



Cook Islands Statistics Office
Rarotonga, COOK ISLANDS

Cook Islands
Census
2006

Editing and Coding Manual

INTRODUCTION

This document is intended to provide guidance to staff receiving and checking Census materials. This should only be used as a guide and staff should not restrict themselves to what has been said in here. There are other avenues we can use to check and satisfy ourselves that the responses are correct and complete. Do not just accept all responses as being correct – CHECK for inconsistency. As the saying goes:

In every case, the figures are first put down by the village watchman, and he puts down anything he damn well pleases.
-Sir Josiah Stamp-

All Staff will be responsible for editing and coding of Census Questionnaires. Although there were staff allocated to specific areas during the training and data collection phase, these staff will not be held responsible for the editing, coding and the data entry of those areas. It is best you do other areas that you weren't involved in.

EDITING THE QUESTIONNAIRES

RECONCILIATION

Enumerators Field book.

Updating of maps and household listing is to be done immediately. Updating is to be carried out in the Field Listing database and the maps under the Folder – Maps, PowerPoint files.

Check that, all vacant dwellings including non-private dwellings have been allocated a number and all demolished buildings removed from the household listing. You may leave it on the map as a landmark for the time being labeled **D**.

Using the Final Enumeration Listing, enter by household, the number of males and females by the four-age category in form "Final Listing".

Check all queries in the Enumerator's Field Record Book and try and resolve else discuss with other staff or contact the Supervisor or if possible, the Enumerator.

Household envelopes (if present).

- Check that the details on the envelope match that in the field book. **CD, EA, DN, Head of Household and Total Persons.**

Questionnaire check

- Check that total persons on the Booklet equal the number of Personal Questionnaires completed.
- Check each household has completed a dwelling and personal questionnaire(s) and the responses are clear and easy to read for data entry.
- Check the age breakdown in the Final Enumeration List to ensure that they agree with those completed in the Personal Questionnaire.

Editing – Dwelling questionnaire

- **Use a green pen for editing.** Most of the edits are part of data entry – inconsistent responses to questions will be corrected at data entry, the important part of this step is to make sure that the correct number of personal questionnaires have been completed and the dwelling type has been coded correctly.
- The edits here are what is called "*between record checks*" – that is, between the dwelling and the personal questionnaire(s). This kind of editing is difficult to integrate into data entry because it takes some time to read all the information in for the household and run the edit queries. It is just as 'easy' to integrate these checks into the editing phase.
- **D2: Type of dwelling – Non-Private Dwelling (NPD)** – if this is a non-private dwelling check that no other questions have been answered on the dwelling questionnaire. If the NPD is a hotel, motel, guesthouse or

tourist hostels the personal questionnaires should all be coded as visitors. If there are people present who usually reside in the Cook Islands check that the personal questionnaires have been completed properly and they have given their usual address (P8 on the personal questionnaire).

- **D7** what is the *source of water* for the household - only 1 response required.
- **D14** waste Management – Precode from 1 – 5 then for Other(s) codes will be provided.
- **D15-17: Agricultural activity and fishing** – if the household is engaged in fishing or agriculture check the personal questionnaires to make sure at least **one** person has as their occupation, or unpaid activities of tending the livestock, tending the garden and/or fishing. Also make the **opposite** check – look through the personal questionnaires and if someone has indicated one of these

three unpaid work activities then change the response on the dwelling questionnaire.

- **D18-24: Count of appliances and hardware** – If the household only gave a tick instead of a number, count this as 1 item. There is no need to zero fill the blank spaces.

Editing – Personal questionnaire

- **P2: Sex** – this is a required field. If it has not been answered use name, relationship and the count of persons present from the dwelling questionnaire to determine sex.
- **P3: Relationship to household head** – check that there is only **ONE household head** per dwelling. Check that there is only **ONE spouse or partner of the household head** per dwelling.
- **P4: Date of birth** – this is a required field, and age is calculated based on the day, month and year of birth. If age has been given instead of date of birth, enter 01 as the day, 12 as the month and the year of birth based on age. Age of person need not be calculated manually. Else, use previous Census databases (or (Electoral, Immigration) to check the person's name and find their date of birth. Where this question is left blank refer to these databases to help fill in the gap.

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- **P8: Migration questions** – check each question to make sure that the address information is correct. Make sure that if the person said that they do not usually live at the Census night address that a different address is given for usual address. If the person had moved 1 or 5 years ago check the addresses. Check that the **address 1-year** ago entered is different than the Census night address. Check that the **address 5 years** ago is different than the Census night address. If the address is the same, and the person usually resides at the Census night address, change the response to same address.
 - **P16-17: Principal and Secondary Activity**
 - **Main activity, education and occupation** – check that education qualifications reflect occupation especially in cases of medical, teaching and legal professions. For example there should not be people without tertiary qualifications in medical professions.

- (a) Details of work done (Occupation): Check that the reported entry has sufficient information.

Examples: Statistics Clerk, Secondary School Teacher, accounts clerk, Taxi Driver etc.

- (b) Employer: The expected answers range from Self to Government or the actual name of the Company the person is being employed by.
- (c) Industry: Check that the reported entry has sufficient information. For example, Government Department instead of Ministry of Finance, CITC Wholesale and etc.
- (d) Hours Worked: Full time salary worker or a wage worker will have a fixed weekly number of hours worked. A minimum of 35 hours is allocated for these types of workers.
- **P20-21: Income and social welfare benefits** – check that the income reflects the number of benefits received.

Also for the young (less than 20) check that high income have not been entered, or that income reflects main activity.

Cook Islands Welfare Benefits

Old Age Benefits

60-64 years old (\$240/month)	\$2,880/pa
65-69 years old (\$250/month)	\$3,000/pa
70 plus years (\$260/month)	\$3,120/pa
Sick & Infirm Benefit (\$150/month)	\$1,800/pa
Child Benefits (\$60/month)	\$720/pa

- **P22: Fertility questions** – there is no real check to this question. If a mother reports that her present age is 18 years as of the Census Night and the total number of children born alive is 3, then the possibility is that either of the reported data is in error. The first check is to examine the other Personal Questionnaires to ascertain of the presence of the children in that household. Another

check may be encountered allowing the interval between each child to be 12 months. In calculating the age of the mother by simply multiplying the number of children born alive by the 12 months interval.

END EDITING OF QUESTIONNAIRE

CODING THE QUESTIONNAIRES

Use RED PEN for coding. Feel free to extend the codes when you come across a new item that does not fit in any of the codes already set. For every additional code, advise the rest of the staff so other coding manuals can be adjusted. Advise also the data processing persons to make adjustment for the new code.

Dwelling Questionnaire

Only Question D5 needs to be coded.

D5. Materials of Construction

Roof Materials

- 1 Roofing iron
- 2
- 3 Kikau
- 4 Pandanus(Rau)
- 5 Other
- 6 Asbestoes
- 7 Not Stated
- 8 Tiles
- 9 Concrete

Outer Wall Material

- 1 Wood timber
- 2 Lime
- 3 Concrete or slabs
- 4 Hardboard (pinex)
- 5 Fibrolite
- 6 Stick - koro, kai – ara (pandanus)
- 7 Other
- 8 Not stated
- 9
- 10 Roofing iron
- 11 Colour steel

Floor Materials

- 1 Wood, timber of wooden boards, plywood
- 2 Concrete(cement)/slabs
- 3 Gravel (kirikiri)
- 4 Earth
- 5 Lime
- 6 Tiles
- 7 Other
- 8 Not stated
- 9
- 10 Decking/concrete

Personal Questionnaire

Various codes are used in the Personal Questionnaire. Most questions have been pre-coded and for those questions requiring coding, at the most will use a two digit code.

P3. Relationship to Head of Household

1 – 7 is Pre coded

If 8 is ticked "Other", code as follows:

Code	Description
0	Not applicable
9	Parent of Head or Spouse
10	Grandparent of Head or Spouse
11	Brother or Sister of Head or Spouse
12	
13	Uncle or Aunt
14	Flatmate or joint owner
17	Other
15	Grandchild or great - grandchild
16	Adopted child or feeding child
18	Son or daughter in law
19	
99	Not Stated

P5. Place of Birth

1	Rarotonga	19	Australia
2	Aitutaki	20	Canada
3	Mangaia	21	Central America
4	Atiu	22	Europe
5	Mauke	23	French Polynesia

6	Mitiaro	24	New Zealand
7	Manuae	25	Other Pacific Islands
8	Palmerston	26	South America
9	Pukapuka	27	United Kingdom
10	Nassau	28	USA
11	Manihiki	29	West Indies
12	Rakahanga	30	Other
13	Penrhyn	31	At Sea
14	Suwarrow	32	Samoa (Western)
15	Takutea	33	Kingdom of Tonga
16	Fiji Islands	34	Kiribati
17	Africa	35	Phillipines
18	Asia	99	Not Stated

P6 & P7. Ethnic Origin and Nationality

Code		Code	
1	American	44	Luxemburg
2	American Samoan	45	Malaysian
3	Argentine	46	Mexican
4	Australian	47	Myanmar
5	Austrian	48	Nauruan
6	Belgium	49	Nepalese
7	Brazilian	50	
8	British/English/United Kingdom	51	New Zealander
9	Canadian	52	Nigerian
10	Chile	53	Niuean
11	Chinese	54	Norwegian
12	Colombian	55	Pakistani
13	Pohnpeian /Federated States of Micronesia	56	Palauan
14	Czechoslovakian	57	Panama

15 Danish/Denmark	58 Papua New Guinea
16 Lebanese/Lebanon	59 Peruvian
17 Dutch/Netherlands	60 Polish
18 Ecuatoriana	61 Portuguese
19 Egyptian	62 Russian
20	63 Samoan
21 Espaniola/Spaniard	64 Scottish
22 European/Caucasian	65 Singapore
23 Fijian (incl. Indo-Fijian, Rotuman & Rambian)	66 Slovenia
24 Filipino /Phillipines	67 Solomons
25 Finnish/Finland	68 South African
26 French/France	69 Spanish
27 German/Deustch	70 Sri Lankan
28 Greek/Greece	71 Swedish
29 Hawaiian	72 Swiss (Switzerland)
30 Hispanic	73 Tahitian
31 Holland	74 Thailand
32 Hungarian	75 Tokelauan
33 Icelandic	76 Tongan
34 Indian (India)	77 Tuvaluan
35 Indonesian	78
36 Iranian	79 Uruguay
37 Irish	80 Vanuatu
38 Israel	81 Venezuela
39 Italian	82 Vietnamese
40 Jamaican	83 Welsh
41 Japanese	84 Yugoslavian
42 Kiribati	85 Zambian
43 Korean	86 Latvian

0 Other
ethnicity,
nationality NEC
99 Not Stated

P8. Census Address

- 0 Pue-Matavera
- 1 Tupapa-Maraerenga
- 2 Takuvaine-Parekura
- 3 Tutakimoa-Teotue
- 4 Avatiu-Ruatonga
- 5 Nikao-Panama
- 6 Ruaau-Arorangi
- 7 Akaoa-Arorangi
- 8 Murienua-Arorangi
- 9 Titikaveka
- 10 Ngatangiia-Muri
- 11 Matavera
- 12 Amuri-Ureia
- 13 Arutanga
- 14 Vaipae-Avanui
- 15 Tautu
- 17 Tavaenga
- 18 Kaumata
- 19 Temakatea
- 20 Tamarua
- 21 Ivirua
- 22 Karanga
- 23 Mapumai
- 24 Teenui
- 25 Ngatiarua

26 Areora
27 Tengtangi
28 Kimiangatau
29 Areora & Makatea
30 Ngatiarua
31 Takaue-Mangarei
32 Atai-Auta
33 Palmerston
34 Ngake
35 Roto
36 Yato
37 Nassau
38 Tauhunu
39 Tukao
40 Matara/Ni'Tehiri
41 Numahanga-Terua
42 Te Tautua
43 Omoka
44 Suwarrow
99 Not stated
117 Africa
118 Asia
119 Australia
120 Canada
121 Central America
122 Europe
123 French Polynesia
124 New Zealand
125 Other Pacific Islands
126 South America
127 United Kingdom
128 United States of America
129 West Indies
130 Other

- 131 At Sea
- 132 Samoa
- 133 Tonga
- 134 Fiji Islands
- 135 Phillipines

P10.Religion

1 – 8 is Pre coded

If 9 is ticked "Other", code as follows:

- 11 Presbyterian Church
- 12 Baptist
- 13
- 14 Free Church
- 15 Five Gods (Apii Piho)
- 16 Born Again
- 17 Agape
- 18 Other religion n.e.c
- 19 New Hope
- 20 Quaker
- 21 Fijian Christian Church
- 22 Ratana
- 23 Anglican
- 24 Muslim
- 25 Buddhist
- 26 Methodist
- 27 Hindu
- 28 Orthodox
- 29 Church of England
- 30 Christian
- 31 Bahai

- 32 New Testament Church
- 33 Jedi Knight
- 34 Lutheran
- 35 Latter Day Saints
- 36 Cornerstone
- 99 Not Stated

P11(c). Education Level completed

- | | | | |
|----|----------------|----|------------------------|
| 0 | Not Applicable | 17 | Special Schooling |
| 1 | No Schooling | 18 | Form 1/Grade 7 |
| 99 | Not Stated | 19 | Form 2/Grade 8 |
| 10 | Pre-school | 20 | Form 3/Grade 9/Year 9 |
| 11 | Grade 1 | 21 | Form 4/Year 10 |
| 12 | Grade 2 | 22 | Form 5/Year 11/Level 1 |
| 13 | Grade 3 | 23 | Form 6/Year 12/Level 2 |
| 14 | Grade 4 | 24 | Form 7/Year 13/Level 3 |
| 15 | Grade 5 | 25 | |
| 16 | Grade 6 | 26 | |
| | | 27 | |

P11(d). School Qualification

- 0 Not applicable
- 1 Cook Island School Certificate
- 2 New Zealand School Certificate/NZCEA Level 1
- 3 Higher leaving school certificate
- 4 Form 6 Certificate/NZCEA Level 2
- 5 New Zealand Bursary Awards A or B/NCEA Level 3
- 6 University Entrance (NZ)
- 7
- 8 Certificates

- 9 Diplomas
- 10 Bachelors Degrees (including honours)
- 11 Masters Degrees
- 12 PHD or Doctrate
- 98 None
- 99 Not Stated

P11(e). Highest Trade or professional qualification gained

- 0 Not applicable
- 1 Trade and business certificate
- 2 Professional and higher certificates
- 3 Teachers & members of professional societies
- 4 Fellow & members of professional societies
- 5 Other vocational certificate
- 6 No vocational
- 7 Certificates
- 8 Diplomas
- 9 Bachelors Degrees (incl. honours)
- 10 Masters Degrees
- 11 PHD
- 21 None
- 23 Doctors & members of professional societies
- 99 Not stated

P11(g). Principal Activity

- 1 Distance and Flexible
- 2 Correspondence
- 3 Online

P12. *Disability*

0	No disability	15	Diabetes
1	Epilepsy	16	Speech/Stuttering
2	Cerebral Palsy	17	Down syndrome
3	Intellectual	18	Mute
4	Physical	19	Cancer
5	Deaf/Hearing	20	Other
6	Blind/Visual	21	Old age
7	Multiple Disability	22	Rheumatic Fever
8	Behavioral	23	Asthma
9	Paralysis	24	Sensation of Pain
10	Slow Learner	25	Emphysema
11	Mental	26	Parkinson Disease
12	Psychological	27	Arthritis
13	Disfiguring	99	Not Stated
14	Heart Disease		

P16. *Principal Activity*

- (a) Code using Cook Islands Standard Classification of Occupation (CISCO).
- (b) Code using Business Register's "STATS NUMBER".
- (c) By entering STATS NUMBER there will be no need to code the Industry and the Employer Status.

P17. *Secondary Activity*

Code as P16.

END CODING OF QUESTIONNAIRE