Statistical Institute of Belize will be recognized as the leading national statistical agency, operating with professionalism and transparency in providing accurate and timely information that contributes to the development of Belize.

Mission

To provide, with the highest degree of integrity, quality and with strict adherence to professional and international standards, accurate, reliable and timely statistical information to facilitate effective policy and decision-making for local and international clients.

General Editing Rules

Whilst the majority of the edits and checks that you will perform are specific to a particular section, the following is a list of those which apply throughout the questionnaire:

1. Each section must be completed for each appropriate member of the household. Ensure that all the age instructions have been followed, for example everyone 14 years and over has completed the Economic Activity section, and that all the females aged 15 through to 49 have completed the Fertility section. The age restrictions are printed in each of the section headings.
2. "Other (specify)" answers should have a legible answer written on the line provided. The writing should not overlap in to any of the bubbles, and you should read each response carefully, ensuring that it does not fall under of the options already listed. For example if a person's ethnicity is recorded as "Other (specify)" and "Coolie" is written in, then you should erase this answer and shade the bubble for "East Indian". You should also inform your supervisor so that they can instruct the enumerator not to make the same mistake again.

Cover Page and Pages 2-4

The following data checks should be performed on these three pages:

1. Each element on the cover page has a single answer, and that the shaded bubbles match the written answers in the boxes above
2. Record of Visits is completed
3. Household listing is completed. Check each person in the listing again the following questions in the personal questionnaire:
 - 3.1. Q8.2 – sex
 - 3.2. Q8.4 – Age and Q8.3 – Date of Birth
4. Ensure the totals in the boxes below the household listing are correct, and that for households with more than 5 persons, that the correct extra person questionnaires are present
5. If there are extra person questionnaires for a household the barcode numbers on each must be correctly recorded in the boxes on page 4, in person number order

Household Section

The following 7 data checks should be performed in this section on pages 5 & 6 of the questionnaire:

HOUSING:

- H1. Ensure each question that should have been answered has one and only one shaded bubble
- H2. If Q1.2 is either of the “Own” options, check that Q1.3 and Q1.4 have answers
- H3. Check that if Q1.8a is “Yes” that Q1.8b is answered. (Note: if Q1.8a is not “Yes” that Q1.8b should NOT have answer)
- H4. Check that if Q1.9a has one of the first 3 answers shaded, then Q1.9b is also answered. (Note: if Q1.9a is either “None” or “DK/NS” then Q1.9b should NOT have an answer)
- H5. For Q1.13a
 - a. if the answer is “Flush toilet...” then there should be an answer for both Q1.13b and Q1.13c.
 - b. If the answer is “Pit latrine...” then Q1.13b should NOT have an answer
 - c. If the answer is either “None” or “DK/NS” then neither Q1.13b nor Q1.13c should NOT have an answer
- H6. Check that the bubbles shaded for Q1.16 and Q1.17 correspond to the written answers in the boxes
- H7. Ensure that for Q1.18 and Q1.19 each row has one and only one bubble shaded

EMIGRATION:

- E1. If Q2.1 is “No” or “DK/NS” then ensure the rest of the page has NO shaded bubbles nor answers
- E2. Check shaded bubbles in Q2.2 match the written number in the boxes. If the number is 1-5 ensure that there are answers in each of the person rows in table below.
- E3. For each row (person) in the table, ensure the following:
 - a. Q2.3 and Q2.4 are answered (Sex and Age)
 - b. Q2.4 through to Q2.9 are answered for people aged 14 and above
 - c. Q2.6 through to Q2.9 are answered for people aged 13 years and below
 - d. Ensure all answers for Q2.8 are between 00 and 10

AGRICULTURE:

- Ag1. Ensure that both Q3.1 and Q3.2 both have an answer

ENVIRONMENT:

- En1. For the options in Q4.1 ensure that there is only one bubble shaded for each row. If both “Affect” and “Concern” are shaded, erase both and shade the “Both” bubble instead
- En2. Ensure that if “None” or “DK/NS” is answered for Q4.2 then there are no other squares shaded

CRIME:

Cr1. If Q5.1 is either "No" or "DK/NS" then ensure there are no further answers in this section

Cr2. If Q5.3...

- a. is "Yes there should be an answer for Q5.4 but NOT for Q5.5
- b. is "No" then Q5.4 should NOT have answer, but Q5.5 should
- c. is "DK/NS" then both Q5.4 and Q5.5 should not have answers

MORTALITY:

Mo1. If Q6.1 is either "No" or "DK/NS" then ensure there are no further answers in this section

Mo2. For each person, there should be two answers: Sex (Q6.2) and Age (Q6.3). Additionally if the person was female and aged between 15-49 inclusive, then there should be an answer for Q6.4

WOMEN IN LEADERSHIP POSITIONS:

Wo1. If Q7.1 is either "No" or "DK/NS" then ensure there are no further answers in this section

Wo2. For both Q7.2 and Q7.3, ensure that if "DK/NS" is shaded, then no other answer is.

Person Section**GENERAL CHARACTERISTICS:**

Gc1. For person number 2 and above, confirm Q8.1 has a single bubble shaded

Gc2. Questions 8.2, 8.3 and 8.4 must all have an answer. For Q8.3 and Q8.4 check that the shaded bubbles match the numbers written in the appropriate boxes

Gc3. Q8.5 should have one bubble shaded only

Gc4. Q8.6 should have either one or two bubbles shaded only. If "Other" is shaded and the written response is "Coolie" then erase that answer and shade the "East Indian" option. Also bring to your supervisors attention any "Other" response which is "mix".

Gc5. If the person is less than 4 years old, then questions 8.7 through 8.9 should be blank

Gc6. For Q8.8 and Q8.9 check that the answers make logical sense:

- a. If there is a "Yes" response in Q8.8 for either Father or Mother then:
 - i. If Father is not alive (Q8.8) then ensure in Q8.9 neither "Father only" nor "Both" is shaded
 - ii. If Mother is not alive (Q8.8) then ensure in Q8.9 neither "Mother only" nor "Both" is shaded
- b. If both answers to Q8.8 are "No" or "DK/NS" then Q8.9 should not have any answers

MIGRATION:

Mi1. Questions 9.1a and 9.1b

- a. If the answer is "Belize" then nothing else in the box should be shaded
- b. If the answer is "Abroad" then either the "DK/NS" bubble to the right of "COUNTRY" should be shaded or a country should be written in the box with the label "(specify)". Further, if the country is one of the five listed to the right (USA, Mexico, Guatemala, El Salvador or Honduras) then the appropriate numeric code should be written in the three vertical shaded boxes on the left and the correct numbers bubbled in the three corresponding rows

Mi2. If Q9.1b is:

- a. "Belize":
 - i. then question 9.2 should record the district and city/town/village. Verify that a district is shaded (or "DK/NS") and that the name of the place is written in or that the second "DK/NS" bubble is shaded
 - ii. Q9.3 should have a single answer
- b. "Abroad":
 - i. then Q9.2 and Q9.3 should both be blank
- c. "DK/NS":
 - i. then Q9.2 should be blank, but Q9.3 should have an answer

Mi3. If Q9.3 is

- a. either "No" or "DK/NS" then Q9.4 through to Q9.6 should be blank
- b. "Yes":
 - i. Q9.4 should either be "DK/NS" or the name of a country should be written in. If this country is one of the five listed to the right, then the appropriate numeric code should be written in the three vertical shaded boxes on the left and the correct numbers bubbled in the three corresponding rows
 - ii. Q9.5 and Q9.6 should both have a single answer

Mi4. If Q9.7 is:

- a. "Never moved" then no further answers should appear in this section
- b. "DK/NS" then no District or CTV information should be recorded. Question 9.8 should have an answer though
- c. Alternatively a district should be shaded, and the response to CTV should either be "DK/NS" (the "DK/NS" bubble to the right of "CITY/TOWN/VILLAGE" should be shaded) or the name of a CTV should be written in where the label "(specify)" appears. Additionally Q9.8 should also have a single response shaded

DISABILITY AND HEALTH:

- Di1. Each of the first nine rows in Q10.1 should have a single response
- Di2. If Q10.2 is:
- a. either "No" or "DK/NS" then:
 - i. Then none of the boxes should be shaded, and if the person is 5 years or over then Q10.3 and Q10.4 should be blank
 - b. "Yes" then there must be at least one box shaded from the options listed
- Di3. Q10.3 and Q10.4 should be answered by only person s below the age of 4.
- a. Answers should only be recorded in either the middle column (Vaccination card available) OR the right hand column (Vaccination card NOT available).
 - b. If Q10.3 is either "No" or "DK/NS" then Q10.4 should be blank
- Di4. If Q10.5a is "No" or "DK/NS" then Q10.5b should be blank
- Di5. Q10.5b should have a single shaded bubble

EDUCATION:

- Ed1. Q11.1 should have a single shaded bubble
- Ed2. If Q11.1 is "No" or "DK/NS" then Q11.2a should be blank
- Ed3. If Q11.1 is "Yes, full-time" or "Yes, part-time" then Q11.2a should have an answer. If the answer is between "Pre-school" and "4th form" inclusive, then Q11.2b and Q11.3 should both be blank
- Ed4. If Q11.2b is "DK/NS" then Q11.3 should be blank. If Q11.2b is between "Pre-school" and "4th form" inclusive then Q11.3 should be blank
- Ed5. If either Q11.2a or Q11.2b is "Associate's degree" or above, then Q11.3 should have a written answer on the line provided
- Ed6. If the person is less then 5 years old, then this marks the end of the interview, and the rest of the person section should be blank

ACCESS TO THE INTERNET:

- Ac1. If Q12.1 is:
- a. "No" or "DK/NS" then the remaining questions in this section should be blank. If the person is less then 14 years old then this marks the end of the interview, and the rest of the person section should be blank
- Ac2. If Q12.2 is "Mobile device only" and the person is less than 14 years old then this marks the end of the interview, and the rest of the person section should be blank
- Ac3. Q12.3 can have multiple options shaded. Ensure that if "DK/NS" is shaded that no other box is also shaded

- Ac4. **Further, you should check that if Q12.3 has "Home" shaded that in the household section Q19 option c has the answer "Yes" shaded.**

TRAINING:

- Tr1. If Q13.1 is either "No" or "DK/NS" then Q13.2 and 13.3 should be blank
- Tr2. Q13.2 should have a single option shaded
- Tr3. Q13.3 should have a job or occupation written clearly on the line provided, or the "DK/NS" bubble should be shaded

ECONOMIC ACTIVITY:

- Ec1. If 14.1 is "Yes" then Q14.2 through Q14.4 should not have any responses recorded
- Ec2. If 14.2 is "Yes" then Q14.3 through Q14.4 should not have any responses recorded
- Ec3. If 14.3 is "Yes" then Q14.4 should not have a response recorded
- Ec4. If Q14.4 has a response then Q14.5 through to Q14.10 should not have any responses recorded
- Ec5. Q14.5 the number written in the box should correspond to the bubble shaded
- Ec6. Q14.6 should have a single answer shaded
- Ec7. Q14.7a, Q14.7b, Q14.8a and Q14.8b should have legible answers recorded on the lines provided or the "DK/NS" bubble should be shaded
- Ec8. Q14.8c should have either of these responses shaded:
a. a District bubble **or** the "DK/NS" bubble to the right of the label should be shaded
b. the CTV should be written in or the "DK/NS" bubble to the right of the label should be shaded
- Ec9. The bubbles shaded should match up to the written numbers in the 2 boxes

MARITAL AND UNION STATUS:

- Ma1. Both Q15.1 and Q15.2 should have a single shaded response
- Ma2. If Q15.1 is "Never married" then Q15.2 cannot be "Married and living with spouse"
- Ma3. If the answer to Q15.2 is either "Married and living with spouse", "Common-law relationship" or "Visiting partner relationship" then Q15.3 should NOT have an answer
- Ma4. Q15.4 should have a numeric answer written in the boxes to the left, and the corresponding bubbles shaded in the appropriate rows

FERTILITY:

- Fe1. Q16.1a should have 3 responses shaded:
a. Total – either "DK/NS" or a number written in the two boxes – which must correspond to the bubbles which are shaded in the two rows
b. Male – either "DK/NS" or a number written in the two boxes – which must correspond to the bubbles which are shaded in the two rows
c. Female – either "DK/NS" or a number written in the two boxes – which must correspond to the bubbles which are shaded in the two rows

- d. If the three answers for Q16.1a are not "DK/NS" then the Total should be the addition of the Male and Female answers
 - e. If the answer to Q16.1a is zero for the total, then the remaining questions in this section should be blank
- Fe2. Q16.1b should have 3 responses shaded:
- a. Total – either "DK/NS" or a number written in the two boxes – which must correspond to the bubbles which are shaded in the two rows
 - b. Male – either "DK/NS" or a number written in the two boxes – which must correspond to the bubbles which are shaded in the two rows
 - c. Female – either "DK/NS" or a number written in the two boxes – which must correspond to the bubbles which are shaded in the two rows
 - d. If the three answers for Q16.1a are not "DK/NS" then the Total should be the addition of the Male and Female answers
 - e. The Total answer for Q16.1b should NOT be greater than the Total answer in Q16.1a
- Fe3. Q16.2 ensure the shaded bubbles correspond to the written answer in the two boxes on the left
- Fe4. Q16.3 should ONLY have an answer if Q16.1a Total is greater than 1. Ensure the shaded bubbles correspond to the written answer in the two boxes on the left
- Fe5. Q16.4a should have three responses recorded – Total, Male and Female
- a. For each, there should be a number written in the box on the left and the corresponding bubble shaded in the same row, **or** the "DK/NS" bubble should be shaded to the right
 - b. If the Total is zero, then Q16.4b and Q16.4c should both be blank
- Fe6. Q16.4b should have a written number in the box and the corresponding bubble shaded. This answer must NOT be greater than the Total recorded in Q16.4a
- Fe7. Q16.4c should have as many people (rows) entered as the answer to question Q16.4b. (For example, if the answer to Q16.4b is 2, then the first two rows in Q16.4c should both have answers.) For each person (row) ensure that the sex and age are both recorded.

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