

A handwritten signature in black ink, appearing to be 'N. Pan' or similar, located above the main title.

POPULATION CENSUS 2001

JAMAICA

ENUMERATION

MANUAL

APPENDICES

Jeffrey

Enumeration Manual
Errata

**PLEASE MAKE THE FOLLOWING CORRECTIONS TO THE MANUAL
BEFORE YOU START READING**

Page and Paragraph	Is	Should Read	Action to be Taken
7			Delete file string at (i) and add two pencils
13 para 2.12 cont'd	Fictious	Fictitious	
21 para 4.9			Add- Supervisory Zone Name: This will be given to you by your Supervisor
23 para 4.11	“enter in the Column the Block Symbol”	“enter in the Column the Block Symbol A,B, C etc.”	
25			See Corrections to the Table on page 5 of the Errata
26	Number of Persons 18 years and Over- Check on each questionnaire at Question 1.3	Number of Persons 18 years and Over- Check on each questionnaire at Question 1.2	
27 Summary cont'd	“Each line in the example represents a page etc”	“Each line in the example represents a line etc”	

Page and Paragraph	Is	Should Read	Action to be Taken
28 para 4.14	Number of Questionnaires: Count the number of questionnaires etc	Number of Questionnaires: Count the number of Individual questionnaires etc	
30	YOU WILL THEN PROCEED TO COMPLETE ONE HOUSEHOLD QUESTIONNAIRE AND AN INDIVIDUAL QUESTIONNAIRE etc	YOU WILL THEN PROCEED TO COMPLETE ONE HOUSEHOLD QUESTIONNAIRE FOR EACH HOUSEHOLD AND AN INDIVIDUAL QUESTIONNAIRE etc	
31			Add just before para 5.1, "A household questionnaire must not be done without an individual questionnaire and vice versa."
32 para 5.2 (i)	Examples on Forms JCO1B AND PCO1C are: Questions 2.7 and 2.10	Examples on Forms PCO1B AND PCO1C are: Questions 2.4 and 2.5	
33 para 5.3 line 8	"If it was understood etc"	"If it was not understood etc"	

Page and Paragraph	Is	Should Read	Action to be Taken
34 para 5.12 line 2	“as set out in Paragraph 5.8”	“as set out in Paragraph 4.15 ”	DELETE PARAGRAPH
34 para 5.13 line 1	“This Section comprises Question 2.1-5.1 etc”	“This Section comprises Questions 2.1-6.2 etc ”	
38 para 5.20 line 3	“The categories are the same as for Question 2.4.”	“The categories are the same as for Question 3.1 ”	
38 para 5.22 last line	“being utilized as such”	“ being used. ”	
42 para 5.37	Between August 2000 and September 2001	Between September 10, 2000 and September 9, 2001	
52 para 5.62			
55 para 5.68	If the information is not reported write in ‘not stated.’	If the information is not reported score ‘not stated’.	
59 para 5.73 cont’d fifth line from bottom of final para.	Do not include persons going as contract workers etc	Do not include the work done by persons going as contract workers etc	

Page and Paragraph	Is	Should Read	Action to be Taken
62 para 5.76			ADD THE FOLLOWING: Foreign consultants resident and working in Jamaica should be scored as "Other"
62 para 4.7 last line	If the information is not reported write in 'not stated.'	If the information is not reported score 'not stated'	
64 para 5.82			
65 para 5.84 second line	" first week of April"	" first week of September".	Delete the words Question 4.12 only.
65 para 5.84 last line			
65 para 5.85	August 2000-September 2001	Between September 10, 2000 and September 9, 2001	
66 para 5.96	August 2000-September 2001	Between September 10, 2000 and September 9, 2001	Add "AND GO TO THE INSTRUCTION ABOVE QUESTION 4.19"
Appendices page 2			
			Delete British Virgin Islands from South Eastern Asia.

Correction to Table on page 25 of Manual

Date of First Visit (2)	Building/Housing Unit No. (4)	Dwelling No. (5)	Household No. (6)
12/10	001 002 002	01 01 02	01 01 01
13/10	001 001	01 02	02 01

In this example Housing Unit 001 is first listed on **12/10**

POPULATION CENSUS 2001

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MANUAL

APPENDICES

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Appendix 1

TABLE OF AGES

QUESTION 1.3 AGE

INSTRUCTIONS: To use this table, look up the year of birth in Column (1) and the month and date of birth in Column (2) or (3), depending on whether the birthday fell on or before September 10. The number in the row for the relevant year and the column for month and date is the number to be recorded.

YEAR OF BIRTH	MONTH & DATE OF BIRTH		YEAR OF BIRTH	MONTH & DATE OF BIRTH		YEAR OF BIRTH	MONTH & DATE OF BIRTH		YEAR OF BIRTH	MONTH & DATE OF BIRTH	
	Jan. 1 to Sept. 9	Sept. 10 to Dec. 31		Jan. 1 to Sept. 9	Sept. 10 to Dec. 31		Jan. 1 to Sept. 9	Sept. 10 to Dec. 31		Jan. 1 to Sept. 9	Sept. 10 to Dec. 31
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
1901	100	99	1926	75	74	1951	50	49	1976	25	24
1902	99	98	1927	74	73	1952	49	48	1977	24	23
1903	98	97	1928	73	72	1953	48	47	1978	23	22
1904	97	96	1929	72	71	1954	47	46	1979	22	21
1905	96	95	1930	71	70	1955	46	45	1980	21	20
1906	95	94	1931	70	69	1956	45	44	1981	20	19
1907	94	93	1932	69	68	1957	44	43	1982	19	18
1908	93	92	1933	68	67	1958	43	42	1983	18	17
1909	92	91	1934	67	66	1959	42	41	1984	17	16
1910	91	90	1935	66	65	1960	41	40	1985	16	15
1911	90	89	1936	65	64	1961	40	39	1986	15	14
1912	89	88	1937	64	63	1962	39	38	1987	14	13
1913	88	87	1938	63	62	1963	38	37	1988	13	12
1914	87	86	1939	62	61	1964	37	36	1989	12	11
1915	86	85	1940	61	60	1965	36	35	1990	11	10
1916	85	84	1941	60	59	1966	35	34	1991	10	09
1917	84	83	1942	59	58	1967	34	33	1992	09	08
1918	83	82	1943	58	57	1968	33	32	1993	08	07
1919	82	81	1944	57	56	1969	32	31	1994	07	06
1920	81	80	1945	56	55	1970	31	30	1995	06	05
1921	80	79	1946	55	54	1971	30	29	1996	05	04
1922	79	78	1947	54	53	1972	29	28	1997	04	03
1923	78	77	1948	53	52	1973	28	27	1998	03	02
1924	77	76	1949	52	51	1974	27	26	1999	02	01
1925	76	75	1950	51	50	1975	26	25	2000	01	00
									2001	00	*

* Not included in the Census enumeration

Appendix 11

CLASSIFICATION OF COUNTRIES	
List of Countries for the Caribbean	South/Eastern Asia
Anguilla	Malaysia
Antigua & Barbuda	Singapore
Aruba	Brunei Darussalam
Bahamas	Philippines
Barbados	Indonesia
Belize	Thailand
British Virgin Islands	British Virgin Islands
Cayman Islands	Viet Nam
Cuba	Christmas Island (Australia)
Dominica	East Timor
Dominican Republic	Hong Kong
Grenada	China
Guyana	Japan
Guadelope	Taiwan Province
Haiti	Mongolia
Montserrat	Korea, North
Martinique	Korea, South
Netherlands Antilles	
Puerto Rico	
St. Kitts & Nevis	
St. Lucia	
St. Martins (FR.)	
St. Vincent & The Grenadines	
Trinidad and Tobago	
Turks and Caicos Island	
United States Virgin Islands	

Appendix 111**LIST OF TERTIARY INSTITUTIONS**

COMMUNITY COLLEGES

- Excelsior Community College
- Brown's Town Community College
- Montego Bay Community College
- Knox Community College
- Portmore Community College

TEACHER'S COLLEGES

- Mico Teacher's College
- Shortwood Teacher's College
- St. Joseph's Teacher's College
- Sam Sharpe Teacher's College
- ✕ Bethlehem Teacher's College
- Church Teacher's College

MULTI-DISCIPLINARY COLLEGES

- Edna Manley College of the Visual & Performing Arts
- Moneague College

UNIVERSITIES

- University of Technology (Utech)
- Northern Caribbean University
- University of The West Indies (UWI)
- Other University (overseas)

AGRICULTURAL COLLEGES

- College of Agriculture
- Elim

Appendix iv CALCULATION OF MONTHS WORKED DURING PAST 12 MONTHS

QUESTION 4.16 - NUMBER OF MONTHS WORKED DURING PAST 12 MONTH

NOTE : The reference here is not to a Calendar year but to the 12 month period ending on the day preceding September 10,2001.

The information required at this Question is not a count of the number of months in which a person worked. It is the estimate of the time, calculated in terms of "working time" during the 12 month period when the person was actually working.

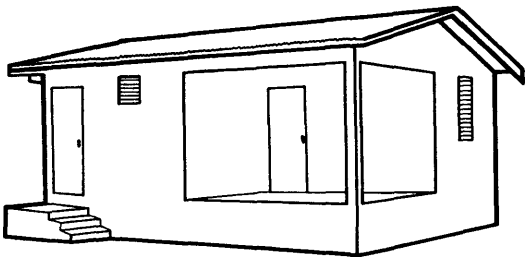
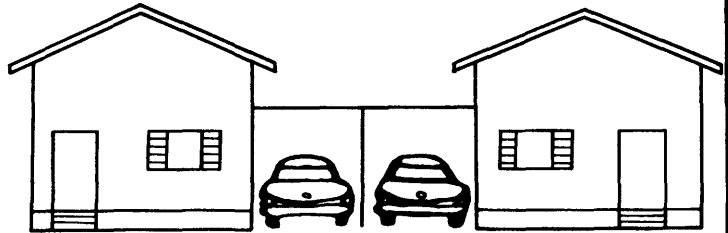
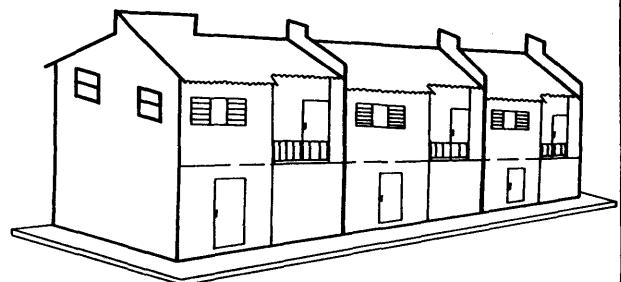
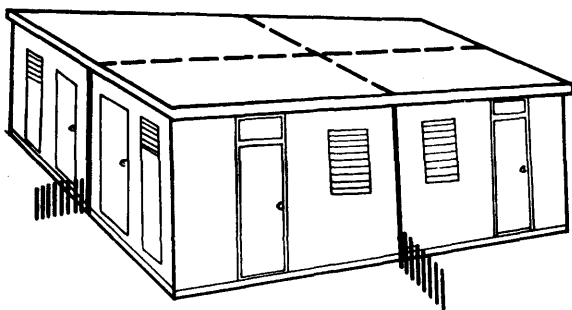
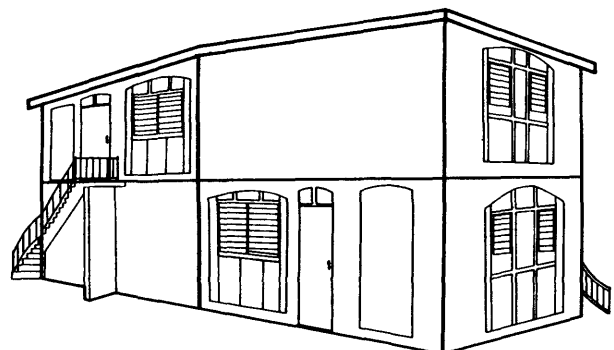
The calculation of months worked will , in some cases, not be easy and therefore what is required is just a rough approximation. This Appendix gives categories equivalent to a combination of situations.

The method is :

- (1) establish the number of months during which the persons worked
- (2) try to obtain an average for the number of days worked per week
- (3) refer to the table below.

For example, if the person worked 8 months during the 12 month period, you must find 8 in the column "Months worked for the year". Having determined the average days worked per week you will then be able to select the category to score. Thus if the person worked on average 4 days per week for the 8 months you will score "06".

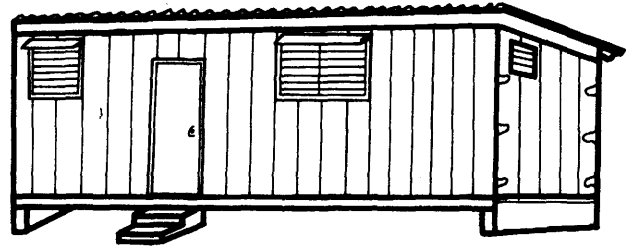
Months worked for the year	Average days worked per week							
	7	6	5	4	3	2	1	Less than 1
12	12	12	12	10	07	05	02	01
11	12	12	11	09	07	04	02	01
10	12	12	10	08	06	04	02	01
9	12	11	09	07	05	04	02	01
8	11	10	08	06	05	03	02	01
7	10	08	07	06	04	03	01	01
6	08	07	06	05	04	02	01	01
5	07	06	05	04	03	02	01	01
4	06	05	04	03	02	02	01	01
3	04	04	03	02	02	01	01	01
2	03	02	02	02	01	01	01	01
1	01	01	01	01	01	01	01	01
Less than 1 month	01	01	01	01	01	01	01	01

TYPES OF HOUSING UNITS**SEPARATE HOUSE****DUPLEX****APARTMENT****TOWN HOUSE****QUAD****URBANA**

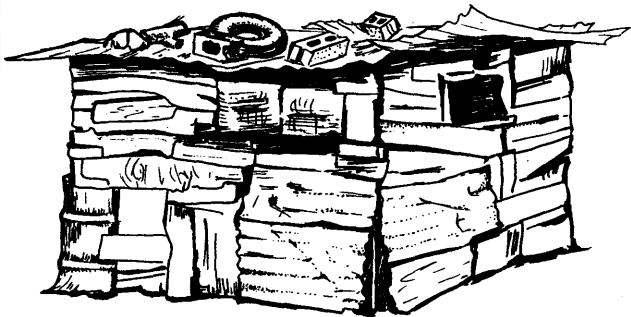
APPENDIX V (CONT'D)



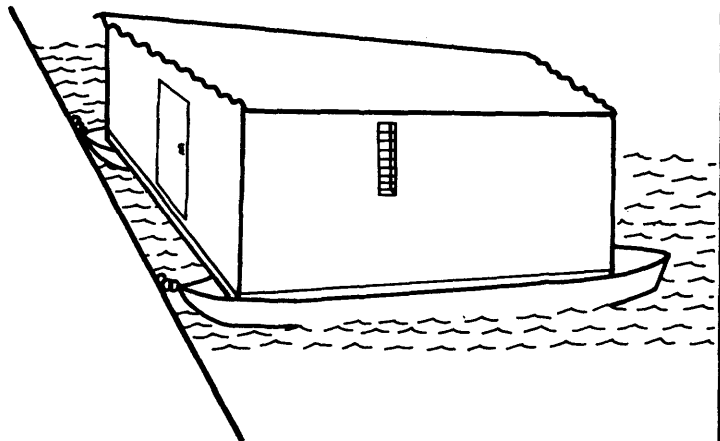
HOUSING UNIT/ COMMERCIAL BUILDING



TRAILER HOUSE



IMPROVISED HOUSE



BOAT HOUSE

Several types of housing units can be identified in the Jamaican Context. This appendix allows for closer examination of each type and presents illustrations of the main ones. Particular attention should be paid to the **Attached Units** which have become increasingly dominant especially in the urban areas.

Separate House-Detached - This is the most common type of housing unit. It is usually constructed for occupation by a single household and has open space on all four sides. Included in this group are duplex houses, which are separated by garages.

Attached Units - This category includes all units which are joined to each other by at least one wall. They include Apartment Buildings, Town Houses, Quadrominiums, Urbanas, etc.:-

- a) APARTMENT BUILDINGS - The apartment building is a multiple dwelling comprising three (3) or more dwelling units with shared passage ways and other essential facilities.
- b) TOWN HOUSES - This is a multi-storey dwelling unit adjoined to other units by at least one wall with independent entrance and no shared facilities.
- c) QUADROMINIUMS - A Quad is a studio unit that is constructed at ground level in blocks of four (4). Two units adjoined each other side by side and share a common back wall with the adjoining pair.
- d) URBANAS - An Urbana is a type of studio unit that is constructed in blocks of 4 with two upper and two lower level units. The entrance to each Urbana is alternated on either side of the upper and lower floors of the building.

Quads are new types of units found mostly in the Greater Portmore area of St. Catherine. The Urbana can be found in the Manley Meadows in Kingston. Both Quads and Urbanas are designed for structural expansion of the basic unit.

Part of Commercial Building - This includes all cases where a household occupies part of any building which was intended for use mainly as a business place or other non-living unit.

Improvised Housing Unit - This is an independent makeshift shelter or structure built generally of waste materials and usually considered unfit for habitation. It is usually occupied by one household.

Other - Other types of housing units may be identified during census taking and should be recorded. These may include Trailer Houses, Boat Houses, Tents etc.

APPENDIX VI IDENTIFICATION OF AREAS

GENERAL

1. In the Population Census, the primary unit of enumeration is the Enumeration District. The boundaries of these enumeration districts have been carefully defined. The method adopted years ago was to use the legal boundaries of Polling Divisions as a start and to check and revise these for inconsistencies. Today each Enumeration District is sized to ensure an even workload for each Census Taker. In urban areas the enumeration district is sized to contain an average of 150 dwellings and in rural areas where houses are spaced further apart the enumeration district contains an average of 100 dwellings each.
2. Occasionally, an oversized enumeration district with upwards of 180 dwellings may be found during enumeration. These Eds exist where no suitable boundaries for splitting can be found or where the Ed was inadvertently missed during the Pre-census Field Mapping exercise. If any such Ed is found during enumeration it should be brought to the attention of the Census Supervisor.

NOTE THAT THE "SIZE" OF AN ED IS DESCRIBED PRIMARILY IN TERMS OF THE NUMBER OF DWELLINGS FOUND IN IT RATHER THAN THE PHYSICAL EXTENT OF THE LAND THAT IT COVERS. Thus there can be EDs which are physically very extensive but which are not considered large in terms of dwelling and others which are physically small but are over sized because they contain too many dwellings.

Boundaries of Enumeration Districts:








3. The boundary of the ED is like a "fence" around your private territory. For the most part these boundaries represent permanent land features such as roads, rivers, railway lines, drains and the sea coast. Where permanent land features cannot be identified, more temporary ones are used such as tracks, trails, property boundaries and power transmission lines.
4. In the absence of both permanent and temporary boundaries, imaginary straight lines are used to approximate the position of the ED boundary. In these cases both the starting and the end points of the imaginary lines are carefully defined. The line should therefore be connected by two known reference points.
5. Once the ED boundary is established, written descriptions along with ED maps are prepared. The maps and descriptions enable you to locate and determine the boundary of the selected ED.

6. In order to follow the maps and understand the written descriptions, it is important that you have a full understanding of important symbols and map features. The enumeration manual highlights the main symbols on an ED map and the names assigned to each symbol. These symbols include:-

- (a). The main land/non land features that make up the ED boundary
- (b). The ED boundary as shown on the map
- (c). The starting point and the north arrow on the ED map.

7. Other identifying marks which will be found on the Ed map include:-

- a. Pictorial and or Alphabetical Symbols which show the location of named buildings or structures such as Schools, Churches, Post Offices, Police Stations, Hotels, Water Tanks and Playfields. These are symbolized as follows:

SCHOOL	 Sch	HOTEL	 H
CHURCH	 Ch	WATER TANK	 ⊙
POST OFFICE	 PO	PLAYGROUND	 ⊙
POLICE STATION	 PS		

- b. Abbreviations for other important buildings and structures such as:-

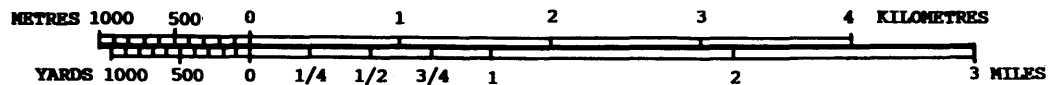
Hosp.	:-	Hospital	F	:-	Fording
Mkt.	:-	Market	Fcty.	:-	Factory
Cem.	:-	Cemetery	Lib.	:-	Library
ComC	:-	Community Centre	HC	:-	Health Centre

8. The building and structures which appear on the ED map most often DO NOT REPRESENT ALL THE HOUSING UNITS OR BUILDINGS THAT ARE TO BE FOUND WITHIN THE ED.

Each Census Taker must therefore be careful to visit every building and dwelling within the ED even though all dwellings may not appear on the map.

9. Another useful feature of the ED maps is the scale. Scales show the relationship between distances on the map and distances on the ground. The scale line on the map reflects ground distances in terms of miles or kilometers. The scale can help you to find the distance between two visible points on your map or locate an invisible boundary in relation to a visible landmark.

Every ED map will display a scale line at the bottom of the page thus;



10. In addition to all the symbols which appear on the map, ED maps carry a label at the top left of the page which specifies the PARISH and CONSTITUENCY in which it falls along with its unique identification number. eg. ST. MARY WC 45 (That is, Parish St. Mary, Constituency West Central (WC) and ED No. 45).
11. THE DESCRIPTION OF THE ENUMERATION DISTRICT.

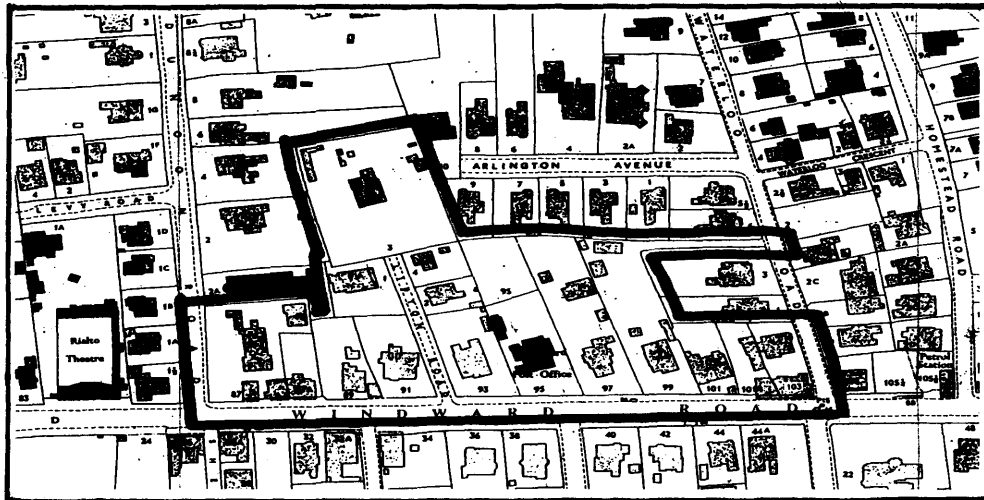
Each description begins with a starting point. This starting point usually represents a prominent point on the ED boundary where two boundary features meet eg. the intersection of two roads or the intersection of a road and river. The starting point is shown on the map with a red symbol thus: # and is usually expressed in words as follows:- "FROM THE POINT where meets";
12. In general each description reads in a clockwise direction from the starting point and describes the route to be followed to go around the periphery of the ED. The description ends at the starting point.
13. Each description is divided into segments and each segment begins in a new line. A segment usually begins with the direction of the boundary feature being followed and ends where that feature intersects with another boundary feature. The end of the segment is signaled by a semicolon; An example of a segment would read as follows:-

"SOUTHERLY along the Rock River P.C.R. to where it meets Anglin Road;"
14. It should be noted that in Kingston and St. Andrew where the ED may consist simply of dwellings on either side of a particular roadway, the description does not always carry a starting point and may not necessarily read in the conventional way described above. In these exceptions, the description simply identifies the premises to be enumerated and not the features which make up the boundary. Very often these features consist of a complex interlock of property boundaries which are very difficult to describe using the conventional approach. See example overleaf.

Example:-

KINGSTON EAST 47

The northern side of Windward Road from Dunoon Road to Waterloo Road
Nos. 87-103 inclusive;
Both sides of Lipton Road Nos. 1-4 inclusive.



15. When the map and description are used in conjunction with each other you can follow the directions given on both and should not have much difficulty in identifying the boundary of the Enumeration District in the field. Even if it was not convenient for you to begin at the starting point that was stated on the map and description, you should still be in a position to continue from the point where you began.
16. In summary, because the Enumeration District is the basis for carrying out the enumeration it is very important that the land area which constitutes the enumeration district be definitely established and the boundaries properly identified. Once the boundaries are correctly identified you must enumerate only within the boundaries of the ED in a systematic and orderly manner.

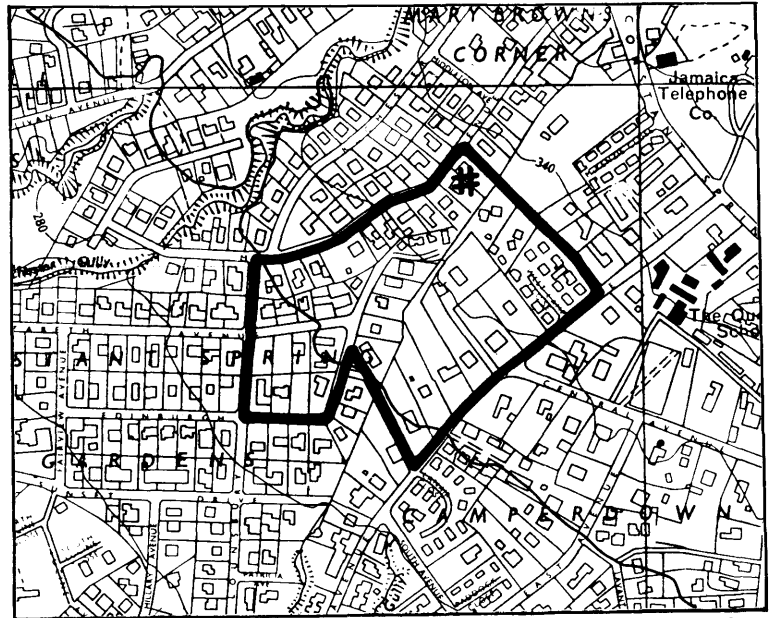
APPENDIX VII

SPECIMEN OF E.D. MAPS AND DESCRIPTIONS

URBAN AREA

ST. ANDREW NORTH CENTRAL 19

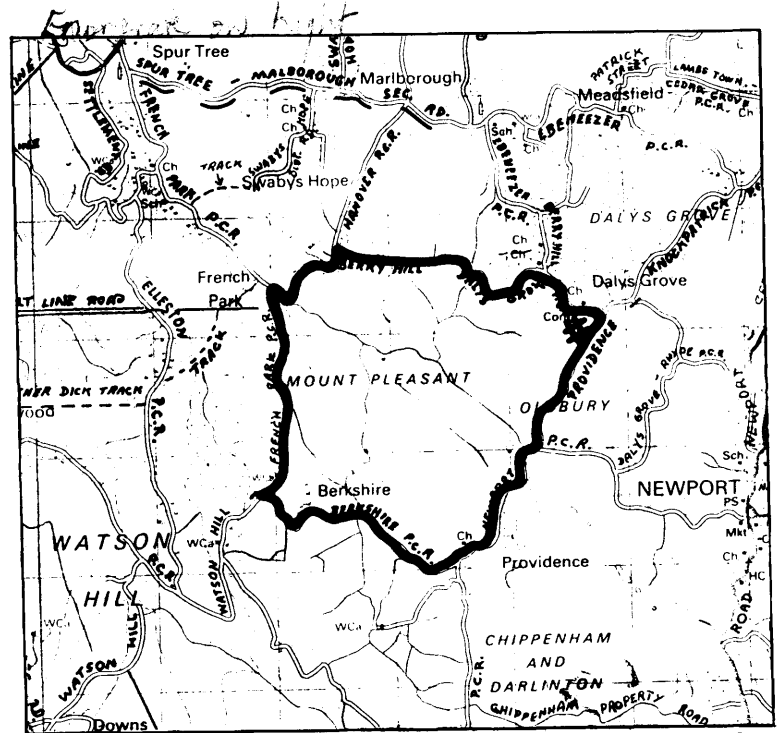
FROM THE POINT where Merrivale Avenue meets Grove Park Avenue;
 SOUTHEASTERLY along Grove Park Avenue to West Avenue;
 SOUTHWESTERLY along West Avenue to Wentworth Avenue;
 NORTHWESTERLY along Wentworth Avenue to Edinburgh Avenue;
 SOUTHWESTERLY and along Edinburgh Avenue to Lounsbury Avenue;
 NORTHERLY along Lounsbury Avenue to Merrivale Avenue;
 NORTHEASTERLY along Merrivale Avenue to the starting point.



RURAL AREA

MANCHESTER – SOUTH 10

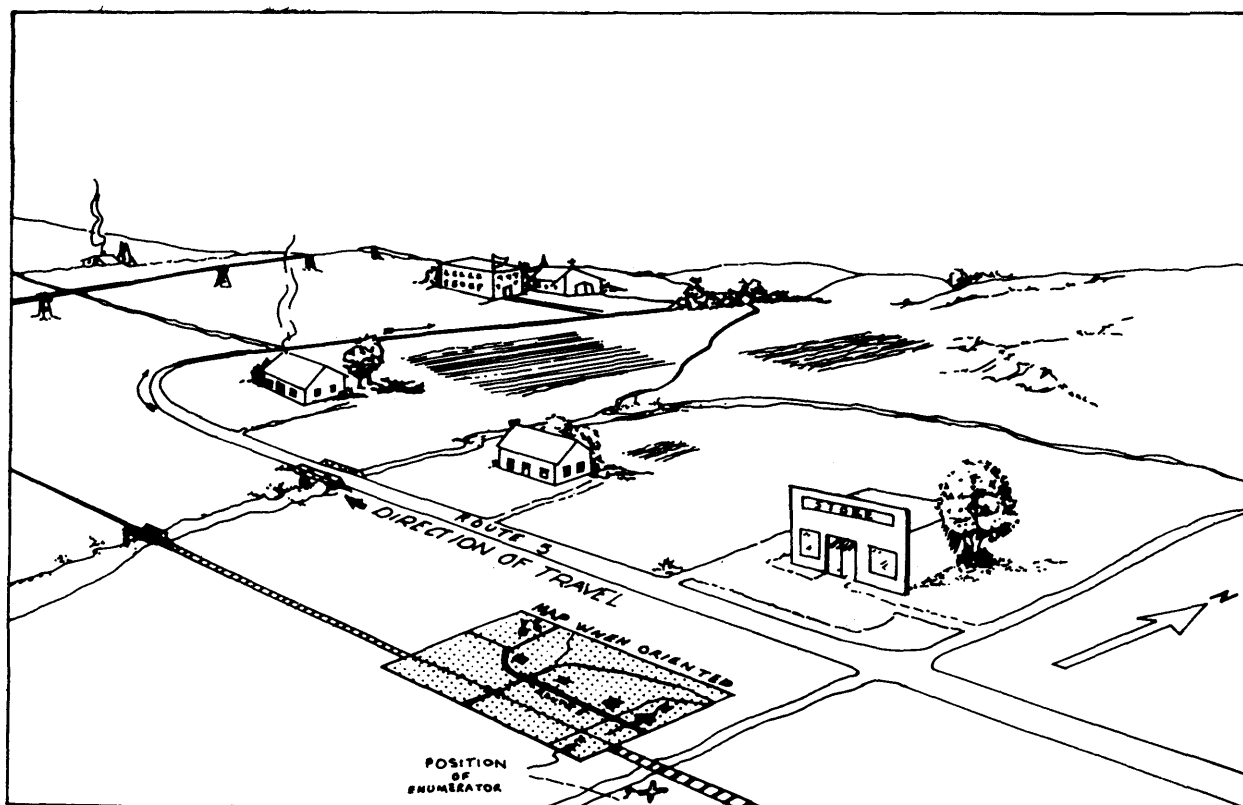
FROM THE POINT where Berry Hill/Dalys Grove P.C.R. meets Knockpatrick/Providence P.C.R. at David Morgan's premises;
 SOUTHWESTERLY and along Knockpatrick/Providence P.C.R. to where it meets Newport/Berkshire P.C.R. at Hugh Shaw's premises;
 WESTERLY and along Newport/Berkshire P.C.R. to where it meets Watson Hill/French Park P.C.R. opposite Repository in Berkshire;
 NORTHEASTERLY and NORTHERLY along Watson Hill/French Park P.C.R. to where it meets Hanover P.C.R. at Letford Smith's premises;
 SOUTHEASTERLY and NORTHEASTERLY along Hanover P.C.R. to where it meets Berry Hill/Dalys Grove P.C.R. at Linford Turner's premises;
 EASTERLY and along Berry Hill/Dalys Grove P.C.R. to the starting point.



ORIENTING THE MAP AND LOCATING THE ED

In order to locate the ED, the Census Taker should rely on the map information which surrounds the ED boundary. This information should be used to help the Census Taker reach his ED with the assurance that he has identified the boundaries accurately. This means that he should begin following on the map well before arriving at the desired boundary and in some cases continue past the boundary to confirm this position.

The ED map should be held in such a way that ground features and map features are lined up parallel to each other. In this way the map will be pointing in the direction of travel. In the illustration below, the Census Taker has lined up (or oriented) Route 5 on the map in the direction of travel. Note that Route 5 on the map is parallel to Route 5 on the ground. The store and 2 houses are on the right both on the map and on the ground.



Each time the Census Taker changes direction in the course of travel, the map must again be turned and re-oriented so that ground features and map features remain in their correct relative positions.

The north point on the ED map is not critical to orienting the map but is needed for following directions given in the ED boundary descriptions.