

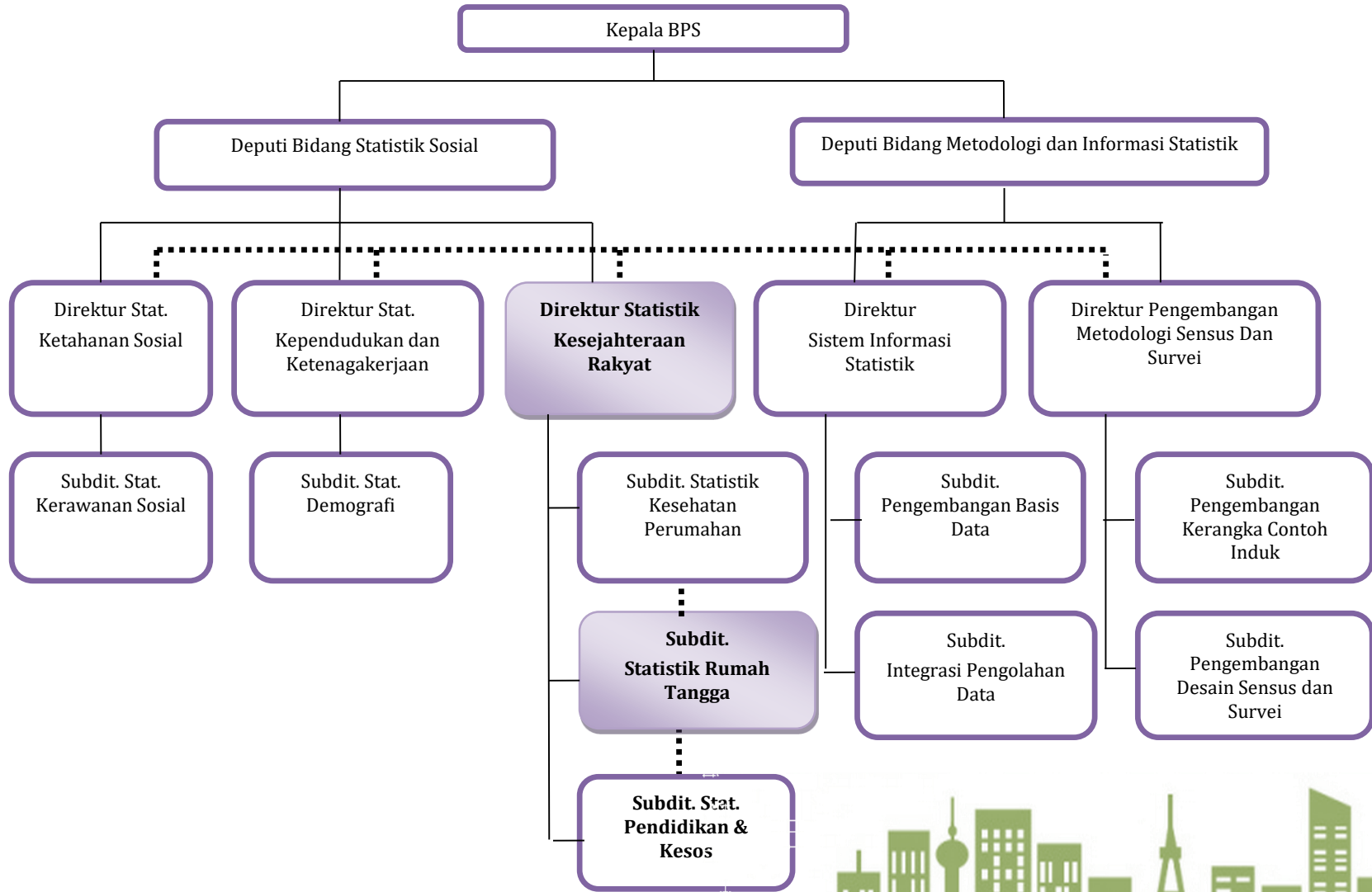


Field Organization and

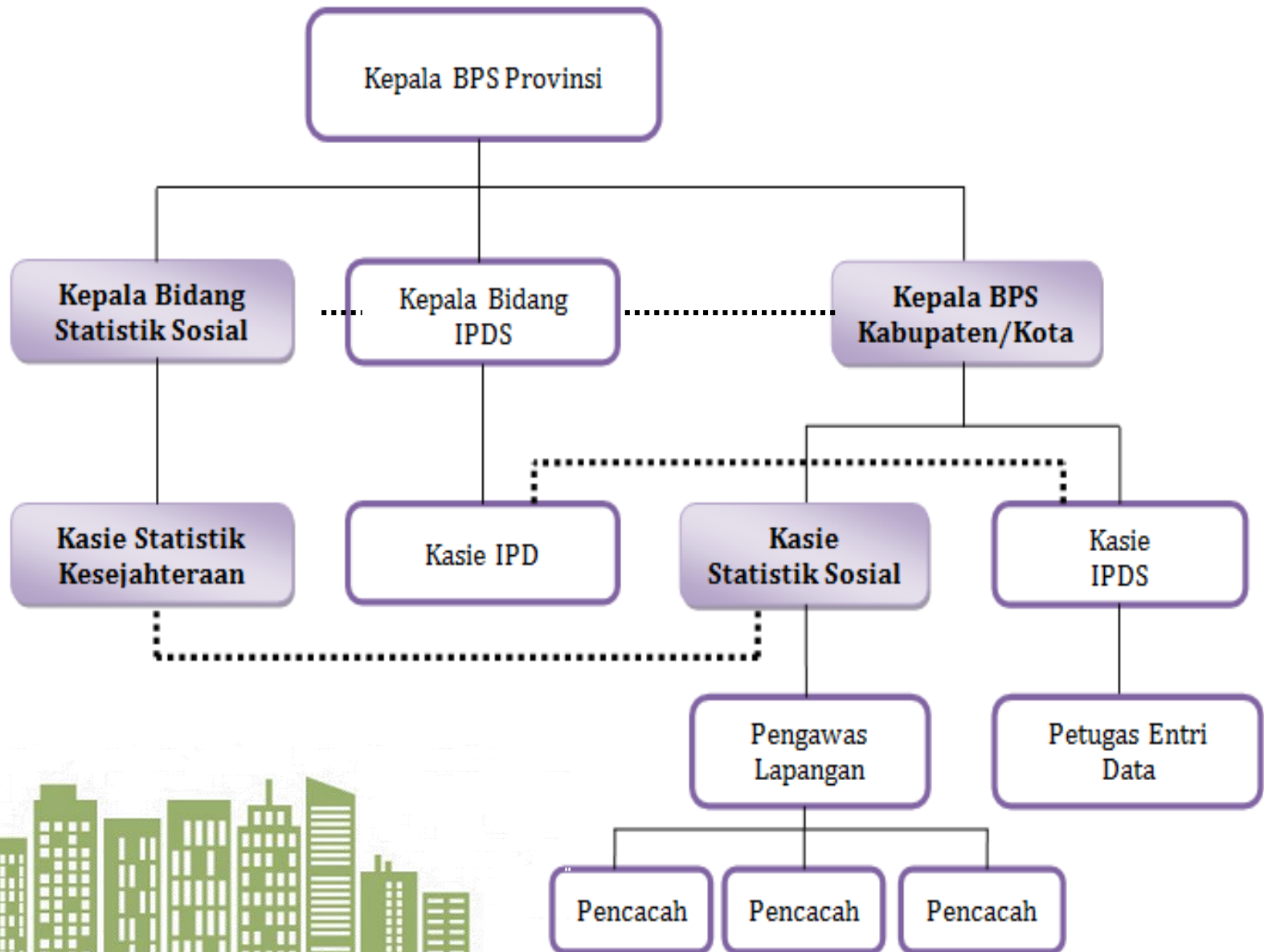
Enumeration Procedures



ORGANIZATIONAL STRUCTURE



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TASK OF ENUMERATOR

Carry out the data collection in accordance with the guidelines for the enumeration and right on schedule.

1

Attend the training of Susenas field officers.

2

Identify the task area and browse the census block

3

Updating household data as well as improvements to the sample census block, apply important information of the buildings in Census Block Map Sketch, and register the Census Block Map and install the results of the supervisor.



TASK OF ENUMERATOR

4

Conducting interviews using the questionnaire until its complet for all respondents on all samples households in the census block which is his responsibility.

5

Re-examine whether all questions have been asked and filled into the questionnaire and ensured the reasonableness of the stuffing.

6

Immediately contact the supervisor when experiencing difficulties in the interview.

7

Submit enumeration documents along with other supporting documents, including SP2010-WA and SP2010-WB Village Map Sketches to supervisors.

8

Working according to a predetermined schedule.



TASK OF SUPERVISOR

Implement supervision of enumeration and inspection of enumeration results (editing-coding) so that the quality of data produced in accordance with the objectives and schedules specified

1

Supervise 3 to 4 enumerators according to the task area that determined by the District/City BPS.

2

Creating a work monitoring schedule for the process control and inspection goes well, and ensure the accuracy of the enumeration completion schedule.

3

Receive the SP2010-WA Village Map Sketch and print out the SP2010-WB Map Sketch from the IPDS Section.



TASK OF SUPERVISOR

4

Divide household updating tasks (submit VSEN16.P list), SP2010-WA Map Sketch and SP2010-WB printout, and enumeration documents according to enumerator load.

5

Accompanying enumerators in the introduction of census blocks and household updates.

6

Checking the results of the household updating, reporting the results of the household updating, and filling out the complete VSEN16.MHU List.

7

Submit VSEN16.MHU List to the Head of Social Statistics (hereinafter will be recapitulated/merged by the Head of Social Statistics and handed over to the Head of BPS District/City).

8

Copy the number of household members enumerated into VSEN16.DSRT.

TASK OF SUPERVISOR

9

Submit the VSEN16.DSRT document which is the responsibility of the enumerator.

10

Accompany and evaluate the performance of field enumerators from the beginning of the work on schedule.

11

Monitoring the quality of VSEN16.P, VSEN16.K, and VSEN16.KP by checking directly, and confirm the questionnaire that has been filled enumerator to the respondent.

12

Collect and examine the completeness of documents, make the fairness and consistency of the contents, and take action and teaching mistakes made by enumerators.

13

Notify the location of the assignment from time to time to c.q. Social Kasie District/City BPS for easy monitoring.

TASK OF SUPERVISOR

14

Maintaining a high spirit and cooperation among officers.

15

Submitting gradually field enumeration documents including the SP2010-WA Village Map Sketch and print out the Sketch Map of the SP2010-WB Census Block to the Social Statistics Section of the District/City BPS.

16

Attend the training of Susenas field officers.



REQUIREMENTS FOR FIELD OFFICERS

Minimum high school education (preferably D3 graduates and above).



Able to work and obey the rules/agreements that have been determined.

Experienced as survey/research officer, preferably experienced as Susenas Consumption and Expenditure officer.



FINDING THE LOCATION OF SELECTED HOUSEHOLD

1. The enumerator will get a list of samples of census block (DSBS) where the task and VSEN16.P List with the name of the head of the household;
2. The enumerator updating the household loads in the BS by using the VSEN16.P List;
3. Based on the updated VSEN16.P List, 10 households must be enumerated;
4. The list of selected households and names of household heads to be interviewed are listed in VSEN16.DSRT List.



LEGAL AUTHORITY / LEGAL BASIS

The legal basis for enumeration implementation is Undang-undang No. 16/1997 about Statistics.

1. BPS is authorized to collect information from residents as individuals or from institutions or organizations;
2. Enumerators are allowed to enter a designated work area to obtain the required information. Enumerators were obliged to convey the results of the statistical activity and ensure the confidentiality of information obtained from the respondents;
3. Penalties will be given to the respondents who do not provide the necessary information. Sanctions will also be given to enumerators who violate the provisions, ie not maintaining the confidentiality of information obtained from the respondents.



CONFIDENTIALITY OF INFORMATION

1. The information that the officer collects is confidential and is only used for statistical calculations.
2. Officers are not allowed to discuss, notify, or show officer records to others.
3. Filling at all the data on the questionnaire should be done by the officer himself.
4. Officers may not place questionnaires in any place, so the questionnaire is not taken, read or used by others.



NETRALITY

The interviewer should be neutral on the subject of the interview. The interviewer should not show any surprise, approval or rejection of the respondent's answers by tone of voice, facial expression or body gestures.



HOW TO INTERVIEW

1. Establish relationships with respondents. The enumerator must ensure that his appearance is clean and friendly when introducing himself to the respondent.
2. Be friendly and act well to establish cooperation to get information (shake hands, introduce your self, explain other things about this survey asked by the respondent).
3. Do not spend too much time asking questions and/or answering unnecessary questions.
4. Ask questions with appropriate speech tempo so that the respondent understands what is being asked.
5. Enumerators should always maintain the confidentiality of information that obtained from respondents
6. Before leaving the household, enumerators should thank the respondents for their cooperation.



HOW TO INTERVIEW

1. Filling the Block I is done by copying from VSEN16.DSRT list;
2. Filling the Block II is done by filling in the identity of the enumerator and supervisor, and filling the interview result;
3. Filling Block III is a recap so filled after the interview is completed;
4. Block IV, V, VI, VII, and VIII on VSEN16.K are asked person by person to completion, or question to the right. When finished then to the next ART on the next line.





Thank You

