

## PROCESS OF THE 2010 TLS CENSUS

### 1. Preamble

A population census is defined as “*the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to all persons in a country or in a well delineated part of a country*”, the United Nations recommends that countries conduct a census every 10 years. Population and Housing censuses are important statistical operations undertaken to collect information needed for a variety of purposes.

The fundamental purpose of a census is to provide benchmark information on the size, distribution, composition and other socio-economic characteristics of the population. This information is necessary for planning policies and programs, monitoring the implementation of national and global development agenda and for research.

Since its independence in 2002, Timor Leste has conducted two censuses in 2004 and 2010 both of which were implemented according to the guidelines of a modern population and housing census.

The 2004 census provided benchmark information at all administrative units. In the period preceding the 2010 Population and Housing census of Timor-Leste (2010 TLS Census) enormous challenges in the country among them Timor-Leste being a very young country, its high rates of unemployment and illiteracy; and not so optimistic demographic indicators, the country required up-to-date, reliable and relevant information for evidence-based and effective decision-making. It is against this background that the Government through the National Statistics Directorate (NSD) conducted its second census in July 2010. The 2010 TLS Census reports will be released in three phases comprising of 15 volumes: namely

Phase One: The Preliminary Results which was launched as Census Volume 1 in October 2010.

Phase Two: The phase comprises of three publications, Volumes 2, 3 and 4.

- This publication, Volume 2, contains information on the size, composition and structure of the population, the rural/urban population, citizenship, marital status and religion at the national, district and sub-district levels, and in a few cases even at the Suco and Aldeia level.
- Volume 3, presents data on social and economic characteristics of the population and households at the national, district and sub-district levels.
- Volume 4 details selected socio-economic variables as well as housing conditions and household amenities mainly at the Suco level.

Phase Three: This phase will publish the census thematic reports in 11 publications, Volumes 5-15

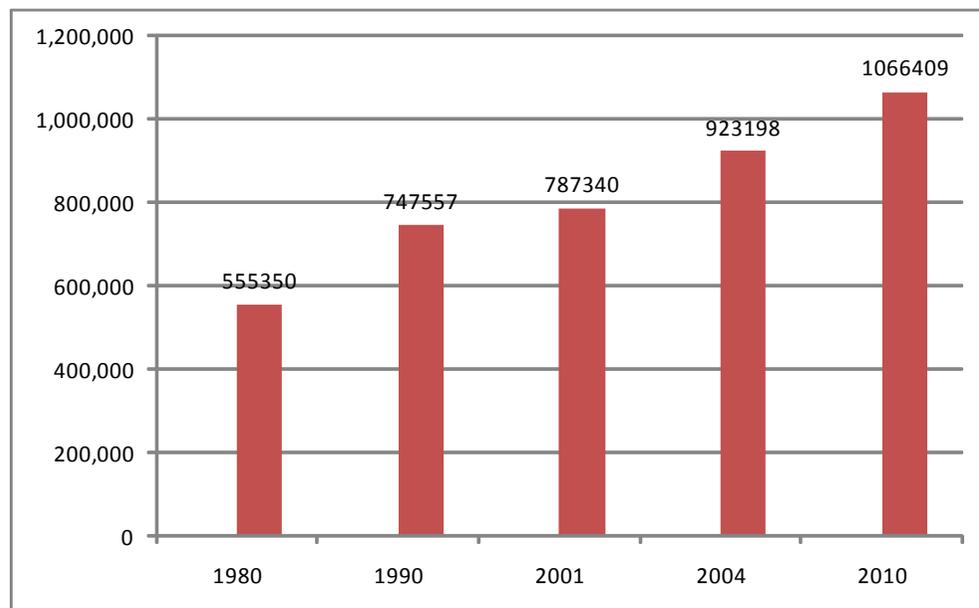
The topics of the monographs will include Fertility & Nuptiality, Mortality, Migration & Urbanization, Population Dynamics, Population Projections (national, sub-national and by Special groups), Education, Labor Force, Housing and Household amenities, Agriculture, Disability, Gender Dimensions, Census Atlas, and Summary Report (Popular Report).

### 2. Background

Population censuses have been conducted in Timor-Leste since the Portuguese colonization, but they were mainly undertaken for administrative and taxation purposes. The first comprehensive census was undertaken in 1980 during the Indonesian occupation, when the population was recorded at 555,350. The 1990 census enumerated 747,557 persons. The first post-independence census was undertaken in 2004 and enumerated 923,198 persons. Thus, the 2010 TLS Census is the second to be undertaken in Timor-Leste since independence and the fourth since 1980. It enumerated 1,066,409 persons. Figure 1 presents the census results for various periods 1980-2010.

Timor-Leste’s post-independence censuses are historically de facto and conducted with the midnight of 11/12<sup>th</sup> July as the reference point in time. They have also used canvasser method of enumeration (interviewers visit households, ask questions and record responses on the questionnaires) as recommended for countries with a similar socio-economic development status.

**Figure 1: Population size of Timor-Leste, 1980 - 2010**



### 3. Objectives

The primary objective of the 2010 TLS Census is to provide the Government and other stakeholders with essential benchmark information on the demographic, social and economic characteristics of the population. The possibilities of using these data are diverse they include formulation and monitoring of national development programs, allocation of national resources, the review of administrative and electoral boundaries, locating social infrastructure (such as schools and hospitals) and research.

The specific objective is to provide data on:

- Size, composition and spatial distribution of the population
- Levels of education attained by the population
- Size and deployment of the labour force
- Prevalence, types and causes of disabilities
- Levels of fertility, mortality and migration



**President of RDTL H.Ex. José Ramos Horta during the launch of the census exercise on 14/05/2010 at Dili International Conference Hall**

- Rate and patterns of urbanization
- Housing conditions and availability of household amenities
- Proportion of households in agricultural production and livestock rearing

### 4. Census Organization

A population census is the biggest statistical operation in any country. It is also an important national exercise that requires the participation of the entire government and all other stakeholders. Against this background the 2010 Population Census Law was passed and promulgated to provide the legal and administrative framework for conducting the census.

A census management structure in line with the Census Law was established comprising of committees and offices at the national, district and sub-district levels to guide the census process.

The core committees included National Census Steering Committee, Census Technical Committee and District Census Committees. The committees drew membership from Government, International agencies/institutions, religious organizations, and Non-Governmental Organizations (NGOs).

The functions for various committees are detailed below.

a. The National Census Steering Committee

- Provide policy direction to the census project
- Mobilize census resources
- Direct various arms of government to provide the census project with necessary support
- Provide political and administrative support and create awareness about the census
- Provide the census office with any other support deemed necessary

b. The Census Technical Committee

- Review the census instruments and provide technical inputs
- Review plans, strategies and reports submitted by the Census Project Office
- Monitor and evaluate the technical activities of the census at all stages
- Identify development partners for the resource mobilization
- Participate in the recruitment and training of various census personnel, as well as in the publicity and the monitoring of the census process
- Foster linkages between the Census Project Office and the entire government structure

c. The District Census Committees

- Take charge of the general administration, coordination and execution of census activities in the district, in consultation with the Census Project Office
- Undertake publicity and advocacy activities within their respective districts
- Make security arrangements in their respective districts
- Ensure the safety of all census personnel, materials and instruments under their control

- Provide logistical support during the recruitment, training and enumeration

The Census Project Office, District Census Offices and Sub-district Census offices were created specifically for the 2010 census and managers were recruited for each office to oversee the implementation of the census field activities. The Census Project Office is tasked with the overall planning and execution of the census activities.

The functions Census Project Office are to:

- undertake and supervise all technical work
- develop, monitor and review the census project documents and component work plans
- design the census instruments (questionnaires, instructions manuals, census reports, etc.)
- prepare and produce census maps and related products
- prepare and undertake the data capture and processing
- develop the guidelines and Terms of Reference for hiring census personnel
- supervise the recruitment of census personnel
- conduct training of trainers
- supervise the training of other census personnel
- oversee the enumeration exercise
- supervise the procurement of census materials
- supervise the dispatch and receipt of all census equipment, materials and instruments
- undertake the data analysis, report preparation and dissemination of census results
- prepare the agenda for other committee meetings

## 5. Cartographic Mapping

A cartographic mapping is an important component of the census process. It ensures full coverage of the country without omitting or double-counting any part. The base for the 2010 TLS Census cartographic mapping was the geo-spatial datasets and Enumeration Area (EA) maps prepared during

the 2004 census. In general, there were marked improvements in the 2010 census mapping compared to 2004; in terms of the details of features on the maps, clear boundaries of EA maps and administrative units, choosing the right scales to bring out the areas clearly and using the latest digital maps to reflect the current situation. The cartographic mapping process commenced in June 2008.

The objectives of census mapping are to :

- i. Ensure that no pocket of land within the country is left out or duplicated
- ii. Ensure that all areas in the country are assigned to a known administrative area for the purpose of releasing the results
- iii. Ensure that the EAs delineated are manageable by personnel assigned within the census enumeration days
- iv. Ensure that EA maps easily guide the interviewers on the households which they should cover during the census period



Census mapping field team during Land Mark Survey in Baucau district

- v. Provide the basis to estimate resources required at each administrative level e.g. personnel, materials and transport
- vi. Collect new GPS coordinates of households to reflect the spatial distribution of the settlements
- vii. Illustrate indicators in form of thematic maps

### 5.1. Census Mapping Methodology

The 2010 Census cartographic mapping was composed of 3 main phases:

The digital cartographic process

- The Landmark Field Survey which collected additional information from the field to make the EA maps more user-friendly
- The production of EA maps

In total 1828 EA maps were produced for the whole country. Each enumeration area contained approximately 120 households. In addition 500 supervision area maps were prepared. The mapping exercise also established the boundaries of all administrative units (sucos, sub-districts, districts and national boundaries on borders areas) as well as unique geographic codes used to assign data collected to specific administrative units.

### 5.2. Collecting GPS Coordinates

The Geographical Positioning System (GPS) coordinates of each household interviewed in the 2010 TLS census was collected. The GPS coordinates will be used to portray the spatial distribution of households/settlements in the country and to build the GIS database for further analysis. In cases where there were more than one household residing in a dwelling unit, only one GPS coordinate was taken for those households. A total of 854 GPS units were used for the census exercise.

## 6. Developing the Census Questionnaire

The development of the census questionnaires was guided by the UN Principles and Recommendations for the 2010 World Round of Population and Housing Censuses, the national data needs (especially the National Strategic Development Plan) and the lessons learnt from the 2004 TLS census.

A participatory approach was adopted in the development of the 2010 TLS census questionnaires in order to take into account the views of various data users. The initial questionnaire drafts were done by the Census Office, shared with various stakeholders and discussed by the Census Technical Committee. The questionnaires were developed in English then translated to Tetun, Bahasa Indonesia and Portuguese. The instructions manuals were translated into Bahasa Indonesia.

The instruments were tested during the pilot census in July 2009. The outcome of the pilot was shared with key stakeholders at the Census Technical Committee meetings for inputs and appropriate modifications of the instruments were made. The labour force section was discussed with the Secretariat of State for Vocational Training and Employment (SEFOPE) and International Labour Organization; the education section discussed with Ministry of Education and UNESCO; the agriculture section discussed with the Ministry of Agriculture together with Food and Agriculture Organization; the disability section was conferred with Ministry of Social Solidarity and the Disability Working Group in Timor-Leste; and the water and sanitation section discussed with the Ministry of Infrastructure (RWSSP) and UNICEF.

## 7. Focus on gender issues

Throughout the planning and implementation of the 2010 TLS Census, the census team paid special attention to gender issues. Gender issues were taken into account during the design of the questionnaires, in the course of recruitment of staff, during the training sessions and when writing the instructions manuals to ensure the careful collection and recording of information. Extra focus was put on women with regards to secondary economic activities, literacy and educational attainment.

Sex-disaggregated data on demographic and socio-economic characteristics of the population were considered. The significant data differences between men and women will draw the attention of policy makers, planners and data users to the importance of focusing on gender issues.

## 8. Pilot Census

A comprehensive test of all census procedures is generally referred to as a pilot census. A pilot census was undertaken between the 11th and 25th of July 2009. The main objective was to gauge the operational feasibility of a proposed course of action for the main census and to identify areas that required further attention and fine-tuning.

The findings and recommendations of the pilot census were as follows:

- i. In general, the questionnaires and instructions manuals were reported to be appropriate with a few sections requiring modifications. A total of 16 supervisors and 52 interviewers were recruited for the pilot census. The strategy used for recruiting the field staff was successful and was recommended for the main census operation.
- ii. The training materials complimented the practical training sessions and were well organized. The training that took five days in the pilot was increased to eight days in the census to allow more time for practicals on filling questionnaires and GPS coordinate taking.
- iii. The duration of the enumeration exercise was adequate with the work in all EAs completed before the last day of the census. A concern raised was that field editing should be completed by all supervisors before the questionnaires are signed and sent to the census office.
- iv. The coding of occupation and industry responses was done at 3 digit-level using the International Standard Classification of Industry. This coding proved to be too general, which prompted the recommendation to code the responses at 4 digit level during the actual census.
- v. The EA maps were detailed and included landmarks which made them easily usable. In a few cases the sizes of the EAs were too big and two interviewers were recommended.

vi. A well-designed publicity campaign would be required to ensure that all people are aware of the census operation. People in selected EAs for the pilot were informed of the exercise by radio and by Suco and Aldeia chiefs whose role was reportedly crucial.

## 9. Publicity

A publicity and advocacy strategy was developed and implemented to ensure that by the time of the census exercise, positive attitude towards the census had been developed.

The main objectives of the census publicity and advocacy campaign were:

- i. to make people aware of the upcoming census
- ii. to make the population feel positive about being counted and giving their contribution to the future planning of the country
- iii. to make people understand that they, as “end users”, benefit from accurate census data being collected
- iv. to make people trust the good intentions of the Government and the confidentiality of the information they give the census interviewers
- v. to inform and educate the people about the census process, relevant dates and what they need to do in order to participate
- vi. to promote the usage of census data by all stakeholders (the Government, development partners, NGOs, the private sector and media)

The publicity activities undertaken started with the identification of strategic information multipliers (these were people /groups of people who are able to successfully spread the word and educate/inform others. Good examples being Suco and Aldeia chiefs, Priests, schools, media, UN agencies and community police units), and the development of key messages ( the dates of the census, the benefits of the census, the confidentiality of all the information collected by the census interviewers, census jingles, etc.). Then publicity and awareness creation was done in three phases namely;

- i. Phase one was creating awareness through billboards, banners, census t-shirts, caps, stickers, a census song, radio and TV Public Service Announcements (PSAs).
- ii. Phase two was about creating a positive attitude towards the census by talking about why it is necessary to undertake a census and the benefits to various groups of people. This was undertaken through a big ceremony launching the national census publicity campaign with the President of the Republic present, a televised public census statement by the national leaders, participation in TV talk shows, a panel discussions in radio programme, a special briefing of District Administrators and a press release that included a document entitled “The 2010 Census in Numbers”)
- iii. Phase three entailed stressing the process of census enumeration in the practical details on how to participate (last three weeks before the start of the enumeration period and, to a lesser extent, during the enumeration period itself).

## 10. Recruitment and Training

Census positions were advertised nationally using the print media, radio and through offices of the district administrators, Sub-district administrators and Suco chiefs. Applications from interested and qualified persons were addressed to the respective (District Census Managers) to whom the Census Office had delegated the authority to receive application letters. Interviews of shortlisted candidates were conducted at the district and sub-district Census Offices on scheduled dates for supervisors, interviewers and GPS takers. The recruitment team included staff from the national level who worked with district personnel in order to minimize the risk of people in positions of influence hiring un-qualified persons and/or their relatives.

To undertake the enumeration phase, approximately 4,225 field persons were engaged in the census operations 2,761 Enumerators, 609 GPS takers, 645 Team Leaders/Supervisors and 60 trainers. In addition, there were 10 regional coordinators (five from the Timorese Government and five from the Indonesian Bureau of Statistics, BPS), 13 district census managers, 65 sub-district census managers, 13 district publicity messengers and 46 drivers.

The training of field personnel was cascaded. A national team of experts and advisers on census-related issues from the Census Office was formed to train a team of trainers. The Census Office developed a specific training programme for each category of field personnel. The trainers thereafter proceeded to train supervisors for eight days at their respective district headquarters. The experts/regional coordinators teamed up with the trained supervisors to train/and oversee the training of GPS takers and enumerators in their respective sub-districts. All the three levels of training activities lasted for eight days each and ended three days before the census enumeration date to allow for the distribution of materials, the deployment of field staff and the identification of the assigned EAs.

## 11. Enumeration

The census enumeration is a critical phase in the census process as it involves the actual collection and recording of information. The 2010 TLS Census adopted the de facto approach and the canvasser method of data collection (interviewers do face-to-face interviews). However, one question was included to identify whether each individual member was a usual resident or a visitor in the household, this would help to compile the de jure population. Some foreigners, especially those working with international organizations like United Nations staff and bilateral agencies and Timorese working in their foreign missions abroad self-administered their questionnaires.

During the enumeration, the target population was all persons who spent the night of 11th/12th July in households, institutions, or at out-door locations within the administrative boundaries of Timor-Leste, and those transiting through Timorese territory on the census night. The frameworks of identification were defined to cover populations in conventional households, institutions, on transit and even those who were out-door sleepers.



**Enumeration of H. Ex. Xanana Gusmão Prime Minister of Timor-Leste on 12 July 2010**

Persons in conventional households and institutions such as boarding schools, colleges, etc were enumerated as scheduled within the census enumeration period using the main (long) form, while the other categories such as hotels, travelers and out-door sleepers were enumerated on the actual census night, using the short form. Coordinators, trainers, District Managers, Sub-District managers and supervisors worked closely with enumerators and GPS takers to ensure quality data was collected. In addition to the trained census personnel each data collection team was accompanied by an Aldeia Chief. The partici-

pation of Suco and Aldeia Chiefs ensured that members of the community provided all the necessary information and support to the census teams.

The census enumeration started with the enumeration of the key national leaders and their families, namely the President of RDTL, the Prime Minister, the President of the National Parliament, the Leader of the FRETILIN Party, the Catholic Bishops of Dili, Baucau and Maliana Dioceses, the President of the Civil Service Commission, the Minister of Finance, the Special Representative of the UN Secretary General (SRSG UNMIT), the UNFPA Country Representative, and other dignitaries in the public sector.

The following is the schedule of the 2010 TLS Census operations during enumeration.

Date	Name of operation
9 <sup>th</sup> – 10 <sup>th</sup> July, 2010	Identify Enumeration Area
11 <sup>th</sup> July, 2010 (night)	Enumerate people in hotels, institutions and other special population groups
11 <sup>th</sup> and 12 <sup>th</sup> July, 2010	Enumerate VIPs
12 <sup>th</sup> – 25 <sup>th</sup> July 2010	Census Enumeration in the whole country
26 <sup>th</sup> – 28 <sup>th</sup> July 2010	Collect filled questionnaires at Sub-district offices
29 <sup>th</sup> – 31 <sup>st</sup> July, 2010	Collect census instruments at District offices
2 <sup>nd</sup> – 5 <sup>th</sup> August, 2010	Receive census instruments at Census office DILI

## 12. Post Enumeration Survey

A Post Enumeration Survey (PES) was conducted in October 2010, using a representative sample of 125 EA across the country. The overall aim of the PES is to help evaluate the completeness and accuracy of the 2010 TLS census enumeration. The objectives of PES are to:

- i. Provide information on erroneous enumeration (duplications, fabrications, and omissions) during the census
- ii. Quantitatively evaluate the accuracy of the census/data in terms of coverage and content errors
- iii. Evaluate the quality of Enumeration Areas as sampling units for future inter-censal household based surveys
- iv. Serve as a basis to provide and document lessons learnt for improving and implementing future censuses and surveys

The PES data is currently being processed and will be used during the stage of in-depth analysis of the census data.

## 13. Data Processing

Data processing is a crucial and integral part of the census process. It comprises a large array of activities ranging from pre-census tasks such as the computerization of the EA, database design and the establishment of the data entry room (including equipments) to post-census activities; like manual coding and editing, data entry and verification, computer editing, tabulation and the development of various census dissemination products.

Considerable consultation was done regarding the method of data capture to be used and after thorough evaluation it was decided that data editing, capture and analysis would be done using CSPro software. This decision was based on the size of the population of Timor-Leste compared to the investment of scanning, and also on human resource capacity requirements. The census questionnaires were designed in English and later translated into Tetun, Bahasa Indonesia and Portuguese. The census database has also been established in REDATAM + software to enhance faster retrieval and usability especially at the lowest administrative units.

## 14. Preliminary Results

The preliminary report was published and launched on 20th October 2010 in the presence of all the national leaders led by the President of the Republic, the Prime Minister, the President of the National Parliament, the Minister of Finance, UNFPA Representative, Deputy Special Representative of UN Secretary General, all cabinet ministers, the diplomatic community and representatives of the donor partners.

The preliminary results reported that the total population of Timor-Leste was 1,066,582 people on the census night 11<sup>th</sup>/12<sup>th</sup> July 2010. The report presented basic demographic characteristics of the population at national, district and sub-district levels.

## 15. Best practices

Drawing on experiences from other countries doing the 2010 World Round of the Population and Housing censuses, certain measures put in place on the census management resulted in a successful 2010 TLS Census.

The measures are highlighted below.

- i. High level support from Government and UNFPA:** The government through The President of RDTL, the Prime Minister, the Minister of Finance, Ministry of Foreign Affairs and National Parliament provided the necessary policy, legal and administrative support in terms of budget, Law, approving administrative issues as required and instructing other government organs to provide support to the 2010 census. At the district level, the District Administrators provided support to the census process in the best possible manner. There was enormous support (finances, advisers, equipments) from the UNFPA office at both country and regional office level.
- ii. Publicity and Advocacy Strategy:** An effective awareness creation strategy was developed and implemented through the publicity unit of the Census Office with the support of UNFPA. The strategy facilitated widespread consultation of various opinion leaders and their sensitization on the national importance and benefits of the census. It also implemented several activities that created awareness about the census. A key publicity event was the national launch of the census presided over by the President of the Republic on 14th May 2010. He provided political good will and encouraged the country's population to support the census process, positioning it as a high priority national exercise.
- iii. Collaboration from ISF and UNMIT:** The International Stabilization Force (ISF) provided immense support to the census operations in areas that were inaccessible by road due to heavy rains. They transported census materials to places like Fohorem, Fatululic and Oecussi-Enclave. In other places too, UNPOL officers supported the teams with transportation of materials and personnel. This collaboration yielded fruits as the census was conducted in all parts of the country as planned.
- iv. South – South Cooperation:** The census benefited from the staff seconded from the Indonesian Bureau of Statistics (BPS) who supported the training of field staff, coordination of data collection, manual editing/coding and preparation of the main census reports. This provided opportunities for the national staff to learn from this team of experts. The tripartite arrangement and capacity building has had a positive impact towards the success of the census. In addition, the census team of 12 officers also visited Cambodia in early 2010 to learn from their experience of implementing their 2008 census. The experiences, successes and lessons learnt proved very useful in the implementation of the 2010 TLS census.
- v. Enumeration of Dignitaries:** Key personalities namely the President of RDTL, Prime Minister, President of National Parliament, some Ministers, President of Civil Service Commission, Leader of Opposition Party, Catholic Bishops of Dili, Baucau and Maliana; Special Representative of UN Secretary General and the UNFPA Country Representative were identified and enumerated by census officials at the start of the census, with full media coverage. This approach was used to make all people aware that the whole process was approved by their leaders.
- vi. Competitive recruitment, effective training and attractive remuneration:** Qualified census personnel were recruited through a transparent and credible process. An effective training program was also mounted for all cadres and an attractive remuneration was offered. These measures ensured the recruitment and retention of qualified personnel and subsequent success of the enumeration exercise.

## 16. Challenges

- i. **Heavy rainfall in most parts of the country during the enumeration period:** Heavy rains witnessed in parts of the country, disrupted the transportation of materials and in others it slowed down the census process. An example was Quelicai sub-district in Baucau district where rains destroyed part of the questionnaires and replacements had to be sent from the census office in Dili. In the Western part, heavy rains also hampered the distribution of census materials in Fohorem, and Fatumean in Covalima District.
- ii. **Political issues:** In districts like Baucau, Viqueque and Bobonaro, some members of CPD-RDTL political group refused to participate in the census. The party leader had instructed his followers not to participate in the census enumeration until some of their demands were met by the Government. The Government through the Director General of Policy Analysis and Research in the Ministry of Finance and the Director of the National Statistics Directorate held consultations with him stressing the benefits of the census and to urge his members to participate.
- iii. **Disputed boundaries of Suco and Sub-districts:** Some boundaries of sucos and sub-districts as drawn during the Indonesian rule and adopted on the census maps are not accepted by the local leaders and the general public. This made people in the affected areas to threaten not to participate in the census exercise but after explaining the objectives and benefits of the census they changed their minds and participated. Cases were reported mainly in the following districts; Baucau, Bobonaro, Manufahi, Ermera, Liquica, Dili, and Manatuto.
- iv. **Lack of boundaries for aldeias:** During the design of the census questionnaire, there was enormous demand of data at aldeia level. When mapping teams went to prepare the census maps, the boundaries of the aldeias could not be determined. Aldeia was found to be more of a social concept without physical boundaries. At the census enumeration, the households were asked which aldeia they belonged to.

## KEY CONCEPTS AND DEFINITIONS

### 1. Census Night

For the 2010 TLS census, the Census Night was at mid-night of 11th/12th July 2010. All persons who were present in Timor-Leste at that time, whether in a household or an institution, at a hotel or outdoors or in a market, were eligible to be enumerated.

### 2. Enumeration Area (EA)

An EA is a unit created below the suco level during the census cartographic mapping with approximately 120 households. The EA may be part of an *aldeia* (hamlet), a whole *aldeia* or a group of aldeias. However; owing to other factors mainly the population density and the geographic terrain, EAs were conveniently demarcated to facilitate effective movement by interviewers during the enumeration period. Each suco is therefore covered by a map or maps showing all the EAs in it and that no EA boundary crosses a Suco boundary.

### 3. Urban and rural classification

All district capitals were considered as urban areas. The boundaries of the district capitals are the ones provided in the built up areas. Areas which had following characteristics qualified as urban, which means that they:

- a. have a population of about 2,000 people or more
- b. have less than 50 per cent of its population employed in agricultural/fishing activities and the remaining people employed in the modern sector
- d. have electricity and piped water,
- e. have access to schools, medical care and recreational facilities.

Areas that did not meet this categorization were classified as rural.

#### 4. **Private (conventional) Household**

A household consists of one or more persons who usually share their living quarters and share their principal meals.

#### 5. **Other Household**

Sometimes a group of people live together but cannot be said to belong to a “conventional” household. Examples are dormitories, hospitals, schools/colleges, prisons, etc.

#### 6. **Structure**

For 2010 TLS Census purposes, a structure constitutes a building or part of a building used for residential purposes.

#### 7. **Housing unit**

This is a place of abode or residence with a “private entrance” and occupied by one or more households. All private households live in housing units. There were some cases where many housing units were within a structure.

8. **Age:** Age is the number of years a respondent has lived up to his/her last birthday. The age was rounded down, or in other words, it refers to the respondent’s age at his/her last birthday. When the age was not known, interviewers were trained to use other ways of establishing the age of the respondent, including calendars of events, conversation tables, administrative documents, etc. The interpretation of age information is given below:-

- a. The 0-1 year olds would be those whose age were less than one year
- b. The 1-year-olds would be those aged 1 year or more but less than 2 years
- c. 0 - 4 years age group would be those aged less than 5 years.
- d. 5 - 9 years age group would be those aged 5 years and more but less than 10 years
- e. The group 75+ included those aged 75 years or older

9. **Marital Status:** It is distinguished amongst:

- a. Single/never married
- b. Married
- c. Widowed
- d. Divorced
- e. Separated

10. **Religion:** Religion is defined as a particular system of belief in God or “gods”. The categories identified included Catholic, Protestant/Evangelical, Islam, Buddhist, Hindu, Traditional and other religion.

11. **Mother Tongue/ethnic affiliation:** This is the language a person identifies with or speaks most of the time. A list of all the 32 languages spoken in the country was prepared and used. For non-Timorese people, the person’s main language was recorded.

12. **Disability:** Disability is a physical, sensory, mental or other impairment, including a visual, hearing or physical disability, which has a substantial long term adverse effect on a person’s ability to carry out usual day to day activities; including caring for oneself, performing manual tasks, walking, seeing; hearing; speaking, breathing, learning, or working and interacting with other persons.

The difficulties covered in the 2010 census include the following;

- a. **Walking difficulty** (wheel chairs, crutches, limping, problems climbing steps);
- b. **Seeing difficulty** (low vision, blind, if the person is using glasses and doesn’t have problems when wearing glasses and has glasses then he does not have a problem);
- c. **Hearing difficulty** (partially or completely deaf)
- d. **Mental/Intellectual difficulty** (slow learning development making it hard to compete with age mates at school, other mental condition, crazy)

### 13. Migration

Migration is considered to have taken place if a person was enumerated in a sub-district different from the one he/she was born. The following facts were taken into consideration.

- a. The duration of residence is the length of time in completed years that a respondent has lived in the sub-district where he/she was enumerated.
- b. Reason of Movement: If at the time of the enumeration a respondent was found in a different sub-district than the one in which he/she was born, the reason for the movement was asked and recorded. The options included: education, employment or in search of employment, marriage, followed family, conflict and other reason for movement.

### 14. Citizenship

This refers to the present civil status, not the status at a person's birth. In the 2010 TLS census the terms citizenship and nationality were used in the same way. All Timorese were coded as Timorese unless someone reported that he/she had changed their citizenship, in which case the code for the new country was recorded. In case a person had dual citizenship, the census recorded the citizenship that he/she considers.

### 15. Birth registration

It is a process of recording the occurrences of a new birth. The options of birth registration included in the 2010 TLS Census were:-

- a. Has RDTL birth certificate/any valid certificate
- b. Registered by civil registration office
- c. Registered at hospital
- d. Registered in suco
- e. Registered at church
- f. Registered in other places
- g. Not registered

### 16. Education

Education is the process by which people learn through instruction and teaching. The 2010 TLS census laid emphasis on literacy skills and educational attainment. The other categorizations used under education were.

- a. Literacy defined in the census as the ability to speak, read and write simple statements in any language. The literacy issues captured from each respondent aged 5 years and over were speaking, reading and writing for all of the four main languages spoken in Timor-Leste (Tetun, Portuguese, Bahasa Indonesia and English). The options were do not speak, read and write or speak only or read only or speak and read only or speak, read and write.
- b. School attendance defined as regular attendance at any accredited educational institution or programme, public or private. The options were: (a)Yes, at school; (b)Yes, left school; (c)No, never attended school, and (d) Don't know.
- c. Education Level: the education level is defined as the grouping of education years as provided by the Ministry of Education in Timor-Leste i.e. Pre-primary education, Primary education, Lower or Pre-Secondary education; Secondary education/technical education; Polytechnic/Diploma (Post-secondary education); University education and non-formal education.
- d. Educational Attainment: It is defined as the highest grade completed within the most advanced level attended in the education system of the country where the education was received. It covers both the public and private institutions accredited by the government.

### 17. The Labour Force (Economically Active Population)

The population can be divided into two groups, those who belong to the labour force and those who do not. The labour force group includes persons aged 10 years and above, who during the 7 days preceding the census were not jobless, in the sense that they either worked or temporarily did not work due to slack time in their work such as waiting for harvest, being on leave etc. Those who are jobless but actively looking for work are

also included in the labour force. On the other hand, the not-in-labour force includes persons aged 10 years and above, who during the week prior to their enumeration did nothing other than attending school, were housekeeping, pensioners, ill and others, or in other words those who did nothing which can be categorized as working, temporarily not working, or looking for work.

The main economic activity was categorized as follows:

**17.1. Employed** (*worked for at least 1 hour for pay, profit or family gain or was absent from work but had a job, farm or business*)

- a. Employee  
These are persons who during the last week preceding the census worked for wages, salaries, commissions, tips, contracts or for payment in kind (especially in the rural areas where people who have rendered services may be paid with food or clothing).
- b. Employer  
These are persons who during the last week preceding the census worked in their own business which also employs other persons. The person must also have been spending much of his/her time at the place.
- c. Own-account worker (not employing any employee)  
This category comprises self-employed persons who worked in their own business or worked in a family business for family gain. It includes artisans, mechanics, traders in farm produce and family workers rendering services in their own or in a family business.
- d. Contributing family worker (working without pay in the business or farm of another household/family member)
- e. Member of a producers' cooperative

This category includes the respondents who are members of cooperative societies and therefore works in one of the various firms belonging to the cooperative, all members of the producer cooperative societies who worked there during the reference period were recorded under this category.

**17.2. Not employed, is available for work**

- f. Seeking work  
Persons who have no work at all and are looking for work fall under this category.
- g. Not seeking work  
This is a person who is not working nor looking for work because he/she is discouraged, but would usually take up a job when offered one.

**17.3. Not employed, not available for work**

- h. Student  
This is a person who spent most of his/her time in a regular educational institution (primary, secondary, college, university etc.) and hence not available for work.
- i. Household worker (Home maker, house wife, etc.)  
Is a person of either sex involved in household chores in his/her own home, e.g. fetching water, cooking, babysitting etc, and who did not work for pay or profit nor was looking for work.
- j. Pensioner, retired, elderly person  
This is a person who reports that during the last week preceding the census, he/she was not engaged in any economic activity because he/she had retired either due to age, sickness or voluntarily.
- k. Disabled or ill  
Is somebody who cannot work due to some form of disability or illness.

## 18. Occupation

Occupation is defined as the kind of job/activity or service that a respondent did during the last week before census date. The occupation is in relation to the main economic activity. Detailed information about the respondents' occupation was sought, like primary school teacher, street trader selling mobile airtime, subsistence farmer - growing coffee, taxi driver, Director of a local NGO, accounts clerk at the Ministry of Finance, etc.

## 19. Industry

Industry refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of goods and services produced. Like banking, supermarket, police service, auto repair workshop, tailoring shop, etc.).

## 20. Fertility

Fertility is the natural capability of women to give birth. Women in reproductive ages: All women aged 15 years and over were asked information relating to all their live births.

## 21. Live Birth

A child born alive is one who shows one or more of the following signs of life immediately after birth; crying or similar sounds, movement of the limbs or any other parts of the body and/or any other tangible signs of life. The census is concerned only with children born alive. Also collected are particulars of the last birth of every female respondent who had given birth.