

**STATISTICS ACT**  
(Cap. 17:01)

**STATISTICS (INFORMAL SECTOR SURVEY) REGULATIONS, 2007**  
(Published on 2nd March, 2007)

**ARRANGEMENT OF REGULATIONS**

**REGULATION**

1. Citation
2. Authorization to conduct a survey
3. Conduct of survey
4. Penalty

**SCHEDULE**

**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 —

- |                                   |  |
|-----------------------------------|--|
| Citation                          | 1. These Regulations may be cited as the Statistics (Informal Sector Survey) Regulations, 2007.  |
| Authorization to conduct a survey | 2. The Government Statistician may direct any authorized officer to conduct a survey on the country's agricultural production in order to —<br>(a) ascertain the contribution of the informal sector to the economy's total output;<br>(b) measure the size of employment in the informal sector;<br>(c) ascertain the types of major activities in the informal sector;<br>(d) ascertain the proportion of household income generated by the informal sector; and<br>(e) ascertain the capital investment in the informal sector. |
| Conduct of survey                 | 3. The authorized officer may, for the purposes of the survey, ask any person interviewed, such questions as may be necessary to obtain, from that person, the information required in the questionnaires set out in the Schedule.   |
| Penalty                           | 4. Any person who refuses or neglects to answer any question put to him or her for the purposes of these Regulations shall be guilty of an offence and shall be liable to a fine of P50 and, in the case of a continuing offence, to a fine of P20 for every day during which the offence continues.   |

**SCHEDULE  
STRICTLY CONFIDENTIAL**



REPUBLIC OF BOTSWANA



**BOTSWANA INFORMAL SECTOR SURVEY 2007  
HOUSEHOLD QUESTIONNAIRE**

*Collected under Statistics Act (Cap. 17:01)*

**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	
	1	2	3	Final Visit	
				Interviewers Code	
Date				Result Code	
Name				Total Visits	
Results					
Next Visit					
Date					
Time					

<p><b>Result Code</b></p> <p>1. Completed</p> <p>2. Present but not available for Interviews</p> <p>3. Postponed</p> <p>4. Refused</p> <p>5. Partially Completed</p> <p>6. Other..... (Specify)</p>	<p>Total persons in HH <input type="text"/></p> <p>Total Eligible persons <input type="text"/></p> <p>Number of Individual questionnaires completed for this HH <input type="text"/></p>
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	Manually Edited	Entered	Online Edited
Name			
Date			

**If found please send to: Central Statistics Office, Private Bag 0024, Gaborone or nearest District Commissioner Office**





**STRICTLY CONFIDENTIAL**



**BOTSWANA INFORMAL SECTOR SURVEY 2007  
INDIVIDUAL QUESTIONNAIRE**

*Collected under Statistics Act (Cap. 17:01)*

**GENERAL INFORMATION**

IDENTIFICATION	
Stratum Code	
District Name/Code	
Village Name/Code	
Locality Name/Code	
EA Number	
Dwelling Number	
Household Number	
Person Serial	
Name of Enumerator	
Name of Supervisor	

	Interviewers Visits			Interview Status	
	1	2	3	Final Visit	
				Interviewers Code	
Date				Result Code	
Name				Total Visits	
Results					
Next Visit					
Date					
Time					

<p><b>Result Code</b></p> <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Present but not available for Interviews</li> <li>3. Postponed</li> <li>4. Refused</li> <li>5. Partially Completed</li> <li>6. Other..... <i>(Specify)</i></li> </ol>	<b>Comments Box</b>
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	Manually Edited	Entered	Online Edited
Name			
Date			

**If found please send to: Central Statistics Office, Private Bag 0024, Gaborone or nearest District Commissioner Office**

### Interviewer's Guide

<b>31 Manufacturing</b> 01 Making and selling clothing 02 Weaving and selling woollen products 03 Making and selling wooden products 04 Making and selling straw products 05 Making and selling steel and its products 06 Making and selling clay products 07 Making and selling leather products 08 Making and selling traditional beer 09 Making and selling food 10 Making and selling cement products	<b>41 Construction</b> 01 Building of houses, screen walls 02 Construction of steel frames/tanks 03 Building installation, plumbing, electrical 04 Building completion, painting, tiles, carpets	<b>51 Retail Trade</b> 01 Selling cattle/goats/sheep/donkeys 02 Selling milk/eggs 03 Selling maize/millet/sorghum 04 Selling vegetables/fruits 05 Selling clothing 06 Hawker 07 Street Vendor (retailing) 08 General dealer
<b>61 Transport and Communication</b> 01 Taxi/cab 02 Combi/mini bus 03 Trucking/contract vehicle	<b>71 Services</b> 01 Vehicle repair/panel beating 02 Watch repairs 03 Radio/television, other electronics repairs 04 Shoe repair 05 Hair cutting/hair dressing 06 Consultancy/secretarial/photocopying etc 07 Property rentals e.g. Houses, machinery 08 Traditional doctor/faith healer 09 Financial Services (money lenders/metsheho) 10 Health services 11 Car wash 12 Driving school 13 Education services 14 Security services 15 Photographic services 16 Public pay phone 17 Internet café	<b>11 Agriculture</b> 01 Gathering and selling phane 02 Catching and selling fish 03 Bee-keeping and selling honey 04 Rearing/selling poultry and its products 05 Hunting and selling wild game 06 Gathering and selling wild berries

#### PART 1: MAIN AND SECONDARY ACTIVITY

##### Section 1.0: The Activity of the Enterprise/Business

1. What kind of goods or services are produced or provided by the enterprise?

Main business .....  
 Secondary business.....

Main Business	Secondary Business
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; justify-content: space-around;"> <span style="font-size: 2em;"> </span> <span style="font-size: 2em;"> </span> <span style="font-size: 2em;"> </span> <span style="font-size: 2em;"> </span> </div>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; justify-content: space-around;"> <span style="font-size: 2em;"> </span> <span style="font-size: 2em;"> </span> <span style="font-size: 2em;"> </span> <span style="font-size: 2em;"> </span> </div>

1a. Interviewer: Look at Q1 (Main Business and Guide Box)

- If Main Business is Transport ..... Enter 61  
 If Main Business is Construction ..... Enter 41  
 If Main Business is Agriculture ..... Enter 11  
 If Main Business is Manufacturing ..... Enter 31  
 If Main Business is Retail Trade ..... Enter 51  
 If Main Business is Services ..... Enter 71

1b. Interviewer: Look at Q1 (Secondary Business)

- If Secondary Business is Transport ..... Enter 62  
 If Secondary Business is Construction ..... Enter 42  
 If Secondary Business is Agriculture ..... Enter 12  
 If Secondary Business is Manufacturing ..... Enter 32  
 If Secondary Business is Retail Trade ..... Enter 52  
 If Secondary Business is Services ..... Enter 72  
 If No Secondary Business ..... Enter 25









33. What are three main difficulties affecting the operation of this enterprise (*in order of importance*)?

- 01 Non-payments of goods and services supplied on credit
- 02 Unavailability of credit facilities
- 03 Lack of management skills
- 04 Lack of capital/equipment
- 05 Lack of skilled personnel
- 06 Existing regulations, laws etc
- 07 High taxes & licence fees
- 08 Lack of raw materials/irregular supply
- 09 Transport problems
- 10 Lack of space
- 11 Lack of spare parts
- 12 Power/electricity
- 13 High rentals
- 14 High competition
- 15 Water
- Other (specify) \_\_\_\_\_


34. Do you need any form of assistance for your business?

- 1 Yes
- 2 No ..... **GO TO 36**

35. What are the three most useful forms of assistance need for your business (*in order of importance*)?

- 01 Provision of a permanent site
- 02 Better access to loans
- 03 Assistance with marketing
- 04 Better access to raw materials
- 05 Easing in govt regulations
- 06 Access to modern technology
- 07 Power/electricity
- 08 Water
- Other (specify) \_\_\_\_\_


36. Do you need any form of training that for both workers and self?

- 1 Yes
- 2 No ..... **GO TO 38**

37. What are the three main types of training that are required(*in order of importance*)?

- 1 Technical skills – formal training
- 2 Technical skills – on the job
- 3 Book-keeping/financial
- 4 Managerial
- 5 Marketing
- 6 Literacy programme
- Other (specify) \_\_\_\_\_


38. How many workers excluding yourself are there in your business currently  
(include paid, unpaid, casual, temporary, family or non- family workers)? .....

_____	_____
_____	_____

39. How many workers excluding yourself were there at this time last year (include  
paid, unpaid, casual, temporary, family or non- family workers)? .....

**Section 1.2: Persons Engaged and Labour Costs**

40. How many workers did you have at the end of last month? (include all workers in all the businesses)?

Employment Status		Total	Citizens				Non-citizens				
			Full time		Part time		Full time		Part time		
			Male	Female	Male	Female	Male	Female	Male	Female	
Working proprietors											
Unpaid family worker											
Apprentice											
Paid employees:	Permanent										
	Temporary/Casual										
TOTAL											

Note: Full time refers to working for 35 hours or more a week  
Part time refers to working for less than 35 hours a week

41. What was the total wages, salaries and other benefits paid to all your employees excluding yourself at the end of last month?

	Main Business	Secondary Business
	(Pula)	(Pula)
Wages and salaries (including overtime, bonus etc.)		
Payment in-kind (food, clothing, drinks, etc)		
Refund of travelling		
Other (specify)		
TOTAL		



**Section I.4: Fixed Capital Formation**

44. What is the total value of fixed assets and gross additions recorded as at 31st December, 2006?

Description					Total value of Fixed assets as at 1st January 2006 (Pula)	Total value of additions during 2006 (Pula)	Total value of assets sold/ given away during 2006 (Pula)
Buildings	5	4	1	2			
Transport equipment	8	6	0	0			
Machinery & equipment	8	5	0	0			
Furniture & fittings	4	4	0	0			
Other (specify)							
Total							

45a. Interviewer: Look at Q1b (Main Business) and tick the appropriate box below

Q1a = 61	<input type="checkbox"/>	Go to Q46
Q1a = 41	<input type="checkbox"/>	Go to Q58
Q1a = 11/31	<input type="checkbox"/>	Go to Q60
Q1a = 71	<input type="checkbox"/>	Go to Q61
Q1a = 51	<input type="checkbox"/>	Go to Q62

Please note that only one of the boxes should have an entry.

45b. Interviewer: Look at Q1c (Secondary Business) and tick the appropriate box below

Q1b = 62	<input type="checkbox"/>	Go to Q46
Q1b = 42	<input type="checkbox"/>	Go to Q58
Q1b = 12/32	<input type="checkbox"/>	Go to Q60
Q1b = 72	<input type="checkbox"/>	Go to Q61
Q1b = 52	<input type="checkbox"/>	Go to Q62
Q1b = 25	<input type="checkbox"/>	Go to Q63a

Please note that only one of the boxes should have an entry.





**PART 4: AGRICULTURE, MANUFACTURING, RETAIL TRADE AND SERVICES**

**Section 4.1: Agriculture and Manufacturing**

59. What is the average value of goods produced per month?

Description	Unit of Measure	Quantity	Unit Value (Pula)	Total Value (Pula)
<b>TOTAL</b>				

**Section 4.2: Services**

60. What is the average value of services provided per month (including professional, repair, educational, amusement and other personal services).

Description of services provided	Value (Pula)
<b>TOTAL</b>	

**Section 4.3: Retail Trade**

61. What is the average monthly amount of receipts from goods sold in same condition as purchased?

	Main Business	Secondary Business
	(Pula)	(Pula)
Total purchases		
Total sales		
Cost of goods sold		

**PART 5: OWNER'S PARTICULARS**

**Section 5: Owner of the Enterprise**

62a. Age in completed years

62b. Sex                      1 Male                       2 Female

63. How did you learn the skills you use in your current business activity (*most important*)?

- 1 None
- 2 Self taught
- 3 Apprenticeship
- 4 On the job training
- 5 At Technical/vocational school
- 6 Other formal training institutions

64. What sort of work do you do in your main enterprise/business? (*please use at least two words to describe the job*) .....

65. How many hours a week do you usually work on your business(es)? .....

66. What is your regular average monthly revenue from the business(es)? P \_\_\_\_\_

67. What other economic activity besides the primary and secondary activities do you regularly engage in?

- 1 None
- 2 Wage job – Government
- 3 Wage job – Parastatal
- 4 Wage job – Private
- 5 Agriculture

67a. Interviewer: Look at Q67 (Tick correct entry)

Column 1	Column 2
Q67 = 2 <input type="checkbox"/>	Q67 = 1 <input type="checkbox"/>
Q67 = 3 <input type="checkbox"/>	Q67 = 5 <input type="checkbox"/>
Q67 = 4 <input type="checkbox"/>	

Interviewer: If one of the boxes in Column 1 has an entry, then GO TO Q68, otherwise SKIP TO Q69

68. What is your monthly earnings from your wage job (*include all allowances and in-kind payment*)? P \_\_\_\_\_

69. Why did you start the business(es)?

- 1 Inherited
- 2 Unemployed
- 3 Inadequate income from the other source
- Other (specify) \_\_\_\_\_

70. What are the major plans for your business in the future?

- 1 Maintain production at the same level and composition
- 2 Switch to a new product
- 3 Expand production and capacity
- 4 Reduce production
- Other (specify) \_\_\_\_\_

Main Business	Secondary Business
<input type="checkbox"/>	<input type="checkbox"/>

**Interviewer: End interview if the business (es) has/have no employees (excluding the owner)**



