



STATISTICS (LISTING EXERCISE) REGULATIONS, 2021

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SCHEDULE

Listing Exercise Questionnaire

S.I. 2021 No. 51

Statistics Act

CAP. 192

STATISTICS (LISTING EXERCISE) REGULATIONS, 2021

The Minister, in exercise of the powers conferred on him by section 13 of the *Statistics Act*, makes the following Regulations:

Citation

1. These Regulations may be cited as the *Statistics (Listing Exercise) Regulations, 2021*.

Definitions

2. For the purposes of these Regulations,

“assessment period” means the period between 2nd August, 2021 and 4th December, 2021;

“ED” means enumeration district;

“enumeration district” means any one of the districts into which Barbados is divided pursuant to regulation 4;

“ID” means identification;

“listing exercise” means an exercise undertaken by a listing officer to ascertain and record

(a) the number and name of each resident within a dwelling unit and, where applicable, the contact information for the resident;

(b) the tenure of each dwelling unit;

- (c) particulars concerning ownership of land upon which a dwelling unit is situate;
- (d) the type, material of outer walls, type of roof and type of foundation of each dwelling unit;
- (e) particulars relating to the furnishing, facilities and appliances within each dwelling unit and the utilities available at the dwelling unit; and
- (f) the amount of agricultural products produced and farming done by each resident in a dwelling unit,

in an enumeration district;

“listing exercise questionnaire” means the questionnaire set out in the *Schedule*;

“listing information” means information necessary for the making of true and accurate entries into a listing exercise questionnaire;

“listing officer” means a person appointed as a listing officer in accordance with paragraph (c) of regulation 5(1);

“listing supervisor” means a person who holds the post of Statistician I, Statistician II or Field Officer in the Statistical Service in accordance with the *Public Service (General) Order, 2020* (S.I. 2020 No. 41) and appointed as a listing supervisor in accordance with paragraph (b) of regulation 5(1);

“senior listing supervisor” means a person appointed as a senior listing supervisor in accordance with paragraph (a) of regulation 5(1).

Conduct of a listing exercise

3.(1) The Director shall cause a listing exercise to be conducted during the assessment period.

(2) A listing exercise questionnaire shall be utilised during the assessment period for the purposes of conducting the listing exercise.

(3) A listing exercise questionnaire may be in paper form or in an electronic format.

(4) The relevant information and particulars as set out in the listing exercise questionnaire shall be furnished by the head of the household of each dwelling unit in an enumeration district to a listing officer.

(5) Where a head of the household furnishes information in accordance with paragraph (4), a listing officer shall record the information in the listing exercise questionnaire.

Division of Barbados into enumeration districts

4. The Director shall divide Barbados into enumeration districts and shall prepare a detailed description in writing of every enumeration district and its boundaries for the purpose of the listing exercise.

Appointment and assignment of senior listing supervisors, listing supervisors and listing officers to enumeration districts

5.(1) The Director may appoint such numbers of suitable persons as he considers necessary to be

- (a) senior listing supervisors to coordinate and supervise the work of an appropriate number of listing supervisors and listing officers;
- (b) listing supervisors to assist in the training and control of listing officers in the execution of the duties of the listing officers; and
- (c) listing officers to collect listing information which is to be collected from the conduct of the listing exercise.

(2) Where it appears to the Director that a senior listing supervisor, listing supervisor or listing officer is unfit to perform his functions under these Regulations, the Director may terminate his appointment and may appoint a fit and proper person in his place to perform those functions.

(3) Notice of an appointment or the cancellation of an appointment of every senior listing supervisor, listing supervisor or listing officer shall be published in the *Official Gazette* and in one or more daily newspaper published in Barbados.

Assignment to enumeration districts

6.(1) A listing supervisor may be assigned to one enumeration district or more in respect of the listing exercise.

(2) A listing officer may be assigned to 5 or more enumeration districts for the purposes of conducting the listing exercise.

Functions of senior listing supervisor

7. The functions of a senior listing supervisor are as follows:

- (a) to give all necessary instruction to listing supervisors in his assigned supervisory enumeration district;
- (b) to serve as a linkage between the Department responsible for statistical service, listing supervisors and listing officers;
- (c) to deliver kits, stationery and listing exercise questionnaires or tablets to listing supervisors and to ensure their safe return;
- (d) to solve any problems which may arise from time to time in respect of the listing exercise;
- (e) to monitor the progress of the listing exercise;
- (f) to prepare and submit reports on the progress of listing officers;
- (g) to attend training sessions relating to the supervision of listing supervisors and listing officers;
- (h) to ensure that listing supervisors are fully aware of the boundaries of their enumeration districts; and
- (i) to carry out generally all instructions issued to him by the Director for the purpose of conducting the listing exercise.

Functions of listing supervisor

8. The functions of a listing supervisor are as follows:
- (a) to take each listing officer around the boundaries of the enumeration districts assigned to the listing officer;
 - (b) to give all necessary instructions to listing officers in respect of the assigned enumeration districts;
 - (c) to issue listing officers with listing exercise questionnaires or tablets for the purpose of accessing electronic listing exercise questionnaires which are to be used to conduct a listing exercise in the enumeration districts and any other articles which are necessary for conducting the listing exercise;
 - (d) to receive and examine all entries made on listing exercise questionnaires by listing officers and, where it appears upon examination that any listing information in any listing exercise questionnaire is defective or has been omitted, to require the listing officer responsible for filling out the listing exercise questionnaire to take steps to correct the defective listing information or omission;
 - (e) to transmit to the Director, within the time specified by the Director, all listing exercise questionnaires, tablets and any other articles delivered to him by the listing officers under his control; and
 - (f) to carry out generally all instructions issued to him by the Director for the purpose of conducting the listing exercise.

Functions of listing officer

9. The functions of a listing officer are as follows:
- (a) to notify his assigned listing supervisor and the Director of every permanent change of his address within 2 days of that change;

- (b) to conduct and complete a listing exercise within his assigned enumeration districts during the assessment period;
- (c) to carefully preserve any written instructions, books, listing exercise questionnaires, documents or any other articles or items issued to him in connection with his assigned enumeration districts and to return them to the Director on the completion of the listing exercise or when called upon to do so;
- (d) to visit personally, within the assessment period as specified by the Director, every building and household in his assigned enumeration districts to obtain all listing information necessary for the filling out of the listing exercise questionnaire and to accurately record the listing information received;
- (e) to make further visits to buildings and households, where on a first visit thereto the required listing information cannot be obtained and, on the direction of his listing supervisor, to revisit any building or household for the purpose of gathering the relevant listing information in respect of omissions or correcting or verifying entries in any listing exercise questionnaire; and
- (f) to carry out generally such instructions issued to him by the Director or the listing supervisor for the purpose of conducting the listing exercise.

Entry and inspection of premises

10. The Director and every senior listing supervisor, listing supervisor and listing officer appointed under these Regulations may, for any purpose connected with the listing exercise, enter and inspect any premises and make such inquiries as he considers necessary in the performance of his duties.

SCHEDULE

*Listing Exercise Questionnaire**(Regulation 2)*

Statistics (Listing Exercise) Regulations, 2021
(S. I. 2021 No.)

Listing Exercise Questionnaire

Please complete all the relevant information before commencing the questionnaire.

Section to be filled out by the Listing Officer	
Name of Listing Officer: _____	Listing Officer's ID:
Parish: _____	
Enumeration District:	Building ID:
Start Date (DD/MM/YYYY): - -	
Start Time (24hr): :	
Section to be filled out by the Listing Officer after completing the Interview	
End Date (DD/MM/YYYY): - -	
End Time (24hr): :	Interview Status:
1 - Completed 2 - Partially Completed 3 - No Contact 4 - Refused 5 - Partially Refused 6 - No Suitable Respondent 7 - Vacant	
Listing Officer's Remarks: _____	
Section to be filled out by the Listing Supervisor	
Listing Supervisor's Name: _____ Listing Supervisor's ID:	
End Date (DD/MM/YYYY): - -	Interview Status:
Listing Supervisor's Remarks: _____	

Schedule - (Cont'd)

Individual Listing

I1. Building ID: I2. Parish: I3. ED Number:

I4. Building Number: I5. Dwelling Unit Number: I6. Household Number:

ID No.	Surname, First Name, Middle Initial (1)	Usual Residence (2)	Sex (3)	Date of Birth DD-MM-YYYY (4)	Age (5)	Relation to head of household (6)
01				- -		
02				- -		
03				- -		
04				- -		
05				- -		
06				- -		
07				- -		
08				- -		
09				- -		
10				- -		

*Schedule - (Cont'd)***Individual Listing - (Concl'd)**

ID No.	Surname, First Name, Middle Initial (1)	Usual Residence (2)	Sex (3)	Date of Birth DD-MM-YYYY (4)	Age (5)	Relation to head of household (6)
11		☐	☐	- -		
12		☐	☐	- -		
13		☐	☐	- -		
14		☐	☐	- -		
15		☐	☐	- -		
16		☐	☐	- -		
17		☐	☐	- -		
18		☐	☐	- -		
19		☐	☐	- -		
20		☐	☐	- -		

Schedule - (Cont'd)

Housing and Household Information

H1. Building ID: H2. Parish: H3. ED Number:

H4. Building Number: H5. Dwelling Unit Number: H6. Household Number:

H7(a) - What is the district?

H7(b) - What is the street address?

H7(c) - What is the best phone number for follow up contact?

H7(d) - What is your email address?

H8 - What type of dwelling unit is this?

- ☐ 1) Separate house/Detached house/ Undivided house
- ☐ 2) Rented room in a separate house/ Detached house
- ☐ 3) Government terrace unit/Apartment
- ☐ 4) Private apartment
- ☐ 5) Townhouse/Condominium
- ☐ 6) Duplex/Double house
- ☐ 7) Part of a commercial building
- ☐ 8) Group dwelling
- ☐ 9) Other (Please specify):

If rented room, observe outer walls, roof, floor and foundation. Fill in H9-H12 accordingly. Then skip to H16.

H9 - Of what materials are the outer walls made?

- ☐ 1) Concrete
- ☐ 2) Concrete board
- ☐ 3) Concrete block
- ☐ 4) Makeshift materials
- ☐ 5) Plywood
- ☐ 6) Stone
- ☐ 7) Wood and concrete
- ☐ 8) Wood/Timber
- ☐ 9) Wood/Timber and concrete block
- ☐ 10) Other (Please specify):

H10(a) - What type of roof is this?

- ☐ 1) Low gable
- ☐ 2) High gable
- ☐ 3) Flat/Split
- ☐ 4) Hip
- ☐ 5) Combination
- ☐ 6) Other (Please specify):

Schedule - (Cont'd)

Housing and Household Information - (Cont'd)

H10(b) - Of what material is the roof covering made? ☐ 1) Wooden shingles ☐ 2) Asphalt shingles ☐ 3) Roofing tiles ☐ 4) Corrugated metal sheets (Galvanised or Permaclad) ☐ 5) Concrete ☐ 6) Rubberoid ☐ 7) Asbestos ☐ 8) Makeshift/Thatch ☐ 9) Other (Please specify): _____ H11 - Of what material is the floor made? ☐ 1) Masonry (Concrete) ☐ 2) Wood ☐ 3) Cement board ☐ 4) Combination of cement board, wood and masonry ☐ 5) Makeshift materials ☐ 6) Other (Please specify): _____ H12 - How is the foundation of the house constructed? ☐ 1) Fully enclosed foundation ☐ 2) Pillars or columns with groundsill ☐ 3) Pillars or columns without groundsill ☐ 4) Loose rock ☐ 5) Other (Please specify): _____	If dwelling unit is a rented room, skip to H16. H13 - In what year was the dwelling built? ☐ 1) 2018-2021 ☐ 2) 2014-2017 ☐ 3) 2010-2013 ☐ 4) 2001-2009 ☐ 5) 1991-2000 ☐ 6) 1981-1990 ☐ 7) 1980 or before ☐ 8) Don't know H14(a) - Occupancy status ☐ 1) Occupied ☐ 2) Unoccupied If occupied, go to question H14(c). H14(b) - If unoccupied, is unit ☐ 1) For rent ☐ 2) For sale ☐ 3) For rent/sale ☐ 4) Other arrangements ☐ 5) Arrangement unknown H14(c) - What is the state of construction? ☐ 1) Completed ☐ 2) Under active construction ☐ 3) Under inactive construction ☐ 4) Derelict If Unit is unoccupied end interview here. If Unit is occupied by only non-residents, go to questions H15, H16 and H20-H22. If Unit is occupied by any residents, continue from H15.
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Schedule - (Cont'd)

Housing and Household Information - (Cont'd)H15(a) - How many bedrooms does this dwelling have? H15(b) - How many bathrooms does this dwelling have? H15(c) - What is the total number of rooms in this dwelling? (Exclude kitchen, toilets, bathroom, garages, patios, verandas, laundry rooms)

H16 - Do you share a bathroom with any other household?

- ☐ 1) Yes
☐ 2) No

H17(a) - Under what type of tenure is this dwelling occupied?

- ☐ 1) Owned
☐ 2) Private rented/Leased
☐ 3) Government rented/Leased
☐ 4) Rent free
☐ 5) Squatted
☐ 6) Other (Please specify):

If rented or leased, go to H17(d).

H17(b) - If owned, by how many males/females?

Males: Females:

H17(c) - If owned, was it acquired through

- ☐ 1) Government project
☐ 2) Private sector
☐ 3) Inheritance
☐ 4) Self-constructed
☐ 5) Other (Please specify):

If not rented/leased go to question H19(a).

H17(d) - What is the rental period for this dwelling?

- ☐ 1) Weekly
☐ 2) Fortnightly
☐ 3) Monthly
☐ 4) Quarterly
☐ 5) Half-yearly
☐ 6) Annually

H17(e) - How much rent are you now paying?

\$

*Schedule - (Cont'd)***Housing and Household Information - (Cont'd)**

H18 - Is this dwelling rented, fully furnished, semi-furnished or unfurnished?

- ☐ 1) Fully furnished
☐ 2) Semi-furnished
☐ 3) Unfurnished

H19(a) - Under what type of tenure is this land occupied?

- ☐ 1) Owned
☐ 2) Private rented/Leased
☐ 3) Government rented/Leased
☐ 4) Rent free
☐ 5) Squatted
☐ 6) Other (Please specify):

H19(b) - If owned, by how many males/females?

Males: Females:

H19(c)- Does the land form part of an approved subdivision? (Tenantry or otherwise)

- ☐ 1) Yes
☐ 2) No

H19(d) - If owned, how was the land acquired?

- ☐ 1) Tenancies programme
☐ 2) Government
☐ 3) Private sector
☐ 4) Inheritance
☐ 5) Other (Please specify):

If not rented/leased go to question H20.

H19(e) - What is the rental period for this land?

- ☐ 1) Weekly
☐ 2) Fortnightly
☐ 3) Monthly
☐ 4) Quarterly
☐ 5) Half-yearly
☐ 6) Annually

H19(f) - How much rent are you now paying?

\$

H20 - How is your main water supply obtained?

- ☐ 1) Piped into dwelling
☐ 2) Piped into yard
☐ 3) Neighbour/Friend/Relative's pipe
☐ 4) Public stand pipe/Public tank
☐ 5) Stream/Spring/Well
☐ 6) Other (Please specify):

*Schedule - (Cont'd)***Housing and Household Information - (Cont'd)**

H21(a) - What type of toilet facilities does this dwelling unit have?

- ☐ 1) Toilet linked to sewer
- ☐ 2) Toilet linked to suck well/Soak-away
- ☐ 3) Toilet linked to private sewerage treatment facility/Septic tank
- ☐ 4) Pit toilet
- ☐ 5) Other (Please specify):

☐ 6) None

If none, go to H22(a).

H21(b) - Are the toilet facilities shared with any other household?

- ☐ 1) Yes
- ☐ 2) No

H22(a) - Does your household generate renewable energy for your own use? (Score as many as applicable)

- ☐ 1) Yes, solar water panels
- ☐ 2) Yes, photovoltaic (pv) panels
- ☐ 3) Yes, wind power (e.g. wind turbine, windmill)
- ☐ 4) Yes, bioenergy
- ☐ 5) Yes, other sources (Specify):

☐ 6) No

H22(b) - What source of lighting is mainly used by this household?

- ☐ 1) Electricity
- ☐ 2) Kerosene
- ☐ 3) Gas
- ☐ 4) Battery operated devices
- ☐ 5) Renewable energy
- ☐ 6) Other (Please specify):

H22(c) - What source of energy is mainly used for cooking?

- ☐ 1) Natural gas
- ☐ 2) Liquefied Petroleum Gas (LPG)
- ☐ 3) Electricity
- ☐ 4) Wood/Charcoal
- ☐ 5) Kerosene
- ☐ 6) Renewable energy
- ☐ 7) Biogas
- ☐ 8) Other (Specify):

If unit is occupied by only non-residents, end interview here.

H23(a) - Does this dwelling unit have fixed internet access?

- ☐ 1) Yes
- ☐ 2) No

Schedule - (Cont'd)

Housing and Household Information - (Cont'd)

H23(b)i - Which of these appliances/household equipment does your household have?
(Score as many as are applicable)

- ☐ 1) Stove
- ☐ 2) Refrigerator
- ☐ 3) TV
- ☐ 4) Radio/Stereo system
- ☐ 5) Fixed line telephone
- ☐ 6) Microwave
- ☐ 7) Washing machine
- ☐ 8) DVD player/VCR
- ☐ 9) Computer (Laptop, Desktop)
- ☐ 10) Toaster oven
- ☐ 11) Cable TV/Satellite
- ☐ 12) Deep freeze
- ☐ 13) Non-solar water heater
- ☐ 14) Water tank
- ☐ 15) Clothes dryer
- ☐ 16) Dish washer
- ☐ 17) Android TV device
- ☐ 18) Game consoles (e.g. Xbox, Playstation, Nintendo, etc.)
- ☐ 19) Smoke alarm
- ☐ 20) Air conditioner
- ☐ 21) Generator
- ☐ 22) Home security equipment

For households in rented rooms in separate house/apartment only.

H23(b)ii - Which of these appliances/household equipment does your household share?
(Score as many as are applicable)

- ☐ 1) Stove
- ☐ 2) Refrigerator
- ☐ 3) TV
- ☐ 4) Radio/Stereo system
- ☐ 5) Fixed line telephone
- ☐ 6) Microwave
- ☐ 7) Washing machine
- ☐ 8) DVD player/VCR
- ☐ 9) Computer (Laptop, Desktop)
- ☐ 10) Toaster oven
- ☐ 11) Cable TV/Satellite
- ☐ 12) Deep freeze
- ☐ 13) Non-solar water heater
- ☐ 14) Water tank
- ☐ 15) Clothes dryer
- ☐ 16) Dish washer
- ☐ 17) Android TV device
- ☐ 18) Game consoles (e.g. Xbox, Playstation, Nintendo, etc.)
- ☐ 19) Smoke alarm
- ☐ 20) Air conditioner
- ☐ 21) Generator
- ☐ 22) Home security equipment

*Schedule - (Concl'd)***Housing and Household Information - (Concl'd)**

H24 - How many vehicles does this household have for private use?

- ☐ 1) 0
- ☐ 2) 1
- ☐ 3) 2
- ☐ 4) 3
- ☐ 5) 4 or more

H25 - Have any members of this household produced any agricultural products during the last year (including sugar cane vegetables, root crops, fruit, floriculture, greenhouse products, aquaculture, hydroponics/aquaponics products, cattle, pigs, sheep, goats, chickens, bees, rabbits)? (This includes production for sale or home consumption.)

- ☐ 1) Yes
- ☐ 2) No

H26 - Please indicate the agricultural products produced by members of the household in the last year. (Score as many as applicable)

- ☐ 1) Sugarcane farming
- ☐ 2) Fruit farming
- ☐ 3) Vegetable farming
- ☐ 4) Horticulture
- ☐ 5) Root crop farming
- ☐ 6) Livestock farming

- ☐ 7) Herbs
- ☐ 8) Poultry farming
- ☐ 9) Cotton
- ☐ 10) Fish farming
- ☐ 11) Aquaponics/Hydroponics
- ☐ 12) Other (Please specify):

H27 - In which parishes were the agricultural products produced? (Score as many as applicable)

- ☐ 1) St. Michael
- ☐ 2) Christ Church
- ☐ 3) St. Philip
- ☐ 4) St. James
- ☐ 5) St. Thomas
- ☐ 6) St. George
- ☐ 7) St. Joseph
- ☐ 8) St. John
- ☐ 9) St. Andrew
- ☐ 10) St. Peter
- ☐ 11) St. Lucy

Made by the Minister this 29th day of July, 2021.

M. CADDLE

Minister responsible for Statistical Services