

# **METHODOLOGY OF RURAL, AGRICULTURAL AND FISHERY CENSUS 2016**

*(Issued together with Decision no. 334/QĐ-BKHĐT dated March 22nd 2016  
of Minister of Planning and Investment)*

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## **I. OBJECTIVES**

The census aims at collecting basic information on agriculture, forestry and fishery (from here onward, generally called agriculture sector) and rural area in Vietnam in order to meet three main purposes:

- Firstly, to assess real situation, analyzing changed trend, setting up plan, development strategy of agriculture sector, rural area and improving living standard of rural residents in whole country as well as in each province;

- Secondly, to evaluate the results implemented of some contents in national target programs on industrialization, modernization of agriculture sector, rural area and the construction of new rural areas; comparing internationally on indicators of agriculture and rural area;

- Thirdly, to establish databases of agriculture sector and rural area, in support of doing research deeply and setting up sample frame for some surveys in the coming years.

## **II. OBJECTS, UNITS AND COVERAGE OF CENSUS**

### **1. Objects**

- a. Labor force of rural households and agricultural, forestry and fishery households in urban areas;
- b. Production conditions of units which have agricultural, forestry and fishery activities;
- c. Living conditions of rural households and agricultural, forestry and fishery households in urban areas;
- d. Infrastructure of social and economic.

### **2. Units**

- a. Rural households
- b. Agricultural, forestry and fishery households in urban areas

- c. Agricultural, forestry and fishery farms
- d. People's committees of communes
- e. Management unit of housing for workers in rural areas
- f. The coordination office of the National Target Program of New-style Rural Areas Building in provinces and centrally controlled cities
- g. Department of Agriculture and Rural Development
- h. Organizations, which are assigned by Ministry of Agriculture and Rural Development, certified agriculture and aquaculture products which meet the criteria of VietGAP and equivalent.
- i. Units of Ministry of National Defence which have agriculture, forestry and fishery production activities

### **3. Coverage**

- a, Census (comprehensive survey) is applied in whole-country for the all survey units

## **III. CONTENT OF CENSUS, QUESTIONNAIRE FORMS**

### **1. Content of census**

#### **a. Information group on real situation of agricultural sector's production**

##### (1) Production units and labors:

- Numbers of units (households, establishments, farms);
- Number of labors of the production units by economic activities.

##### (2) Capital goods (or means of production?)

- Land: land use; cultivated land of some kinds of main trees; land for rent, land for borrowing, the transfer of agricultural, forestry land and land for aquaculture;

- Livestock, poultry: the size of raising livestock by each kind of livestock (or poultry);

- Machinery, equipment: kinds of main machinery and main equipment used in agricultural, forestry and fishery production such as: tractors, mowing-machines, ovens/dryers, fishing boats, etc.

- Science, technology: the implementation of industrialization, modernization and the application of advanced science and technology in agricultural, forestry and fishery production.

(3) Production support activities:

- The information on production support activities including: the information on seeds (varieties), foodstuff for livestock, the prevention for crop plants from insects (or livestock from diseases), pesticide use, accessing credit, etc. in support for agricultural, forestry and fishery production;

- The market for selling, purchasing, and transferring materials (such as: seeds, pesticide, etc), and the agricultural, forestry, fishery products.

(4) the other necessary information:

- Farm economics: labors, land, the value of goods, etc;

- The sales of main agricultural, forestry and fishery products;

- The effects of agricultural, forestry and fishery production to environment.

**b. Information group on rural area and rural inhabitant**

Households, labors, and living standards of rural inhabitant:

- Numbers and structures of rural households by main activities and main income sources;

- Numbers and structures of rural labors by sex, age, qualification, occupation and kind of economic activity.

- Living condition of rural inhabitant: main facilities, clean water use, living environment, etc;

- Accumulation and ability of mobilizing capital, capital lending (loan), ability of accessing to credit of rural inhabitant;

- Training for rural labors and the implementation results of social policies in rural area.

The real situation of rural social-economic infrastructure associated with criteria on new rural area: the plan of building new rural area, electricity system, road, communication, schools, nursery education, the cultural facilities, the health facilities, rural markets, banks, and the network of agricultural extension, irrigation system, etc.

The other necessary information: cooperatives and handicraft/trade villages, the facility and working condition of people's committee of commune, etc.

## **2. Questionnaire forms**

a, Form 01/TĐTNN-HO – Collecting basic information of households (*using for all rural households and the agricultural, forestry, fishery households in urban area*);

b, Form 02/TĐTNN-TT – Collecting information on farms (*using for all farms*);

c, Form 03/TĐTNN-XA – Collecting information on basic situation and infrastructure of communes (*using for all people's committees of communes*);

d, Form 04/TĐTNN-HM – Collecting information on rural household economics (*using for sample households in rural area in 63 provinces and centrally controlled cities*).

e. Form 05/ TĐTNN-HTT - Collecting information on labor and living conditions of workers at concentration housings in rural areas (*using for Management unit of housing for workers in rural areas in 63 provinces and centrally controlled cities*).

f. Form 06/TĐTNN-NTM - Collecting information on results of implement of national targets on building new-style rural areas (*using for coordination offices of the National Target Program of New-style Rural Areas Building in 63 provinces and centrally controlled cities*).

g. Form 07/TĐTNN-CĐL - Collecting information on large-scale rice fields (*using for Department of Agriculture and Rural Development*).

h. Form 08/TĐTNN-VietGAP - Collecting information on products which have VietGAP certification and equivalent (*using for VietGAP certification organizations and equivalent*).

i. Form 09/TĐTNN-BQP - Collecting information on results of agricultural, forestry and fishery production activities (*using for units of Ministry of National Defence*).

#### **IV. TIME, PERIOD AND DURATION OF CENSUS**

##### **1 Time**

The census time is on 1<sup>st</sup> July 2016. The time figures are collected according to the real information on 1<sup>st</sup> July 2016.

##### **2. Period**

Period figures are collected according to the statistics of the past 12 months before the census time or official statistics of 2015 depending on indicators and census units and being stipulated in each questionnaire form.

##### **3. Duration**

Duration of collecting data is stipulated as follows:

- For comprehensive survey units: 20 days, from 1<sup>st</sup> July to 20<sup>th</sup> July 2016;
- For sample survey units: 30 days, from 1<sup>st</sup> July to 31<sup>st</sup> July 2016.

#### **V. List tables**

a, Vietnam standard industrial classification 2007 (VSIC 2007) issued together with Decision no. 10/2007/QĐ-TTg of the Prime Minister of Vietnam;

b, Vietnam statistical classification of products by activity 2010 (VCPA 2010) issued together with Decision no. 39/2010/QĐ-TTg of the Prime Minister of Vietnam;

c, Vietnam list of administrative division 2004 issued together with Decision no. 124/2004/QĐ-TTg dated July 8 2004 of the Prime Minister of Vietnam, updated according to newest list of administrative division of communes. Census steering commissions of district take responsibility of checking and updating newest information in order to not omit any commune.

d, List of Vietnam ethnic groups using in Vietnam population and housing census 2009;

e, Vietnam list of education and training jobs 2009 issued together with Decision no. 38/2009/QĐ-TTg of the Prime Minister of Vietnam.

## **VI. CENSUS METHOD**

The rural, agricultural and fishery census includes comprehensive survey and sample survey.

Sample survey is implemented with a sample of 75000 households in rural area (accounts for 0,5% of total rural households nationwide) being selected from 2500 enumeration areas in 63 provinces/cities. The data of sample survey are expanded at provincial level. List of enumeration areas and list of households in sample enumeration areas in rural area are taken from a 15% master sample frame of the population and housing census 2009 which will be used as sampling frame in rural, agricultural and fishery census 2016. The sampling procedure is carried out following 3 steps:

- Step 1: Determine number of samples and list of sample enumeration areas for every province/city according to the PPS method (Probability Proportional to Size - No. of households of enumeration area). The enumeration areas with large number of households will have higher probability of being chosen.

- Step 2: Number of sample households for every province/city is determined by the square under root method ( $\sqrt{\quad}$  method). This method is to allocate sample households for every province/city in which less populated provinces will have a higher rate against other populated provinces and vice versa.

Step 1 and step 2 will be carried out by Central Steering Commission.

- Step 3: Selecting sample households in sample enumeration areas. This step is conducted by Provincial Steering Commission and District Steering Commission according to the guideline of Central Steering Commission. In each sample enumeration area takes 30 sample households by mechanically sampling method.

(The detail is described in sampling procedure)

## **THE METHOD OF COLLECTING DATA**

(1) Apply consistently the method face-to-face interview to get information at survey units. Enumerators go directly to survey units in order to gather information and filling in questionnaire forms.

(2) The respondents at survey units:

- Households: Head of household. In case, the head of household is away from home then enumerator can interview other members of household who can give adequate exact information in questionnaire form;

- Farm: Head of farm. In case, the head of farm is absent then the manager or those who are assigned to do as a manager are suitable to answer the interview.

- People's committee of commune: representative of commune leaders and relevant officials (officer-statistician, accountant, etc.)

## **VII. METHOD OF PROCESSING DATA**

### **1. Data entry method.**

- Using scanning technique for questionnaire form 01/TĐTNN-HO;

- Entry data by keyboard for remaining questionnaire forms, including: form 02/TĐTNN-TT, form 03/TĐTNN-XA and form 04/TĐTNN-HM.

### **2. Implementation agency:**

Central Census Steering Commission assigns Center for Statistical Information Services No 1 under GSO co-ordinates with Centers for Statistical Information Services No 2 and 3 under GSO implement, direct and proceed to the task of processing data of Census as schedule.

## **VIII. IMPLEMENT OF CENSUS**

### **1 Define numbers of enumeration area, make a list of survey units**

#### **a, For comprehensive survey households**

- Determine enumeration area: enumeration area (EA) is a village, hamlet, residential cluster (quasi – village). For urban area, if the number of agricultural, forestry and fishery households of residential cluster less than 100 households is joined with close cluster into one EA as long as complying with

regulation that number of agricultural, forestry and fishery households per EA no more than 250 households.

The implementation of splitting villages into some EAs is conducted in such cases:

+ For mountainous areas, islands, remote areas: if one village has 150 households onward then split it into some enumeration areas with one EA having no less than 70 households;

+ For remaining areas: if the village has 250 households onward then split it into some areas in which one EA has no less than 120 households.

The joining of successive clusters or the splitting of villages into EAs has to ensure the borderlines between EAs are clear or quite clear, do not join a part of one residential cluster with one part of other residential cluster or whole other residential cluster into one EA.

General Statistics Office (GSO) implements to draw the list of EAs from database of the population and housing census 2009 and then send it to Provincial Steering Commissions in order to check, update and make a list of EAs for every commune, district in provinces as above instruction.

- Make a list: the list is made for every EA to ensure the collection of data properly towards right survey objects, avoid omitting and overlapping, advantage the preparation task and the implementation (determine number of survey units in order to recruit and train enumerators, team leaders; calculate documents, materials, stationery; estimate census expense, etc.)

Those who are assigned to make a list have to go directly to every household to meet the household head or representative of household to interview and then fill in the household list form correctly. List maker takes note the households' basic information within area for every residential area; from the top of village to the end of village with the direction from north to south, from east to west depending on geographical location of every village and the roads that is convenient for enumerators.

Duration: Provincial Steering Commissions accomplish making the list of enumeration areas, list of comprehensive survey households and then report these lists to Central Steering Commission no later than May 10<sup>th</sup> 2016.

#### **b, For sample households**



List of sample survey households (so-called sample households) is established for every sample EA (so-called sample enumeration). General Statistics Office sends Provincial Steering Commissions the lists of sample enumeration areas selected to check and update. After finishing making the household lists of sample enumeration areas, Provincial Steering Commissions choose sample households according to instruction of Central Steering Commission and make a list of sample households for every sample enumeration area.

Duration: Provincial Steering Commissions fulfill the sampling and list of sample households before June 20<sup>th</sup> 2016.

### **c, For farms:**

List of farms established for every commune/ward/town. Based on the criteria of determining farm economics of Ministry of Agriculture and Rural Development, Commune Steering Commissions carry out checking, making list of farms within commune.

Duration: Provincial Steering Commissions finish making the lists and then report to Central Steering Commission before May 10<sup>th</sup> 2016.

## **2 Update enumeration areas and list of survey units:**

Within 3 days in late June 2016 and during census, Steering Commissions of communes (or president of people's committee of ward, town where is not suitable to establish Commune Steering Commission) review, update the enumeration areas and lists of survey units. During reviewing, updating should pay enough attention to those residential areas which were just split, merged in terms of administrative borderline, be changed in terms of kinds of administrative units from commune to ward level, urban area, etc. after the time of making lists.

## **3 Recruit enumerators and team leaders**

### **a, The task of team leader and enumerator**

- Team leaders: are responsible for directing and managing group of enumerators in EAs, keeping relation directly with local authority, co-operating with village head, farmer organization, women organization, etc. propagandizing and interpreting the purposes, significance and schedule of census.

During the data collection in enumeration area, team leader takes a mission of allocating enumeration area for each enumerator, set up the plan of collecting data, instruct, check and supervise enumerators' work, complete questionnaire forms and update the result report to send Commune Steering Commission following regulated schedule.

In addition, team leader has a duty of gathering questionnaire forms from enumerators, takes responsibility of the quality of questionnaire forms and sum up result of basic information within assigned enumeration area, report and hand questionnaire forms over Commune Steering Commission as regulated.

- Enumerator: takes responsibility of going directly to survey units assigned so as to collect information and then fill in questionnaire form corresponding to instruction.

**b, Number of enumerators, team leaders need to be recruited**

- Enumerator: for comprehensive survey households or sample households, on average, one enumerator is assigned to collect information in one EA. For farms, on average, one enumerator has a duty of gathering information of two farms per day.

- Team leader: Only recruit team leaders for three kinds of questionnaire form: form 01/TĐTNN-HO, form 02/TĐTNN-TT and form 04/TĐTNN-HM; do not recruit team leaders for form 03/TĐTNN-XA and other forms. Regulate numbers of team leaders on average for each region as follows:

- + For enumeration areas in mountainous areas, islands: one team leader undertakes three enumerators;

- + For enumeration areas in midlands and remote areas, Mekong River Delta: one team leader undertakes 5 enumerators;

- + For remaining areas: one team leader undertakes 7 enumerators.

Provincial Steering Commissions based on the instruction of Central Steering Commission, real conditions in each region in locality (topography, road), based on number of enumeration areas, number of survey units and rations stipulated per enumerators in order to determine number of enumerators, team leaders to be necessarily recruited for every district, insure enough manpower to implement on time and ensure the quality of data

collection, simultaneously save expense in terms of recruiting, training enumerators, team leaders..

### **c, Candidates recruited to be enumerators, team leaders**

District Steering Commission or President of people's committee of district (where do not establish District Steering Commission) is responsible for instructing Commune Steering Commission or President of people's committee of commune (where do not set up Commune Steering Commission) to recruit enumerators and team leaders for every EA in locality.

Those who are recruited as enumerators and team leaders have good health, enough time, qualification in order to understand lecture and implement well instruction on procedures and questionnaire forms, have experience and knowledge on agricultural, forestry and fishery sector and social-economic situation in area, are enthusiastic and responsible for assigned works. In order to match with real situation in locality, during the time of recruiting enumerators, team leaders has to pay attention to those things:

- For those who collect information of form 01/TĐTNN-HO: enumerators, team leaders need to be recruited according to enumeration area (village, hamlet) towards those who have graduated from high school and those who are teacher, retirees, commune officers, village heads have good knowledge on rural area, agriculture and fishery sector, enthusiastic with work. In mountainous region, ethnic region, islands, remote region we can recruit border guards, commune polices and teachers to be enumerators. In ethnic region, if enumerators do not know ethnic language then interpreters and road guides need to be recruited with proper number (road guide cum interpreter) suitable with real conditions.

- For those who gather information of questionnaire forms with complicated, in-depth content (form 02/TĐTNN-TT, form 03/TĐTNN-XA and form 04/TĐTNN-HM): the recruitment of enumerators and team leaders towards those who have qualification, have good experience in survey's data collection and aware of the real situation in area.

## **4 Training for specialists, team leaders and enumerators**

### **a, Central level**

Central Steering Commission:

- Organize national conference to inform Decision of the Prime Minister of Vietnam and highlight the content and schedule of agricultural census for representatives and standing Teams of provincial level;

- Hold training classes for Census Steering Commissions and standing Teams of provincial level in three regions. Training period per class is 5 days. Participants include representatives of Census Steering Commissions and standing Teams of provincial level.

### **b, Provincial level**

Provincial Steering Commissions:

- Organize the meeting with contents: announce Decision of the Prime Minister of Vietnam; underline the content, schedule of agricultural census; present the task of making the lists of survey units for representatives of Census Steering Commission and standing Teams of district level, meeting period is 1 day.

- Hold training class for Census Steering Commission and standing Teams of district level, training period is 5 days, including practicing time in commune, village too.

### **c, District level**

District Steering Commission:

- Organize the conference with content: introduce Decision of the Prime Minister of Vietnam; underscore the content and schedule of agricultural census; present and instruct the establishment of list of survey units towards representatives of Census Steering Commission of commune level, period is one day.

- Hold training classes for Census Steering Commissions of communes, team leaders and enumerators within 3 days, including the time for practicing too, in which the duration for training how to fill in questionnaire form no. 01/TĐTNN-HO is 1,5 days and period for training how to fill in other questionnaire forms is 1,5 days. Content and training method for each level following the consistent procedure is written by Central Steering Commission.

## **5 Propaganda activity**

a, Propagandizing activity need to clarify objectives, significance, requirement, main content and schedule of census implementation to levels, branches and communities.

Census Steering Commissions at levels, branches mobilize highly kinds of propaganda such as: the media (radio, television, loudspeaker, news papers, e-news, news-letter); propaganda poster (banner, logo, etc.); organize meeting to present in community (village meeting, mass organization, etc.). Convince the party organization, mass organization to carry out the propaganda widely and deeply so as to those units that belong to survey objects are willing to respond to agricultural census.

During census implementation, based on concrete conditions in localities to mobilize people from all walks of life exercise their obligation of giving timely, adequate and accurate information to enumerators.

b, General Statistics Office prepares necessary materials (print posters, logo, make CDs on basic content of agricultural census, in which include question and answer section on coverage, objects, content and duration of collecting data, how to answer questionnaire forms) and then supply Census Steering Commission at levels in order to propagandize, popularize on agricultural census from provincial level to enumeration area.

## **6 Data collection**

The data collection begins in the morning July 1 2016. Commune Census Steering Commissions which hold the opening event of data collection at commune' office with banners, posters, and loudspeakers popularize, underscore the schedule of collecting data in locality. Afterwards, team leaders, enumerators go to enumeration areas to gather data of assigned survey units.

For collecting data of form 01/TĐT-HO, before going to households, enumerators must have all lists of households assigned to do survey, coordinate with team leaders to recheck information available of every household. Inform households and whom enumerators need to meet about time, date that enumerators will come in advance is necessary.

For those households which will be gathered data first, enumerators go with village officer, team leader to interview household head combine with

viewing data which household head give whether properly or not, since then learn from experience of interviewing method for subsequent households.

During data collection process, if household heads get confused the enumerators need to explain, hint in order for households check and give right information to fill in questionnaire form. Enumerators only fill in questionnaire form with honest information being already checked. Specially, those information on income, or land for rent, land for borrowing, transferred land, bid land, hand over others. Enumerators absolutely do not fill in form by themselves with wrong, untrue information in any way.

For those survey units which are people's committee of communes, farms, sample households need to inform survey units about time, date, with whom enumerators will meet, and duration necessary given to data collection.

## **IX. CHECK AND TAKE OVER QUESTIONNAIRE FORMS**

### **a. Check and take over questionnaire forms at levels**

(1) Check and take over between enumerators: team leaders check and take over questionnaire forms collected by enumerators under the management with a day. Checking and taking over is done every end of the day in order for enumerators to update, adjust missing or incorrect information.

(2) Check and take over between commune steering commission or president of people's committee of commune, ward, or town (for where do not establish commune steering commission) and team leaders: these work is done within 5 days after finishing data collection in enumeration area, deadline is 5<sup>th</sup> August 2016.

(3) Check and take over between higher steering commission and lower steering commission: higher steering commission directly check and take over questionnaire forms of lower steering commission. The period of this work is 1 to 2 days for each level, depending on quantity of survey units and quality of questionnaire forms in locality. The duration for checking and taking over forms is stipulated as follows:

- Between district level and commune level: from 6<sup>th</sup> -20<sup>th</sup> August 2016;
- Between provincial level and district level: 21<sup>st</sup> August to 14<sup>th</sup> December 2016;

- Between central level and provincial level: 15<sup>th</sup> September to 30<sup>th</sup> November 2016.

**b. Checking and taking over content include:** quantity of questionnaire forms surveyed by kind of form, quality of data and quality of questionnaire forms. The members who participate in checking and taking over give his/her signatures on document and responsible for work done.

## **X. RELEASING THE RESULT**

All information associate with the result of agricultural census is released by General Director of GSO according to regulations of statistical law. Director of provincial statistics office only releases the agricultural census result within locality corresponding to the result which has already been released by General Director of GSO.

The preliminary statistics will be released on December 2016. The official result will be released in 3<sup>rd</sup> quarter of 2017.

## **XI. EXPENSE FOR AGRICULTURAL CENSUS**

The fund for the rural, agricultural, and fishery census 2016 is covered by state budget for all activities stipulated in this census methodology. Based on document that is agreed by Ministry of Finance, Central steering commission carries out the allocation of money for provincial steering commissions corresponding to volume of work, real number of questionnaire forms and the level of funding on average for each task suitable with present regulations stipulated in each region and locality.

Central Steering Commission assigns GSO (after agreeing with Ministry of Finance about the level of funding and expenditure regulations) to instruct Provincial Steering Commissions and publicize items of expenditure according to regulations. Provincial Steering Commissions do either towards district steering commissions; and simultaneously responsible for submitting a balance-sheet (settlement) with GSO as regulations.

Census budget must be managed, used corresponding to regulations, objectives, items, levels of funding in an economic and effective way. Money is covered by state budget used only for census in accordance with content and coverage of census methodology.

Total expense of census is about 30 million USD.