

Ministry of Economic Development of Georgia
State Department for Statistics

Agricultural Census of Georgia 2004



Enumerator's Notebook

Autonomous Republic/Region

Rayon

City/town

Sakrebulo

Village.....

.....

Street, house # (in case of city/town)

.....

.....

.....

Enumeration Area #

Supervisor Area #

.....
(Name of the Enumerator)

.....
(Address and phone number of the Enumerator Area)

Enumerator's signature

Supervisor's signature

Basic concepts and definitions

1. Agricultural holding (holding) and its holder

Agricultural holding (which in the sequel often will be referred to as **holding**) is the object of the Agricultural Census. **Agricultural holding** is an economic unit engaged in agricultural production under single management (according to the internationally recognized methodology, the economic units engaged **only** in agricultural services, forestry, fishery or hunting are not considered as holdings and are not objects of the Agricultural Census). Single management is exercised by the **holder** of the agricultural holding.

Holder is a natural person, group of natural persons, a juridical person or other subject which takes basic decisions on use of resources of the holding, operates the holding directly or controls its operation by a specially assigned person (a family member, a hired manager) and has financial and economic rights and responsibility for the holding. The **hired manager**, unlike the holder has no financial and economic rights and responsibility, also he/she does not take decisions on use of holding's resources – he/she only manages day-to-day operation of the holding. A hired manager who shares financial and economic responsibilities with the holder must be considered as coholder (see below). For the purposes of the census, the following types of **holder** are distinguished

- **Household** – decisions about operating the holding are taken by the household head or some household members jointly while the holding production and income are used by all household members. For the purposes of the census in this case the holding is called **family holding**. In case of family holding we will refer by the name **holder** both to the household and to the household member directly responsible for holding operation – as a rule that will be the household head.
- **Several households** – decisions about operating the holding are taken (without any formal juridical registration) by a group of natural persons from two or more households while the holding production and income are used by all households. For the purposes of the census each household (as well as its member responsible for operating the holding) will be called **coholder** while such holding will be called **coholding**.
- **Individual entrepreneur** – a natural person registered according the Law of Georgia “On Entrepreneurs”. For the purposes of the census such a holding is called **individual agricultural enterprise**.
- A juridical person created according to the Law of Georgia “On Entrepreneurs” (**Joint Responsibility Society, Comandite Society, Limited Responsibility Society, Joint Stock Company, Cooperative**). For the purposes of the census such a holding is called **agricultural enterprise**.
- Other subject (association, union, state agency, church, monastery etc.) For the purposes of the census such a holding is called **other type holding**.

2. Household

Household is one possible type of holder. **Household** is a person or a group of persons which live together, jointly consume food or other essentials for living and pool their incomes and property to a greater or lesser extent.

3. Total land of the holding and parcel

Total land of the holding consists of land owned by the **holder** and land rented in by the **holder** except that part of them (if such exists) which is rented out. It is quite possible that total land of the holding consists only of land rented in. Total land of the holding may consist of several parcels located even in different administrative units. For the purposes of the census a **parcel** is defined as an isolated part of the total land of the agricultural holding completely surrounded by such territory (land of other holding, state land, water, road, wood etc.) which is not a part of the given holding

Instructions

On Conducting Agricultural Census of Georgia 2004 and Filling the Census Questionnaire

1. Time of Conducting the Census and Census Tools

The enumerator is responsible for carrying out **field works of agricultural census** from 25 September to 4 October 2004. He/she has to ensure enumeration of each holding within his/her enumeration area and obtaining of correct answers to the questions.

Field works of the census consist of 2 stages:

- 1) **Preliminary tour** – 25-26 September;
- 2) **Enumeration** – 27 September – 4 October.

Besides, during 5 days after termination of field work the enumerator must be at disposal of the supervisor for correcting mistakes within the framework of control activities carried out by the supervisor.

Before beginning of the training the enumerator receives from the supervisor **Enumerator's Notebook** placed in a special plastic bag. Enumerator's notebook consists of the following parts:

- a) Instructions on Conducting Agricultural Census of Georgia 2004 and Filling the Census Questionnaire
- b) Holding list (Form #1);
- g) Coholders' sheet (Form #2);
- d) 144 census questionnaires (Form #3) 144;

First page of the cover (**Cover sheet**) contains the data about enumeration area defining its boundaries. Cover sheet should be filled by the supervisor. The second page of the cover contains **Basic Concepts and Definitions** which are used during the census. **The enumerator has to read them carefully.**

2. Preliminary tour. Rules of Filling Columns 1-4 of Form #1

Preliminary tour is conducted on 25-26 September. Its aim is to determine the list of enumeration units (**holdings**) in the enumeration area. During the preliminary tour only the columns 1-4 of the holder list (Form #1) are to be completed. Other columns must be completed during enumeration at the end of each working day on the basis the Census Questionnaire. Form #1 should be filled using the lead pencil specially given to the enumerator. If a record is found incorrect it must be erased by the specially given rubber and replaced by the correct record.

During the preliminary tour the enumerator visits all the dwellings as well as offices of agricultural enterprises and other type holdings located within his/her enumeration area.

a) When entering into a dwelling, the enumerator determines how many **households** live in the dwelling (see **Basic Concepts and Definitions – 2. Household**). For each household, the enumerator carries out the following procedure.

1) **In the 1st column of Form #1** he/she writes the name of the city/town or sakrebulo and village, while **in the 2nd column** the first and last names of the household head (holder). **In the 3rd column** the code 1 (denoting a **family holding**) should be recorded while **in the 4th column** the holding number in the list

2) He/she asks the respondent whether a member or a group of members of the household operates a holding together with member(s) of other household(s) as a coholder. If that is the case, **in the 2nd column** the first and last names of the coholder are recorded, **in the 3rd column** the code 2 (denoting a coholding) while **in the 4th column** the holding number in the list.

Besides, for each coholder of that coholding corresponding records are made in the coholders' sheet (**Form #2**). **In the 1st column** the holding number from the **Form #1** is recorded, **in the 2nd column** the first and last names of the coholders are recorded while **in the 3rd column** their addresses. Moreover,

in the first place, beside the holding number, the data on that coholder should be recorded whose household the enumerator is visiting. **If the household is operating several coholdings, for each one a separate row should be filled in Form #1. Correspondingly in Form #2 the records are made about each coholding.**

3) He/she asks the respondent whether a member of the household is operating an **individual agricultural enterprise** (see **Basic Concepts and Definitions – 1. Agricultural holding (holding) and its holder**). If that is the case, in the **2nd column** the name of the individual enterprise is recorded, **in the 3rd column** the code 3 (denoting an individual enterprise) while **in the 4th column** the holding number in the list. **If the household is operating several individual enterprises, for each one a separate row should be filled in Form #1**

b) When entering into the office of an agricultural enterprise or an other type holding, the enumerator **in the 1st column** of Form #1 writes the name of the City/town or sakrebulo and village while **in the 2nd column** the name of the holder (company, cooperative etc.). **In the 3rd column** the code 4 (denoting agricultural enterprise or other type holding) should be recorded while **in the 4th column** the holding number in the list.

For each holding the record must be done only in one row without omission! If the number of holdings within the enumeration area exceeds the number of rows, the enumerator immediately lets it know to the supervisor. The supervisor gives him/her the additional Enumerator's Notebook whose Cover sheet is identical to that of the basic one with the only exception that next to the number of Enumeration area the letter "a" is written in the basic Notebook and the letter "b" in the additional Notebook. Then the enumerator continues the preliminary tour and records the data about the holdings in Form #1 of the additional Notebook continuing the numbering of holdings in the column 4.

During the preliminary tour the enumerator asks the holder to prepare him/herself for the future interview: to determine precisely the areas of parcels, the areas under temporary and permanent crops, numbers of trees etc. in order that it would be easy for him/her to answer the questions during the interview.

After completing the Holding List the enumerator gives the notebook to the supervisor who together with the enumerator checks the correctness of records and coverage of holdings. If a missing holding is revealed, the data on it are added at the end of the list under the corresponding number. After checking, the Notebook is returned to the enumerator.

After that, before beginning the enumeration, the enumerator fills the heads of as many census questionnaires (Form #3) as there are holdings in the Holding List. Rayon, numbers of Supervisor and Enumeration Areas are filled from the cover sheet. As to the holding # within the enumeration area, in the first questionnaire 1 must be recorded, in the second one 2 and so on. **The number written in the row "Holding # within the enumeration area" must be the number of the questionnaire in the Enumerator's Notebook.**

3. Enumeration. Rules for filling Census Questionnaire

Enumeration is conducted from 27 September to 4 October. During enumeration for each holding from **Holding List** (Form #1) the enumerator completes **Questionnaire of Census of Agriculture of Georgia 2004** (Form #3). **The number written in column 4 of Form #3 must coincide with the holding number indicated in the head of the Questionnaire!** If during enumeration a holding is revealed which is not in Holding List (e.g. nobody was home) the enumerator adds its requisites at the end of the list in Columns 1-4 assigning the corresponding number in Column 4, and then completes the questionnaire next to the last numbered one taking in the head of the questionnaire the holding number from column 4 of the Form #1 and other data from the cover sheet

If on the first visit it was impossible to see the person able to give correct answers to the questionnaire (in case of a household such person must preferably be the holder while in other cases a person directly responsible for operating the holding), the enumerator leaves him/her a request via other household members or persons present in the office to inform about the convenient time for the interview.

If there is nobody in the household or office, the enumerator leaves the written notice with analogous request. In case there is no response from that person, the enumerator pays a second visit at the time of his/her own convenience. If the respondent is still impossible to be found, or the holder refuses to respond, the enumerator immediately let the supervisor know about that.

At the end of each working day the enumerator gives the Enumerator's Notebook to the supervisor for checking the completed questionnaires.

Following general rules must be observed when filling the questionnaire (see the example of the completed questionnaire):

- For filling in the census questionnaire, only the lead pencil specially provided to the enumerator must be used;

- The answers must be given either by placing a cross (X) in the relevant square or by writing figures or words in the relevant place; if an item is irrelevant, no mark or record is done;

- In the head of the questionnaire as well as in the 2nd, 4th, and 6th questions the number must be written in special cases, one digit per case. If the number of cases exceeds the number of digits, the digits must be written in the rightmost cases leaving the extra leftmost cases blank.

- Each question must be posed only as it is formulated in the questionnaire;

- If a wrong answer has been recorded, it must be deleted accurately by the specially provided rubber and replaced by the correct one;

- The mathematical relations indicated in the questionnaire must be strictly fulfilled.

Below detailed instructions are given for filling Census Questionnaire.

1. Holding location. Here the address of the **land of the holding** is recorded. If the land of the holding consists of several **parcels**, the holding location is determined by the address of the parcel where holder's house or office is located. If there is no such parcel, then the holding location is determined by the address of the parcel where holding's agricultural structures are located. If there is no such parcel as well, the holding location is determined by the address of the parcel where agricultural machinery of the holding is located. If there is no parcel of the holding satisfying at least one of the above criteria, the holding location will be determined by the address of the parcel with the greatest area. If the address is at rural area, the rows "Autonomous Republic/Region", "Rayon", "Sakrebulo", "Village" must be filled while if the address is in urban area, the rows "Autonomous Republic/Region", "Rayon", "City./town", "Street". "House Number".

2. Who is the holder? For answering this question, one of the types of the holder must be indicated (see **Basic Concepts and Definitions – 1. Agricultural holding (holding and its holder)**) according to which one is appropriate. The box number 9 is checked in case where the holder is of type different of the listed ones, and the type must be specified, which may be an association, union, government agency, monastery etc.

3. Which is the ownership form of the holding? To this question, the answer 1 – "Public" is given if either the holding is a public enterprise or an auxiliary farm of a state institution, or the holder is a joint stock company where more than 50% of shares belong to the state. In any other case, the answer is 2 – "private".

4. Information about the holder.

If the answer to Question 2 is 1 or 2, the first and last names of the holder will be recorded in the rows "First name" and "Last name" while in all other cases the name the holder will be recorded in the row "Name of Company", e.g. "Salkhino" Ltd, JSC "Madli", the school of Khidistavi village, Sapara Monastery etc.

In the row "address" the full address of the holder shall be recorded – autonomous republic/region, rayon, sakrebulo and village if the address is in the rural area, and autonomous republic/region, rayon and/or city (town), street and house number if the address is in the urban area. For agricultural enterprises the actual address should be indicated.

In the row "Phone number (home or office)" the stationary (home or office) phone number of the holder shall be recorded if such exists, without indicating the code of the administrative unit.

In the row "Mobile phone number" the 9 digit mobile phone number of the holder shall be recorded if such exists.

As to the rows “Sex”, “Age”, “Achieved education level”, “Is agriculture is the main occupation?”, if the answer to Question 2 is 1 or 2, the data on the holder (household head or a member of the household actually operating the holding) are recorded while in all other cases the data about holdings’ manager

5. Household composition. This question is asked only in case the answer to Question 2 is 1. In each cell the number of household members in the corresponding age-sex group is recorded. If there is no member of an age-sex group in the household, the corresponding cell remains unfilled. The sum of the 1st, 2nd and 3rd rows of the 3rd column must be equal to the sum of the 1st and 2nd columns of the 4th row. This number should be equal to the total number of household members and should be recorded in the intersection of the 3rd column and 4th row.

6. How many parcels does the total area of the holding consists of? Here the number of parcels must be recorded of which the land of the holding consists. (see **Concepts and Definitions – 3. Land of the holding and parcel**)

7. Information about total area of the holding and its structure.

In the 1st row total area of the holding must be recorded which consists of the land owned by the holder (except that rented out) and of the land rented in. For the purposes of the census under the land owned it is meant not only the land legally registered at the name of the holder but also the land which is actually used by the holder as if owned even without any legal title. If the holder leases out part of the rented land to another person, this part should not be included in the total area of the holding

In the 2nd row the area rented from the state should be recorded (if such exists), while **in the 3rd row** the land rented from private person (if such exists). If the holder is renting the land from an owner who has rented that land from the state, such a land must be considered as land rented from a private person.

After that information about land structure is inserted in the table. If there is no land of a certain category in the holding, the corresponding row remains unfilled. If the total area of the land under a category, after rounding within 0.01 ha equals zero, 0 must be recorded in the corresponding row.

In the 4th row total area under temporary crops is recorded. That is the area which has been sown at least once during the last 12 months.

In the rows from 5 to 11 the areas under corresponding crops should be recorded. All areas under the given crop should be summed. If an area has been sown by the same crop for 2 or more times, the area must be taken as a summand as many times as it has been sown. In the case of the mixed cropping only that part of the total area under the crop mixture should be taken as a summand, which (in the opinion of the respondent) is occupied by the given crop. For instance, if in the holding maize has been sown on 1 ha and another 2 ha were occupied by the mixture of maize and haricot beans where in holder’s opinion maize accounted for a half, in the 6th row 2 must be recorded ($2=1+0.5\times 2$).

In the 12th row the area of the fallow land should be recorded. This is land which has not been sown temporarily (not longer than for 5 years) with the aim of restoring its productivity.

In the 13th row the area of temporarily uncultivated land should be recorded. Here is included the land which has not been sown (even if cultivated) due to damage or other unforeseen reasons (e.g. flood, shortage of resources etc.). The main criterion for distinguishing this case from the previous one is that in this case non-cultivation or non-sowing took place not purposely but due to objective and subjective impeding circumstances.

In the 14th row the sum of the areas in 4th, 12th and 13th rows is recorded which makes the total area of arable land of the holding.

In the rows from 15 to 23, information is recorded about the compact plantations (both homogenous and mixed) of permanent crops.

In the 15th row the total area of orchards should be recorded. Here are included orchards with pome fruit (apple, pear, quince etc.), stone fruit (plum, prune, cherry, cornel, apricot, peach etc.), nuts (walnut, hazelnut, chestnut, almond etc.), subtropical fruit (persimmon, fig, pomegranate, feijoa etc.), mulberry and other fruit, both homogenous and mixed.

In the 16th row total area under berries (strawberry, raspberry, currant, gooseberry etc.) is recorded.

In the 17th row the total area under vineyards is recorded with further subdivision into area under white and red species in the 18th and 19th rows.

In the 20th row total area under citrus plantations (lemon, orange, tangerine, grapefruit etc.) should be recorded, both homogenous and mixed.

In the 21st row the total area under tea plantations is recorded.

In the 22nd row the total area under other permanent crops (tung tree, bay tree, eucalyptus, bamboo etc.) should be recorded.

In the 23rd row the sum of the areas indicated in 15th, 16th, 17th, 20th, 21st and 22nd rows should be recorded which makes the total area under permanent crops in the holding.

In the 24th row total area of land under protective cover is recorded. Here the land located under permanent constructions roofed by glass or plastic is meant.

In the 25th and 26th rows the areas of permanent pastures and permanent meadows, respectively should be recorded. These are lands where the naturally grown grass is used for pasturing or haying respectively. If an area used for pasturing or haying is sown by the holder, it does not enter into these categories but into the category "Fodder crops" in the 11th row.

In the 27th row the sum of 14th, 23rd, 24th, 25th, 26th rows must be recorded which makes the total area of agricultural land of the holding.

In the 28th row the area of land under yards and buildings must be recorded. Here are included areas under buildings used for keeping machinery and storage, farmyards, land under holder's house and yard if it is part of holding and is not used for agricultural production.

In the 29th row the area under woods should be recorded. Here are included compact plantations (both natural and artificial) of trees which have actual or potential value for production of timber or firewood or for wind protection. Forest tree nurseries should also be included in this category.

In the 30th row the area of the land under water (both natural and artificial) should be included which is used for aquaculture while **in the 31st row** the area of all other land under water should be included.

In the 32nd row the area the land of the holding must be recorded which is not included in any of the above categories.

In the 33rd row the sum of the 28th, 29th, 30th, 31st and 32nd rows should be recorded which makes the total area of non-agricultural land of the holding.

The sum of the 27th and 33rd rows must be equal to the area indicated in the 1st row. If that is not the case, the enumerator must ask the respondent to revise the figures so that this condition would be met.

8. Information about numbers of fruit and citrus trees. For each crop indicated in the table, in the **1st column** of the corresponding row the total number of trees in homogenous and mixed compact plantations (that is, the land recorded either in the row 7 (Orchards) or 15 (Citrus plantations) of the Table 7 of the census questionnaire) should be recorded while in the **2nd column** the number of trees of producing age of them. In **3rd column** the total number of scattered trees should be recorded while in the **4th column** the number of trees of producing age of them. A fruit or citrus tree is considered as scattered if it grows on an area not classified in Table 7 as "Orchards" (Column 15) or "Citrus plantations" (Column 20).

9. Information about numbers of vines by species. First 6 rows of the table are occupied by the 6 most widespread vine species in Georgia. The enumerator asks the respondent to tell which vine species are present in the holding in addition to those 6 listed and records all of them in the rows 7 to 12 of the column named "vine species". If the number of such species exceeds 6, the species with smallest numbers of vines must be ignored. Then the enumerator, beginning from the 7th row, records **in the 1st column** the code of the species from the list of codes given at the back of the enumerator's book. If there is no code in the list for a species named by the respondent, the corresponding row of that column remains unfilled. Then for each species indicated in the table, in the **2nd column** the total number of vines of that species in the vineyards of the holding is recorded while in the **3rd column** the number of vines of producing age of them. In the **4th column** the total number of scattered vines of that species is recorded while in the **5th column** the number of vines of producing age of them. A vine is considered as scattered if it does not grow in a vineyard. If a species from the first 6 rows is absent in the holding, the corresponding row remains unfilled.

10. Information about livestock and poultry numbers. Under livestock and poultry numbers it is understood the number of the livestock and poultry of all age and sex present at the holding on the enumeration day, both raised on the holding and acquired. The table should be filled by rows. If the type indicated in a row is absent on the holding, the row remains unfilled

11. Agricultural machinery used in the holding. For each type of machinery indicated in the table, **in the 1st column** the number used during the last 12 months is indicated while **in the 2nd column** the number of those owned by the holder

12. How last 12 months' agricultural production of the holding was used? The enumerator asks the respondent to estimate how last 12 months' agricultural production of the holding was used (both primary and processed). If according to respondent's estimate the most part (in value terms) was consumed at home, the answer is "1", while if the most part was sold, the answer is "2".

13. Information about food security of the household.

1st question should be answered *Yes* if during the last 12 months there was at least one case when the household was not provided with (could not buy, had not enough self-produced food, could not receive as gift or loan) the food they normally eat. Otherwise the answer should be *No*.

2nd question should be answered *Yes* if during the last 12 months there was at least one case when the household feared that they will not have enough food independent on whether the fear came true or not. Otherwise the answer should be *No*.

4. Rules of filling Columns 5-18 of Form #1

Columns 5-18 of Form #1 are filled during enumeration at the end of each working day

In the 5th column the record is done from 1st row of Table 7 of Census Questionnaire. 5th column must be equal to the sum of 6th and 12th columns.

In the 6th column the record is done from 27th row of Table 7 of Census Questionnaire. 6th column must be equal to the sum of 7th, 8th, 9th, 10th and 11th columns.

In the 7th column the record is done from 14th row of Table 7 of Census Questionnaire.

In the 8th column the record is done from 23rd row of Table 7 of Census Questionnaire.

In the 9th column the record is done from 24th row of Table 7 of Census Questionnaire.

In the 10th column the record is done from 25th row of Table 7 of Census Questionnaire.

In the 11th column the record is done from 26th row of Table 7 of Census Questionnaire.

In the 12th column the record is done from 33rd row of Table 7 of Census Questionnaire.

In the 13th column the record is done from 1st row of Table 10 of Census Questionnaire.

In the 14th column the record is done from 3rd row of Table 10 of Census Questionnaire.

In the 15th column the record is done from 5th row of Table 10 of Census Questionnaire.

In the 16th column the record is done from 7th row of Table 10 of Census Questionnaire.

In the 17th column the record is done from 9th row of Table 10 of Census Questionnaire.

In the 18th column the record is done from 15th row of Table 10 of Census Questionnaire.

After filling each page the enumerator for each of the Columns 5-18 adds the data of the page and writes the sum in the row "Sums of the page"

After finishing enumeration the enumerator for each of the Columns 5-18 adds the data in the rows "Sums of the page" and writes the sum in the row "Sums of enumeration area"

Then the enumerator checks once more the data of his/her enumeration area, signs on Cover sheet and in the second half of 4 October gives Enumerator's Notebook to the supervisor.

Example of the Completed Questionnaire

Holding list (Form #1), continued

Established during the preliminary tour				Established during the enumeration														
City/town or sakrebulo, village	First and last names of the household head (holder)/ Name of the enumeration unit	Code of the holding type*	Holding number within the enumeration area	Total area of the holding (ha)	Of which (ha)							Livestock (heads)						
					Agricultural land	Of which (ha)					Non-agricultural land	Bovines	Buffaloes	Pigs	Sheep	Goats	Poultry	
						Arable land	Land under permanent crops	Greenhouses	Permanent pastures	Permanent meadows								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Sums of the page																		
Sums of the enumeration area																		

*1. Family holding 2. Coholding; 3. Individual agricultural enterprise; 4. Agricultural enterprise or other type holding

Enumerator's comments and suggestions

Vine Species	Code
Avasirkhva	7
Aladasturi	8
Aleksandrouli	9
Aligote	10
Asuretuli shavi	11
Budeshuri	12
Ganjuri	13
Goruli mtsvane	14
Tavkveri	15
Tbilisuri	16
Cabernet Suvignon	17
Karaburnu	18
Kakhuri Mtsvane	19
Kachichi	20
Krakhuna	21
Mgaloblishvili	22
Mujuretuli	23
Orbeluri	24
Itskhanuri sapere	25
Ojaleshi	26
Pino tetri	27
Pino shavi	28
Rachuli tetra	29
Skhalatubani	30
Usakhelouri	31
Kisi	32
Shavkapito	33
Chardonnet	34
Shasla	35
Chkhaveri	36
Dzvelshavi	37
Khalili	38
Khikhvi	39
Jani	40