



Caucasus Research Resource Centers
A Program of the Eurasia Foundation

DATA INITIATIVE 2007

INSTRUCTIONS FOR THE INTERVIEWERS

INSTRUCTIONS ON SAMPLING OF HOUSEHOLDS and RESPONDENTS

(Available in Russian and local languages only; file: DI
2007_sampling_instructions_RUS_FINAL.doc)

INSTRUCTIONS ON THE QUESTIONNAIRE

General Considerations

The Data Initiative 2007 questionnaire consists of two parts, a Household questionnaire and an Individual questionnaire, to be filled in by the same household. Each of these parts is printed as a separate brochure; in addition, each of these has a separate Cover Sheet, where the information about the household is recorded; respective **Non-response forms** are also part of the Cover sheets.

There are 50 household addresses sampled in each cluster; however, different non-response rate is expected in different types of settlement, hence, we don't expect all 50 interviews to be actually filled. The interviewers should, nevertheless, visit all sampled households in order to conduct interviews; if, for some reason, this is not possible, non-response forms have to be filled out for each household that the interviewer was not able to visit **after all required visits have been made**.

Two interviewers have to work in each cluster, visiting the sampled households together. Whenever it's possible, both parts of the questionnaire have to be filled at the same time. When, however, this is not possible, one of the interviewers has to wait for the other to complete the interview. In cases where one part of the interview is already completed in the household and the interviewers have to visit the household for a second or third time, only one of the interviewers should pay this additional visit.

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

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

We never test the respondents, or try to evaluate them in any sense – all we want to learn is their opinion, so please, don't try to assist them in any way, just make sure you do your best to help them to express their opinions.

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

DO NOT read out instructions for interviewers, but closely follow them. Failure to follow these instructions may result in disqualification of the questionnaire you've filled in.

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

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

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

Whenever we say, "USE CARD", you are expected to show the card with corresponding question number to the respondent. You may in addition read the options typed in this card, in case if the respondent asks you to do so. Remember, however, that options "Don't know" and "Refuse to answer" are never in the cards, and option "Other" appears in the cards only in exceptional cases (Cards 2, 6, 10, 11, 18 and 19 of Household questionnaire), and you should never read these options out when they are NOT on the card. You can not, under any circumstances, change anything or add anything to what is typed in the card. This is crucially important for the reason of comparability of the results through the several thousand interviews conducted in terms of DI 2007.

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

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

Whenever the instruction says “READ OUT”, you are expected to read out the options provided, except options “Other,” “Don’t know” and “Refuse to answer”. Make sure to read all options provided before you accept the respondent’s answer. In most of the cases, whenever the instruction says “READ OUT”, you can accept only one answer. However, make sure to follow the instructions printed in the questionnaire, and accept as many options as allowed in respect to each of the questions. Failure to follow this instruction may result in rejecting the questionnaire you’ve filled in.

Through both parts of the questionnaire, use code ‘98’ for “Don’t know” and code ‘99’ for “Refuse to answer”, except when noted otherwise. These options are not, and should not be known to the respondents.

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

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

When conducting the Household interview, if you are interviewing more than one household member, please make sure that there is no disagreement between the two members before recording the answer. Whenever there is a disagreement, give respondents time to clarify among themselves and offer the best answer that they both agree to.

We ask you to bring a calculator with you, or be ready to use calculator built in to your mobile phone.

Cover sheet of the Household questionnaire

Page 1 of the Cover sheet

You will get the questionnaire from the supervisor, where all the information that has to be filled by the supervisor will be already filled. Please make sure to fill the fields that have to be filled in by the interviewer.

You are required to fill date and time of **all attempts** that have been made, no matter whether the interview has been conducted or not.

In case of non-response documented after the first visit to the household, answer **only** question NR1 of the provided Non-Response Form, and follow further instructions in this Form.

Page 2 of the Cover sheet

While addressing the household member, you are expected to memorize this text in the official titular language of the country where you work.

Question F1

If the respondent(s) of Household interview is/are different from the respondent of Individual interview, and they are both at home, you will be able to conduct the two interviews at the same time. However, make sure that the two interviews are conducted in different rooms. If this is not possible, conduct the Household interview first and wait for it to finish before starting Individual interview.

It is expected that the two interviews can be normally conducted at the same time in rural settlements and in small towns. In capitals and big cities, however, this may not be possible in the majority of cases. Make sure to use your first visit to the household to arrange date and time for the individual interview or both interviews, if necessary.

Question L1

You will be informed in advance by the supervisor which languages are applicable in your cluster (Primary Sampling Unit); hence, while asking this question, ask only about the languages applicable in your cluster. Official titular language of the country and Russian are available in all clusters.

If the household member(s) choose(s) none of the languages offered, try to determine their language of choice and write it in the space provided (“Other language”). If the household member(s) choose(s) a language that is already in the list, but is not applicable in your cluster, **DO NOT** circle the respective code, rather, write the language in the space provided (“Other language”).

If the household member(s) answer(s) “Don’t know”, still ask them if they could take the interview in the titular language; then – in Russian. If none of these languages work, write any other language they say they could take the interview in the field “Other language”.

If the household member(s) tell(s) you that the language does not matter and they can take the interview in all languages applicable in this cluster, use the questionnaire in the titular language of the country.

Non-response Form

Fill in this sheet in case of non-response. In such a case, you do not start filling the questionnaire. Go to the next household following sampling instructions.

HOUSEHOLD QUESTIONNAIRE

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

After choosing the respondent(s) for the Household questionnaire, please make sure to be seated in a reasonably quiet and comfortable room. Please make sure that only household members involved in the household questionnaire are present (no more than 2 household members). Once everyone is seated and comfortable, and the language of the interview is determined and marked under question **L1** of the Cover sheet, start the interview. Record the date of the interview (question **T1**) and time at which the household interview started in the space provided (question **T2** of the Household questionnaire).

Section A: Household General Characteristics

Definition of the household: Please read carefully the definition of the household provided in the beginning of this section and apply it throughout the whole interview. Please note, current migrants (former household members who don't live in the household any more) will be considered later. If they don't live with the rest of the household right now, we don't speak about them in the beginning of the interview, until question A25. Here, we are only interested in people who are physically present in the household at the time of the interview, or have been away for less than 3 months.

There might be cases that the household you are interviewing is economically closely related to another household, but these households don't live together (the most "classical" example are students living in the big city and supported by their parents living in the rural area). In terms of our survey, these are two different households, either permanently or temporarily, because they don't presently live together all the time. Record information about such household members later, in Table A2.

Questions A3:

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

Questions A4a-A23:

Responses to these questions are recorded in **Table A1** (page 5), under respective columns. This Table has to be filled **row by row**. No household member who is not currently living in the household and has been away for more than 3 months can be recorded in this Table.

The respondents are asked to define themselves who is the **HEAD OF THE HOUSEHOLD**, although the major criteria might be that this is the main breadwinner in the household. This, however, is not a must. Please note that according to the definition of the head of household applied in this survey (and explained to the respondents), this person should be currently living in the household; if there is someone whom the respondent(s) consider the head of household, but this person does not currently live in the household (and has been away for more than 3 months), this person **CAN NOT** be recorded as the head of the household. Tell the respondent(s) that they will have a chance to talk about this person later, and ask them to choose the head of household out of the people currently living in the household.

While asking these questions (A4a through A23), one of the family members you are talking about will be the respondent him/herself. In this case, be ready to ask "you" instead of "this household member" in questions A4a through A23. **DO NOT** make any other changes in the wording of questions. Carefully follow the instructions and make sure you ask the questions in the correct order and fill **Table A1 row by row**. Do not jump between columns even if the respondent offers answers in a different order. Rather, ask them to stick with the order in which you ask questions; explain to them that it's very important for you to follow the instructions.

Questions A4a and A4b

If the household you are interviewing consists of one person, you will ask question A4a only. If the household you are interviewing consists of more than one person, you will have to ask question A4a first, and only once through the interview, and while asking about the rest of

household members, you'll have to ask question A4b, as many times as many household members are there in the household, except the head of household.

The Head of household is pre-coded in the **Table A1** of the questionnaire, so you'll have to skip question A5 for the head of household, but you will have to ask this question for all other household members. All respective skips are provided in detail in the instructions in the questionnaire.

CARD 2

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

Question A7

We have a CARD (CARD 3) for this question, but this card should be used only after you are absolutely convinced that the respondent(s) can not remember the year of birth of the household member. Make sure you probe in order to get the year of birth, and use this CARD only after that. Same requirement applies to **question A28**.

Question A9

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

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

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

Question A10

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

Question A11

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

Question A12

A code is necessary here for all household members. As instructed in the questionnaire, use code '1' for the respondent(s), and make sure to use code '0' for all other members of the household.

Question A13

We are interested to know which of the household members is married to whom. The following example illustrates how the respective column should be filled.

Imagine you have the following list of household members by the time you ask:

question A13:

Number	Name	Relationship to the Head of Household	Sex	...	Marital status	...	Spouse
AN1	A4	A5	A6		A9		A13
1	<i>David</i>	1	1		2		
2	<i>Inna</i>	2	2		2		
3	<i>Mikhail</i>	3	1		4		
4	<i>Roman</i>	3	1		3		
5	<i>Bella</i>	6	2		4		
6	<i>Nick</i>	8	1		1		

We know from this table, that David and Inna are spouses, Mikhail and Roman are their sons, Bella is their daughter-in-law and Nick is their grandson. In addition, we may know that both Mikhail and Roman are their sons, they are both married, but only one daughter-in-law has been recorded in this household (the second one may have been emigrated, for example). Hence, we don't know which of the brothers Bella is married to. (And we may have a lot of similar variations in different households.)

Column A13 serves to help us in this respect. Here, we record Number (from Column AN1) of the spouse of the person recorded in the given row. Since David's spouse is Inna, we find in the column AN1 that Inna's number is '2', and write this number in the column A13 in the row where David is recorded. Consequently, we find in the column AN1 that David's number is '1', and write this number in the column A13 in the row where Inna is recorded (see the example below).

We find out, then, that Mikhail is married to Bella, hence, we find in the column AN1 that Bella's number is '5', and write this number in the column A13 in the row where Mikhail is recorded. Consequently, we find in the column AN1 that Mikhail's number is '3', and write this number in the column A13 in the row where Bella is recorded. Finally, we find that Roman's wife does not currently live in the household, so we write code '21' in the columns A13 in the row where Roman is recorded.

As for the row 6, where Nick is recorded – we know he's not married, and there should be NO CODE in column A13 for him.

Number	Name	Relationship to the Head of Household	Sex	...	Marital status	...	Spouse
AN1	A4	A5	A6		A9		A13
1	<i>David</i>	1	1		2		2
2	<i>Inna</i>	2	2		2		1
3	<i>Mikhail</i>	3	1		4		5
4	<i>Roman</i>	3	1		3		21
5	<i>Bella</i>	6	2		4		3
6	<i>Nick</i>	8	1		1		

Question A14a

Please note that, for example, students who attended university in a different city and hence spent several academic year away from the rest of the household, even if they were visiting the household regularly, as well as those who were in the military service, are to be considered among such members of the household.

Column A15, Table A1

Write code '1' for those household members who have left the household since 1991 for a period longer than 3 months and then returned.

Question A18

This question refers to the last region of residence of the returned migrant. In case if the migrant has changed several locations during his/her migration, we are only interested in his/her last place of residence where s/he lived for more than 3 months.

Question A20

Please note that those who were in the military service are NOT to be considered employed in terms of this question.

Questions A26-A37

Responses to these questions are recorded in **Table A2** (page 11), under respective columns. This Table has to be filled **row by row**. Like in the case with **Table A1**, carefully follow the instructions and fill the table row by row, by asking questions in the correct order. Please note that these questions are about the last time these members left and about the current state of things with them. We are not asking about their previous movements and previous history.

Question A26

While answering this question, the Head of Household is meant to be the same person as in case of question **A5**.

Question A28

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

Questions A38-A40

These questions are not for everyone. They are asked only of those households that have members currently living abroad, and ask about all types of remittances the household has received, be they monetary or non-monetary. **In questions A39 and A40**, by "other households" we mean not only households of blood relatives, but any other households, such as friends, neighbors, etc. In case(s) if the contributions were earmarked for these other households by the sender, and this was not the recipients' decision to share them, the answer to this question should be "No"; the answer "Yes" has to be accepted only in case if it was the recipients' (the interviewed household') decision to share them.

Section C: Economic Conditions and Behavior

Whenever you are directed to go to question C1, make sure to read to the respondent(s) text printed **before** this question.

Question C1, Table C1b

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

However, we are only interested in items that are in normal working order, and are used by the household, so if the household owns, for example, a refrigerator which does not work, this is marked as code '2' ("No"), and we do not ask about the year it was purchased.

When filling Table C1b, please note that it does not matter whether the purchased item was used or new, or whether it was purchased with cash or with credit, or whether the credit is paid off in full. All we are interested in is whether the household owns the item or not, and if yes – since when.

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

Questions C3-C5

Questions C3-C5 are about passenger cars and vans that the household owns. We ask about trucks and other non-passenger vehicles in question C6. It doesn't matter whether these vehicles were purchased with credit, or whether the credit was paid off in full.

In question C5, if the respondent names the make of the car, but isn't sure where it was made, circle code '98' ("Don't know"). Please note that we are not interested here in the country where the car was bought. A Volkswagen may have been bought in the U.S., but this does not make it a North American car.

Question C6

By "tractor", we only mean vehicles that one can actually drive, which have 3, 4, or 6 wheels.

Question C7

By checking account, we mean what is known within the former Soviet Union as a "Current Account."

By savings account, we mean what is known within the Former Soviet Union as a "Deposit Account."

Questions C9-C11

Please note that questions C9-C11 are about public utilities provided by municipality. These questions are not about individual supply systems that people may have installed in their houses at their own expense. By "connected" to any of these services, we mean whether the household is technically connected to this service, no matter whether the household uses this service or not.

Table C9 has to be filled **column by column**.

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

Question C13

By climate control systems (option 'A'), we mean wall mounted heating/cooling units. By gas stoves (option 'D'), we mean both non-industrially made stoves that heat using gas, AND kitchen gas stoves. By gas heaters (option 'E'), we mean gas heaters produced industrially (e.g., *Karma*).

FOR ARMENIA ONLY: IMPORTANT: Please use in this question option 'I' for "Other" – it's missing from the questionnaire by mistake.

Question C14

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

There may be cases when the state is the owner of the apartment (it’s not privatized yet). In such cases, if the respondent considers this apartment his/her property, the answer will be “Own it” (code ‘1’); however, if the respondent answers that the apartment is still a state property, “Don’t know” (code ‘98’) should be recorded.

Question C15

This question asks about the so called “living space” only – no kitchen(s), bathroom(s), garages, etc. should be taken into account.

Question C16

By dacha or vacation home, we mean a summer house used by the household for holidays / vacations only.

Question C18

By “rent” (options ‘1’ and ‘3’), we mean the household pays money to use the piece of land.

Question C20

We’d like to remind you that one hectare is 10.000 square meters or a 100 by 100 meter square. If the household owns less than a hectare, write ‘0’ before the comma, and the number corresponding to the size of land the household owns after the comma.

For example, if a household owns 1500 sq. m., record it as 0,15 hectares; if the household owns 500 sq. m., record it as 0,05 hectares.

Question C22

With this question, we try to find out to what extent households rely on themselves for meeting their food needs, when it comes to agricultural products. The percentages should be recorded for each type of food, independently from one another. Thus, the total of the percentage column does not have to equal 100%.

Questions C23-C25, Table C23

The table has to be filled **column by column**. If the household owns some of livestock listed in the table, ask all three questions about the type(s) of livestock owned and record answers in the respective rows and columns of the table. If the household does not own certain type of livestock listed in the table, write ‘0’ in column C23 of the table in the row where this type of livestock is recorded, and leave empty respective cells in columns C24 and C25.

In the last row of the respective table, any kind of poultry owned by the household has to be recorded (chicken, turkey, etc.).

Question C26

Here again, as it was in case of the question C22, the percentages should be recorded for each type of food, independently from one another. Thus, the total of the percentage column does not have to equal 100%.

Question C28

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

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

Questions C32 and C34

These questions are about the total monthly income of the entire household, not about the personal income of the respondents involved in the interview.

Question C33

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

Questions C36

This question refers to the household's total annual income. Respondents may have difficulties calculating percentages, so please allow them enough time to do so.

Questions C38 and C39

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

Question C41 and C42

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

Question T3

At the end of the household interview, record the time the interview ended under **T3**.

Questions W1-W8

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

Cover sheet of the Individual Questionnaire

Page 1 of the Cover sheet

This page mostly repeats information from the Cover sheet of the Household questionnaire. Make sure to fill all information that has to be filled by the interviewer, and follow the instructions on the next pages.

V11 and V12

You will be able to fill these numbers only after the household interview is completed; however, it is mandatory that these variables are filled.

Non-response Form

Fill in this sheet in case of non-response. In such a case, you do not start filling the questionnaire.

INDIVIDUAL QUESTIONNAIRE

You will have two versions of Individual questionnaire, one of which is Type M and the other – Type F. The only difference between these two types is in question S12 – in Type M it asks about men and in Type F it asks about women. You will be provided with the same number of each type of questionnaire. Please make sure to switch the type of Individual questionnaire in every other interview, no matter what the gender of your respondent is. Respondents should not be informed about this difference.

Again, make sure to copy **Country code / Household identification number** from the Cover sheet of the Individual questionnaire.

If you scheduled the individual interview for another day after your visit to the household, make sure to have the filled household questionnaire with you when you go back to this household, because you may need some of the information you already have, and it's crucial to be able to go back this part of the questionnaire.

Before starting the interview, please make sure to be seated in a reasonably quiet and comfortable room. Please make sure that **only** the respondent involved in the individual questionnaire is present. Record the date of the interview (question **T4**; even if it's the same date as the date recorded in **T1**) and time at which the Individual interview started in the space provided (question **T5**).

There are a number of Sections in the Individual questionnaire. Every time you start a new Section, please tell the respondent about this, using the following wording: **“Now, I'd like to ask you about Education”**, etc.

Section G: Language and Ethnic Identity

Questions G1, G4a, G4b and G6

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

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

Questions G2, G3a and G3b

Note that option ‘4’ (“Other Kartvelian language”) will most probably be relevant in Georgia only.

In Georgia, if the respondent answers “Mingrelian” or “Svan” language, circle “other Kartvelian language” (code ‘4’).

Tables G3, G4, G5, G6, and G7

Fill in this table **column by column**.

You can not use option “Not applicable” in Column G3a. This option can be used in Column G3b in case if the respondent does not speak any other language at home.

Table G4

Fill this table **column by column**.

Section J: Employment

Question J1

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

Question J2

We are interested here in the total number of jobs the respondent currently has, including all types of jobs a person might have (permanent, temporary, part-time, full-time, official, unofficial, etc.), including self-employment – any occupation that brings monetary income.

Question J3

We are interested here in the organization/institution the respondent has been working for, NOT in the length of his/her employment on the current position; in case if the respondent has been working for the given institution since 2001, but has been promoted several times since then and has been working on his/her current position since 2006, ‘2001’ should be recorded here.

Question J4

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

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

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

Question J6

Only one answer can be accepted for this question.

If the respondent produces agricultural products, but he/she doesn’t sell any of the produced products, the answer to this question should be “Other” (code ‘10’). This may be the case with most of the peasants interviewed.

Question J8

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

Table J11

Fill this table **column by column**.

“Not applicable” only applies to the second column of this table, since this question can not be not applicable for the first column (we expect the respondent to name at least one such factor; and even if s/he can not answer the questions, we have codes ‘98’ and ‘99’ reserved).

Section E: Education

Question E1

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

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

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

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

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

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

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

Question E2

We are not interested here in the cases of attending/finishing secondary school that young respondents may mention.

Question E3

In option ‘1’, we are interested in those respondents who are attending their first ever educational program, e.g., university program.

In option ‘3’, “To change my specialization” includes option “getting a new specialization.”

Questions E3 and E6

In case if the respondent attended several educational programs during the last 3 years, ask these questions about the last of these programs.

Question E9, Table E9

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

Table E12

Fill this table **column by column**.

Section H: Health

Question H3a

Answer to this question should be “Yes” even in case if the respondent has visited the health facility NOT for medical care, but, e.g., to get a document.

Question H4

FOR ARMENIA ONLY: In case if the respondent visited health facility NOT for medical care, you can use code ‘97’ (“Not applicable”) – add it to the questionnaire.

Questions H7 and H8

Question H7 asks about respondent’s inability to complete his/her typical daily activities due to illness or injury, and is applicable for all respondents no matter whether they are employed or not; while question H8 asks specifically whether they missed their work.

Respondent may answer “2 days” to question H7 (meaning he/she did not feel well and was not working productively, if employed), and ‘0 days’ to question H8 (meaning he/she did not miss work, despite the fact he/she felt ill).

Question H9

If the respondent does not smoke, write ‘0’. If the respondents smokes less than one cigarette per week, circle code ‘997’ (“Not applicable”).

FOR ARMENIA ONLY: skip to question H11 is a mistake here, please delete it in your questionnaires.

Question H11

4 or more glasses of beverages are meant, not liters, bottles, etc. Glasses are defined the following way. For hard alcohol, this is one shot. For wine, this is one wineglass. For pear, this is one bottle of beer.

Question H14

By education on “sexual health and family formation” we mean information about a healthy sexual life.

Section S: Social Capital

Question S3

In option J (“Had supper in a restaurant”), we are interested in the very fact of the respondent is having supper in a restaurant, no matter whether he went there on his/her own, was invited by someone, or of is this a regular practice for him/her or not. This option should be circled if the respondent did have supper in a restaurant in the last 6 months, no matter what were the exact circumstances of having this supper.

Question S7

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

Question S9

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

Question S12

As mentioned above, you will have half of the questionnaires asking this question about men and another half – asking about women. Before the Table S12, you have respective code pre-coded in the questionnaire. Do not change anything in this code.

Please do not try to make any “adjustments” in this question, rather, ask exactly what is printed in the questionnaire that you’ve got.

Table S13

Fill this Table **column by column**.

While asking this question, you are expected to ask about Armenians (code 7) in Armenia, Azerbaijanis (code 8) in Azerbaijan, and Georgians (code 9) in Georgia.

All ethnic groups have to be asked in all countries, except last two ethnic groups that are specifically for Georgia. If you are working in Georgia, please **DO** ask about last two ethnic groups. If you work anywhere else but Georgia, **DO NOT** ask about these two ethnic groups.

Section R: Crime

Question R1, Table R1

Fill this Table **row by row**.

Option “Not applicable” should be circled only in cases where the respondent would never happen to be in the location mentioned in the table, for instance, in the row 2 if the respondent is **both** unemployed and is not a student.

In row 4 (“Public and recreational places (theater, restaurant, etc.”), we mean the respondent is on his/her own in these places, without anybody accompanying him/her, although there might be any number of other people around, but they are not associated with the respondent in any way.

Question R2, Table R2

Fill this Table **row by row**.

Question R6, Table R6

Fill this Table **row by row**.

Section P: Political Views

Question P5, Table P5

Fill this Table **column by column**.

Please make sure that the respondent names only 3 most important sources of information. S/He may have more sources of information, of course, but s/he is expected to name only those that are most important to him/her. It may be the case that the respondent names only one source or only two sources and can not think of anything else – it’s acceptable as far as you made sure to ask about the second main and third main source. In case if the respondent can not think of second and/or third main source of information, circle code ‘97’, “Not applicable” in respective column(s).

You can not accept more than one answer per column.

Question P6, Table P6

Fill this Table **column by column**.

Question P7

This question asks about a political event that happened during respondent's lifetime and which the respondent finds most memorable; this event could have happened anywhere in the world, at any time during the respondent's life.

This is the only question throughout the questionnaire where we do not provide expected answers and where we ask you to write down respondent's answer. Please make sure to record what the respondent tells you, using the respondent's own words, even if you find the answer somehow strange, and ask about the year and the place the event happened, if the respondent remembers it. If, however, the respondent's answer is too wordy, ask him/her to give you a short answer that you can record.

We ask you to use handwriting that will be reasonably easy for strangers to read, since other people will be working on analyzing answers to this question.

Question P8

Both presidential and parliamentary elections are applicable here, whatever happened last in the country where the interview is conducted. However, this question does NOT refer to local elections.

Question P9

Don't read out the options provided in the questionnaire – the respondent should answer the question without any help from your side. You should not accept more than two answers, so in case if the respondent names more than two reasons for not voting, ask him/her to name only the most important ones, and not more than two reasons.

Questions P14 and P15, Table P14

This table has to be filled **column by column**.

First, you will be asking about respondents' attitude towards economic (P14) and then – towards political (P15) cooperation of the country where the interview is being conducted with nine countries (or unions) listed in the Table P14.

We want the respondents to rank their attitude on the scale from 1 to 10, where '1' stands for "No cooperation" and '10' stand for "Full cooperation". You should not mention the codes '98' and '99' to the respondent, use these codes only in the case if the respondent definitely can not make his/her mind, or refuses to answer the question in respect to the given country.

Ask about the countries named in the Table P14 one by one, following the order they are listed in the Table, and name the following country **after** you get answer (score) for the previous one. All answers for this question have to be written in the respective row and column of the Table P14.

IMPORTANT: At the end of the Table P14, we ask about the countries of the South Caucasus. The questionnaire is the same in all countries, so all three countries are in this Table. However, you should not ask about the country where the interview is being conducted. So, if the interview is conducted in Armenia, you should not ask about the attitudes towards cooperation with Armenia, no matter representative of which ethnic group you are interviewing. The respective row remains empty.

Question P16

IMPORTANT: While asking this question, you have to name only the majority language of country where the interview is conducted: Armenian in Armenia; Azerbaijani in Azerbaijan, and Georgian in Georgia; again, no matter what ethnic group the respondent you are interviewing belongs to.

Question P19, Table P19

This table has to be filled **row by row**.

Question T6

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

Questions W9-W18

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

Section B: Corruption
(not applicable for Azerbaijan)

Questions B1 and B2

DO NOT read out option #3 in these questions.

Tables B3 and B4

While conducting interviews, ROTATE the order of the spheres in the list provided in these tables in every other interview: if you read the spheres from 1 to 14 in Table B3 during your first interview, read them from 14 to 1 during the second interview; then, again, from 1 to 14 in the forth interview, and so on. Same requirement applies to the list provided in Table B4.

Fill both tables row by row.

Questions B5.1 and B5.2

In option 'C', it means that there is no pipeline water.

Table B5

Fill this table **column by column**.

HOUSEHOLD MEMBER NUMBER
OF THE RESPONDENT OF THE INDIVIDUAL INTERVIEW

It's crucial that you complete this part of the questionnaire immediately after both interviews are finished in this household.

Make sure that the household interview is completed in this household. Closely follow the instructions in the part of the questionnaire.