

DATA INITIATIVE 2008

INSTRUCTIONS FOR THE INTERVIEWERS

1. INSTRUCTIONS ON SAMPLING HOUSEHOLDS and RESPONDENTS

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The interviewers should visit all sampled households in order to conduct interviews; if, for some reason, this is not possible, non-response forms have to be filled out for each household that the interviewer was not able to visit **after all required visits have been made**.

2. INSTRUCTIONS ON THE QUESTIONNAIRE

General Requirements

The **Data Initiative 2008** questionnaire consists of 8 sections, out of which 5 are Core sections and 3 are rotating sections. In addition, Interviewer Assessment Form is located in the end of the questionnaire. The questionnaire also has a separate Cover Sheet,¹ where the information about the household is recorded; respective **Non-response forms** are also part of the Cover sheets.

The respondents should not be looking into the questionnaire at any time before, during, or after the interview. They have to listen to the questions posed by you, and answer them. You can repeat the question if the respondent asks you to, using exactly the same wording as in the questionnaire; no changes in the wording are permitted under any circumstances. When we want the respondents to actually see the options, we are providing a CARD which you will have to hand and let them keep until they choose their answer or answers.

To repeat, make sure that the respondent **does not look into questionnaire** – a respondent should not be able to read what is printed in the questionnaire. In order to make sure that the respondent can not look into questionnaire, make sure to be in a position during the interview so that your respondent is not able to do so.

Throughout the questionnaire, the text of questions (i.e., the text you are addressing the respondent with) is printed in bold, non-capital letters. You are required to READ the text of all questions and use **exactly the same wording** as the wording used in the questionnaire with all the respondents you are interviewing during the fieldwork – you are not expected to memorize the questions, feel free to read each of the questions from the questionnaire.

¹ Cover sheet will be finalized and distributed after the sampling strategy is ready.

You are **not** allowed to explain any of the words used in the questionnaire by yourself, even when you feel totally confident to do so, except for the cases when you are allowed to do so according to these Instructions. In all other cases, whenever the respondent does not understand the question, slowly repeat this question, using the same wording, but don't try to explain anything. This is very important to ensure comparability of the results.

Whenever you see underlined words in the text of questions, stress these words while reading out this question.

We never test the respondents, or try to evaluate them in any sense – all we want to learn is their opinion, so please, don't try to assist them in any way, just make sure you do your best to record their opinions. And never be judgmental – you are there to listen to the respondent and to help him/her express his/her opinion, whatever this opinion is.

There are detailed instructions in the questionnaire, explaining what you are expected to do in respect to each of the questions. These instructions are printed with capital letters and start with **[INTERVIEWER!]**.

DO NOT ever read out loud instructions for interviewers during the interview, but make sure to closely follow them. Failure to follow these instructions may result in disqualification of the questionnaire you've submitted.

Throughout the questionnaire, either numbers or letters of the Latin alphabet are used to code respondents' answers. Numbers are used in the majority of cases, but in a few cases (when necessary because of data entry reasons) Latin letters are used instead of numbers. You should work with the letters exactly the same way you work with numbers, i.e., just circle the code (or codes, when applicable) corresponding to the respondent's answer(s).

Whenever we say, "USE CARD", you are expected to show the card with corresponding number to the respondent. You may in addition read the options typed in this card, in case if the respondent asks you to do so. Remember, however, that options "Don't know" and "Refuse to answer" are never in the cards, and option "Other" appears in the cards only in exceptional cases, and you should never read these options out when they are NOT on the card. You can not, under any circumstances, change anything or add anything to what is typed in the card. This is crucially important for the reason of comparability of the results through the several thousand interviews conducted in terms of DI 2008.

Whenever using a CARD, you have to make sure that the respondents read all options listed in the CARD, and answer the question only after that. Don't accept a respondent's answer until s/he has read all options provided in the CARD.

Please make sure that none of the respondents writes or circles anything on the CARDS, because the CARDS are for use by all the respondents you will be interviewing, and every time you hand a CARD to a respondent, it has to be clean and without any notes on it.

Whenever the instruction says "READ OUT", you are expected to read out the options provided, **except** options "Other," "Don't know" and "Refuse to answer". Make sure to read all options provided before you accept the respondent's answer. In most cases, whenever the instruction says "READ OUT", you can accept only one answer. However, make sure to follow the instructions printed in the questionnaire, and accept as many options as allowed in respect to each of the

questions. Failure to follow this instruction may result in rejecting the questionnaire you've submitted.

Through the questionnaire, use code '98' for "Don't know" and code '99' for "Refuse to answer", except when noted otherwise. These options are not, and should not be known to the respondents.

Whenever a question asks for a specific NUMBER (e.g. number of household members), we are looking for a certain number, not an interval. If an interval is provided as a response (e.g., 15-20 relatives living in the same settlement as the respondent), ask the respondent to give one number, even if it is approximate. You **can not** record any interval in the questionnaire.

Whenever you see: /country/, printed in the questionnaire, name the country where you are conducting the interview, no matter what the language of the questionnaire is.

COVER SHEET

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QUESTIONNAIRE

Make sure to copy **Country code / Household identification number** from the Cover sheet of the questionnaire. This is your responsibility, NOT the supervisor's responsibility.

Please make sure to be seated in a reasonably quiet and comfortable room. Please make sure that only the selected respondent is present. Once you and the respondent are seated and comfortable, and the language of the interview is determined and marked under question **L1** of the Cover sheet, start the interview. Record the date of the interview (question **T1**) and time at which the household interview started in the space provided (question **T2**). DO NOT ever postpone recording the time when the interview started, you will most probably not be able to remember exact time after you finish the interview.

Section A: HOUSEHOLD PASSPORT

Definition of the household: Please read carefully the definition of the household provided in the beginning of this section and apply it throughout the whole interview. There are two necessary conditions that constitute the household in terms of this survey:

- 1) people presently living together, and
- 2) people sharing income and expenses.

Only when **both** conditions are met, do we speak about a household. If ANY of these two conditions is not met, than it is NOT a household.

Question A1

Please note, current migrants (former household members who don't live in the household any more) will be considered later. If they don't live with the rest of the household right now, we don't speak about them in the beginning of the interview, until question **A14**. Here, we are only interested in people who are physically present in the household at the time of the interview, or have been away for less than 3 months.

There might be cases that the household you are interviewing is economically closely related to another household, but these households don't live together (the most "classical" example are students living in a big city and supported by their parents living in a rural area). In terms of our survey, these are two different households, either permanently or temporarily, because they don't presently live together all the time. Record information about such household members later, in question A14.

Question A2

In this question, the respondent should refer to the household where s/he lived in 1991. S/He might since then have changed the place of residence individually (e.g., got married in 1999 and moved to the husband's home), but what we are asking here is whether the entire household where this respondent lived in 1991, still lives in the same place or has changed its place of residence.

Question A3

If the respondent and/or the household member was born in a region or a territory of the country which is a region of political dispute, while choosing respective code please take into account division by countries recognized by international law.

Questions A4a-A12

Responses to these questions are recorded in **Table A1** (page 4), under respective columns. This Table has to be filled row by row. No household member who is not currently living in the household and has been away for more than 3 months, can be recorded in this Table.

The respondents are asked to define themselves who is the HEAD OF THE HOUSEHOLD, although the major criteria might be that this is either the oldest household member, or the main breadwinner in the household. This, however, is not a must.

Please note that, according to the definition of the head of household applied in this survey (and explained to the respondents), this person should be currently living in the household; if there is someone whom the respondent considers to be the head of household, but this person does not currently live in the household (and has been away for more than 3 months), this person CAN NOT be recorded as the head of the household. Tell the respondent(s) that they will have a chance to talk about this person later, and ask them to choose the head of household out of the people currently living in the household.

While asking questions **A4a through A12**, one of the household members you are talking about will be the respondent him/herself. In this case, be ready to ask "you" instead of "this household member" in questions **A4a through A12**. DO NOT make any other changes in the wording of questions. Carefully follow the instructions and make sure you ask the questions in the correct order and fill **Table A1** row by row. Do not jump between columns even if the respondent offers answers in a different order. Rather, ask him/her to stick with the order in which you ask questions; explain to the respondent that it's very important for you to follow the order of the questions printed in the questionnaire.

Questions A4a and A4b

If the household you are interviewing consists of one person, you will ask question **A4a** only. If the household you are interviewing consists of more than one person, you will have to ask question **A4a** first, and only once through the interview, and while asking about the rest of household members, you'll have to ask question **A4b**, as many times as many household members are there in the household, except the head of household.

CARD A4

There is no code '1' in this card, because, as mentioned in the questionnaire, the head of household is pre-coded in the **Table A1**. The CARD starts with code '2', and this is NOT a mistake.

Question A6

We have a CARD (CARD 3) for this question, but this card should be used **only** after you are absolutely convinced that the respondent(s) can not remember the year of birth of the household member. Make sure you probe in order to get the year of birth, and use this CARD only after that.

Question A8

By "Incomplete secondary education" (option 3) we mean the situation that the person is at middle- or high school, but has not finished the program yet. Similarly, by "Incomplete higher education" (option 6) we mean the situation that the person studies at a higher educational institution, but has not finished the respective program yet.

By "Higher education" (options '6' and '7') we mean any post-secondary / university education, be it "Specialist," "Bachelor," or "Master." This is, however, different from "Post-graduate degree," which is equivalent to both *kandidat nauk* or *doctor nauk*.

Question A9

This question should be asked only about those household members who are of the age of 14 or older, since we don't expect children under 14 to be employed and bringing home monetary income. Hence, please check Column A6 of **Table A1** and ask question **A9** only the cases when the year recorded is up to 1994. **Do not** ask this question if the year recorded in Column A6 is between 1995 and 2008 – leave the respective cell of the Table empty.

By "employed" we mean not only official employment based on a written contract with an employer, but any type of job done by the household member, including unofficial arrangements for which the person is being paid. Self-employment is also considered as a form of employment in this context, because a self-employed person is working and getting income. Hence, pretty traders, for example, are considered employed, as well as those who are self-employed in agriculture and are getting income.

Those in the military service are considered employed only if they are contracted. If they are performing mandatory military service, they are NOT considered employed.

Question A10

This question should be asked only about those household members who are of the age of 16 or older, since we don't expect children under 16 to be married. Hence, please check Column A6 of **Table 1** and ask question A10 only the cases when the year recorded is up to 1992. **Do not** ask this question if the year recorded in Column A6 is between 1993 and 2008 – leave the respective cell of the Table empty.

Please note that we use several categories for "married" in the respective card (CARD A10), and we would like the respondents to tell us how exactly they or their household members have been married, so don't accept answer "married"; instead, ask them to choose one of the options related to "married": '2', '3' or '4'.

Option '7' in this CARD ("Separated") means that the couple has been married earlier (either by state marriage or by religious ceremony, or by both), but decided to separate, i.e. not to live together any more; separation is not a divorce yet, and the couple may get back together again, but at this point they are not *de-facto* married (although they may still be married by law). They do not comprise one household and don't share income and expenses.

Please note that married couples may be living separately (e.g., one of the spouses is a migrant), but as long as they consider being married and share income and/or expenses, they are considered married.

Question A11

We are interested here in household member's age at **first** marriage. However, since we don't know whether the respondent has been married for the first, for the second, [etc.] time, make sure to get answer about the age at **first** marriage.

Question A12

A code is necessary here for all household members. As instructed in the questionnaire, use code '1' for the respondent(s), and make sure to use code '0' for all other members of the household. This column can not be blank for any household member recorded in the **Table A1**.

Question A13

Please note that, for example, students who attended university in a different city and hence spent several academic years away from the rest of the household, even if they were visiting the household regularly, as well as those who were in the long-term military service (lasting longer than 3 months), are to be considered among such members of the household.

Rotating Block 1: SOCIAL NETWORKS

Question N2

Please record answers in respect to each statement – fill the table row by row.

Question N11

We mean here borrowing money from a private person, NOT a bank or any kind of financial institution.

Question N13

Please record answers in respect to each statement – fill the table row by row.

Question N17

Ask the question about each of the aspects listed in **Table N17**. Please record answers in respect to each statement – fill the table row by row.

Question N19

Please record answers in respect to each group of people or organization – fill the table row by row.

Section J: EMPLOYMENT AND ECONOMIC SITUATION

Question J1

Again, by “employed” we mean not only official employment based on a written contract with an employer, but any type of job done by the respondent, including unofficial arrangements for which he/she is being paid. Self-employment is also considered as a form of employment in this context, because a self-employed person is working and getting income. Hence, pretty traders, for example, are considered employed, as well as those who are self-employed in agriculture and are getting income.

Question J2

In cases where the respondent has several jobs, ask this question about the primary place of employment only. Normally, this is the place of employment where s/he earns most; alternatively, it can also be the one which is most stable or which is considered permanent. It is for the respondent to decide which of his/her jobs is the primary one. Only one answer can be accepted here.

Please also note that both categories for self-employed ('1' and '2') include those whose major occupation is working on a land plot, whether it's their own or not.

By "local" business in options '3' and '4', we mean business that operates within the borders of the given country, or even the region/city, as opposed to "international" business.

Question J5

This question only applies to the cases when the respondent works for any kind of production. If this is not the case, wait for the respondent to say so, than – circle code '97' ("Not applicable").

Question J8

In this question, "unemployed" means that the respondent does not have a job, regardless of whether the person is registered in the employment agency or not.

Questions J12-J14

This includes so called "instant credit" or "payment plan" offered at shops when one buys durables, furniture, etc.

Section P: POLITICAL VIEWS

Question P2

"National" politics applies to the political events of the country, reflecting political developments countrywide (Parliament, Executive Government, Ministries). These events are not related to international affairs.

Question P3

"Local" politics applies to the political events that reflect political developments in a given region, or the settlement of the county (e.g., Major's decisions). These events have local significance.

Question P5, Table P5

This table has to be filled row by row.

Question P11

Don't read out the options provided in the questionnaire – the respondent should answer the question without any help from your side.

You should not accept more than two answers, so in case if the respondent names more than two reasons for not voting, ask him/her to name only the most important ones, and not more than two reasons.

Section C: HOUSEHOLD ECONOMIC CONDITIONS AND BEHAVIOR

Question C1

By “owner” (option ‘3’), we mean that this cannot be a household member.

There may be cases when the state is the owner of the apartment (i.e., the apartment is not privatized yet); or the dwelling may be owned by a company the respondent works for. In such cases, circle code ‘4’.

Questions C2-C4

Please note that questions **C2** through **C4** are about public utilities provided by the municipality. These questions are not about individual supply systems that people may have installed in their houses at their own expense. By “connected” to any of these services, we mean whether the household is technically connected to this service, no matter whether the household uses this service or not.

Table C2 has to be filled column by column.

By asking “owe money” (Column C4), we mean owing money AFTER the grace period has passed. In case if the household has to pay for, e.g., water supply for the past month, but has 5 more days to make their payment, this is not considered owing money.

Question C6, Table C6

Ask about the items line by line and fill the table row by row; write the code corresponding to the respondent’s answer in respect to each item; record the number of items owned by the respondent’s household, and write the year the newest of these items was purchased for all items owned by the household.

We are only interested in items that are in normal working order, and are used by the household, so if the households owns, for example, a refrigerator which does not work, this is marked as code ‘2’ (“No”), and we do not ask further questions about it.

When filling **Table C6**, please note that it does not matter whether the purchased item was used or new, or whether it was purchased with cash or with credit, or whether the credit is paid off in full. All we are interested in is whether the household owns the item or not, and if yes – since when.

There may be cases, however, when the household did not purchase an item, but received it as a gift, or got it as a result of an exchange. In such cases, use code ‘9997’.

Question C7

This question is based solely on the perception of the household. It does not matter if the household consumes meat every day – if they still think they don’t get enough meat and are forced to limit consumption, then it should be recorded accordingly (and vice versa).

If, however, the household does not consume certain type of food at all (e.g., they are vegetarians), use code ‘97’ in respect to the type of food the household does not consume.

Question C8

We ask here about any type of monetary savings the household might have, including cash at home, bank account, etc. We don’t specify the amount, “savings” are any money that the family has put aside and is not intended to spend for a certain period of time.

Questions C10

This question refers to the sources of the household’s total annual income.

Questions C16 and C18

These questions are about the total monthly income of the entire household, not about the personal income of the respondent involved in the interview. Hence, the respondent is asked to calculate income of all members of his/her household.

Question C17

In case if the household member(s) were allowed to get food in a neighborhood grocery store without paying money right away, so that they can pay for it a few days or even a few weeks later, this is also considered as a debt in terms of this question.

Questions C20 and C21

These questions are about the total annual income of the entire household, not about the personal income of the respondent.

Questions C22 and C23

These questions are also solely based on respondents' perceptions and only refer to their evaluation of the economic standing of the households, not their educational, social or any other standing.

Question C25

This question asks about income that, according to the respondent, would secure a normal life for his/her household. We do not define what "normal" means – in this case, we allow the respondents to imply their own understanding of a "normal" life (although we don't ask them to explain this understanding to us).

Rotating Block 2: EU NEIGHBORHOOD POLICY**Question EU5**

Please record answers in respect to each group of people – fill the table **row by row**.

Question EU8

We ask here about the respondent's personal economic situation.

Question EU13

Please record answers in respect to each statement – fill the table **row by row**.

Please note there can not be option "Not applicable" in respect to the statements a. and b. of this table.

Rotating Block 3: HEALTH**Question H9**

In this question, we ask the respondent to estimate time using the most regular type of transportation, that is most often used by him/her.

Question H13

By option 2 ("*I used to smoke, but have never been a regular smoker*") we mean that the person has smoked less than 100 cigarettes in his/her life.

Question H14

We ask this question all respondents, males as well as females.

Section D: RESPONDENT'S DEMOGRAPHIC CHARACTERISTICS

Question D1

You should not read the options provided in the questionnaire. Only one answer can be accepted for this question.

In Georgia, if the respondent answers “Mingrelian” or “Svan”, circle “Georgian” (code ‘3’), since ethnically Mingrelian and Svan are not different ethnic groups.

Question D2

In Georgia, if the respondent answers “Mingrelian” or “Svan” language, circle “other language” (code ‘6’).

Question D3

Write here the number of academic years the respondent was involved in the formal education (number of years spent by the respondent in academic institutions), starting from the first grade of elementary school and up to the highest level of education s/he has completed.

In cases where there was an interval in the process of education, this interval should not be taken into consideration. For example: If the respondent completed 9 years in secondary school and then 3 more years in a “technical” school, then the answer will be $(9+3)=12$ years. If a person studied 11 years in the secondary school in 1989-1990, and continued to study at the university immediately after finishing school for 5 more years in 1990-1995, total number of years spent on education for this person is $(11+5)=16$ years.

If, on the other hand, a person studied 11 years in the secondary school in 1989-1990, then started to work, and after 4 years of work entered the university where s/he studied for 6 years in 1994-2000, the total number of years spent on education should not take into account the interval of 4 years when this person was working and was not studying; rather, total number of years spent on education for this person is $(11+6)=17$ years.

For a person who studied 11 years in the secondary school, continued to study at the university immediately after finishing school for 5 more years, and then attended a post-graduate program for 4 more years, total number of years spent on education is $(11+5+4)=20$ years.

You are expected to record here only **the sum of years** spent on education, not how this time was divided between secondary and post-secondary education.

In this question, we are only interested in number of years spent on education, no matter whether the respondent got the degree or not.

Please note, you can not write an interval here (e.g., 10-12 years) – you should write one number, which reflects number of years the respondent spent on education.

Question D6, Table D6

This table has to be filled **row by row**. Accept one answer per row. Circle ‘1’ if the respondent does not have any basic knowledge in the respective subject/field.

Question D7

What we mean here is respondent’s identification with any of the religions, not official membership.

Question D8

By “religious services,” we mean formal religious services (ceremonies).

Question T6

At the end of the interview, record the time the interview ended under **T6**.

INTERVIEWER ASSESSMENT FORM

Questions W1-W10

Make sure to fill this form immediately after finishing the individual interview.