



KINGDOM OF CAMBODIA
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**General Population Census
of Cambodia, 2008**

**Duties of Census Field Officers
(Including Management of Records and Monitoring)**



National Institute of Statistics, Ministry of Planning
Phnom Penh, Cambodia
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**Duties of Field Census Officers
Including Management of Records**

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General Population Census of Cambodia, 2008

Duties of Field Census Officers

1. Duties of Regional Officer (RO)

1. Coordinate Census work with National and Provincial Census Committees, Census Technical Committee and with Director General of Census and Province Director.
2. Ensure that all training materials and census materials (Instruction manual of Enumerators and Supervisors, Forms A and B, village and EA maps etc. and stationery articles) are properly put in kits and distributed in required numbers for each EA. The materials given by Logistics Section should be checked in Phnom Penh and certified before taking to province.
3. Guide Province Director in implementing the Population Census including the training of Enumerators and Supervisors and District and Commune staff and in other technical, administrative, and accounts matters of census.
4. In particular, ensure with the help of Assistant Regional Officer, complete enumeration within province, of population in normal households and institutional households, homeless population, population living in boats and transient population, according to instructions.
5. Assist or guide Province Director, District and commune census officers in any other census related work as and when necessary.
6. Send weekly progress reports to National Institute of Statistics on all Census activities.

2. Duties of Assistant Regional Officer (ARO)/ToT

1. Coordinate with the Regional Officer in guiding Province Director in implementing the Population Census in the districts concerned. This includes training of Enumerators and Supervisors and District and Commune staff and other technical, administrative, and accounts matters of census.
2. Assist RO in the work relating to Enumerator's and Supervisor's kits mentioned under item 2 of duties of RO.
3. In particular, ensure complete enumeration within districts concerned of population in normal households and institutional households, homeless population, population living in boats and transient population, according to instructions.
4. Assist or guide Province Director, District and commune census officers in any other census related work as and when necessary.
5. Send weekly progress reports to Regional Officer concerned on all census activities.

3. Duties of Trainer's Trainer

1. You will give training at PCO's office to the following:-
 - (i) PCO and DPCO
 - (ii) DCO / District Chief / DDCO of each district
 - (iii) Trainers of Enumerators and Supervisors for each district (find out the number from PCO)
2. You should take attendance each day and submit to PCO. Any absentee should be brought to the notice of PCO for action.
3. You should give Instructions Manuals of Enumerators and Supervisors to each trainee concerned. Training Guide should be given to Trainers only. Take receipts for giving manuals. They should be asked to keep these manuals till census is over. Remember the manuals are printed at great cost and nobody should lose it. Study the enumerator and supervisor manual thoroughly. Have examples to illustrate definitions and concepts.
4. Study the Trainer's Duties given in this manual and conduct training.

4. Duties of Province Census Officer (PCO)

a. General

1. PCO is responsible for complete census enumeration in the province. No population should be omitted even if it is in a forest or in a difficult area.

PCO should in the beginning (in June 2007) make an inventory of all villages (including new settlements, if any,) in a register called Charge Register (Form 13). This register should be prepared for each District separately. The listing of villages will be by commune. For each village in a commune EA No. should be entered in Col. 3. For each EA, PCO should fill in the name of enumerator selected, whether male or female, designation and organization where working in Columns (5) to (10) as indicated in Form 13. For every four enumerators (there may be variations in this number if EAs are bigger or smaller than the average size) one supervisor has to be appointed. Each group of four enumerators or so will form a Supervisor Circle. Supervisor circle number may be given in Column 11 as 1, 2, 3 in ascending order.

For example, if there are 12 villages in a commune and there are 16 enumerators, it will be divided into four supervisor circles. It is possible that a supervisor circle may be in more than one commune.

To recall, EA No. will be given with numbers starting and ending within village. For example if a village had two EAs the EA numbers will be EA1, EA2. If another village had three EAs, their numbers will be EA1, EA2 and EA3 and so on. The Supervisor Circle number will be given continuously for the district.

Thus if in a district there are eight communes with a total of 56 villages and 90 EAs, there may be 22 or 23 supervisor circle in that district.

Supervisor circle number, name of Supervisor, whether male or female, designation and organization of supervisor will be given in column 11 to 15.

To have a ready list of enumerators and supervisors Form 14 Summary of Charge Register should also be prepared with the help of Charge Register (Form 13). A separate list of reserve enumerators (about 5 percent) should also be prepared and kept ready.

2. PCO should check the Charge Register in December 2007 and January 2008 to see that for every four EAs there is a supervisor and for every EA there is an enumerator.

3. PCO will be assisted by Regional Officer at province level and Assistant Regional Officers (one for four districts) at district level. PCO should coordinate with all these officials.

4. To monitor the census at village/commune level PCO should have the estimated population and compare it with actual census population to ensure that there is no omission or over-enumeration at these levels.

b. Training

5. Training of Enumerators and Supervisors will be in Districts. Suitable nearest centres should be chosen. These centres should be used for training 40 -50 field staff. One trainer can handle two classes. Each class will be for five days. Trainers must be experienced senior teachers of each district. Trainers will undergo training in PCO's office. PCO, DPCO, DCO and DDCO will also attend this training. NIS staff will give training. This training will also cover training on duties of PCO, DCO and CCO. So this is very important both for officers and field staff.

c. Enumeration

6. PCO should arrange for the following enumeration:-

(i) Normal households

They should be listed during February 29 to March 2, 2008. Enumeration should be done during March 3 to 13, 2008.

(ii) Institutional households

Enumeration of this category should be done by the enumerator of the EA where the Institution is located. In case of hospitals, jails, pagodas, or hotels the enumerator should request the head of the institution to keep ready a list of inmates who are likely to stay on Census Night in that institution. This will help in proper enumeration on March 3, 2008 onwards. In the case of big hotels (where more than 100 persons stay) (e.g. Phnom Penh) special arrangements may be made to enumerate on March 2, night.

(iii) Homeless households

Enumeration of this category should be done by enumerator of the EA. This enumeration should be done on March 2, 2008 night. If there is a big group of homeless people (more

than 100 persons) a special enumerator may be posted to assist the enumerator of the EA.

(iv) Boat population

Boat population including ship population should be enumerated on March 2 night. If in an EA there are more than 20 boats or 100 persons forming boat/ship population one additional enumerator (@ one for 20 boats) may be appointed.

(v) Transient population

Transient population is found mostly in airports, bus stands etc. The enumerator of the EA should enumerate them telling them that they should not get enumerated again. If there are more than 100 such population in an EA an additional enumerator may be appointed (@ one for 100 persons).

In the case of homeless and boat population enumerators need not fill-in (1) Form A (2) Statements 1.1, 1.2 and 1.3 in Part 1 of Form B and (3) Part 4 (Housing conditions) of Form B. In the case of transient population same procedure as for homeless households will be followed with the exception that for transient population Part 3 on fertility and Part 5 on Death in household will also not be filled-in. In the case of Institutional Households, Form A will be filled-in but not Statements 1.1, 1.2 and 1.3 and Part 4 of Form B. In all these cases, parts or statements not to be filled-in have to be scored out.

7. Ethnic minorities and foreign nationals (except Embassy Officials, UN heads and their families) should be included in the census. PCO should instruct all concerned.

8. (a). Defence personnel and their families living in civilian areas should be enumerated by the Enumerator. Only military barracks and combatant population will be enumerated by Defence Ministry. PCO should be in contact with military barracks and give any assistance needed. Form A Houselist will not be filled-in in military barracks / combatant population places.

(b). All Police Quarters should be enumerated by Enumerator of EA as for normal households

9. The PCO should also compile some more important information well before the census (by June 2007). Forms have been prescribed for this purpose as explained below:-

Form 15. Prepare a list in this form of major institutions like hotels, hospitals etc. This will help in allotting enumerators and monitoring enumeration. This list will not include Police and Defense quarters.

Form 16. You have to identify with your local knowledge and knowledge of District and Commune Officers the villages where moving boats generally halt for the night. This list will be prepared based on this information.

Form 17. Special planning is necessary to identify remote villages and carry out census publicity and enumeration. This form should list such remote villages giving some particulars as shown in the Column headings of this form.

Form 18. List Police quarters in the province in this form giving the required particulars. It will help in organizing census enumeration.

Form 19. You have to list in this form, defense establishment located in your province, giving the other, required particulars. This will help in organizing census in these areas.

Form 20. You have to select Training Centers at district level and list them here for organizing training classes.

Form 21. The number of trainers and trainees required should be given in this form along with number of reserve staff, number of training classes and number of trainers required.

10. Forms A and B and other forms are given in sufficient numbers. Supervisors should redistribute the Forms carefully using the surplus with other enumerators and reserve stock. PCO should give extra forms to officers going on inspection so that they can give them if anybody needs.

11. Proper management of distribution of forms is one of the important duties of PCO, DCO, CCO and Supervisors. If this is not done properly there can be last minute shortage.

12. Village Chiefs should be sensitized. They must be available for the enumerator during February 27 to March 13, 2008. They should help the Supervisor and Enumerators in completely covering the village for enumeration. Village chiefs may be told to inform the villagers before hand about the census and appeal to them to make themselves available for the census. He may also inform them of the census questions in general.

13. Appointment orders for enumerators and supervisors should be got issued (Form 11) by Governor or authorized officer.

14. The instructions in flow chart of Field work should be followed.

15. Preparation for census at all levels including Commune and Village level, and census enumeration should be inspected by PCO and his staff by touring the various places. Pick-up vans / motor-bikes provided by UN or Government for census purpose can be used.

16. Distribution of fees to Enumerators and Supervisors should be done properly according to Instructions that may be issued. Accounts should be maintained with proper receipts for payments, to be produced for audit.

17. Assistance in census publicity should be given according to census public information plan.

d. Monitoring

18. The census operations should be monitored throughout by inspection and periodical reports from the field. There should be a control room in PCO's office with a staff member available throughout office hours. Any complaint of non enumeration in an area or building should be promptly attended to. The control room staff should note down full details of complaint and PCO should take necessary remedial action. PCO may announce that people could send such complaints to the control room (giving contact address and phone number, if any).

e. Management of Records

19. All the records of the province should be checked with reference to List of Records of each EA and sent to NIS with Province Population Statement (Form 10) which should be prepared by PCO. He should also send one copy each of District Population Statement (Form 9) and Commune Population Statement (Form 8).

20. While transferring records from one place to another, care should be taken to see that they are kept safe without any damage. They should also be kept confidential. Records should be properly packed in cardboard boxes and sealed before dispatching. Necessary police escort may be given when shifting records from one place to another.

5. Duties of District Census Officer (DCO)

1. DCO Should assists PCO in respect of his district in all the items mentioned under PCO's duties. There should be a control room in DCO's office as in PCO's office (see paragraph 16 under PCO's duties).

2. Filled-in records should be checked with List of Records of each EA and sent to PCO, with District Population Statement (Form 9) which should be prepared by DCO. He should also send a copy of Commune Population Statement (Form 8) received from CCO.

The Commune bundles should be arranged in ascending order of Bundle No. to form District bundles. The district bundles should bear on top the following particulars:-

Name of District: _____
Code of District: _____
Name of Province: _____
Bundle No.: _____
Total No. of Bundles for the District: _____

6. Duties of Commune Census Officer (CCO)

1. He/she should assist PCO and DCO in respect of his Commune in all the items mentioned under PCO's duties. There should be a control room in CCO's office as in PCO and DCO's office (see paragraph 16 under PCO's duties and paragraph 1 under DCO's duties).

2. He/she should distribute Enumerator's and Supervisor's kits and receive filled-in questionnaires and forms on due dates (see Flow Chart of Field Work).

7. Duties of Supervisor

1. Supervisor should follow instructions given in Supervisor's Manual.
2. While taking kit from CCO, Supervisor should give receipt in Form 6.
3. Should check records of each EA and countersign List of filled-in Records (Form 7) with remarks if any.
4. Should prepare Supervisor's Summary (Form 5) and submit it with the Enumerator's records.
5. Each EA folder should be kept separately in one or more village bundles. The EA folders should be placed one over the other in ascending order of EA. The village bundles should bear on top the following particulars:-

Name of village: _____
 Code of village: _____
 Bundle No.: _____
 Total No. of bundles for village: _____
 Name of Commune: _____
 Name of District: _____
 Name of Province: _____

6. The Enumerator's Records should be submitted along with Supervisor's folder containing Form 5.

8. Duties of Enumerator

1. Enumerator should follow instructions given in Enumerator's Manual and Instructions given by his Supervisor and CCO.
2. While taking kit from Supervisor, Enumerator should give receipt in Form 6, after counting materials received. If there is shortfall in any materials he should collect it from Supervisor before starting field work.
3. After field work and after preparing the Enumerator's Summary, Enumerator should arrange the records in the folder in the order of listing in List of Filled-in Records (Form 7). He should count each Form/Record and enter in Form 7 under the column No. He should sign this form and place it on top of the EA folder which should be fastened with a clip or rubber band. This folder should be submitted to the Supervisor.

9. Duties of Trainer of Enumerators and Supervisors

1. First take attendance of trainees and report to CCO/DCO or nominated officer any absentee for action.
2. You have to train Enumerators and Supervisors on (i) Census Procedure and Filling-of Forms and (ii) management of records.
3. Check whether every Enumerator Trainee has got Enumerator's Manual and every Supervisor Trainee has got Enumerator's and Supervisor's Manuals. Both should have training Forms A and B.

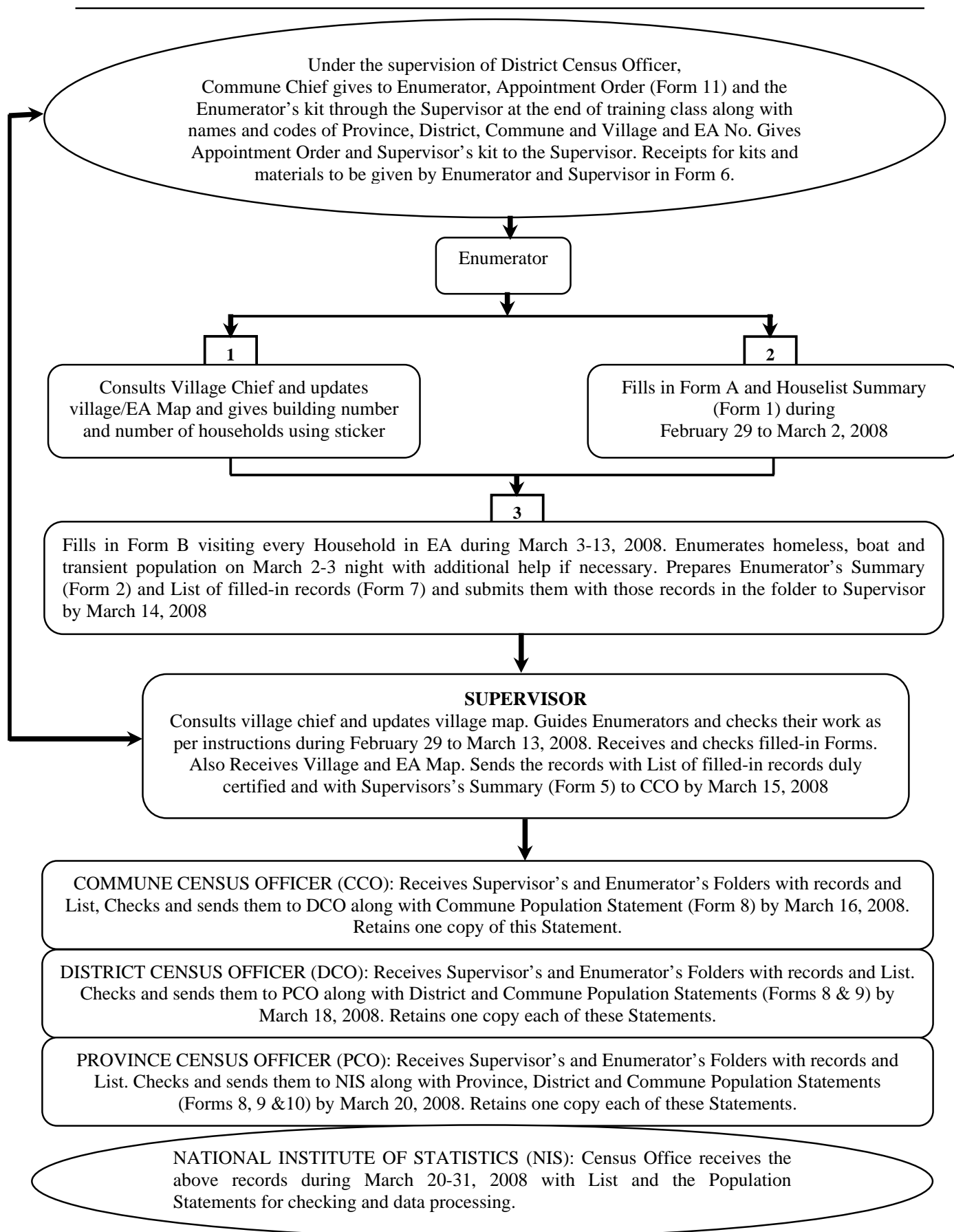
4. You should thoroughly read Enumerator's and Supervisor's Manual and Training Guide before taking the training class.
5. For teaching Census Procedure and filling of forms follow the guidelines given in Training Guide and use Flipcharts.
6. For record management, instruct Enumerators as follows:- on the last day of training.
 - (i) After Houselisting, prepare Houselist Summary (Form 1). After filling-in Form B prepare Forms 2 to 4. (See Enumerator's Manual Appendix).
 - (ii) Prepare List of Filled-in Records and place it on the folder containing these records and hand over to Supervisor on March 13, 2008.

For record management instruct Supervisors as follows:- (You can do it on the last day of training).

- (i) You are responsible to properly supply blank Forms to your Enumerators and allocating Enumerators work in your villages.
- (ii) Check the filled in records of Enumerators after enumeration and prepare Form 5 Supervisor's Summary. Certify on the List of Records prepared by Enumerator for each EA.
- (iii) Place all Enumerator's folders of a village in one bundle. Place identification slip (showing name and code of Khet/Srok/Khum/Phum).
- (iv) Hand over the village bundles to CCO by 14 March 2008.

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Flow Chart of Field Work



GENERAL POPULATION CENSUS OF CAMBODIA, 2008

RECEIPT FOR MATERIALS GIVEN

Name	Khet / Krong		Srok / Khand		Khum / Sangkat	
Code						

Phum / Mondol		EA No.	
Name	Code		

Following materials are received from Supervisor / CCO (*Tick appropriately*).

	Name of material	No.
1	Form A Houselist	
2	Form B Household Questionnaire	
3	Enumerator's Manual	
4	Supervisor's Manual	
5	EA map / village map	
6	Conversion table for age	
7	Chalk piece	
8	Form 1 Houselist Summary	
9	Form 2 Enumerator's Summary	
10	Form 3 Account for Questionnaires Received	
11	Form 4 Certificate of village chief	
12	Call Back Card	
13	Note Book	
14	Pencil	
15	Eraser	
16	Sharpener	
17	Ball point pen	
18	Training Form A	
19	Training Form B	
20	Blank EA Map form	
21	White paper	
22	Bag	
23	Identity card	
24	Stickers for house numbering	
25	Any other materials (list below)	

Date: ____/____/2008

Place

Signature of Enumerator / Supervisor
(Circle No. _____) (*Tick appropriately*)

GENERAL POPULATION CENSUS OF CAMBODIA, 2008

LIST OF FILLED-IN RECORDS SUBMITTED BY ENUMERATOR
(To be prepared by Enumerator and placed on top of Enumerator's folder)

Name	Khet / Krong	Srok / Khand	Khum / Sangkat	Phum / Mondol	Enumeration Area
Code					

Submitted the following records of the above mentioned E.A.

	Name of material	No.
	<i>Filled-in Forms</i>	
1	Form A Houselist	
2	Form B Household Questionnaire	
3	Form 1 Houselist Summary	
4	Form 2 Enumerator's Summary	
5	Form 3 Account for Questionnaires Received	
6	Form 4 Village Chief Certificate	
	<i>Other records</i>	
7	Village / EA Maps	
8	Enumerator's Manual	
9	Any other document (list below)	

Date: ____/____/2008

Signature of Enumerator

Name

Certified / Checked. Remarks if any:-

Signature of Supervisor

Date: ____/____/2008

Name

Certified/Checked. Remarks if any:-

Signature of CCO

Date: ____/____/2008

Name

General Population Census of Cambodia, 2008

Form 8

Commune Population Statement (Provisional)
(To be prepared by CCO from Enumerator's Summary)

Name	Khet / Krong		Srok / Khand		Khum / Sangkat	
Code						

Phum / Mondul	Name of Phum / Mondul	EA No.	No. of Households	Population		
Code				Male	Female	Persons
01						
	Total for Phum / Mondul 1					
02						
	Total for Phum / Mondul 2					
.	.					
.	.					
.	.					
	Grand Total for Commune or Khum / Sangkat					

Signature of CCO

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District Population Statement (Provisional)
 (To be prepared by DCO from Commune Population Statement which should be attached)

Name	Khet / Krong		Srok / Khand	
Code				

Khum / Sangkat	Name of Khum / Sangkat	No. of Households	Population		
Code			Male	Female	Persons
01					
02					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
	Grand Total for Srok / Khand				

Signature of DCO

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Province Population Statement (Provisional)

(To be prepared by PCO from District Population Statement which should be attached along with Commune Population Statement)

Name of Khet / Krong: _____

Code: _____

Srok / Khand	Name of Srok / Khand	No. of Households	Population		
Code			Male	Female	Persons
01					
02					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
Grand Total for Khet / Krong					

Signature of PCO

GENERAL POPULATION CENSUS OF CAMBODIA, 2008

Appointment Order Form for Enumerator / Supervisor

General Population Census of Cambodia, 2008 is to be held during February-March, 2008. In this connection, Mr / Ms _____ Designation _____ Organization _____ is hereby appointed as Enumerator / Supervisor in the following EA / EAs:-

Enumeration Area No. : _____

Phum / Mondol

Name : _____

Code : _____

Khum / Sangkat

Name : _____

Code : _____

Srok / Khand

Name : _____

Code : _____

Khet / Krong

Name : _____

Code : _____

Please note that the census is conducted under the authority by Statistics Law and Sub Decree No. 08 dated 30 January 2006. According to the Statistics Law and Sub Decree you have to perform your duties as 2008 Census official diligently and keep the information collected at the census confidential.

Place

Governor / Authorized Officer (with seal)

_____/_____/2008

GENERAL POPULATION CENSUS OF CAMBODIA, 2008

Appointment Order Form For the Census Officer

General Population Census of Cambodia, 2008 is to be held during February-March, 2008. In this connection, Mr / Ms _____ Designation _____ Organization _____ is hereby appointed as *Regional Officer / Assistant Regional Officer / Province Census Officer / Deputy Province Census Officer / District Census Officer / Deputy District Census Officer / Commune Census Officer / Deputy Commune Census Officer /Trainer for the following area:

Khum / Sangkat : _____ Code: _____

Srok / Khand : _____ Code: _____

Khet / Krong : _____ Code: _____

Please note that the census is conducted under the authority by Statistics Law and Sub Decree No. 08 dated 30 January 2006. According to the Statistics Law and Sub Decree you have to perform your duties as 2008 Census official diligently and keep the information collected at the census confidential.

Place

HE Minister of Planning / Authorized Officer
(with seal)

____/____/2008

**Tick appropriately*

General Population Census of Cambodia, 20078
Charge Register

Name of Province :

Code

--	--

Name of District :

Code

--	--

Commune Code	Name of Commune	Village Code	Name of Village	EA No.	Approximate No. of Households	Enumerator				Super-visor Circle No.	Supervisor			
						Name	M/F	Desigation	Organization		Name	M/F	Desigation	Organization
1	2	3	4	5	6	7	8	9		11	12	13	14	15

General Population Census of Cambodia, 2008

Form 14

Summary of Charge Register

Name of Province :

Code	District	Code	Commune	Code	Village	EA. No.	Enumerator	M/F	Supervisor Circle No.	Supervisor	M/F
1	2	3	4	5	6	7	8	9	10	11	12

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Form 15

List of Major Institutions

(Hotels, Guest Houses, Hospitals, Prisons, and Other Institutions with more
than 10 inmates on an average other than Defense and Police Establishments)

Name of Province :

District	Commune	Village	Name	No. of inmates
			Hotel :	
			Hospital :	
			Prison :	
			Guest House :	
			Other Major Institutions :	

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Form 16

List of Villages where Boat Population could be found

Name of Province :.....

District	Commune	Name of Village	Approx. No. of Boats staying in night	Approximate No. of Boat Households

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Form 17

List of Remote Villages/Forest Villages Difficult to Reach

Name of Province :

District	Commune	Village	Name and Distance of the nearest roadside village		Mode of Transport from nearest village	Approx. cost of return journey from the nearest village
			Name	Distance		

General Population Census of Cambodia, 2008

Form 18

List of Police Quarters (Where Police Officers and Sergeants live)

Name of Province :

District	Commune	Name of Police Quarters	Approx. of Persons living	Remarks

General Population Census of Cambodia, 2008

Form 19

List of Defense Establishments (Military Barracks etc. where Officers and and soldiers live)

Name of Province :

District	Commune	Name of Establisshment	Approx. No. of Persons living	Remarks

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Form 20

Training Centers at District Headquarters

Name of Province :

District	Name of 3 Schools or offices with hall where training could be conducted (with seating arrangement for 50 persons and blackboard)		
	Place 1	Place 2	Place 3

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Form 21

Number of Trainers/Trainees

Name of Province :

District		Commune		No. of Enumerator	No. of Supervisors	No. of reserve staff	Total Trainees	No. of Training Classes @ 40 per class	No. of Trainers
Code	Name	Code	Name						