



TOKELAU

2015/16

Household Income and Expenditure Survey 2015/16

FIELD WORK INSTRUCTION MANUAL

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Introduction

This manual is intended to be used by supervisors, interviewers and other staff working on the 2015/16 Tokelau Household Income and Expenditure Survey (HIES). The main purpose of the manual is to assist both supervisors and interviewers in ensuring the timely and accurate completion of the survey questionnaires. It contains guidelines and procedures for the conduct of the HIES. All persons involved in this survey, other than the respondents, are required to study and understand fully the instructions and procedures that are contained in this manual.

The success of this survey depends largely on the manner in which the staff conducts themselves during both the training and fieldwork. It is essential that staff adhere to this manual, and any instructions given, so that the output of this survey is of the highest quality possible.

Whilst under contract for the HIES project all staff are considered representatives of the Tokelau National Statistics Office, and consequently must behave in a manner consistent with the Tokelau Government Code of Conduct:

- ✓ **Objectivity:** Interviewers have to report the exact answer without influencing the interviewee with personal opinion;
- ✓ **Rigour:** Interviewers have to fill the entire questionnaire, even if the same information is asked several times;
- ✓ **Self-control:** Interviewers have to stay neutral, without showing any feeling or surprise when the interviewee answer a question. Moreover interviewers have to stay patient and take time to explain the question if the interviewee do not understand the question;
- ✓ **Courtesy:** Interviewers have to stay polite, they need to often make eye contacts with the interviewee and not just look at the questionnaire, to avoid disengagement; (is that what's meant??)
- ✓ **Listening:** Interviewers have to be able to detect any inconsistencies in the answer, and should be able to cross-check all the information in the questionnaire during the interview. If an inconsistency is detected, interviewers have to ask the question again clearly and nicely;
- ✓ **Adaptation:** Interviewers have to adapt themselves to the environment of the household. They have to make themselves available according to the availability of the interviewee, meaning sometimes after working hours;
- ✓ **Organisation:** Interviewers have to show initiative and organisation, preparing the questionnaire before the visit, filling all the information they already know (Island code, Enumeration Area code...);
- ✓ **Neutrality:** Interviewers must not spread any political, religious or any other personal feeling. If asked about their personal opinion, they should remain as neutral as possible;
- ✓ **Confidentiality:** Interviewers have to show that they are reliable, insisting on the confidentiality and the anonymity of the survey;
- ✓ **Professionalism:** Interviewers have to be able to explain clearly the objective of the survey, how the household is selected and the meaning of each question.

1. GENERAL

1.1 The Tokelau National Statistics Office (TNSO)

The TNSO is part of the Office of the Council for the Ongoing Government of Tokelau and the key provider of official statistics to the Government of Tokelau. On Wednesday, 23 October 2013, General Fono endorsed the Statistics Rules. These Rules govern the operation of the Tokelau National Statistics Office. They outline how the TNSO should collect information from the public, and how to engage with other areas of government.

The Statistics Rules describe the responsibilities and functions of the TNSO, and the wider official statistical system. These functions include the:

- Collection, processing, analysis, publication, and dissemination of statistical information on social, demographic, economic and financial activities in Tokelau;
- Coordination and integration of statistical activities across Government, in accordance with recognised international standards;
- Responsibility of the TNSO to coordinate statistical activities.

The Statistics Rules (2013) empower the National Statistician to collect all the data required to fulfil the responsibilities of the TNSO. This can include:

- Census, survey and administrative information;
- The power to ask for information (either voluntarily or compelled);
- Penalties for non-compliance;
- The power to inspect books, records, premises and stocks in order to obtain required information.

While statistics legislation needs to include the power to collect information, statistical offices rely heavily on a respondent's goodwill rather than legal force. Protecting and developing a respondent's goodwill generally provides better results and better statistics than using legal compulsion to get information.

The main tasks of the TNSO are:

- **Population censuses:** every 5 years, each Tokelauan household on the atolls (and in Apia) is visited and interviewed about the number of people living there, their characteristics (sex, age, citizenship, level of education, their job...). Tokelauans living in Apia are included because of Tokelau Public Service employment there;
- **Consumer Price Index(CPI):** Calculating and publishing the quarterly CPI for Tokelau – this provides a measure of inflation, ie. the reducing purchasing power of money in Tokelau;
- **Administrative data such as Births, Deaths, and Marriages (BDM).** Such civil registration is done in conjunction with the Department of Transport and Support Services
- **National Accounts / Gross Domestic Product (GDP)** – under development with IMF;
- **Socio-Economic Surveys:** these surveys are conducted on specific topics with relevant departments, e.g., health survey with the Department of Health; schooling with the Department of Education at various intervals. This is the first time TNSO is conducting a HIES in Tokelau, doing so quarterly over the period of one year.

1.2 The household income and expenditure survey

- i. The Household Income and Expenditure Survey (HIES) is a field operation which consists of collecting information from a sample of households (not the whole population) based on face-to-face interviews. The questions asked to the households are related to living standard conditions, expenses, purchases, income.... It is the only survey conducted at a national level which deals with households habits in terms of expenditure and income. As the private and public sector, households represent an economic and social actor of the country which needs to be known.
- ii. The purpose of the HIES survey is to obtain information on the income, consumption pattern, incidence of poverty, and tendency towards saving for different groups of people in Tokelau. This information will be used to guide policy makers in framing socio-economic developmental policies and in initiating financial measures for improving economic conditions of the people.

Some more specific outputs from the survey are listed below:

- a) To obtain expenditure weights and other useful data for the revision of the consumer price index;
- b) To supplement the data available for use in compiling official estimates of household accounts in the systems of national accounts;
- c) To supply basic data needed for policy making in connection with social and economic planning;
- d) To provide data for assessing the impact on household living conditions of existing or proposed economic and social measures, particularly changes in the structure of household expenditure and in household consumption;
- e) To gather information on poverty lines and incidence of poverty in Tokelau.

1.3 Why a HIES in 2015/16?

This would be the first HIES conducted in Tokelau. As any other country in the world, Tokelau needs HIES data in different domains.

- For the CPI, new items have appeared on the market and the purchase / consumption habits of the household may have changed, this affects the sample of goods and services for price data;
- The poverty assessment of the country has to be updated as well, based on the household living conditions in 2015/16 (job opportunities may have changed, as have income, education level);
- In terms of national account, this survey will provide aggregates of 2015/16 household consumption.

This survey will highlight the level of expenditure and income of the households, situation of employment, equipment, assets of the households, education and health information, source of income and remittances and so on.

It will derive indicators that provide the Tokelau Government and their development partners with a core set of statistics to facilitate evidence-based policy development and planning: to monitor development progress and measure policy performance; and ultimately to describe development impact.

1.4 Confidentiality

As mentioned in the introduction, confidentiality is a major quality TNSO expects from field staff. All information furnished will be kept confidential. TNSO currently operates under the guidance of the Statistics Rules (2013). All the field workers are employed by TNSO in the execution of any duty under this Act. The relevant sections of this Act, relating to the confidentiality issues of the survey are:

Declaration of secrecy

(1) Anyone undertaking work for, or on behalf of the National Statistician, whether employed in the Office or other government department must, before commencing work, make a declaration of secrecy for life in the form set out in the schedule to these Rules.

(2) Any person, whether a Tokelau public servant or not, who is likely in the course of carrying out their terms of work with Tokelau to have access to information collected under these Rules must make a declaration of secrecy for life in the form set out in the schedule to these Rules.

(3) Anyone who makes a declaration under para (1) or para (2) shall be deemed to be an employee in the Office for the purposes of Rules 11(2), 11(3), 13, 16, and 19(1) in relation to the statistical collection with which they are associated.

(4) Every declaration made for the purposes of these Rules must be archived by the National Statistician.

Security of information

(1) Information provided to the National Statistician under these Rules must be used by the National Statistician only for statistical purposes.

(2) No person, except those considered employees in the Office under these Rules, shall be permitted to see any individual form or any answer to any question collected under these Rules except for the purpose of prosecution under these Rules.

(3) Other than for the purpose mentioned para (2) no information contained in any individual form and no answer to any question collected under these Rules can be published or disclosed to any undertaking or person other than under these Rules, nor to a person who has not signed a declaration under these Rules.

(4) All official statistics must be published in a manner as to prevent any information published from being identifiable by any person as particulars relating to any one person or undertaking unless:

- (i) that person, or person or body responsible for the undertaking, has consented to their publication in that manner or has already permitted their publication in that manner or
- (ii) their publication in that manner could not reasonably have been foreseen by the National Statistician.

(5) No information provided under these Rules can be disclosed or used as evidence in any proceedings except under para (2).

Breach of the declaration of secrecy, or privacy of information

Any person who in the execution of any duty, exercise, power, or function under these Rules commits an offence and is liable on conviction to a fine not exceeding three penalty units, or community service not exceeding 3 months, who:

- (i) after having made the declaration described in Rule 8 fails without lawful excuse to carry out the duties under these Rules, or knowingly makes any false declaration, statement, or return; or
- (ii) in the performance of his/her duties obtains or seeks to obtain information which they are not authorised to obtain; or
- (iii) knowingly fails to keep the secrecy of the information gathered or entered on the forms collected by the National Statistician under these Rules; or
- (iv) divulges the contents of any form filled in or any information given to the National Statistician under these Rules.

Breaches of this contract can have significant impacts on the successful conduct of not only this survey but any surveys undertaken by the Government of Tokelau in future. Breaches of the contract will also have an impact on the individual/s concerned in the sense that their pay can be docked and any other employment opportunities of this nature in the future will be lost.

2. METHODOLOGY

2.1 Presentation of the questionnaire

The questionnaire comprises 6 booklets: 4 modules and 2 diaries. Each module and the (identical) diaries are dedicated to different topics and different sections are included.

Module1:

- S1.1: Demographic profile
- S1.2: Activities last week (Labour force status)
- S1.3: Educational status
- S1.5: Communication status
- S1.6: Household member who left the household

Module2:

- S2.1: Housing characteristics
- S2.2: Housing tenure expenditure
- S2.3: Utilities and communication
- S2.4: Land and home
- S2.5: Household goods and assets
- S2.6: Vehicles and accessories
- S2.7: Private travel details (international)
- S2.8: Household services expenditure
- S2.9: Cash contributions to special occasions
- S2.10: Provision of financial support
- S2.11: Loans
- S2.12: Household asset insurance and taxes
- S2.13: Personal insurance
- S2.14: Electrical household goods' power consumption

Module3:

- S3.1: Education description and expenditure
- S3.2: Health description and expenditure
- S3.3: Clothing description and expenditure
- S3.4: Communication description and expenditure
- S3.5: Luxury items description and expenditure
- S3.6: Alcohol & tobacco description and expenditure

Module4:

- S4.1: Work wages and salaries
- S4.2: Agricultural and forestry activities
- S4.3: Fishing, gathering and hunting activities
- S4.4: Livestock and aquaculture activities
- S4.5: Handicraft activities
- S4.6: Income from non-subsistence business
- S4.7: Property income, transfer income and other receipts
- S4.8: Remittances and other cash gifts

Diary1 (day 1 to day 7):

- S5.1: What did your household buy today (food and non-food items)?
- S5.2: Payments for services made today
- S5.3: Gambling done today
- S5.4: Food, non-food and services received for free
- S5.5: Home-produced items – by whom were they used today?

Diary2 (day 8 to day 14):

- S5.1: What did your household buy today (food and non-food items)?
- S5.2: Payments for services made today
- S5.3: Gambling done today
- S5.4: Food, non-food, and services received for free
- S5.5: Home-produced items – by whom were they used today?

The interview of one household is spread over a 2-week period, for two reasons:

- Due to the number of questions, to conduct the interview in one visit would be too long and tiring for interviewers and respondents
- The households have to report their daily expenditure and home production over a 2-week period. Interviewers have to check this diary every other day in order to assist the household member to complete it.

⇒ Each household surveyed is visited 7 times during a period of 15 days.

2.2 Rotating sample – Round of collection

- i. The HIES is a survey based on a rotating sample of 120 households to interview, spread all over the 3 islands, and over a 12-month period between May 2015 to February 2016 according to a system of 4 collection rounds:
 - a. Round1 = May 2015
 - b. Round2 = August 2015
 - c. Round3 = November 2015
 - d. Round4 = February 2016
- ii. A round of collection is a period of 3 weeks; during this period:
 - The same families are interviewed (1 family required 7 visits).
 - The data collected are entered

In order to complete 1 household, 15 days are required, but other tasks are requested from the field workers: data entry, and data checking. That is why the round of collection is extended to 3 weeks (20 days).

In total, the field work is divided in 4 rounds of 20 days each. Each round is a subsample of 30 households of the total sample of 120 households, taken from 246 households in Tokelau (Census 2011).

TEAM		TRAINING	Round1		Round2		Round3		Round4	
		April/May 2015	May 2015	August 2015			November 2015		February 2016	
TEAM1	Atafu	TRAINING IN NUKUNO NU	Atafu	REFRESHER ON ISLANDS (Manager)	Atafu	REFRESHER ON ISLANDS (Manager)	Atafu	REFRESHER ON ISLANDS (Manager)	Atafu	
TEAM2	Fakaofu		Fakaofu		Fakaofu		Fakaofu			
TEAM3	Nukunonu		Nukunonu		Nukunonu		Nukunonu		Nukunonu	

Visit 1		Visit 2		Visit 3			Visit 4		Visit 5		Visit 6			Visit 7		Final checks		
12-May Tue	13-May Wed	14-May Thu	15-May Fri	16-May Sat	17-May Sun	18-May Mon	19-May Tue	20-May Wed	21-May Thu	22-May Fri	23-May Sat	24-May Sun	25-May Mon	26-May Tue	27-May Wed	28-May Thu	29-May Fri	30-May Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
HH1	HH6	HH1	HH6	HH1		HH6	HH1	HH6	HH1	HH6	HH1		HH6	HH1	HH6	Final checks, correct all errors reported by the system, extra visit 8 if required		
HH2	HH7	HH2	HH7	HH2		HH7	HH2	HH7	HH2	HH7	HH2		HH7	HH2	HH7			
HH3	HH8	HH3	HH8	HH3	REST	HH8	HH3	HH8	HH3	HH8	HH3	REST	HH8	HH3	HH8			
HH4	HH9	HH4	HH9	HH4		HH9	HH4	HH9	HH4	HH9	HH4		HH9	HH4	HH9			
HH5	HH10	HH5	HH10	HH5		HH10	HH5	HH10	HH5	HH10	HH5		HH10	HH5	HH10			

HIES Round = 20 days / 10 households to interview in each atoll

2 groups of 5 households each:

- HH1 to HH5: household 1 to household 5 to start interviewing on day 1 (in green on figure 1) and will be visited every other day (day 3, day 5, day 8, day 10, day 12, day 15)
- HH6 to HH10: household 6 to household 10, to start interviewing on day 2 (in red on figure 1) and will be visited every other day (day 4, day 6, day 9, day 11, day 13, day 16).

Day 1 to Day 16:

- interview in the households, the same households are visited several times during this period (7 times each)
- data entry: all modules are entered the same day of the day after the interview

Day 17 to 20: final checks make sure that all the information is complete in these households, finalize the data entry

On day 20, all questionnaires should be properly completed, edited and entered.

2.3 Sample

The objective is to survey 120 households in Tokelau in total. These households interviewed cannot be chosen by the field staff, but have been randomly selected from the 3 atolls. In order to obtain 120 households, we have selected a larger sample, in case replacement is needed (refusal, household not available...). For this reason the sample size was increased by 50% to 180 households. This selection comes from a 1 stage random selection process:

2.3.1 Selection of households

The households are randomly selected from the household listing provided by TNSO, of all the households within the Enumeration Area (EA). The first task of the team consists in walking into the EA and marking all the selected households in each village.

Table 1: sample characteristics

Atoll	Total # HHs	Households to survey	Households selected	# rounds
1. Atafu	84	40	60	4
2. Fakaofu	77	40	60	4
3. Nukunonu	85	40	60	4
Tokelau	246	120	180	4

In each atoll 60 households are selected in total:

- 40 households in list A: the one to contact in priority
 - 20 households in list B: to contact in case of replacement
- ⇒ If for any reason, some households from list A need to be replaced, supervisors have to select households selected in list B
- ⇒ Each round, 10 households to survey, 15 households to select (10 list A and 5 list B) – see table 2

Table 2: List of selected households

	Round	List	1. Atafu HH Id	2. Fakaofu HH Id	3. Nukunonu HH Id
1	1	A	AT4001	FA1002	NU3001
2	1	A	AT4038	FA1007	NU3006
3	1	A	AT4050	FA1019	NU3016
4	1	A	AT4015	FA1024	NU3021
5	1	A	AT4088	FA1036	NU3030
6	1	A	AT4064	FA1042	NU3035
7	1	A	AT4065	FA1053	NU3045
8	1	A	AT4004	FF2006	NU3050
9	1	A	AT4030	FF2017	NU3060
10	1	A	AT4067	FF2023	NU3065
11	1	B	AT4074	FA1013	NU3011
12	1	B	AT4051	FA1030	NU3025
13	1	B	AT4029	FA1047	NU3040
14	1	B	AT4077	FF2012	NU3055
15	1	B	AT4036	FF2028	NU3070
16	2	A	AT4007	FA1003	NU3002
17	2	A	AT4080	FA1014	NU3012
18	2	A	AT4068	FA1020	NU3017
19	2	A	AT4057	FA1032	NU3027
20	2	A	AT4009	FA1037	NU3032
21	2	A	AT4035	FA1049	NU3041
22	2	A	AT4071	FF2002	NU3046
23	2	A	AT4006	FF2013	NU3056
24	2	A	AT4042	FF2019	NU3061
25	2	A	AT4054	FF2029	NU3071
26	2	B	AT4044	FA1009	NU3007
27	2	B	AT4021	FA1026	NU3022
28	2	B	AT4082	FA1043	NU3037
29	2	B	AT4023	FF2007	NU3051
30	2	B	AT4079	FF2024	NU3066

			1. Atafu	2. Fakaofu	3. Nukunonu
	Round	List	HH Id	HH Id	HH Id
31	3	A	AT4056	FA1010	NU3008
32	3	A	AT4013	FA1016	NU3013
33	3	A	AT4033	FA1027	NU3023
34	3	A	AT4070	FA1033	NU3028
35	3	A	AT4010	FA1045	NU3038
36	3	A	AT4047	FA1050	NU3043
37	3	A	AT4041	FF2009	NU3053
38	3	A	AT4012	FF2014	NU3058
39	3	A	AT4085	FF2025	NU3067
40	3	A	AT4073	FF2031	NU3072
41	3	B	AT4020	FA1004	NU3003
42	3	B	AT4086	FA1022	NU3018
43	3	B	AT4027	FA1039	NU3033
44	3	B	AT4083	FF2003	NU3048
45	3	B	AT4048	FF2020	NU3062
46	4	A	AT4026	FA1006	NU3004
47	4	A	AT4062	FA1012	NU3009
48	4	A	AT4003	FA1023	NU3019
49	4	A	AT4039	FA1029	NU3024
50	4	A	AT4045	FA1040	NU3034
51	4	A	AT4017	FA1046	NU3039
52	4	A	AT4089	FF2004	NU3049
53	4	A	AT4059	FF2010	NU3054
54	4	A	AT4060	FF2022	NU3064
55	4	A	AT4018	FF2026	NU3069
56	4	B	AT4032	FA1017	NU3014
57	4	B	AT4076	FA1035	NU3029
58	4	B	AT4053	FA1052	NU3044
59	4	B	AT4024	FF2016	NU3059
60	4	B	AT4091	FF2032	NU3074

2.4 Atolls, zones and field staff codes

The following table shows for each island the island code and all villages' codes"

Atoll		Zone	
Name	Code	Name	Code
Atafu	1		
Fakaofo	2	Fale	21
		Fenuafala	22
Nukunonu	3	Motuhaga	31
		Fale	32
		Alatai	33
		Alatua	34
		Muli	35
		Other village	36

There is only village in Atafu, there are two in Fakaofo, and six zones in Nukunonu. These are the codes to use on the cover page of the questionnaire, in order to help locate each household.

Field staff also have their own code:

	Supervisor code	Interviewer code
1 Atafu	11	12
2 Fakaofo	21	22
3 Nukunonu	31	32

2.5 Team work

The field workers are organised in teams, 1 team comprises:

- 1 supervisor (team leader), in charge of:
 - o The quality of interviewers' work (doing some visits with the interviewer)
 - o The data entry / data editing
- 1 interviewer in charge of:
 - o The completion of the 10 questionnaires per round
 - o The correction of all errors and inconsistencies detected by the supervisor / data entry system

Each atoll has its own team: 3 teams and 6 staff in total.

Field staff – Tokelau HIES 2015-16



2.6 Responsibilities and Functions

2.6.1 A HIES Manager (TNSO)

TNSO will take responsibility for the overall conduct of the survey activities. In particular he will be responsible for the following tasks - to:

- Ensure the distribution of survey materials takes place in a timely manner;
- Immediately assist the field supervisor whenever a problem arises in their respective areas (data collection or data entry);
- Regularly check on the supervisor to find out how they are going in supervising their interviewers;
- Ensure all completed forms have been checked by supervisors in the field before return to the TNSO;
- Make sure all completed questionnaire forms are transported back to the TNSO;
- Ensure forms with irregularities are taken back to the supervisor for correction;
- Report to the team all inconsistencies still detected and all error messages still going on;
- Ensure all data entry files are regularly sent to TNSO;
- Provide financial reports on how the project funds are expended on a regular basis;
- Carry out other management and administrative tasks as required by the HIES project.

2.6.2 Field supervisor

Responsibilities: To supervise in accordance with the directions of TNSO, the completion of the 2015/16 HIES. Specifically to:

- Ensure that all schedules and materials are distributed to interviewers/interviewers according to the instructions of the HIES manager;
- Make contact and start the first visit with the interviewers to the 10 selected households;
- Select the replacement household within list B in case replacement is required;
- Visit interviewers regularly during the collection (at least 1 visit per day), except visit 1 and visit 5 (all households);
- Visit the 10 households in visit 5 (last visit);
- Discuss any problems encountered in the field with the TNSO HIES manager;
- Make sure all forms from the interviewers are accounted for at the end of each round;
- Enter the data using the laptop provided by Tokelau Government during the round:
 - Enter module data from day 1 to day 11;
 - Enter diary1 from day 10 to day 16;
 - Enter diary2 from day 15 to day 20;
- Report to interviewers all error messages detected by the data entry system;
- Do spot checks for completeness of questionnaires and deal with any problems that might arise in the field;
- Dispatch all completed questionnaires (in sealed envelopes) and electronic files to the TNSO after he/she is fully satisfied that:
 - All the entries of the questionnaires are properly completed;
 - All the households in the sample selected and all members of the household are covered.

2.6.2 Interviewers

An interviewer is responsible for the proper completion of the diary and questionnaire modules for every household as assigned to him/her by the supervisor during the survey period. Specifically, they are required to:

- Visit each selected household, introduce the survey to the household and after getting the approval from the household head start the interview with module1 and drop off the diary after explaining how it works;
- Visit the household at least every 2 days during the diary keeping period to check on the progress of the diary;
- Conduct face-to-face interviews with the household to complete the following materials the first week:
 - Module 1 – Demographics and Dwelling Information
 - Module 2 – Household Expenditure
 - Module 3 – Individual Expenditure
 - Module 4 - Income
- Make sure all forms have been completed correctly, and accounted for;
- Check the inconsistencies detected by the supervisor and data entry system in the modules and fix them the second week
- Fill in the appropriate details on the back and front of the household envelope;
- Fill in the interviewer agenda, which monitors the interviewer's visits to each of the selected households;

- Return all materials used in the survey to the supervisor; and
- Immediately raise any concerns or issues with fieldwork to their supervisor for prompt action.

2.7 Field operation schedule

4 rounds of collection: May 2015, August 2015, November 2015 and February 2016. All the teams have to follow the same schedule for the 4 rounds. The following table shows the calendar for the rounds 1 & 2.

Table 3: Tokelau HIES – field operation schedule

				Round1 May-15	Round2 Aug-15
Monday		Public holydays		11/05/2015	10/08/2015
Day1	Tuesday	Visit1	HH1 to HH5	12/05/2015	11/08/2015
Day2	Wednesday		HH6 to HH10	13/05/2015	12/08/2015
Day3	Thursday	Visit2	HH1 to HH5	14/05/2015	13/08/2015
Day4	Friday		HH6 to HH10	15/05/2015	14/08/2015
Day5	Saturday	Visit3	HH1 to HH5	16/05/2015	15/08/2015
Day6	Sunday	BREAK		17/05/2015	16/08/2015
Day7	Monday	Visit3	HH6 to HH10	18/05/2015	17/08/2015
Day8	Tuesday	Visit4	HH1 to HH5	19/05/2015	18/08/2015
Day9	Wednesday		HH6 to HH10	20/05/2015	19/08/2015
Day10	Thursday	Visit5	HH1 to HH5	21/05/2015	20/08/2015
Day11	Friday		HH6 to HH10	22/05/2015	21/08/2015
Day12	Saturday	Visit6	HH1 to HH5	23/05/2015	22/08/2015
Day13	Sunday	BREAK		24/05/2015	23/08/2015
Day14	Monday	Visit6	HH6 to HH10	25/05/2015	24/08/2015
Day15	Tuesday	Visit7	HH1 to HH5	26/05/2015	25/08/2015
Day16	Wednesday		HH6 to HH10	27/05/2015	26/08/2015
Day17	Thursday	Extra time / Final checks / Final data entry		28/05/2015	27/08/2015
Day18	Friday			29/05/2015	28/08/2015
Day19	Saturday			30/05/2015	29/08/2015
Day 20	Sunday			31/05/2015	30/08/2015
Day 21	Monday			1/06/2015	31/08/2015
Day22	Tuesday			2/06/2015	1/09/2015

2.8 Tasks to achieve each visit

Figure 3: ROUND OF COLLECTION – 10 households per interviewers HH1 to HH10 / 5 visits a day / 7 visits per household

	Visit 1		Visit 2		Visit 3			Visit 4		Visit 5		Visit 6			Visit 7		Final checks		
	12-May Tue	13-May Wed	14-May Thu	15-May Fri	16-May Sat	17-May Sun	18-May Mon	19-May Tue	20-May Wed	21-May Thu	22-May Fri	23-May Sat	24-May Sun	25-May Mon	26-May Tue	27-May Wed	28-May Thu	29-May Fri	30-May Sat
	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8				
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	8			
Household (HH)	HH1	HH6	HH1	HH6	HH1	REST	HH6	HH1	HH6	HH1	HH6	HH1	REST	HH6	HH1	HH6	Final checks, correct all errors reported by the system, extra visit 8 if required		
	HH2	HH7	HH2	HH7	HH2		HH7	HH2	HH7	HH2	HH7	HH2		HH7					
	HH3	HH8	HH3	HH8	HH3		HH8	HH3	HH8	HH3	HH8	HH3		HH8					
	HH4	HH9	HH4	HH9	HH4		HH9	HH4	HH9	HH4	HH9	HH4		HH9					
	HH5	HH10	HH5	HH10	HH5		HH10	HH5	HH10	HH5	HH10	HH5		HH10					
Interviewer	Module1		Module2		Module3			Module4		Data editing Module 1 to 4		Data editing Module1 to 4			Data editing Module 1 to 4		- Clear all the forms - Make sure all forms are fully complete - Extra visit are required if forms are not complete or errors are still showing in the data entry system		
	Drop diary 1 Fill in diary day1		Diary1 check (day 1 to 3)		Diary1 check (day 3 to 5)			Diary1 check (day 5 to 7) Drop diary2		Diary2 check (day 1 to 3)		Diary2 check (day 3 to 5)			Diary2 check (day 5 to 7)				
Supervisor	HH1	HH6	HH1	HH6				HH2	HH7						HH1	HH6	Complete all day entry Complete all data editing Correction of errors Correction of inconsistencies		
	HH2	HH7													HH2	HH7			
	HH3	HH8								HH3	HH8				HH3	HH8			
	HH4	HH9										HH4		HH9	HH4	HH9			
	HH5	HH10			HH5		HH10								HH5	HH10			
	Visit1 HH1 to 10 with interviewer		Visit2 with interviewer HH1-6		Visit3 with interviewer HH5-10			Visit4 with interviewer HH2-7		Visit5 with interviewer HH3-8		Visit6 with interviewer HH4-9			Visit7 HH1 to 10 with interviewer				
	Data entry module 1 & 2				Data entry module2&3			Data entry module3&4 Data entry diary1		Data entry module4 Data entry diary1		Data entry diary1			Data entry diary1 Data entry diary2		Data entry diary2		

All the modules have to be completed before day 9, it means during visit 1, 2, 3 and 4. Visit 5, 6, 7 and 8 will be dedicated to correct all the inconsistencies detected by the supervisors or data entry system on modules 1 to 4.

For diary checks reasons, interviewers have to visit the household every other day.

- ⇒ **The period of the diary is 14 FULL DAYS in each household interviewed.**
- ⇒ **At each visit interviewers have specific tasks to achieve**

2.8.1 Interviewers

Visit 1 (day 1 and day 2):

1. Contact the household, talk to the household head (ie, the person responsible for the household's finances) and explain to him or her the purposes and the constraints of the survey: 7 visits, a diary to fill in every day, the subject matter (expenditure, income). Try your best to get the agreement of the household head. **Do not start the survey with children or somebody not responsible for the household.**
2. Start the interview with module1.
3. Explain how to fill in the diary1 by filling in the first day with the interviewee.
4. Take an appointment for the next visit (visit2) in 2 days' time; visits are made every other day. On the last page of the diary, write the correct day the time of the appointment for the next visit (and report the day and time of the next visit on your schedule).

Visit 2 (day 3 and day 4):

1. Check the diary1 between day 1 and day3; if the diary is empty, complete it by asking them to remember their expenditure, their home production and all items received for free.
2. Interview module 2.
3. Take an appointment for the next visit (visit3) in 2 days' time,

Visit 3 (day 5 and day 6):

1. Check the diary1 between day 3 and day5; if the diary is empty: complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. Interview module 3.
3. Take an appointment for the next visit (visit4) in 3 days' time.

Visit 4 (day 8 and day 9):

1. Check the diary1 between day 5 and day 8: if the diary is empty: complete it by asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. Pickup diary1 and drop diary2.
3. Interview module 4.
4. Take an appointment for the next visit (visit5) in 2 days' time.

Visit 5 (day 10 and day 11):

1. Check the diary2 between day 8 and day 10: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. All feedback received from the data entry system (errors, inconsistencies, warning messages) have to be fixed during visit 5, 6 and 7.
3. Take an appointment for the next visit (visit6) in 2 days' time.

Visit 6 (day 12 and day 13):

1. Check the diary2 between day 10 and day12: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. All feedback received from the data entry system (errors, inconsistencies, warning messages) have to be fixed during visit 5, 6, and 7.
3. Take an appointment for the next visit (visit7) in 2 days' time.

Visit 7 (day 15 and day 16):

1. Check the diary2 between day 12 and day14: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. Pick up diary 2.
3. All feedbacks received from the data entry system (errors, inconsistencies, warning messages) have to be fixed during visit 5, 6, and 7.
4. Final thanks.

Extra Visit (last days of the round – day 17 to day 20) – if required visit 8:

If supervisor / data entry system still detect inconsistencies or missing information in some questionnaires after visit8, the supervisor or HIES manager can ask the interviewer to do an extra visit (visit 8) in the household in order to fix the problem asking the question again.

During the second week (day9 to day15), even if all the modules are properly completed with no corrections or inconsistencies, interviewers have to go back to the household anyway to check the diary.

2.8.2 Supervisors

Visit 1 (day 1 and day 2):

All visits1 have to be made by interviewer and supervisor
Data entry of module1 has to start day1/2

Visit 2 (day 3 and day 4):

Interview with interviewer in HH1 and HH6 for module2 and diary review
Data entry of module2 has to start day2/3 – complete data entry module1

Visit 3 (day 5 and day 6):

Interview with interviewer in HH5 and HH10 for module3 and diary review
Data entry of module3 has to start day5/6 + complete data entry module2

Visit 4 (day 8 and day 9):

Interview with interviewer in HH2 and HH7 for module4 and diary review
Data entry of module4 has to start day7/8 + complete data entry module3

Visit 5 (day 10 and day 11):

Interview with interviewer in HH3 and HH8 for diary review 4 and diary review
Complete data entry module 4 + start data entry diary1
Editing of module 1 to 4 (error listing to report to interviewers)

Visit 6 (day 12 and day 13):

Interview with interviewer in HH4 and HH9 for review module1 to 4 and diary review
Complete data entry module 4 + start data entry diary1
Editing of module 1 to 4 (error listing to report to interviewers)

Visit 7 (day 15 and day 16):

All visits 7 have to be made by interviewer and supervisor
Complete data entry diary1 and start data entry diary2
Editing of module 1 to 4 (error listing to report to interviewers)

2.9 How to check a diary

During each visit, the interviewer has to see the diary.

CHECK THE DIARY = READ THE DIARY

1. Come back to the day of the previous visit (normally 2 days before).
2. Check every page since this last visit (each section of the diary each day).
3. Each day, each section, ask the household if they may have forgotten any expenditure on items, services or home production. If for one day the section is empty, ask if they are sure that nothing should be recorded.
4. Asking questions on their activities, shopping, travel (boat or truck fares...) and the composition of their meal (and origin of ingredients, did you buy it ? when ?? did you harvest it ?? when ??)
5. Ask if all household members have reported their expenses, and not only the head of household or the person in charge of the diary.
6. In the case of households where no English is known, the interviewer has to complete the diary every other day, at each visit, for the current and previous day.

⇒ Help every household member to remember what they spent on this day, and the day before.

2.10 General comments on the planning

⇒ As much as possible, the field staff has to stick with the planning of the round, and be on time for each visit. For each round, an agenda is provided, as shown in the table on page 26: this agenda has to be filled every day with the time of each visit scheduled. Only the people interviewed can choose the time of the interview, and the interviewer has to follow the plan. Interviewers have to convince the people interviewed to be on time as well at each visit.

⇒ The first visit is the first day of the diary (day1), and the seventh visit (day15) is the day after the last day of the diary (day14). Interviewers have to visit the household every 2 days at least. In total 7 visits are required, if for any reason a delay happens, an extra visit can happen (day16 – day 17) at the end of the round.

⇒ If the household cannot be available on the day of the next interview, the interviewer has to arrange his timetable in order to finish the 7 visits on time. The workload of the interviewer is scheduled for 5 interviews a day, but 6 are possible. It is impossible to delay the end of one round; interviewer should not build up any delays.

⇒ At each visit the interviewer/interviewer have to come with all the questionnaires related to this household and his/her professional ID card.

⇒ All the modules have to be completed with a pencil, not pen (in case of mistake and modification, possible to erase and re write). Interviewers have to write with their own pencils and use their erasers as needed.

⇒ Sunday is traditionally a day of rest, meaning that no interviews are done this day. Only on special occasions can interviews be conducted on Sunday (if the household gave the permission). HIES staff have to be ready to work on Sunday if it is the case.

2.11 Agenda of field staff

Interviewers have to fill in the following agenda (see tables on page 26 and 27)) reporting all the appointments they make for the next visit.

Supervisors have to fill in their own agenda, reporting all the visits they did with the interviewer (check visits). All visits 1 and 7 have to be made by supervisors, and visit 2, 3, 4, 5 and 6 have to be made for 2 households.

At the end of the round, the agendas are completely filled in, with the correct day and time of the visit, for all interviewed households.

Timetable of interviewers for one round: each visit done has to be ticked the correct day for the correct household ID.

Agenda of interview - interviewer																			
Island name: _____				Interviewer Id: _____				Interviewer Name: _____				Round: _____							
For each household ID write the appropriate day and time of the interview for each visit																			
HOUSEHOLD HIES ID ↓	Tue __/__/__ dd mm	Wed __/__/__ dd mm	Thu __/__/__ dd mm	Fri __/__/__ dd mm	Sat __/__/__ dd mm	Sun __/__/__ dd mm	Mon __/__/__ dd mm	Tue __/__/__ dd mm	Wed __/__/__ dd mm	Thu __/__/__ dd mm	Fri __/__/__ dd mm	Sat __/__/__ dd mm	Sun __/__/__ dd mm	Mon __/__/__ dd mm	Tue __/__/__ dd mm	Wed __/__/__ dd mm	Thu __/__/__ dd mm	Fri __/__/__ dd mm	Sat __/__/__ dd mm
	visit1		visit2		visit3		visit3	visit4		visit5		visit6		visit6	visit7		visit8 (if required)		
HH1																			
HH2																			
HH3																			
HH4																			
HH5																			
HH6																			
HH7																			
HH8																			
HH9																			
HH10																			

Timetable of supervisor for one round: each visit done has to be ticked the correct day for the correct household.

Agenda of visits in the households- supervisors																				
Island name: _____				Supervisor Id: _____				Supervisor Name: _____				Round: _____								
For each household ID write for the appropriate visit the date and time of the visit																				
HOUSEHOLD HIES ID	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	__/__/__ dd mm	
	visit1		visit2		visit3		visit3		visit4		visit5		visit6		visit6		visit7		visit8 (if required)	
HH1																				
HH2																				
HH3																				
HH4																				
HH5																				
HH6																				
HH7																				
HH8																				
HH9																				
HH10																				

2.12 Interruption of the survey - replacement

2.12.1 Before starting the survey

To ensure the quality of the survey, it is important to interview the selected households.

Each interviewer has to interview 10 households each round. Those 10 households are randomly selected each round, and they all belong to list A.

Replacing a household is a big decision and affects the quality of the survey.

- ⇒ Convince the selected household (list A) to collaborate (giving the letter, explaining the importance of this survey for the country).
- ⇒ Explain to the selected who you are and what this survey consists of (2 weeks diary, 8 visits during these 2 weeks, income and expenditure questions...).
- ⇒ Make sure that the household will be available during the next 2 weeks;
 - If the household is about to leave the dwelling in a couple of days, HIES is not possible.
- ⇒ Make sure that the household will be available every other days.

1. To have the contact with the appropriate person

If impossible to meet the appropriate household member, come back later this day or the day after.

2. To have the permission of the appropriate person

If the appropriate person does not give permission or does not want to collaborate, try to convince him or her.

If for any reason, some households have to be replaced (listB), these replacements have to happen during day1 or day2, otherwise this can cause a delay in the round.

The following graph shows all the options and all the recommendations that should be taken into account before starting the survey.

Reason to replace the selected household:

Reason 1: persistent refusal – after insisting and explaining again the objectives of the survey, the head of household still does not want to answer, the supervisor has to help the interviewer to convince the household head to accept. If the supervisor himself cannot convince him, replacement is required.

Reason 2: the household is not available this week (have to leave, or busy with funerals or wedding...)

Reason 3: after 2 tries, nobody at home or impossible to find the appropriate member to get the agreement

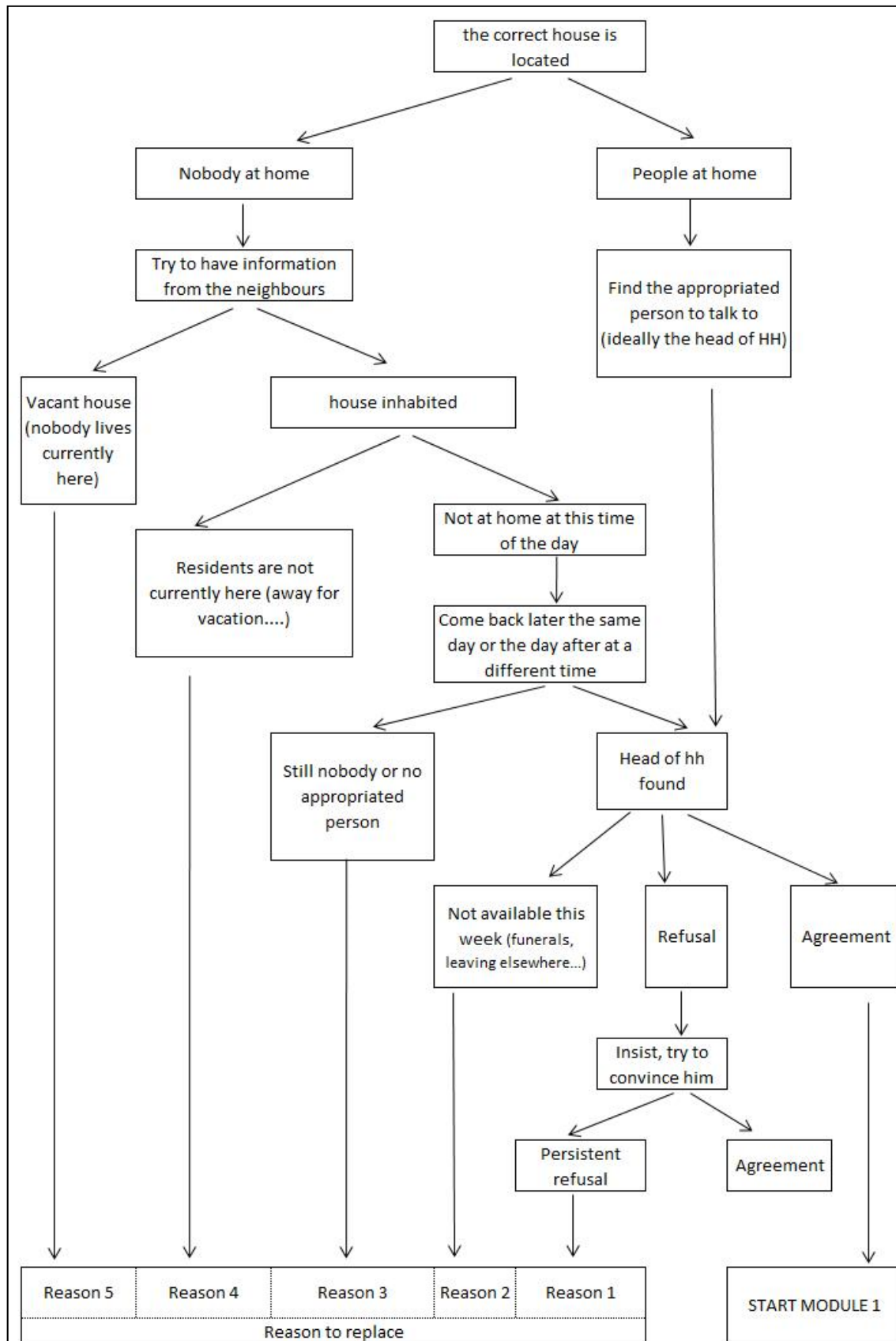
Reason 4: resident is not here, the house is empty (vacation...)

Reason 5: vacant house

Reason 6: other reason (specify)

If replacement is required, you have to inform the supervisor.

Reason for replacement



Reason 1 - Refusal – Don't want to be part of the survey

For whatever reason (eg, political), a household may strongly refuse to be part of the survey. When this occurs the interviewer must notify the supervisor immediately, and it will be the role of the supervisor to visit the household to request their participation. Explaining the importance of the survey and the strict confidential guidelines in which information will be collected, should be explained in more detail to the household when the supervisor visits. If the household still refuses to participate in the survey, this should be accepted and simply treat this household as “refusal”. As stated in Section 1.1 of this document, the Statistics Rules (2013) Act does empower the TNSO to use legal force to encourage participation in such surveys, but this power should **not** be exercised.

⇒ Replacement procedure should be put into effect (replace by household in list B).

Reason 2 - Not appropriate time

If a household is experiencing a difficult time (eg, death in the family), and as a result wish to not participate in the survey, then this should be respected. When this occurs the interviewer should simply treat this household as refusal as well and proceed to the replacement (list B).

Reason3 - Non-contact – Household members not present at time of visits

There will be times when the occupants of the household are on island, but not at home when the interviewer visits the household. When this occurs, try to determine from neighbours when an appropriate time to visit the household will be, and make at least 3-4 visits during these times before treating the household as non-contact and proceed to replacement (list B).

Reason4 - Non-contact – Household members away during survey period

Situations will arise where a dwelling will be occupied, but the occupants are off island during the collection period for the survey. In order to ascertain this is indeed the case, the interviewer should seek confirmation from neighbors, and when confirmed, proceed to the replacement (listB).

Reason5 - Vacant house

Some dwellings selected in the survey will not be occupied. When this occurs, seek confirmation from neighbours that the dwelling is indeed vacant, and then proceed to replacement listB.

Out-of-scope household

As discussed later in this document, not all households are considered within scope of the survey. A household is considered within scope for the survey if they have resided in Tokelau for the last 12 months or more; or if not, they intend to live in Tokelau for the next 12 months. A couple of questions should be asked at the start of the interview to determine if the household is within scope, and if not, proceed to replacement (listB).

2.12.2 During the period of the interview

If the questionnaire is not fully completed and the head of household decides to stop answering questions during the 2 weeks, this questionnaire will not be valid and it will be unusable.

It is exactly the same case if the modules are filled in and not the diary: **the questionnaire is not valid if incomplete.**

So, if during the week of collection the head of household decides not to answer the survey questions any more, that represents a waste of time and loss of information. If this happens, interviewers have to convince the household to finish, otherwise all time and effort already spent are wasted.

It is important to have the agreement from the first day for the entire week

Only if during the visit 2 there is a refusal is it possible to replace this household and start the survey in another household: thanks to the extra days we have at the end of the round.
(cf table on page 32: using extra time for replacement).

2.13.3 Replacing a household

Replacement can happen on day 1, 2, 3 or 4 (visit 1 or 2). After visit 2 is completed, replacement can no longer be made.

Based on the selection methodology, 15 households are selected each round:

- 10 households are selected as list A
- 5 households are selected as list B

Households selected as list A are the household to interview in priority. If for any reason, some of these households cannot be interviewed (refusal...), interviewers have to select households in list B.

If list B is not long enough (ie, more than 5 replacements needed), interviewers and supervisors have to inform the HIES management. Clearly a major problem is happening and the Village Council will be informed and action needs to be taken.

Extra time used for replacement reason

	Tue Day1	Wed Day2	Thu Day3	Fri Day4	Sat Day5	Sun Day6	Mon Day7	Tue Day8	Wed Day9	Thu Day10	Fri Day11	Sat Day12	Sun Day13	Mon Day14	Tue Day15	Wed Day16	Thu Day17	Fri Day18	Sat Day19
	Visit 1		Visit 2		Visit 3		Visit 3	Visit 4		Visit 5		Visit 6		Visit 6	Visit 7		Extra visit		
Case 1	Visit 1 →		Visit 2 refusal																
			↓																
Case 2	Visit 1 →		Visit 2 Refusal																
			↓ ↓																
			Change list B																
			↓ ↓																
	Visit 1 →		Visit 2				→ Visit 3	→ Visit 4	→ Visit 5					→ Visit 6	→ Visit 7				
			Visit 1				→ Visit 2	→ Visit 3	→ Visit 4					→ Visit 5	→ Visit 6	→ Visit 7			

If during the second visit (on day 3 or day4) one household decides to stop the survey, it is still possible to replace the household, using extra time at the end of the round to do the last visit.

In the case of refusal after visit 2 (after day 4), the household is lost, and it is impossible to replace it (not enough extra time at the end of the round).

2.13.4 Household listing

At the beginning of the round, the household listing will help the field staff to locate the selected households and to monitor the replacement procedure if needed.

The household listing form has to be returned at the end of the round to the HIES manager.

The household listing is made up:

- 10 households list A (ID 1 to 10) and 5 households list B (ID 11 to 15): Column 1
- For each household listed they are the:
 - o Atoll name and code: Column 2&3
 - o Zone name & code (only for Fakaofo and Nukunonu): column 4&5
 - o Name of the head of household: column 6
 - o Sequential household id from the census: column 7
 - o List (A or B): column 8
 - o Round (1, 2, 3 or 4): column 9
 - o HIES household Id: column 10
 - o Interview status to complete (1=interview conducted / 2=replacement): Column 11
 - o Reason for replacement: if column 11 = 2 specify the reason of replacement
 - o Replacement HIES ID: write the appropriate HIES ID used to replace

In the following example, out of the 10 households to interview in list A, 3 of them have been replaced, and 1 replacement has not been contactable, meaning that 4 replacements took place. Household ID 347, in list A, was not in country during the time of the survey, and has been replaced by household 356 (List B). Household id 349 in list A refused to participate, and has been replaced by household ID 357 (List B). This replacement household 357 has not been contacted during the time of the contact, and has been replaced by the following 358. And finally, household 353 in list A was away in NZ during the time of the round, and has been replaced by Household ID 359 who agreed on the survey.

TOKELAU 2015/16 HIES - Household listing Nukunomu - Round 4

Seq Num	Island Name	Island Code	Village name	Village code	Name	Census seq num	List	Round	HIES HH Id	Interview status	Reason for replacement	Replacement HIES id
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Nukunonu	3	Fale	32	xxxxxx	21	A	4	346	1		
2	Nukunonu	3	Alatai	33	xxxxxx	50	A	4	347	2	→ absence (in Samoa) →	356
3	Nukunonu	3	Motuhaga	31	xxxxxx	2	A	4	348	1		
4	Nukunonu	3	Fale	32	xxxxxx	32	A	4	349	2	→ refusal →	357
5	Nukunonu	3	Alatai	33	xxxxxx	37	A	4	350	1		
6	Nukunonu	3	Motuhaga	31	xxxxxx	13	A	4	351	1		
7	Nukunonu	3	Muli	35	xxxxxx	72	A	4	352	1		
8	Nukunonu	3	Alatai	33	xxxxxx	48	A	4	353	2	→ away (in NZ) →	359
9	Nukunonu	3	Alatai	33	xxxxxx	49	A	4	354	1		
10	Nukunonu	3	Motuhaga	31	xxxxxx	14	A	4	355	1		
11	Nukunonu	3	Fale	32	xxxxxx	25	B	4	356	1		
12	Nukunonu	3	Alatua	34	xxxxxx	61	B	4	357	2	→ non contacted →	358
13	Nukunonu	3	Alatai	33	xxxxxx	43	B	4	358	1		
14	Nukunonu	3	Fale	32	xxxxxx	19	B	4	359	1		
15	Nukunonu	3	other village	36	xxxxxx	74	B	4	360			

Interview status (column 11):

1 = interview conducted

2 = replaced

If replaced:

Column 12: write the reason for replacement (refusal, absence, non contacted...)

Column 13: write the HIES HH Id used to replace (from 356 to 360)

2.13 Modules and visits

Interviewers have to complete 4 modules during the first week of interview (visit1 to 4)

Modules have to be completed as soon as possible the first week (visit1, 2, 3 or 4).

The second week is dedicated to feedback.

- ⇒ **No modules completion week 2 (visit5, 6, 7 or 8) possible**
- ⇒ **All the modules must be completed by interviewers and entered by supervisor during week1**
- ⇒ **WEEK2 IS DEDICATED ONLY TO THE FEEDBACKs ON MODULES ALREADY COMPLETED AND ENTERED**

In parallel, diaries 1 and 2 are checked properly week 1 and 2 every other day. Diary1 is entered week2 and diary2 during extra time by the supervisors.

3. CONCEPTS AND DEFINITION

3.1 Household v Dwelling

Confusion often surrounds the definitions of a household and dwelling. For this survey, and most others like it, the definitions are:

Dwelling

Tokelau Statistics Rules (2013): “dwelling” means any building or erection, whether permanent or temporary, which is wholly or partly used for human habitation; and *[for census purposes]* includes a vessel or aircraft at any island of Tokelau, or on a passage between any of those islands;

So a dwelling usually refers to the physical structure in which a person/s resides. The type of structure may vary considerably, and includes :

- a) Single structure unit
- b) Block of apartment units
- c) Small dwelling unit attached to a shop.
- d) Hospital

Household

A household refers to a group of people, and not the physical structure they live in. Generally speaking, for survey purposes, a household is a group of people who pool their money together and cook and eat together. Often a household is very similar to a family, but the people comprising a household don't have to be related.

Treatment in the field

Based on these definitions, you may have a dwelling being occupied by more than one household, if there are indeed two groups of people that cook and eat separately, and are living in the same dwelling. This is not too common, but care needs to be taken by field staff when visiting dwellings to determine if one or more households reside in that dwelling.

It can also be said that one household may be occupying two or more dwelling structures: for example a small fale behind a main dwelling that houses one or more people; but all members of those two structures form the one household, and still cook and eat together.

NB: For the 2015/16 Tokelau HIES, it is the household we wish to collect information from. So if a dwelling is selected which comprises more than one household, all should be interviewed.

3.2 Household members

Household Members for S1.1

Household members are listed in two separate parts of the survey:

1. S1.1: Those persons who are considered a member of the household at the point of the survey
2. S1.6: Those persons who were considered a member of the household in the last 12 months, but no longer are.

Defining the members of the household in S1.1 is a very important aspect of the survey. It is extremely important during the analysis phase of the survey: as such, time should be taken to making sure the following criteria are followed:

Who to include:

- All persons currently living in this household as their main place of stay, who share common living arrangements from an economic perspective (share costs of living and share incomes to some degree);
- Persons who are temporarily away for business, work or illness, but meet criteria 1 in that this is their usual place of stay;
- Students who are staying away from home for studies and are still reliant on this household for financial assistance, and plan to return to this household after studies, if:
 - They are staying overseas, in a dormitory or student compound;
 - They are staying in a school/college dormitory within country;
- Persons staying in hospital long-term, but still plan to come back to the household, and still are dependent on the household from which they come;
- Persons who are overseas for lengthy periods of time for work in order to support the household, and expect to return to the household on completion of this work. Examples include:
 - Seafarers;
 - Seasonal workers;
- Persons who alternate between household on a regular basis, but spend most time at this household;
- Visitors who are staying with the household for 6 months or more.

Who to exclude

- Persons who spend most of their time living in another household;
- People who have left the household with no intention of returning (a household member who got married and left, or a member who find job overseas with the intention of staying);
- Students who are dependent on this household but away long-term and staying with a host family elsewhere in Tokelau.

Household Members for S1.6

As stated above, the second list of household members collected in S1.6 of module 1, covers those members of the household who used to be a member of the household in the last 12 months (based on the criteria above), but now no longer are, and have no intention of returning. Two typical examples include:

- 1) Members of the household who have died in the last 12 months;
- 2) Members of the household who have moved elsewhere with no intention of returning.

General rules for defining a household and its members

Regarding both surveyed households and individuals within them, you should be very careful when dealing with this rather complex task of determining who should and who should not be included. Carefully check the rules laid out here. The rules should enable you to handle vast majority of household situations that you encounter, but they may not cover all.

If you are in doubt, initially, as to whether to include a household among the list of eligible households in an enumeration area, discuss the problem with your supervisor. Once the survey households have been selected for you to interview in an enumeration area, or if you remain unsure whether an individual should be included in a survey household, discuss the problem with your supervisor.

3.3 Scope of the survey: all households based in Tokelau

This survey is addressed to all the private households that have been based in Tokelau for :

- More than 12 months;
 - Less than 12 months but are planning to stay in the country for more than 12 months:
- ⇒ Whatever their origin, ethnicity, composition, activity, occupation...
- ⇒ The concept of private household excludes all kind of communities (hospital, boarding school, military compound...).

Example of eligible households:

- *A just-married couple that has been living together since their wedding 3 months ago;*
- *An expat family just arrived last month for a 3-year contract in Tokelau;*
- *An expat family who has been living in Tokelau for 5 years.*

Example of non-eligible households:

- *An expat guy who rents a house in Tokelau arrived last month and plans to stay for 6 months;*
- *All tourists, who come to Tokelau for a short period.*

3.4 Household expenses

Household expenditure is defined as the sum of:

3.4.1 Household consumption expenses

The monetary value of consumer goods and services acquired, used or paid for by a household through direct monetary purchases, own account production, barter or gift, for satisfaction of the needs and wants of its members.

Each single consumer goods or services purchased, home produced or received as a gift is coded in the classification as follows:

- **01 – Food and non-alcoholic beverages**
- **02 – Alcohol, kava and tobacco**
- **03 – Clothing and footwear**
- **04 – Housing**
- **05 – Furnishing, equipment**
- **06 – Health**
- **07 - Transport**
- **08 – Communication**
- **09 – Recreation and culture**
- **10 – Education**
- **11 – Restaurants – bars - hotels**
- **12 – Miscellaneous goods and services.**

3.4.2 Household non-consumption expenditure

Expenditures incurred by a household as transfers made to government (such as taxes), non-profit institutions (church, associations...), and other households (remittances to relatives, friends...) without acquiring any goods or services in return for the satisfaction of the needs of its members.

- **13 – One-way transfer (no return)**
- **13.1 – Transfers to government (fines, taxes...)**
- **13.2 – Transfers to church**
- **13.3 – Transfers to another household (relative or not)**
- **13.4 – Transfers to another non-profit institution (charitable organisation..)**
- **13.5 – Transfers to the community**
- **13.6 – Other kind of one-way transfer.**

3.5 Own / family business expenses - (Professional expenses)

Expenses incurred by a household in order to run a business, to make money.

Example:

- *Petrol bought for boat to collect raw materials from motu*
- *Food bought in order to process and to sell take-away plates, solid fuel or gas used for cooking....*

The objective of the survey is to collect household expenditure, but in some cases it can be confusing for the households to make the distinction with business expenditures. That is why the purpose of each expense collected has to be specified:

Private use = household expenditure: this expense was made for family or personal needs;

Business use = expenses made for business needs only;

Both = will be treated separately, expenses made to respond to private needs and business needs (for example, if the family car is a taxi and is used to run taxi service and to respond to family use).

3.6 Food received for free

Apart from purchasing, households can get food items from other source:

- Produced by themselves: crops, vegetables and fruits harvested or gathered, livestock raised (pigs, chicken...) and killed for their meat;
- Caught or hunted: fish caught in the sea or in the lagoon, sea food and shellfish collected on the sea side, any animal hunted for its meat;
- Received as a gift: whatever food items or dishes received as a gift from another household or other source;
- Picked from the stock: in the case of the household running a shop or any professional business (farmer....). They can take food items from the business stock.

3.6.1 Food items home-produced

Home production is related to the food items consumed (eaten), used (cooked) or stocked by the household itself coming from subsistence activities. Home-produced items include:

- Fruits crops and vegetables harvested, gathered, collected, from the household garden, plantation for own consumption;
- Meat from household livestock raised (chicken, pig, beef, rabbit....) or by products (eggs, honey...) obtained this day. Meat from hunted animal (wild pigs, birds...);
- Fish, shellfish, sea food caught or collected by the household for own consumption.

Example of home produced food items:

- *A household member goes fishing and comes back with fish, a part of the catch is sold, another given away and the last part is stocked by the household for his own consumption: only this last part is recorded as home production.*
- *A chicken killed from the yard to eat this day or to stock for eating later.*

FOOD ITEMS HOME-PRODUCED CAN BE COLLECTED THE DAY OF THE INTERVIEW AND CONSUMED OR USED FOR COOKING LATER. IN THIS CASE, THEY HAVE TO BE RECORDED ON THE DAY OF COLLECTION.

Example:

- *One household member came back from the garden with a bunch of bananas. All the bananas are not eaten or used for cooking this day but the bunch of banana will be reported this day.*

FOOD ITEMS COLLECTED IN THE HOME PRODUCTION SECTION ARE THE CROPS, FRUITS, VEGETABLE OR ALL INGREDIENTS USED IN THE COOKING.

Example:

- *The mother used taro, banana and coconut (she got from the garden and bush) to cook a pudding. In the home production section should appear all the ingredients she used she got from the garden. The pudding must not be recorded.*
-

3.6.1 Food items received as a gift

Any food items or take-away food (dishes) received for free from another household or not (family gift, prize or award from a fundraising or from any gambling, bingo...).

Example of food items received for free

- *One of the household members this day has visited a relative in another household, they were cooking pie, they gave the household member one pie;*
- *My neighbour is picking mangoes in his tree; he gave to the household 1 bag of 5 breadfruit;*
- *The mother in the household won 1 pig at the bingo.*

3.7 Household income

There have been various international guidelines prepared to help in developing definitions of income and expenditure. The most authoritative international standard is the Resolution Concerning Household Income and Expenditure Statistics from the 17th International Conference of Labour Statisticians (ICLS). The broad concept of income is described as follows in the ICLS Resolution:

Household income consists of all receipts whether monetary or in kind (goods and services) that are received by the household or by individual members of the household at annual or more frequent intervals, but exclude windfall gains and other such irregular and typically one time receipts. Household income receipts are available for current consumption and do not reduce the net worth of the household through a reduction of its cash, the disposal of its other financial or non-financial assets or an increase in its liabilities.

Household income may be defined to cover: (i) income from employment (both paid and self-employment); (ii) property income; (iii) income from the production of household services for own consumption; and (iv) current transfers received.

This concept is consistent with the concept of income used in the national accounts.

An estimate of income that is as consistent as possible with the ICLS definition should be derived from HIES data. This measure should be used in tables that classify households by income deciles and the like.

Data relating to monetary receipts that are excluded from income can still be tabulated separately as data items of interest.

3.8 Transactions

A transaction is a deal between 2 entities, it can be:

- A two-sided transaction: to the benefit of both entities (purchase, exchange...);
- A one-sided transaction: to the benefit of one entity only (gift received).

Information required:

Two-sided transaction:

Minimum information required:

- The detail description of the good or services exchanged;
- The total price you paid, even if the good or services is paid by credit, the total price is required (or an estimation of the value if it is paid in kind);
- The place where the purchase is done (name of shop, market, name of the provider if it is a private, can be on internet as well....).

Extra information can be required in some specific cases:

- Quantity bought (mainly for food item, quantity and unit in order to derive the calories estimation);
- Did you resort to loan to pay?
- Period covered (in the case of electricity or telephone bills, there is a period of consumption related);
- Purpose of the transaction: personal use, business...

Example of two- sided transactions:

- *I bought 1 tin of tuna from the store NZD \$5 for my own consumption;*
- *I bought a fresh fish (yellow-fin tuna) from a fisherman for NZD \$10 in order to resell it;*
- *I exchanged fish for rice with another household (I bought and I paid in kind) for my own consumption, valued at NZD \$50;*
- *I bought a second-hand boat NZD \$3,000 from another household; I borrow money from the bank (loan) in order to buy it.*

Key rule

The total price of the good purchased or the service paid has to be recorded, even if the payment is not complete or if it is delayed.

Example:

- *I bought a car and pay off my loan monthly;*
- *I bought a TV and I will pay later.*

One-sided transactions:

Information required:

- The detail description of the goods received;
- The quantity and the unit;
- An estimation of the value on the local market.

Example of a one-sided transaction:

My relative gave me a piece of pig meat, valued at NZD \$50.

3.9 Recall period

3.9.1 Definition

⇒ The recall period is the period of time between 2 dates during which we observe any phenomenon (as expenditure or acquisition of a good, school attendance....). The recall period starts on a specific day and ends on another specific day (day/month/year). If the phenomenon happens during the period we record it, otherwise, we don't.

⇒ The budget of one family is usually based on a 12-month period covering all events in the year. HIES is designed in such a way to provide indicators based on a 12-month period.

3.9.2 Specifications

⇒ Ideally to get results on household habits over a year we should survey a sample of family during the entire year. However, following them during such a long time is unrealistic, that is why we made the choice to follow one household for 2 weeks and 3 months later to change to another, following it for the same duration i.e 2 weeks... (Rolling sample).

⇒ It is possible to design a survey with a data collection covering 3 or 6 months, but depending on the period of the year during which field work is conducted, there is the risk to over-estimate or under-estimate certain periods or events of the year (such as religious festivals, and Mother's and Father's Day). Single surveys are cheaper to implement but do not give reliable estimates because they do not cover seasonality (especially consumption).

⇒ Recall period does not have the same duration for all topics included in the questionnaire. For instance it would be impossible to remember the clothing expenditure over the last 12 months, but would be possible for major expenses like renovation of the house or purchase of a vehicle.

⇒ The different recall periods related to each topic are :

- **1 week** (e.g. occupation the last 7 days, consumption of rice, alcohol, or cigarettes....)
=> colour blue;
- **1 month**: (e.g. cell phone top up expenditure...) => colour violet;
- **3 months**: (clothing...) => colour green;
- **12 months**: (education...) => colour yellow.

The HIES survey is designed around 2 different kinds of questionnaire (2 different ways to record events):

- Recall questionnaires, in the modules, based on what happened during a recall period;
- Diary: based on what is currently happening in the household. Expenditure, home production, meals... are recorded daily during 7 days.

4. LIST OF SURVEY MATERIALS

Field work instruction manual (the one you are currently reading)

In this manual field staff will find all the information related to the methodology of the survey. The purpose of this manual is to facilitate the work of the interviewer/interviewer, but it should not be used during the interview (that would make the interview too long). The manual details all the tasks interviewers have to achieve and how to achieve them.

Questionnaire instruction manual

The questionnaire instruction manual will provide the main information to field staff on how each of the four modules and the household diary should be filled in. This manual will initially provide general information on how the modules should be filled in, addressing issues such as sequence guides, item codes, recall periods, etc. This will be followed by detailed descriptions on how to respond to each question within each module, including the diary.

Example showing how to fill in certain sections will also be included in the manual, but obviously not all possible responses will be addressed. When situations arise that this manual does not appropriately address how to deal with, then the supervisor and/or staff from the TNSO should be consulted.

Questionnaire (6 booklets: 4 modules and 2 diaries)

The questionnaire is the crucial document containing sensitive information. Except field staff nobody should have access to this document and all the information inside is confidential. You have to keep them in a safe place during the round of interviews. The questionnaires should be filled in using a pencil, which is easier to erase than pen.

Field staff id card

Interviewers have to bring their personal professional ID card every day in the field. This card proves that you are a professional interviewer recruited and trained by the SINOS. It means you work respecting confidentiality and you are under the Statistics Rules.

Primary approach letter from the head tnsos/government

This letter explains again the objective of the survey and the importance of the collaboration of all the selected households. Why this household was selected, how it was selected, and the schedule of the week of interview.

The interviewer agenda

A weekly timetable is provided to each interviewer in order to write the day and the time of each visit. For each round, interviewers have to fill and update it according to the scheduled visit.

Stationery

1 pen to give to each household surveyed to fill in the diary;
Pencil and eraser to complete the modules;
1 calculator to help in some estimations of amount.

Household listing and household selection forms

These forms will allow the team to locate the selected household in list A, and the list B in case of replacement. If replacements are required, the reason for replacement has to be given.

5. LIST OF FORMS TO COMPLETE AND RETURN AT THE END OF EACH ROUND

At the end of each round, TNSO will expect the following document, properly filled in :

- Questionnaire: 4 modules, 2 diaries and the cover page. The HIES questionnaire is complete only if all the modules and diaries are completed, if one of them is missing, the full household survey is wasted. Interviewer and supervisor have to sign the questionnaires at the end of each round.
- Agenda of interviewer: the agenda of the interviewer has to be complete, with all visits, the appropriate day and time.
- Household listing: the household listing allows tracking all the replacements and the reason for replacement This document provides very useful information and has to be complete and returned at the end of each round.

6. SCHEDULE: TOKELAU SECRECY DECLARATION FROM STATISTICS RULES (2013)

Declaration of secrecy

To be declared by all those employed in the Tokelau National Statistics Office under Rule 5 of the Statistics Rules 2013, or working for or on behalf of the National Statistician under Rule 8 of the Statistics Rules 2013 and to whom information about individuals, families, dwellings, business, or institutions may be disclosed in the collection, processing, or tabulation of information collected under the Statistics Rules 2013.

I,..... (*Full name*)

Of.....(Village/City, Country)

Sincerely declare that I will not disclose any information about individuals, families, dwellings, businesses, or institutions, or any information that may identify individuals, families, dwellings, businesses, or institutions that I obtain in my role or work with the Tokelau National Statistics Office, except as authorised by the National Statistician.

I recognise that the privacy and security of individuals, families, dwellings, businesses, and institutions are protected under the Statistics Rules 2013, and I will ensure that no one not authorised by the National Statistician will be allowed to view private information.

I recognise that this declaration of secrecy is binding for my entire life, as required by the Statistics Rules 2013.

Signature

Declared at (village / city) this..... day of..... 20.....