STATISTICS ACT
(Cap. 17:01)

**STATISTICS (LABOUR FORCE SURVEY) (2005/2006)
REGULATIONS, 2005**
(Published on 8th July, 2005)

ARRANGEMENT OF REGULATIONS

REGULATION

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Statistics (Labour Force Survey) (2005/2006) Regulations, 2005. — Citation

2. The Government Statistician may direct any authorized officer to conduct a survey on the labour force in Botswana in order to — — Authorization to conduct a survey

   (*a*) measure the extent of unemployment or under employment in Botswana;

   (*b*) to obtain new information on the rural, informal and formal sector activities, and

   (*c*) to gather information on the migration of the labour force in Botswana.

3. The authorized officer may ask any person interviewed, for the purposes of the survey, such questions as are necessary to obtain, in respect of that person, the information required in the questionnaires set out in the Schedule hereto. — Conduct of Survey

4. Any person who refuses or neglects to answer any question put to him or her for purposes of these Regulations shall be guilty of an offence and shall be liable to fine of P50,00 and, in the case of a continuing offence, to a fine of P2,00 for every day during which the offence continues. — Penalties

SCHEDULE
STRICTLY CONFIDENTIAL

BOTSWANA LABOUR FORCE SURVEY 2005/6
HOUSEHOLD QUESTIONNAIRE
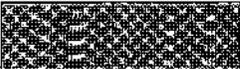*Collected under Statistics Act (Cap. 17:01)*

C S O
C E N T R A L
S T A T I S T I C S
O F F I C E

GENERAL INFORMATION

	IDENTIFICATION		
STRATUM CODE			
DISTRICT NAME /CODE			
VILLAGE NAME/CODE			
LOCALITY NAME/CODE			
EA NUMBER			
EA SERIAL NUMBER			
DWELLING NUMBER			
HOUSEHOLD NUMBER			
NAME OF ENUMERATOR			
NAME OF SUPERVISOR			
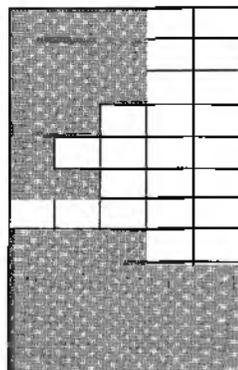
	INTERVIEWERS VISITS			INTERVIEW STATUS FINAL VISIT		
	1	2	3	INTERVIEWERS CODE		
DATE				RESULT CODE		
NAME				TOTAL VISITS		
RESULTS				**TOTAL PERSONS IN HOUSEHOLD**		
NEXT VISIT DATE TIME				**TOTAL ELIGIBLE PERSONS**		

RESULT CODE	COMMENTS BOX
1. COMPLETED 2. PRESENT BUT NOT FOUND AT HOME/ NOT AVAILABLE FOR INTERVIEWS 3. POSTPONED 4. REFUSED 5. PARTIALLY COMPLETED 6. OTHER....................................... *(SPECIFY)*	

	CHECKED BY	CODED	ENTERED	ONLINE EDITED
NAME				
DATE				

IF FOUND PLEASE SEND TO: CENTRAL STATISTICS OFFICE, PRIVATE BAG 0024, GABORONE OR NEAREST DISTRICT COMMISSIONER OFFICE

	ALL PERSONS						
PERSON'S NUMBER	NAME OF ALL HOUSEHOLD MEMBERS	USUAL RESIDENCE(UR)	RELATIONSHIP TO HOUSEHOLD	SEX	AGE IN YEARS	CITIZENSHIP	PLACE OF BIRTH
	Please give names of: (i) Persons who usually live at this household and have spent the last night here. Include those who would have spent the last night here but were away on night duty, wake keeping, travelling or cutting thatch (ii) Persons who usually live at this household and did not spend the last night here but are returning within the next 14 days, or have already returned. Include those at boarding schools/university or cutting thatch. (iii) Visitors who spent the last night here and are staying for 14 days or more. (iv) Visitors who spent the last night here and are staying less than 14 days	1 UR-present 2 UR-absent 3 Visitor 14 days and over 4 Visitor <14 days	What is ....'s relationship to the head of household? 00 Head 01 Spouse 02 Son/Daughter 03 Child in-law 04 Stepchild 05 Grandchild 06 Parent 07 Parent In-law 08 Grandparent 09 Brother/Sister 10 Nephew/Niece 11 Other relative 12 Not related	1. Male 2. Female	How old is........in completed years? (Age as at last birthday if under 1 year enter 00, if over 97 enter 98)	What is the country of.....'s citizenship? 001 Botswana 002 Angola 003 Lesotho 004 Malawi 005 Mozambique 006 Namibia 007 South Africa 008 Swaziland 009 Zambia 010 Zimbabwe 011 Tanzania 012 DRC 013 Mauritius 014 Seychelles Other - see list	Where was..... born? (State district and locality if born in Botswana,) otherwise state country
P00	P01	P02 (1)	P03 (2)	P04 (1)	P05 (2)	P06 (3)	P07 (2)
01							
02							
03							
04							
05							
06							
07							
08							
09							

BELOW 18 YEARS				ALL PERSONS AGED 2 (two) YEARS AND OVER			12 YEARS AND OVER				ELIGIBILITY
PARENTAL SURVIVAL AND FOSTERING				EDUCATION	CURRENTLY ATTENDING	HAVE LEFT SCHOOL		TRAINING		MARITAL STATUS	
MOTHER		FATHER		Has....ever attended School?	What level or grade is.. studying?	What is the highest level that.........has completed	(a) Has....ever had training of any type for at least 3 months?	(b) Highest level obtained/ to be obtained?	(c) What is/was ....'s subject of training?	What is...'s marital status	
Is.....'s biological mother alive? 1 Yes 2 No (GO TO P10) 3 Don't know (GO TO P10)	Does......'s biological mother usually live in this household? 1 Yes 2 No	Is.....'s biological father alive? 1 Yes 2 No (GO TO P12) 3 Don't know (GO TO P12)	Does...'s biological father usually live in this household? 1 Yes 2 No	1 Yes Attending 2 Yes, left (GO TO P14) 3 No, never attended (GO TO P15)	Pre-school 01 02 03 09 Non Formal 61 62 63 64 65 69 Primary 11 12 13 14 15 16 17 19 Secondary 21 22 23 24 25 26 29 (GO TO P15)	Pre-school 00 01 02 03 09 Non Formal 60 61 62 63 64 65 69 Primary 10 11 12 13 14 15 16 17 19 Secondary 21 22 23 24 25 26 29	1 Still training 2 Completed training 3 No Training (GO TO P18)	31 Apprent. Certificate 32 Brigades Certificate 33 Vocational Certificate 34 Educ. College Certificate 35 University Certificate 36 Other Certificate 41 Vocational Diploma 42 Educ. College Diploma 43 University Diploma 44 IHS Diploma 45 Other Diploma 51 University Degree 52 Other Degree		1 Never Married 2 Married 3 Living Together 4 Separated 5 Divorced 6 Widowed	Circle if P02 = 1 AND (P05> = 7)
P08 (1)	P09 (1)	P10 (1)	P11 (1)	P12 (1)	P13 (2)	P14 (2)	P15 (1)	P16 (2)	P17 (3)	P18 (1)	P19
											01
											02
											03
											04
											05
											06
											07
											08
											09

BOTSWANA LABOUR FORCE SURVEY 2005/6
INDIVIDUAL QUESTIONNAIRE
Collected under Statistics Act (Cap. 17:01)

C S O
C E N T R A L
S T A T I S T I C S
O F F I C E

GENERAL INFORMATION

IDENTIFICATION	
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DWELLING NUMBER	
HOUSEHOLD NUMBER	
NAME OF ENUMERATOR	
NAME OF SUPERVISOR	
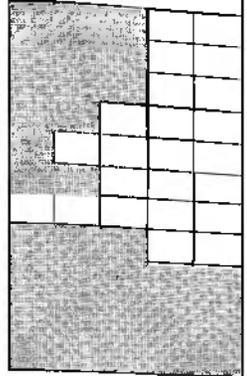
	INTERVIWERS VISITS			INTERVIEW STATUS FINAL VISIT		
	1	2	3	INTERVIEWERS CODE		
DATE				RESULT CODE		
NAME				TOTAL VISITS		
RESULTS						
NEXT VISIT DATE						
TIME						

RESULT CODE	COMMENTS BOX
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	CHECKED BY	CODED	ENTERED	ONLINE EDITED
NAME				
DATE				

IF FOUND PLEASE SEND TO: CENTRAL STATISTICS OFFICE, PRIVATE BAG 0024, GABORONE OR NEAREST DISTRICT COMMISSIONER OFFICE

Q1	How old are you in completed years?		
Q2	Sex	1. Male 2. Female	
Q3	Are you a citizen of Botswana?	1. Yes 2. No	

A. USUAL ACTIVITY

INTERVIEWER: "Now I am going to ask you about your work if any that you did during the last 12 months".

Q4	During the last 12 months did you do any of the following activities?
	 (a) Any kind of business/activity (example: selling things, looking after/washing cars, cutting hair etc.) for yourself?
	      1. Yes 2. No
	
	 (b) Helped Unpaid in the family business?
	      1. Yes 2. No
	
	 (c) Helped in the family/own lands/cattle post (Example: ploughing, harvesting, looking after cattle, weeding etc.)?
	      1. Yes 2. No
	
	 (d) Did any work for pay in cash or in kind?
	      1. Yes 2. No
	
	 (e) Did hunting/gathering
	      1. Yes 2. No
		If No to all go to Q10

Q5	Did you work all weeks every month in the last 12 months (including all types of work and temporary absence e.g. paid leave) 1. Yes 2. No	*If Yes Go to Q8(b)* *If No & aged 7-11 Go to Q10*

Q6 MONTHLY ACTIVITY

(i) In ...(month did you work
- the whole month.......... TICK BOX A
- part of the month.......... GO TO (ii)
- not at all...................... GO TO (iii)

INT: Include temporary absence (e.g. leave) as work.

(ii) Were you available for work in most days which you didn't work (in that month)?

YES - TICK BOX B for that month
NO - TICK BOX C for that month

(iii) Were you available for work most of.....(month)

YES - TICK BOX D for that month
NO - TICK BOX E for that month

ACTIVITY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total ticks
Worked whole Month **A**													**A**
Worked part month and available for or seeking work **B**													**B**
Worked part month and not available for work **C**													**C**
No Work at all and avai-lable for work or seek-ing **D**													**D**
No Work at all and not avai-lable for work **E**													**E**

Grand total

THERE MUST BE ONE TICK FOR EACH MONTH

Q7	(a)	**INTERVIEWER: Is there a tick in any box C or E**
		
		       1. Yes
		       2. No □	

	(b)	What was your main reason for working part of the month/ not working and not available for work during the last 12 months? 1 Attending school □ 2 Household duties 3 Unable to work - too old 4 Sick 5 Disabled 6 Too young to work Other (specify)................................	

Q8	(a)	**INTERVIEWER: Did the person do any work in any month?**
		(in Q7. tick in any box A, B or C)
		
		       1. Yes
		       2. No □	

	(b)	When working, who were you working for? **(Main activity)** 01 Working on own family lands/cattle post or farm **Employees in wage job (paid in cash or kind)** 02 Central Government 03 Local Government 04 Parastatal Sector □□ 05 Private Sector 06 Non Govt Organization 07 Private household **Self employed (other than Agriculture): —** 08 In business with employees 09 In business without employees 10 Unpaid work in a family business Other, specify...........................	
		INTERVIEWER: for Q8c. Check answer in Q4 if it is yes.	
	(c)	What is/was the name of the establishment you worked for?	
	(d)	What is/was the main thing that was done or produced at the place where you worked? Industry .... □□□□ *For office use only*	
	(e)	What was your job title? Occupation .... □□□□ .... *For office use only*	
	(f)	What were your main tasks or duties?	

| Q9 | What was your term of employment/Business for the main activity?

1 Permanent
2 A fixed period contract (e.g. every two years)
3 Casual
4 Seasonal
5 Temporary
6 Don't know
Other, specify........................... | ☐ | |

B. CURRENT ACTIVITY

INTERVIEWER: *You are now asking about activities in the last 7 days. Explain this to the respondent*

Q10	During the last 7 days did you do any of the following activities for at least an hour? (a) Any kind of business/activity (example: selling things, looking after/washing cars, cutting hair etc.) for yourself?		*If Yes to any & aged 18+ go to Q30*
		1. Yes ☐ 2. No	*If No to all & 18 + go to Q19*
	(b) Helped Unpaid in the family business?		*If No to all & aged 7-17 Go to Q16*
		1. Yes ☐ 2. No	
	(c) Helped in the family/own lands/cattle post (Example: ploughing, harvesting, looking after cattle, weeding etc.)?		
		1. Yes ☐ 2. No	
	(d) Did any work for pay in cash or in kind?		
		1. Yes ☐ 2. No	
	(e) Did hunting/gathering		
		1. Yes ☐ 2. No	

Q11	What was the main reason for doing these activities in the last 7 days? 1. To assist family with money ☐ 2. To obtain money for own use 3. Duty to help family e.g help with farming 4. To pay outstanding debt to the person for whom -works 5. Obligation to the landlord 6. Finished school and no other activity available 7. School class not operating/teacher missing 8. To gain experience/training Other, specify	
Q12	Did you usually receive any of the following free or subsidized because you were doing these activities? **(Refers to Activities in Q10)** (a) Accommodation 1. Completely free ☐ 2. Subsidized 3. Not provided (b) Clothing (excluding protective wear) 1. Completely free 2. Subsidized 3. Not provided (c) Meals or food and milk 1. Completely free 2. Subsidized 3. Not provided Transport (excluding transport to and from work) 1. Completely free ☐ 2. Subsidized 3. Not provided	
Q13	Are any of your earnings paid to parents/adults in your family? **(Refers to Activities in Q10)** 1. Yes, all or almost all ☐ 2. Yes, half or more 3. Yes, less than half 4. No 5. No cash earnings Other (specify)..	
Q14	Did you ever work after sunset or before sunrise in the last 7 days? 1. Yes, often times 2. Yes, sometimes ☐ 3. Rarely/seldom 4. NO	
Q15	How old were you when you first did any of the activities in Q10? ☐☐	
Q16	Do you currently attend school or college? 1. Yes 2. No ☐ *Interviewer*: **If YES & Q10 is NO go to Q19**	*If Yes & Q10 is YES to Q18*

Q17	**NOT CURRENTLY ATTENDING SCHOOL/COLLEGE**	
	What are the 3 main reasons for not attending school/college? **(Maximum should be 3)** ☐	
	01. No suitable school available 02. School is too far ☐ 03. No money to buy uniform/pay feeding fee 04. Not interested in schooling 05. Illness ☐ 06. Needed to help with household duties because adults sick/disabled 07. Needed to help with household duties for other reasons 08. Too young to go to school 09. Fell pregnant/have children 10. No suitable qualifications 11. In prison/jailed 12. Married 13. Work prevents me Other specify..............................	
	Interviewer: If Q10 is YES go to Q30; If No in Q10 go to Q19	
Q18	**CURRENTLY ATTENDING SCHOOL/COLLEGE AND WORKING (If Yes in Q10)**	
	Did you usually do the activities:—	
	1. Daily before school/college 2. Daily after school/college ☐ 3. Daily both before and after school/college 4. Only on weekends and holidays 5. During school time 6. Sometimes before/after school/college 7. Sometimes both before and after school/college	

Q19	Although you did not do any work in the last 7 days, do you have any job or farm or enterprise, at which you did not work in the last 7 days and to which you will definitely return? (Examples of temporary absence are: -wage job, leave, strike, lock-out and definite to return; temporary absence up to one month & business/agriculture continuing during absence
	
	                1. Yes
	                2. No ☐
		IF YES GO TO Q 30. If NO & aged 7-11

Q20	Were you available for work in the last 7 days?
	
	                1. Yes
	                2. No ☐
		IF YES GO TO Q22(a)

Q21	What was your main reason you were not available for work last 7 days? 1. Attending school 2. Engaged in household duties 3. Too old 4. Sick 5. Disabled 6. Too young to work Other specify...................	*GO TO Q74*

Q22	(a) Did you make any effort to find work within the last 30 days?		*IF NO GO TO Q25*
	1. Yes 2. No	☐	
	(b) When you tried to find work in the last 30 days, did you		
	(i) Register at Labour Office?		
	1. Yes 2. No	☐	
	(ii) Apply directly to the possible employer (by going there, writing or telephoning)		
	1. Yes 2. No	☐	
	(iii) Ask a friend or relative to make enquiry for you?		
	1. Yes 2. No	☐	
	(iv) Take action to start business? Usually small scale		
	1. Yes 2. No	☐	
	(v) Take action to start agriculture?		
	1. Yes 2. No	☐	
	(vii) Look for work in some other way?		
	1. Yes 2. No	☐	
	If Yes specify......................................		

Q23	What type of work were you looking for?
	
	1. Paid employment - Wage job
	2. Self employment - small-scale business (all types)
	3. Self-employment: Agriculture includes
	    Poultry, fishing, crops, game and livestock
	    Other specify................................
		☐	

Q24	For how long have you been available for work? 1. Less than a month 2. 1 month but less than 3 months 3. 3 months but less than 6 months 4. 6 months but less than 1 year 5. 1 year but less than 2 years 6. More than 2 years	☐	*GO TO Q26*

Q25	Why didn't you look for work during the last 30 days?	
	1. Thought no work available ☐ 2. Awaiting reply for earlier enquiries 3. Wanting to start arranged work job, business or agriculture 4. Occupied with household duties Other, (specify)...	

Q26	In your life have you ever worked? (e.g. in a paid employment, family business, lands, cattle post or farm, etc)
	
	          1. Yes ☐
	          2. No
		If NO go to Q74

Q27	(a) What was your job title in your most recent job? Occupation .... ☐☐☐ .... *For office use only* (b) What were your main tasks or duties in your most recent job?	
Q28	(c) What is the name of the establishment you worked for? .... (d) What was the main thing that was done or produced at the place where you worked? Industry .... ☐☐☐☐ .... *For office use only*	

Q29	When working, whom were you working for?	Go to Q76
	01. Working on own family lands/cattle post or farm **Employees in wage job (paid in cash or kind)** 02. Central Government ☐ 03. Local Government 04. Parastatal Sector 05. Private Sector 06. Non-Governmental Organization 07. Private household **Self employed (other than Subsistence Agriculture): —** 08. In business with employees 09. In business without employees 10. Unpaid work in a family business Other, (specify).............................	

The following questions refer to the economic activity on which you spend most of your time, if you have more than one activity

A. MAIN ECONOMIC ACTIVITY
Q30 to Q35 FOR THOSE AGED 7 AND ABOVE

Q30	(a) What was your job title?	Occupation ☐☐☐ *For office use only* (b) What were your main tasks or duties?	
Q31	(a) What is the name of the establishment you worked for? (b) What was the main thing that was done or produced at the place where you worked?	Industry ☐☐☐ *For office use only*	
Q32	Did you work as:- 1. A paid employee 2. Self employed with employees 3. Self employed without employees 4. Unpaid family helper (non-agriculture) 5. On own or family cattle post/lands or farm Other, specify............................		*IF Code is 5 go to Q41*
Q33	Is this business/enterprise located:— 1. In a permanent building/fixed location 2. On a footpath, street or open space 3. At market 4. In the owner's or someone's home 5. No fixed location Other, (specify)............................		*If Age <12 go to Q56*

Q34 TO Q 55 IS FOR THOSE AGED 12 AND OVER

Q34	Is the business/enterprise 1. Central Government 2. Local Government 3. Parastatal 4. Non Governmental Organization 5. Private household (maids, gardeners only) 6. Private..		*If code 1-5 go to Q41*

Q35	Are there more than 10 people working in this business? (Include all location of the business in Botswana) 1. Yes 2. No ☐	*If Yes go to Q41*
Q36	How many employees are:— Employers (own business)...................... E ☐ Paid employees... P ☐ Unpaid family workers............................ U ☐ TOTAL.. **T** ☐	
Q37	Is this business/enterprise registered as company or with a professional association? 1. Yes ☐ 2. No 3. Don't Know	
Q38	Does this business/enterprise keep a complete set of accounts? 1. Yes ☐ 2. No 3. Don't Know	
Q39	**INTERVIEWER: Evaluate** **1. Formal** **2. Informal** see guidelines in the box below Why (explain)..	
	Formal sector -Govt, parastatal, NGOs -Registered company -Registered with Professional association -> 5 paid employees -maintains full accounts balance sheet -Business separate from household + expenditure Employees have a fixed agreement with employer -Usually fixed permanent location or base **Informal Sector** Not registered company -Not registered with professional association -5 or less paid employees -Informal accounts or none -Expenditure not easily distinguishable from household expenditure -Employees casually hired -Often temporary or mobile or in owners' home/plot	

Exclude:- Agriculture workers - 'Q32
Domestic workers - Q34

Q40	(a) How many months did the business operate in the last 12 months? (b) What is the reason for operating less than 12 months? (If less than 12 months) 1. Just started business 2. Seasonal activity 3. Lack of materials 4. No tender Other, describe..	*If 12 Months go to Q41*

B. SECONDARY ACTIVITY (For Q42-51, refer to instructions relating to Q30 TO Q39 in the manual)

Q41	Did you have any other economic activities in the last 7 days? 1. Yes 2. No	*If No go to Q53*
Q42	(a) What was your job title in the most recent job? .... Occupation .... *For office use only* (b) What were your main tasks or duties?	
Q43	Did you work as:— 1. A paid employee 2. Self employed with employees 3. Self employed without employees 4. Unpaid family helper (non-agriculture) 5. Paid Subsistence Agric Workers 6. On own or family cattle post/lands or farm Other, specify..............................	*If Code is 6 go to Q53*
Q44	(a) What is the name of the establishment you worked for? .... (b) What was the main thing that was done or produced at the place where you worked? .... *For office use only*	

Q45	Is the business/enterprise 1. Central Government 2. Local Government 3. Parastatal 4. Non Governmental Organization 5. Private household (maids, gardeners only) **7. Private**...	☐	*If Code 1-5 go to Q53*

Q46	Are there more than 10 people working in this business?
	(Include all location of the business in Botswana)
	
	                           1. Yes
	                           2. No
		☐	*If Yes go to Q53*

Q47	How many employees are:— Employers (own business)...................... E Paid employees................................. P Unpaid family workers........................ U TOTAL............................. T	☐ ☐ ☐ ☐	
Q48	Is this business/enterprise located:- 1. In a permanent building/fixed location 2. On a footpath, street or open space 3. At market 4. In the owner's or someone's home 5. No fixed location Other, (specify)....................................	☐	

Q49	Is this business/enterprise registered as company or with a professional association?
	
	                           1. Yes
	                           2. No
	                           3. Don't Know
		☐	

Q50	Does this business/enterprise keep a complete set of accounts?
	
	                           1. Yes
	                           2. No
	                           3. Don't Know
		☐	

Q51	**INTERVIEWER: Evaluate** **1. Formal** **2. Informal** see guidelines in the box below Why (explain)...		
	Formal sector -Govt, parastatal, NGOs -Registered company -Registered with Professional association -> 5 paid employees -maintains full accounts balance sheet -Business separate from household +expenditure Employees have a fixed agreement with employer -Usually fixed permanent location or base		

	Informal Sector Not registered company -Not registered with professional association -5 or less paid employees -Informal accounts or none -Expenditure not easily distinguishable from household expenditure -Employees casually hired -Often temporary or mobile or in owners' home/plot	

Exclude:- Agriculture workers - 'Q44
Domestic workers - Q46

Q52	(a) How many months did the business operate in the last 12 months? ☐	*If 12 Months go to Q53*
	(b) What is the reason for operating less than 12 months? (If less than 12 months) 1. Just started business ☐ 2. Seasonal activity 3. Lack of materials 4. No tender Other, describe..	

C. USUAL HOURS WORKED (For 7 years and over)

Q55 FOR THOSE AGED 12 AND OVER

Q53	(a) How many days in a week do you usually work?	
	(i) In your main activity? ☐	
	(ii) In your secondary activity? ☐ (Not for 7-11 years)	
	(b) How many hours in a day do you usually work?	
	(i) In your main activity? ☐☐	
	(ii) In your secondary activity? ☐☐ (Not for 7-11 years)	
	(iii) Total hours worked-Main ☐☐	
	(iv) Total Hours worked- Secondary	
	(Note: cannot be zero hours)	
	(v) INTERVIEWER: multiply and add total hours by ☐☐ number of worked days in a week	

Q54	INTERVIEWER: Is the answer to Q53 (v) less than 35 hours?
	
	         1. Yes ☐
	         2. No
		If No go to Q56

	(b) What is the main reason you usually work less than 35 hours a week? 01. Can not find more work in a job, agriculture or business ☐ 02. No suitable agricultural land available 03. Lack of raw materials, equipment and finance 04. Machinery, electrical or other breakdown	*If Code 5-9 go to Q56*

	05. Household commitments and not available for more work 06. Illness or old age 07. Disability 08. In school or unpaid training 09. Do not want to work more hours Other (specify)...	
Q55	Are you usually available to work more hours? 1. Yes ☐ 2. No	

D. ACTUAL HOURS WORKED (For 7 years and over)

Q56   *How many hours (including overtime but excluding meal breaks) did you work each day for each of the last 7 days in your main economic activity and secondary activity? FOR THOSE AGED 7 AND OVER*

INTERVIEWER: secondary activity not to be asked to children aged 7-11

Q56	DAY	Main Economic Activity	Secondary Activity (Age 12 and over)	Total		
	Monday					
	Tuesday					
	Wednesday				**Total hours worked**	
	Thursday					
	Friday				Main	☐ ☐ ☐
	Saturday				Secondary	☐ ☐ ☐
	Sunday				Total	☐ ☐ ☐
	Total					

If AGE<12 GO TO Q83

Q57	*INTERVIEWER: Is Q57s grand total less than 35 hours?* 1. Yes ☐ 2. No	
Q58	What was the main reason you worked less than 35 hours in last 7 days? 01. Can not find more work in a job, agriculture or business 02. No suitable agricultural land available 03. Lack of raw materials, equipment and finance 04. Machinery, electrical or other breakdown 05. Household commitments and not available for more work 06. Illness or old age 07. Disability 08. In school or unpaid training 09. Do not want to work more hours 10. Leave, holiday including family obligations (funeral, sick house hold member etc) 11. Industrial Disputes Other (specify)...	*If Code 5-11 go to Q60*

Q59	Were you available to work more hours in the last 7 days?
	
	               1. Yes
	               2. No ☐	

E ADDITIONAL WORK

Q60	Would you like to do additional hours either at your current work or at a different job?
	
	     1. Yes - Additional work at current job ☐
	     2. Yes - at a different job
	     3. Both
	     4. No
		If No go to Q65

Q61	Are you available to work more hours regularly?
	
	     1. Yes
	     2. No ☐
		If No go to Q65

Q62	How many additional hours a week would you like to work in total? ....hours	
Q63	What is the main reason you want to work additional hours? 1. Want more money 2. Afraid/certain will lose current job 3. Too much work Other (specify)...	
Q64	For how long have you wanted to work additional hours? 1. Less than a month 2. 1 month but less than 3 months 3. 3 months but less than 6 months 4. 6 months but less than 1 year 5. 1 year but less than 2 years 6. 2 years or more	

F. DIFFERENT WORK

Q65	Would you like to change from your current job to a different job/type of work?
	
	     1. Yes
	     2. No ☐
		If No go to Q70

Q66	What type of different job/type of work would you prefer? ☐ 1. Paid employment - Wage job 2. Self employment - Small-scale business (all types) 3. Self employment - Agriculture including poultry, fishing, livestock Other (specify)..........................	
Q67	What is the main reason you want a different job? ☐ 1. Want a job which corresponds better to qualifications 2. Want a better paying job 3. Afraid/certain will lose current job 4. Want a job nearer to home	

	5. Want a job which is suitable for health 6. Want a job with better working conditions 7. Want to join spouse Other (specify)..	

Q68	(a) Have you ever made any attempt to look for this new job/type of work in the last 30 days?
	
	             1. Yes ☐
	             2. No
	
	(b) When you tried to find work in the last 30 days, did you?
	    (*a*) Register at Labour Office?
	                 1. Yes ☐
	                 2. No
	
	    (*b*) Apply directly to the possible employer
	        (by going there, writing or telephoning)
	
	                 1. Yes ☐
	                 2. No
	
	    (*c*) Ask a friend or relative to make enquiry for you?
	
	                 1. Yes ☐
	                 2. No
	
	    (*d*) Take action to start business? Usually small scale
	
	                 1. Yes ☐
	                 2. No
	
	    (*e*) Take action to start agriculture?
	
	                 1. Yes ☐
	                 2. No
	
	    (*f*) Look for work in some other way?
	
	                 1. Yes ☐
	                 2. No
		If No go to Q70

Q69	Would you be able to do a different/type of work without acquiring new skills?
	
	             1. Yes ☐
	             2. No	

G. ON THE JOB TRAINING

Q70	Have you ever had any formal on-the-job-training while working in Botswana
	
	             1. Yes ☐
	             2. No
		If No go to Q72

Q71	Subject of this on- the- job training? (Use few words to describe it and refer to the most recent training?
	
	      ☐☐☐
	....
	                Office use only
	....	

H. INCOME FROM EMPLOYMENT/BUSINESS

Q72	**INTERVIEWER: Was this person in paid employment in main or secondary activity in the last 7 days?** (This refers to Q32 and Q44)	*If No Go to Q73*
	1. Yes 2. No ☐	
	(a) What was your gross cash income in main and secondary activity from your paid employment last month? (all jobs)	
	1 Cash P _____	
	2 In kind P _____	
	(b) Do you receive any free or subsidized benefits from your employer?	*If No Go to Q73*
	1. Yes 2. No ☐	
	(c) If yes please estimate a value for the last week/month/year Amount (Pula) P _____	
	(d) State the period 1. Week 2. Months 3. Years ☐	
Q73	**INTERVIEWER: Was this person self-employed with/without employees in the last 7 days? (This refers to Q32 and Q43)**	*If No Go to Q74*
	1. Yes 2. No ☐	
	(a) What was your gross cash income in main and secondary activity from your paid employment last month? (all jobs)	
	Cash P _____	
	period 1. Week 2. Month ☐	
	(b) What were your expenses? P _____	
	period 1. Week 2. Month ☐	
	(c) Your net income from your business or businesses is thus: P _____	
	period: 1. Week 2. Month ☐	
Q74	(a) Are you a citizen of Botswana	*If No go to Q80*
	1. Yes 2. No ☐	

	(*b*) Have you ever worked outside Botswana?
	
	        1. Yes
	        2. No ☐
	
	(*c*) What is the name of the country where you worked/are working?
	
	    .... ☐☐☐
	
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	(*d*) What was/is the main reason you are working outside?
	    1. More money
	    2. Better opportunities
	    3. Lack of employment in Botswana
	    4. Job dissatisfaction
	    5. Diplomatic mission
	    Other (specify).................	

Q75	Is/ Was this most recent job mainly:— 1. In the mines? 2. In domestic services? 3. farms?......... 4. Professional services? 5. Diplomatic Services Other work (specify)..............................	
Q76	How long in total have you worked outside Botswana? (Including all countries that you were outside Botswana) 1. Less than 12 months 2. 1 year but less than 5 years 3. 5 years or more	

Q77	(*a*) While working outside Botswana did you have any formal
	     on-the-job-training? (**for at least 3 months**)
	
	        1. Yes
	        2. No ☐
		*If No
		go to
		Q79*

Q78	(*b*) What is the name of the subject of this training?
	     (INTERVIEWER: Use at least 2 words to describe the subject/training)
	
	    .... ☐☐☐
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Q79	(*a*) Are you still working outside Botswana?
	
	        1. Yes
	        2. No ☐
	
	(*b*) When did you last return from work outside Botswana?
	
	    1. Within the last 12 months
	    2. 1 year but under 5 years ☐
	    3. 5 years or more
		*IF YES
		GO TO
		Q80*

Q80	Since you were born have you always lived in this locality?
	
	     1. Yes
	     2. No ☐
		If Yes, aged 12-17 go to Q83, if aged 18 and above go to Q 95

Q81	What was the main reason you came to this locality? 1. Job transfer/arranged job ☐ 2. Looking for paid job 3. Join spouse/relative 4. Education/training 5. Retired 6. Visitor 7. Better business opportunities 8. Lost job Other (specify)...	
Q82	Where did you live immediately before coming here? (If outside Botswana, give country only) Country... ☐☐☐ District... ☐☐ Town/ Village .... ☐☐ Locality... ☐☐	

SECTION 5: HOUSEWORK AND UNPAID SERVICES

Q85 TO Q95 IS FOR THOSE AGED 7 TO 17 YEARS

Q83	Did you do the following activities in the past 12 months?
	
	 (*a*) Fetch water, collect/cut firewood/cow dung for the household where you stay/stayed
	
	     1. Yes
	     2. No ☐
	
	 (*b*) Help with household duties in the household where you stay/stayed (eg, cleaning, cooking, looking after kids, & looking after others i.e. people who are ill)
	
	     1. Yes
	     2. No ☐
	
	 (*c*) Help unpaid in cleaning or improvements at school?
	
	     1. Yes
	     2. No ☐	

	(d) Begged for money or food in public?
	
	            1. Yes ☐
	            2. No
	
	(e) Did any household duties outside your household without payment in cash or kind
	
	            1. Yes ☐
	            2. No	

Q84	Did you do the following activities in the past 7 days?
	
	(a) Fetch water or collect/cut firewood/cow dung for the household where you stay
	
	            1. Yes ☐
	            2. No
	
	(b) Help with household duties in the household where you stay
	
	            1. Yes ☐
	            2. No
	
	(c) Begged for money or food in public?
	
	            1. Yes ☐
	            2. No
	
	(d) Did any household duties outside your household without payment in cash or kind?
	
	            1. Yes ☐
	            2. No
		IF No to all go to Q86

Q85	In the past 7 days how many hours did you spend on each of the following activities?
	
	    1. Fetching water ☐☐
	
	    2. Collecting firewood ☐☐
	
	    3. Cleaning ☐☐
	
	    4. Cooking ☐☐
	
	    5. Caring for kids ☐☐
	
	    6. Caring for others ☐☐
	
	    7. Other household duties/chores ☐☐	

Q86	(a) Do you currently attend school or college?
	
	            1. Yes ☐
	            2. No
		If No go to Q 95

Q87	Did these activities, in Q84 cause any problem with your school attendance or studying?	
	1. Yes 2. No ☐	
Q88	What were the three main problems you are experiencing with your schooling? 1. Difficulties in catching up with lessons 2. No time to study 3. Difficulty to concentrate/tired at school 4. Often come late or leave early 5. Too little time to rest 6. Missed some school days Other (specify)...	

Q89	Did any of the following activities contribute to your difficulties with schooling?
	
	1. Household duties (Excluding fetching water and collecting firewood)
	
	    1. Yes
	    2. No ☐
	
	2. Fetching water
	
	    1. Yes
	    2. No ☐
	
	3. Collecting firewood/cow dung
	
	    1. Yes
	    2. No ☐
	
	4. Work prevent me
	
	    1. Yes
	    2. No ☐
	
	5. In Prison/Rehabilitation Centres/Cell
	
	    1. Yes
	    2. No ☐
	
	6. Fell pregnant/have children/impregnated
	
	    1. Yes
	    2. No ☐
	
	Other (specify)..	

Q90	2. Which of the following activities did you do at school/college in the past 7 days?		
	1. Cleaning at school (including cleaning of toilets)		
		3. Yes 4. No	☐
	2. Working in school garden		
		5. Yes 6. No	☐
	3. Helping teacher with marking		
		7. Yes 8. No	☐
	4. Helping teacher at his/her house		
		9. Yes 10. No	☐
	5. Fetching water		
		11. Yes 12. No	☐
	6. Serving other children during school meals		
		13. Yes 14. No	☐
	7. Other (specify)...................................		
Q91	What was the main reason why you did this school related work?		
	1. In return for free meals, books other school-related benefits 2. In place of paying all or part of the feeding fee 3. For other payment in cash or in kind 4. As punishment 5. Part of school activities 6. Because I wanted to Other (specify)	☐	
Q92	How many hours in total in the last seven days did you spend on these activities?	☐☐	
Q93	Did you ever missed school in the last 12 months		
		1. Yes 2. No	☐

Q94	(a) How many school days did you miss in total in the last 12 months? ☐☐	
	(b) What were the reasons for missing school?	
	1. Fetching water	
	2. Collecting firewood	
	3. Cleaning	
	4. Cooking	
	5. Caring for kids	
	6. Caring for others	
	7. Other household duties/chores	

SECTION 6: HEALTH AND SAFETY QUESTIONS-(To be asked all those aged 7 years and over and did some economic activities in the last 12 months, in Q4 or Q10.)

INTERVIEWER: Read out " I am now going to ask a few question about injuries incurred while working and work conditions at your work place.

Q95	In the last 12 months have you ever been injured while doing any of the activities mentioned earlier in Q4?
	
	        1. Yes ☐
	        2. No
		If No go to Q 100

Q96	Did you get medical assistance from your employer or person whom you were doing activity for, during the injury?
	
	        1. Yes ☐
	        2. No	

Q97	How many times have you been injured doing these activities in the last 12 months? ☐☐	

Q98	Did your injuries in the last 12 months cause you to.............?
	
	 1. To stay in bed or at home for a day or more?
	
	        1. Yes ☐
	        2. No
	
	 2. To seek medical attention of any kind?
	
	        1. Yes ☐
	        2. No
	
	 3. To have pain for more than one week?
	
	        1. Yes ☐
	        2. No	

4. To have any permanent disability?

1. Yes
2. No ☐

5. Miss school (For 7-17 ages If yes for Q15))

1. Yes
2. No ☐

Other (specify)...

Q99	What type of work were you doing when the most serious injury occurred? (If more than one injury, state the most serious)	

1. Any kind of business (example: selling things, looking after/washing cars, cutting hair etc.) for yourself? ☐

2. Helped unpaid in the family business?
3. Helped in the family lands/cattle post (Example ploughing, harvesting, looking after cattle, weeding etc.)?
4. Did any work for pay in cash or in kind?
5. Begged for money or food in public?
6. Did any household duties outside your household without payment in cash or kind?
7. Household duties
8. Fetching water
9. Collecting firewood
Other (specify).......................................

Q100	What are the conditions of work you have experienced while doing these activities?	

1. The work is very tiring

1. Yes
2. No ☐

2. Work for long hours

1. Yes
2. No ☐

3. Work environment too hot

1. Yes
2. No ☐

4. Work environment too cold

1. Yes
2. No ☐

5. Very dusty work

1. Yes
2. No ☐

6. Very noisy work

        1. Yes
        2. No ☐

7. Bad lighting (cannot see properly or light too bright)

        1. Yes
        2. No ☐

8. Working with dangerous or poisonous substances?

        1. Yes
        2. No ☐

9. Working with dangerous machinery or tools

        1. Yes
        2. No ☐

10. Working with or near dangerous animals

        1. Yes
        2. No ☐

11. Fear that a person may hurt you

        1. Yes
        2. No ☐
12. No drinking water available

        1. Yes
        2. No ☐

Other (specify).......................................

Q101	In the last 12 months have you ever become ill because of the work conditions mentioned in Q99
	
	     1. Yes
	     2. No ☐
		If No end Interview

Q102	How many times have you become ill because of the work conditions mentioned in Q99?	

Q103	Did your illness in the last 12 months cause you to..............?
	
	 1. To stay in bed or at home for a day or more?
	
	     1. Yes
	     2. No ☐
	
	 2. To seek medical attention of any kind?
	
	     1. Yes
	     2. No ☐
	
	 3. To have pain for more than one week?
	
	     1. Yes
	     2. No ☐
	
	 4. To have any permanent or long-term disability?
	     1. Yes
	     2. No ☐
	 Other (specify)...............................	

Q104	What type of work were you doing when the most serious illness occurred?	
	1. Any kind of business (example: selling things, looking after/washing cars, cutting hair etc.) for yourself? 2. Helped unpaid in the family business? 3. Helped in the family lands/cattle post (Example ploughing, harvesting, looking after cattle, weeding etc.)? 4. Did any work for pay in cash or in kind? 5. Begged for money or food in public? 6. Did any household duties outside you household without payment in cash or kind? 7. Household duties 8. Fetching water 9. Collecting firewood Other (specify)..	☐

THANK YOU FOR YOUR CO-OPERATON

INTERVIEWER: Complete another questionnaire for the next person if any

MADE this 6th day of July, 2005

B. GAOLATHE,
Minister for Finance and
Development Planning.

L2/7/150 VI