

DATA INITIATIVE 2009

BLOCK LISTING INSTRUCTIONS

Introduction

Availability of accurate lists of households in the sampled survey clusters is one of the major preconditions for a high-quality representative survey. Representativeness of the sample interviewed and, eventually, the reliability of survey data depends on the quality of these lists.

The sampling design of the Data Initiative 2009 survey in /country/ is based on the list of electoral precincts provided by the Central Electoral Committee. Primary sampling units – also known as clusters – are represented by electoral precincts which have clear boundaries described in the documentation you will receive together with other working documents. There are a total of ~~XX~~ primary sampling units (PSUs) in the DI 2009 sample in /country/, representing all regions of the country, with various number of registered voters per PSU.

Block listing is necessarily performed in the selected PSUs as the first stage of the fieldwork, in order to compose comprehensive lists of households in each of these clusters.

Block Listing Process

Each block lister will be provided with the following documents for each cluster s/he is working in:

- A **description of boundaries (boarders)** of the respective electoral precinct, as provided by the Central Electoral Committee (CEC), with clear identification of the territory assigned to the given precinct;
- A **Block Listing Form** developed for DI 2009 survey, and accompanied with the respective **Instructions** (the document you are reading now).
- A **picture ID** provided by CRRC-/country/ office and a **letter** signed by CRRC-/country/ Country director, explaining the goals of the fieldwork, as well as providing contact phone numbers of the office.

The block listers should study these documents in detail before going into the field, and should be able to professionally explain to all interested parties (the population, local government, NGOs, etc.) goals of their work.

After arriving to the assigned precinct, the block lister should first determine the precinct boarders, based on the description of the precinct boarders, and then list all the households within these boarders in the block listing form. Only the households actually living most of the time during the last 12 months in the existing dwellings are to be listed, hence, it may be necessary to check in the neighborhood whether a given dwelling is inhabited most of the time by the household or not. Please note that we are interested in the households actually living in the given dwellings, and planning to still live there for at least two months after the date of block listing, **without** asking them whether the dwelling belongs to the given household or not.

During the work, it is required that the block lister documents the households sequentially; it is also recommended to list the buildings starting from a building with a lower street number and moving in the direction of the building with higher street number, whenever street numbers are available; in the apartment houses, s/he has to start from the bottom floor and continue working towards the top floor.

No dwellings that are not intended for the life of households should be documented in the Block Listing Form, although the block lister should make sure (ask) that a certain building is not intended for the life of a household.

The block listers are encouraged to draw **maps** of the precincts where they work, indicating the dwellings where the block listed households live, in order to facilitate their own work and the interviewer's orientation in the cluster during the period of interviewing. Whenever such maps are drawn, please pass these to the supervisor with a respective legend.

Special Issues while Block Listing in Rural Settlements

Since the addresses are not organized in the villages, street names and building numbers are not always available for rural settlements in /country/. Instead, the only possible information allowing identification of the households in rural settlements is often last name and initials of the head of household. This situation is reflecting in the Block Listing Form.

FILLING THE BLOCK LISTING FORM

The block lister is required to check each building located within the borders of the given precinct, and to list the household(s) living there in the Block Listing Form.

The Block Listing Form consists of two parts: (1) Information sheet, and (2) Main sheet.

1. Information Sheet

Country code, the PSU ID number, name of rayon/marz, DI stratum code, as well as settlement name and settlement type will be pre-filled in the Block Listing Form for each PSU. The name of the block lister and supervisor should be written on this page, along with their codes, with which the supervisors will be provided during the training.

Each block lister has to fill dates when block listing started and ended in the given cluster.

In order to facilitate the work of the block lister(s), codes for Column 2 are provided in the bottom of Information Sheet of the Block Listing Form.

2. Main Sheet

There are 7 columns in the Main Sheet of Block Listing Form. Rules for filling each of these columns are provided below.

In the **Column 1**, the unique number of the household within the given cluster is provided. This column is pre-filled until the number 188. All block listers will be provided additional page(s) where the unique number of the household is not pre-filled. Whenever more than 188 households will be documented in a given cluster, the block lister should continue numbering, until all households of the given PSU are being numbered. No missing values and no double numbering are acceptable in this column; it's the responsibility of the supervisor to control for this before s/he submits the Block Listing Form to CRRC-/country/ office.

Columns 2 through **7** should be filled by block lister.

Column 2 should be filled for each household. The type of building where the household lives should be indicated here. The following codes are to be used while filling this column:

- 1 – private house;
- 2 – apartment / room(s) situated in an “Italian yard”;
- 3 – apartment building;
- 4 – dormitory;
- 5 – hotel / sanatorium with permanent inhabitants (refugees);
- 6 – trailer;
- 7 – other dwelling

Columns 3, 4, and 5 will be possible to fill only in the urban settlements or very big villages, because this information may not be available for some of the rural settlements. The block lister should carefully check whether there are street name(s) and number(s) in the precinct s/he is working in, and make sure to provide respective information in the Block Listing Form wherever this information is available.

The street name should be provided in the **Column 3**.

The building number is provided in the **Column 4**.

The apartment number is provided in the **Column 5**. This column will not be filled out when there are single household dwellings coded with code “1” in Column 2 of this form (as opposed to apartment houses); it will be filled in case of apartment houses or houses with similar structure coded with codes “3”, “4”, or “5” in Column 2 of this form¹.

IMPORTANT: In case when Columns 3 through 5 are filled, Column 6 **should NOT** be filled. Column 6 is to be filled **ONLY** in cases when there is no other possibility to specify the household. Hence, we expect Column 6 to be filled in most of the medium size and/or small village precincts; in case of urban settlements, it may be necessary to fill **ONLY** in case when a so called “Italian yard” is documented.

Last name, first name, and patronymic name of the head of household have to be filled in **Column 6**, in cases where there is no other method to identify the household. Whenever this Column is being filled, please make sure to fill it as completely as possible, since this is the only possibility to identify the household in the future.

Any special cases should be explained by the block lister, and checked by the supervisor, in **Column 7** (“Notes”). Whenever more space is needed for notes than the space provided, please use the space on the other side of the page, or a separate sheet of paper, **clearly indicating in the respective cell of Column 7** that additional notes are available, and where to find these. The most frequently expected special cases are: merged dwellings, separated households, and closed dwellings.

Merged dwellings:

Two or more apartments can be owned² by one household in an apartment building, as well as two or more private houses can be owned by the same household. In such cases, two (or more) apartment numbers should be written in Column 5, separated with comma (or, two or more building numbers should be written in Column 4, separated with comma), AND an

¹ In some cases, Apartment number will be also possible to provide in cases if the Building Type is “Italian yard” (code “2” in Column 2).

² We are interested in merged dwellings only when all of those dwellings that are merged are actually used by the household for living. We are not interested, however, in the dwellings that are being built, or, for any reason, are not inhabited by the household.

explanation for this should be provided in Column 7 (e.g.: “merged dwelling belonging to the same household”).

In cases if merged dwellings are documented in rural settlements, instead of indicating Apartment number or Building number, however (when this information is not available in rural settlements), make a note in **Column 7** that this household owns N number of dwellings; whenever possible, please also indicate this on the map.

Separated households:

In cases when two (or more) household have been documented in one dwelling (i.e., when more that one households live in the same dwelling), each of these households has to be entered **separately** in the Block Listing Form. Hence, when there are two households in the same private house in a town, the same address appears twice in the Block Listing Form, AND a respective note is made in **Column 7** (e.g., “two/three/etc. households living in same dwelling”). In addition, information about how to identify each of these separated households have to be provided (e.g., “occupying first floor”; “entrance from the stairs”; or the name of the head of household in Column 6).

Closed dwellings:

Any dwelling that has been uninhibited for the last 6 months, as well as any dwelling which is not a primary dwelling for a given household (e.g., a vacation house) and where the owner lives episodically, is considered a closed household. Such dwellings / apartments should **not** be entered in the Block Listing Form.

However, whenever there is a dwelling for which you can not determine the type of occupancy, do enter it in the Block Listing Form, AND make a respective note in **Column 7** (e.g., “type of occupancy unclear”).

Attention!

**In case of any difficulties encountered in the process of block listing,
please contact block listing supervisor in /country/:**

[NAME]

Tel.: XX XX-XX-XX

* * *

Thank you very much for working with CRRC-/country/. We are looking forward to receiving high quality results of block listing from you.

Fell free to contact CRRC-/country/ office in case of any difficulties, problems, unexpected situations:

Contact person:

[NAME]

Tel.: XX XX-XX-XX

E-mail: xxxxxxxxxxxx