



NATIONAL STATISTICAL OFFICE



Practical Exercises:

Form A: Household Control Form

Form B: Household Schedule

HIES 2009

Here are a series of practical examples and exercises to familiarize you with the questionnaires. Good luck, and don't forget to keep this booklet, as it will be useful for future reference.

Population and Social Statistics Division
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FORM A: HOUSEHOLD CONTROL FORM –Selected Exercises

SECTION A1 – HOUSEHOLD INFORMATION

Question 2 – Relationship: You find a member of the household is the son of the sister of the household head. You will enter a relationship code '06' for Nephew of the household head.

Practical examples;

1. What code will you give a household member, Mary, who is the household head's son's wife?
2. Thomas, a family friend from another province who is a household member.
3. Susanna, a babysitter in the household who is the sister of the household head.

Question 6 – Spouse number

You find Mrs. Joan Mara and her children in a household. Her husband is permanently living with his second wife in another household. Here is how you will record in Question 6 for Mrs. Mara;

6.	
Spouse No.	
1st P. No	2nd P. No.
97	00

Practical examples;

1. How will you record for the Kip household, John Kip (head of the household), his wife Agnes Kip . (Mr. and Mrs. Kip do not have any other spouses.)
2. Mr. and Mrs. Kip[’s son John lives with them (Person No. 3). He is 23 and is not married.
3. In the Kip household you also find Mrs. Kip’s elderly aunty whose husband is in the village. How will you record for her? She is Person No. 4.

Questions 16 – 19 – Basic Economic Information

A household member is police officer (traffic) in Madang and has been manning road blocks in the last week. Here is how you as the interviewer should record in Questions 16-19.

Question 16.	Question 17.	Question 18.	Question 19.
1		Police officer, manning road blocks	

Practical examples;

1. How will you record for Steven who stays at home. Last week he was just roaming around with the street boys doing nothing.
2. What about Jonah who is in his 2nd year at the University of Goroka but is currently on holidays.
3. Mrs. Sanak who is a housewife doing housework and looking after her children.
4. John, who is a farmer and works every day cultivating his taro.

FORM B: HOUSEHOLD SCHEDULE – Selected Exercises

SECTION B1 – EDUCATION

Question 5 –10 Ever been to school and attended in the past

Martin stopped school when he completed Grade 10 at Gordons Secondary School in NCD some years ago. Below is how you record;

Question 5.	Question 6.	Question 7.	Question 8.	Question 9.	Question 10.
1		2	1	1	01

Practical examples;

1. Jeremy is currently in Grade 6 at the Markam Road Primary School in Lae.
2. Sophie left school (Holy Name High School, Dugura Milne Bay Province (Anglican)) whilst in Grade 9 because her mother died and she had to take care of her younger siblings.
3. Lawrence has a Grade 12 certificate from Sogeri National High School. Although he wanted to go on to University, his marks were not good enough to get him a place at the University.
4. Thomas did not ever go to school. His family was too poor and needed him to work in the fields.

Question 11 –19 Ever been to school and currently attending school

Jeremy is currently in Grade 6 at the Markham Road Primary School in Lae, Morobe Province. In the past year, he was sick twice with malaria and altogether missed 8 days of school. He lives at this dwelling (with his parents) and travels 20 minutes by PMV to school.

Q.11		Q.12	Q.13	Q.14	Q.15	Q.16	Q.17	Q.18	Q.19	
Markham Road Primary School	Lae	1	05	08	09	1		5	Hour	Mins
									00	20

Practical examples;

1. Martha is currently attending the Pacific Adventist University in NCD doing a diploma in Teaching. She completed grade 12 at Manus Secondary School two years ago. In the past year she has not been absent from school. She lives in her uncle’s household in Boroko and is dropped off and picked up from school by her uncle’s wife in the family’s vehicle. It is nearly two kilometers from Boroko to PAU and takes about 30 minutes by vehicle to get there.
2. Kevin is a Grade 4 pupil at Rabe Primary School (Government School) in Milne Bay Province. His mother tells you, he twisted his ankle while playing soccer three weeks ago and did not go to school for one week. Whilst going to school he stays at his grand parent’s house (closer to school) which is about 700 meters away from Kevin’s parent’s house. Kevin walks to school each day and takes approximately 5 minutes to walk to school.
3. Celina is a Grade 12 student at Malala Secondary School (Catholic School) and comes home every weekend to her parents’.. She missed 1 day of school this month because of a problem when looking for vehicle to go back to school which is about 10km from her village (after spending the weekend at home). At school she resides at the girls’ dormitory which is a two minute walk to the school grounds.

Question 20 – Education spending in the last 12 months

Mrs. Yambo reported that for her son Mike (a Grade 11 student), she spent K800.00 on school fees, K55.00 for a pair of school shoes and socks, K100.00 on stationery, almost K400.00 on bus fares and lunch money and K200.00 on extra remedial classes.

A. School fees and other required fees	B. Uniforms and other clothing	C. Textbooks and other educational materials	D. Meals, transportation and/or lodging	E. Fees for tutoring or extra classes	F. Other expenses	G. Total expenses
800	55	100	400	200		1555

REMEMBER: Write Kina only in rounded kina (no toea) and without decimals.

Practical examples:

1. Lena is currently in Grade 4 and in the past 12 months, her parents spent K350.00 on school fees, K25.00 on a uniform skirt; K50.00 on stationery and approximately K300.00 on bus fare and lunch money.
2. Bradley resides with his aunty in Goroka and goes to school. His educational expenses, including school fees of K300.00 are paid by his parents who live in Port Moresby. His aunty has spent about K150.00 on Bradlwy’s lunch money in the past 12 past months.
3. Kevin’s father spent K200.00 on school fees, K150.00 on project fees, K100.00 on exercise books and biros, and K20.00 on the end of the year school party.

Question 21 –26 Education assistance from outside the household

Mr. Kala tells you he did not receive any assistance from anyone outside the household for his daughter’s school fees. He did receive some financial assistance from his big brother in another province three times in the last year for other expenses such as bus fares, lunch money and stationeries. Total amount he received was K250.00.

Q.21	Q.22	Q.23	Q.24	Q.25	Q.26
2			1	01	250

Practical examples;

1. Mr. Marai tells you that his son’s total school fee in the past year was K1, 000.00. His employer subsidized 50 percent of his son’s school fees last year and Mr. Marai paid the other half . He did not receive any other educational assistance from outside the household.
2. Brenda who resides with his aunty in Goroka had his school fees (K300.00) sent from her parents in Port Moresby. They also have catered in the past year for other expenses such as; school uniform and stationeries which costs about K110.00.
3. Sam’s father tells you, their local member (a minister in the Government) paid for all the village children’s school fees including his son’s school fees (K1, 055.00). For other expenses, such as stationeries (text books, pens, exercise books etc.), the local church spent about K100.00 and Sam’s sister in Lae also helped with K50.00 for the same.
4. Mrs. Leo said she received no educational assistance at all from outside the household for her son David’s education.

SECTION B2 – INDIVIDUAL HEALTH

Question 6 – 10 If any health complaint in the last 30 days and type of treatment sought or received

James informs you that he had flu and back pain sometime in the last 30 days and did not go to work for 3 days. He did not go to any health facility or provider but treated himself at home with cough mixture (for cough) and panadeine (for back pain).

This is how you will fill in the columns;

Q.6	Q.7		Q.8	Q.9	Q.10
1	03	04	3	2	2

Practical examples;

1. Ben tells you he had malaria a fortnight ago in the past 30 days and did not do gardening for a week. He did receive treatment at the nearest health centre.
2. Lisa did not have any health complains in the past 30 days.
3. Kali had head ache for about 3 days two weeks ago. He did not miss any daily activities and did not seek any treatment because he thought the headache was not serious.
4. Francine has malaria now. She says she has been sick for the past 3 days and has not gone to work. She has taken pills she had at home, and has not seen any health care provider.

Question 11 – 19 Use of health care facility or provider

Peter informs you he went to the Government hospital twice in the past 30 days. He went there for treatment for stomach ache and went again for further tests on the same. Altogether, he spent K6.00 on hospital fee, K12.00 on the prescribed medicine at the pharmacy and K4.00 on bus fare. For the second visit to the hospital it took him 80minutes to get there as he travelled by banana boat from the village to town (60 minutes) and another 20 minutes by PMV bus. As it was a follow up visit, he did not pay for any expenses at the hospital but spent about K15.00 on transportation alone.

Q.11	Q.12		Q.13		Q.14			Q.15		Q.16	Q.17	Q.18	Q.19
02	01	01	08	04	6	12	19	01	20	4			

Note the transportation is K4.00 plus K15.00.

Practical examples;

1. Mrs. Yohanes reported for her 6 year old daughter whom she took to the nearest Church Health Centre for treatment for cough and dental treatment (recent) on different occasions in the past 30 days. She paid an outpatient fee of K2.00 each time, cough medicine given cost K5.80 and the dental treatment cost K22.00 (tooth filling). She went by PMV bus from home to the health centre for her daughter’s cough treatment (K1.50 on bus fare) and for the dental care, they took a taxi to the hospital which cost K25.00. The taxi ride to the health centre took approximately 25 minutes. Her father-in law gave them a lift home in his car each time.
2. Lisa did not have any health complains in past 30 days. She goes to the Family planning clinic (once every month) at the Government hospital for her family planning visits which are free of charge. It takes just 10 minutes to walk to the clinic from her house. She remembers purchasing some infant camaquine for her baby some three weeks ago at the local pharmacy. The medicine costs K7.00.
3. Jack has not visited a health facility/provider at all in the last 30 days. Two weeks ago, he purchased some herbs for K10.00 from the village medicine man to treat his swollen ankle.

Question 28 – 29 Smoking

Lazarus says he currently smokes on average 6 spears per day. He has been smoking since 1996. Subtract 2009 from 1996 and you will get 13 years.

This is how you will fill in the columns;

Q.28	Q.29	Q.30	Q.31				
			1	2	3	4	5
1		13	6	00	00	00	00

Practical examples;

1. Lapun Agnes (aged 62) reported that she use to smoke brus and Cambridge in the past and stopped smoking in 2001 when she became sick. She started smoking when she was 16 years old.
2. Kanau is not smoking now and has never smoked in his life.
3. Pala is currently smoking and only began smoking 6 months ago. On average he smokes 3 Pall Mall green daily.

Question 32 – 35 Betel nut chewing and alcohol consumption

Laluh told you she chews about 12 betel nuts a day. She added that she has had some alcohol in the past month and has consumed 12 packs of SP white can in the past week.

This is how you will fill in the columns;

Q.32	Q.33	Q.34	Q.35
1	12	1	12

HOW TO CALCULATE NUMBER OF DRINKS:

Beer	1 bottle= 1 drink
Hard liquor (such as scotch whiskey)	30 ml = 1 drink, So in a 350 ml bottle=12 drinks
Wine	100 ml= 1 drink. So in a 750 bottle of wine there are 7-8 drinks.
Homebrew (same as hard liquor)	30 ml= 1 drink.

Practical examples;

1. You could see that Ben is a betel nut chewer (from the buai in his mouth and his stained teeth). He says he chews nearly 20 betel nuts daily on average. He does not take alcohol.
Note: If a person chews only betel without mustard and lime, we do not consider this a chewer.
2. Lesley does not chew betel nut but consumes a lot of alcohol. In the past week he drank 36 bottles of SP.
3. Rosemary chews about 5 betel nuts daily on average and consumed in the last week a bottle of scotch whisky (350ml) and 6 bottles SP.

SECTION B5 – HOUSING

Question 29 – 38 Status of dwelling

You are informed by Mr. Mekana that his family is renting this dwelling for K400.00 per fortnight from a private arrangement which is not subsidized at all. Complete as per instructions below;

Enter code '2' for Question 29 and skip to Question 34, enter code '1' here and record code '4' for Question 35. Multiply K430.00 per fortnight by 2 and enter amount (K860.00) in the box provided. Record in Question 38 code '2'.

Practical examples;

1. Jack tells you this dwelling is the family home built 40 years ago by his father on his clans' traditional land. If they were to lease this dwelling for a month, they would lease it for K500.00 per month.
2. Mrs. Mara tells you that her husband bought this dwelling 10 years ago. The house is being on government's alienated land (99 years lease). They have been paying some land rate at K200.00 per year (including last year). They would lease the house for K 1,000.00 per month if they were to lease it.
3. Kopi and his family are residing at the company's house (his employer) house. He pays a subsidized amount of K100.00 fortnightly as rent to his employer. Open market value for this dwelling would be K600.00 per week.

Question 39 – 40 Spending on household services

The Mekana family paid K40.00 for firewood, K50.00 on electricity and K20.00 on new fly wire in the past month. In the past 12 months they have spent K375.00 on firewood, K50.00 on electricity on a erage each month, K360.00 on water bill and almost K2, 000.00 on dwelling extension (two extra bedrooms). They have not paid for other items listed at all (in the past month/year)

Record appropriately the answers.

SECTION B6 – CONSUMPTION/EXPENDITURE

Part A – Durable Goods Questions 1–4

You are informed by Mr. Makis that they currently own a gas stove, a refrigerator, 2 wardrobes, a small portable fan, a television, a VCR, a tape/CD player, 3 mobile phones, a bicycle, a sewing machine and 3 mosquito nets. The fan and 1 mobile phone were bought recently (in the past year) and the mosquito nets were supplied to them by the Provincial Health Office just two weeks ago. He spent K68.00 on the fan and said could sell it for K50.00 if he was to resell it. He bought the mobile phone for his daughter at K159.00. The nets would have cost K16.00 each and to resell now would be at K5.00 each. For all the other items the household owns, please make an estimate for the amount they could be sold for and record in Question 4.

✓ Note that Questions 2 and 3 refer to the most recent purchase, but Question 4 is for the value of all 'items' if the household owns more than one.

Part B – Monthly and Annual Non-Food Expenditure Questions 1–4

Mrs. Pala tells you that from the list of durable goods, they had purchased in the past year some blankets and towels, few cutleries such as knives and teaspoons, an axe, a jug and an electric hair cutter, some childrens' toys and three pot plants.

On his birthday five months ago, his youngest son received a rugby ball from relatives. The axe (K45.00) and the pot plants (K6.00 each) were bought two weeks ago. For the other goods the linens cost K85.00 altogether, cutleries K46.00, the jug K55.00, the hair cutter K20.00 and children's toys K8.00. Her son's birthday present may have cost K16.00 for the rugby ball.

As far as Taxes and Insurance were concerned, K37.46 and K25.00 is deducted from her husband's fortnightly pay for Tax and Medicare/health insurance respectively.

For festivities and ceremonies, the family spent in the last year nearly K500.00 on Mr. Pala's niece's transportation of the casket home for burial. They have not spent for other items in this category in the past 30 days and year.

For other expenses, they have spent in the K5.00 for church offerings every Sunday for the past year. Mr. Pala's sister (a household member) plays bingo and card games with the street people and approximately may have spent K300.00 in the past year and in the past month around K40.00.

Record appropriately the answers in the boxes provided . Do not forget to **calculate the total expenses!**

Part C – Monthly and Annual Non-Food Expenditure(Continuation) Questions 1–4

For Goods and Services, the Laku household purchased in the past 30 days personal care items (K40.00), and spent approximately K500 for the year. They purchased perfume (K16.00) in the past 30 days, only another K20.00 for cosmetics 6 months ago. They spent household cleaning supplies (K25.00) in the past 30 days, and approximately 250 total in the past 12 months. For the past year they have bought a daily newspapers (K1 per day for 5 days a week). In the past month they spent K50.00 on prepaid cards and for the past year have spent approximately K50.00 every month for phone cards.

In the past 12 months, they spent K60.00 on public hospital fees, K65.00 on medicines at the shops, K1, 500.00 on school fees, K150.00 on school stationeries, K600.00 on airfares. The spend K3.00 5 days a week all year for PMV fares

For Clothing, Footwear and Headgears nothing has been purchased in the past 30 days except for powdered soap bleach (K18.00). In the past 12 months, some women's wear (K 160.00) children's wear (K150.00) were purchased .In addition, in the past year, the household spent on men's wear (K80.00), men's shoes (K26.00), materials (K30.00) and a pair of female sandals (K12.00).

Record appropriately the answers in the boxes provided (altogether in training). **Do not forget to calculate the total value of the goods and items.**

SECTION B7 – REMITTANCES

Question 1 Receipt of cash or kind from outside the household

In a rural household in Chimbu Province, you are interviewing Mr. Malu at his house. He tells you the family did receive some assistance from his two children working in Port Moresby and in Kundiawa. His son working in Kundiawa town sent the family money and food items (rice, sugar, tea, etc.) couple of times in the past year. He estimated the value of food items and money sent to be about K 2,500.00.

Similarly, the daughter in Port Moresby sent money for general living expenses (K500.00) and health (K250.00) for the family and education expenses (K650.00) for her younger siblings, Alice (Person 06) and Leo (Person 07). Record appropriately the answers in the boxes provided (altogether in training).

Practical examples;

1. The Tapas household received cash assistance (K800.00) from their uncle in Australia for Funeral expenses for a relative. Mrs. Tapas' elder brother in Tabubil also bought two mobile phones (K150.00 each) for Moses Tapas (Person 04) and Stella Tapas (Person 06).
2. In Tania's household, she says her s ex-husband (lives in another province) pays for the children's school fees and their general education. In the past year he has spent a total of K 1, 700.00 for Agnes (Person 03) and Rose (Person 04).

✓ Do not forget to check the Type of Assistance CODES at the bottom of the page!

SECTION B8 –DISPUTE RESOLUTION

Questions 1–5 Dispute in the past 12 months and resolution

You are interviewing at the Topin’s household in Kokopo area, East New Britain Province. Mrs. Topin tells you that in the past year the family had dispute with their cousins (on her side) on inheritance of the family land. The family also had a dispute on theft with their neighbor and also dispute with the Provincial Government (Education Department) regarding their family’s traditional land that the local community school is built on. There was no property damaged and no deaths occurred in all disputes mentioned. Meanwhile, Mrs. Topins eldest son received some injuries (broken ribs) in a fight over the land inheritance. Record appropriately the answers in the boxes provided..

Questions 6–21 Dispute in the past 12 months and resolution (Continuation)

You confirm that the dispute on inheritance (on land) had the most impact on their family. The dispute started because Mrs. Topin's nephews (her brother's children) had built a house on Mrs. Topin's inherited land (Maternally inherited from her mother). As a woman, she has inherited the land (matrilineal) and not her brother.

She sought help from the village court which is the first level of court before going to higher court (LLG or district court). The village court could not make a decision on the case and suggested the parties solve the matter outside of court as they were immediate relatives.

The matter was finally solved with the help of the clan's great uncle who brought the parties together. Mrs. Topin's brother and his family were asked to compensate for her son's injuries and he was paid K100.00. It was agreed that her brother's family would not erect another house nor renovate/rebuild again on the land after the house in dispute becomes old and unfit for living in.

She thought the decision was more on her favor and she was satisfied with it. Although the dispute took almost 3 months, she only spent K60.00 mainly on tea and refreshments for those days the families came together to solve the dispute.

Record appropriately the answers in the boxes provided .

SECTION B9 – ANTHROPOMETRICS

Questions 1–9 Measuring weights and heights of children under 6 years old

On 16th July 2009, you find in a household Imelda Kopi (Person 05), James Kopi, (Person 06) and baby Soti Kopi (Person 07). The clinic books for James and Baby Soti were provided excluding Imelda's as it could not be located. Her mother remembers she was born in January 2004. You record for James whose date of birth is 17th April 2006 and baby Soti's birthday is 24/06/2008.

Since Imelda has gone to the market with her grandmother, you only measure James (40.2 cm) standing up while baby Soti (29.5 cm) is measured lying down. On the standing scale you record James' weight (8kg). For baby Soti, you ask the mother (carrying her son) both standing on the scale and their weight is 59.7kg. Now, you get the weight of the mother alone (55.9kg) and subtract from their combined weight of 59.7kg to get baby Soti's weight.

You return the next day to measure and record Imelda's height which is 58.6 cm and weight (11.2kg).

Record appropriately the answers in the boxes provided (altogether in training).

SECTION B10 – SELF-EMPLOYMENT AND FAMILY BUSINESS ACTIVITIES

Questions 1 and 2 - Household family business activities

The Manak family owns a tucker shop and is managed by Mrs. Manak (Person 02) while Mr. Manak's niece, Betty (Person 07) a household resident, works in the shop. The shop sells food items including drinks and frozen goods.

Mrs. Manak tells you that in the past year they have spent K 2,500.00 on food items (wholesale), K300.00 on electricity, K500.00 on transportation, repayment of bank loan (K 1,050.00), Betty's pay K 600.00, Clothes and food items for Betty (K400.00). From the sale of goods in the last year, the shop took in approximately K 8,100.00. Their costs and sales are recorded as Business A.

Record appropriately the answers in the boxes provided.

Practical examples;

1. (Record as BUSINESS B). Mr. Gino (Person 01) and his family own a coffee block in the village in Unggai, Eastern Highlands Province. Mr. Gino, his two sons (Person Nos. 04 and 05) and his daughter (Person No. 6) work in the business. In the past year, they have spent K 1,200.00 on labour (wage for 2 employees), K600.00 on fertilizer, K500.00 on weedicide, K100.00 on packing bags, K800.00 on fuel for pulping, K300.00 on canvases to dry the coffee beans, K2,800.00 on transportation and K15.00 on needle and strings to sew the bags.
In the past year, the business earned about K 30,000.00 from the sale of coffee beans.
2. (Record as BUSINESS C). Freddy (Person 01) and his wife (who manages the business)(Person 02) have a small outboard motor business where the banana boats are hired. They employ two young men in the village as boat operators. They have 3 banana boats, two 40 hose powered motor and a 30 hose powered motor. In the past year, they spent K 3,000.00 on fuel for the boats, K 1,000.00 on maintenance, K800.00 on repayment of bank loan and K2, 000.00 on employee's wage. The business has been good last year and made approximately K 9,500.00 for the services provided.

