

Chapter 1. The legal basis, necessity, purpose and signification of the census

a. The legal basis for the census

- i. The census was conducted based on 1st provision of 7th article of the Mongolian Law on Statistics that is “The National Statistical Office is responsible for conducting a national population and housing census every ten years” ;
- ii. The Mongolian “Law on Statistics”, paragraph 3, article 7: “If censuses required to be conducted in the period other than mentioned in Item 1 of this Article, so the Government and the State Great Khural will agreed and jointly set timing”.
- iii. The Mongolian “Law on Statistics”, paragraph 3, article 22: “The publication or dissemination of information which is still being processed as well as information which has been identified by the appropriate lawful authorities as information concerning national interests or confidential information about individuals, business entities or other organizations is prohibited”.
- iv. “Law on Administrative Liability” of Mongolia, paragraph 1, article 43: “The officials and citizens, who have avoid population, property, livestock and domestic animals and establishment censuses or would not involve those censuses without respectful reasons, as well as, persons, who have suppressed property, animals if this not to subject criminal liability, it shall be impose a fine 20000-100000 tugrigs”.
- v. The Parliament Resolution N06 dated January 8, 1998 approved the date to conduct the Population and housing Census-2000;
- vi. The Government Order N 28 dated February 25, 1998 concerning Conducting the Population and Housing Census-2000
- vii. The Parliament Resolution N. 39 dated June 3, 1999 concerning “Establishing the Committee”;
- viii. The NSO Chairman’s Order N. 125 dated July 21, 1999 concerning “Approval of the Population and Housing Census-2000 Questionnaire”; The NSO Chairman’s Order N. 171 dated October 28, 1999 concerning “Approval of regulation to carry out the Population and Housing Census-2000 and instructions for filling up the questionnaire” (hereinafter referred to as” the instruction”).

b. The necessity, purpose and signification of the census

Mongolia has transited from centrally planned economy to the market economy and socio-economic situation of the country was rapidly changed for short period. The detailed population data duly required to formulate state socio-economic and population policies and programs, and explore socio-economic changes in recent years.

UN has recommended that its member countries shall conduct population census at least for every ten years. In this context, to conduct population census in our country is being one obligation of Mongolia in front of the UN as its member country. As today, most of the countries in the world have aggressive preparing to conduct population census in 2000-2001.

During the 20th century Mongolia, has conducted nine population censuses in 1918, 1935, 1944, 1956, 1963, 1969, 1979, 1989 and 2000.

The objective of the Population and housing census 2000 (hereinafter referred to as “census”) is to provide comprehensive and basic statistical data required to study changes in economic, social and demographic status of Mongolia for the last 11 years and its reasons and determinants, to plan economic and social development of the first years of next century and formulate state policies to implement such planned measures and make researches and analysis. As well as, it would be collected compiled new data required to assess a process of first stage of implementation and elaborate for the “Population Development Policy of Mongolia”, which approved by the parliament.

The advantage of census conducting is to be provided comprehensive information for summarizing and evaluating states of population growth, migration, settlement, education, employment, housing condition and behavior of the population groups processed and disaggregated by all administrative units compared with other population data sources. Moreover, census is significant to provide accurate data to international partners at the present time, which Mongolian foreign relations have expanding and collaboration with international organization has becoming more close.

The census would be crucial for revision of accuracy and reality of annual population statistics.

The 2000 census was the first to be conducted during the transition from the centrally planned economy to a market economy. Therefore, this census has the following differences from the previous censuses:

1. Census concepts and definitions were developed follow up UN recommendations and census data would be collected in line with international standards.
2. First time, detailed data on migration would be collected.
3. The questions about births and deaths were not included in census questionnaire due to those data collected by the reproductive health survey.
4. Regard with Mongolia’s transition to the market economy, methodology and methods to estimate employment status developed in accordance with international standards.

Chapter II. The definition, moment and coverage of the population and housing census

a. Definition

The **population and housing census** is a canvass of a given area, resulting in an enumeration of the entire population and often the compilation of other demographic, social, economic and housing information pertaining to that population at a specific time.

b. Census moment

The census enumeration shall be commenced at 8 a.m. on 5 January 2000, and it completed on 11 January. The post enumeration census shall be conducted from 12 January 2000 over three days. The midnight of 4 January 2000 is the census moment, and babies born after the census moment as well persons died before the census moment would not enumerated in the census.

c. Coverage

a. Population census

The census shall be covered the persons as followed:

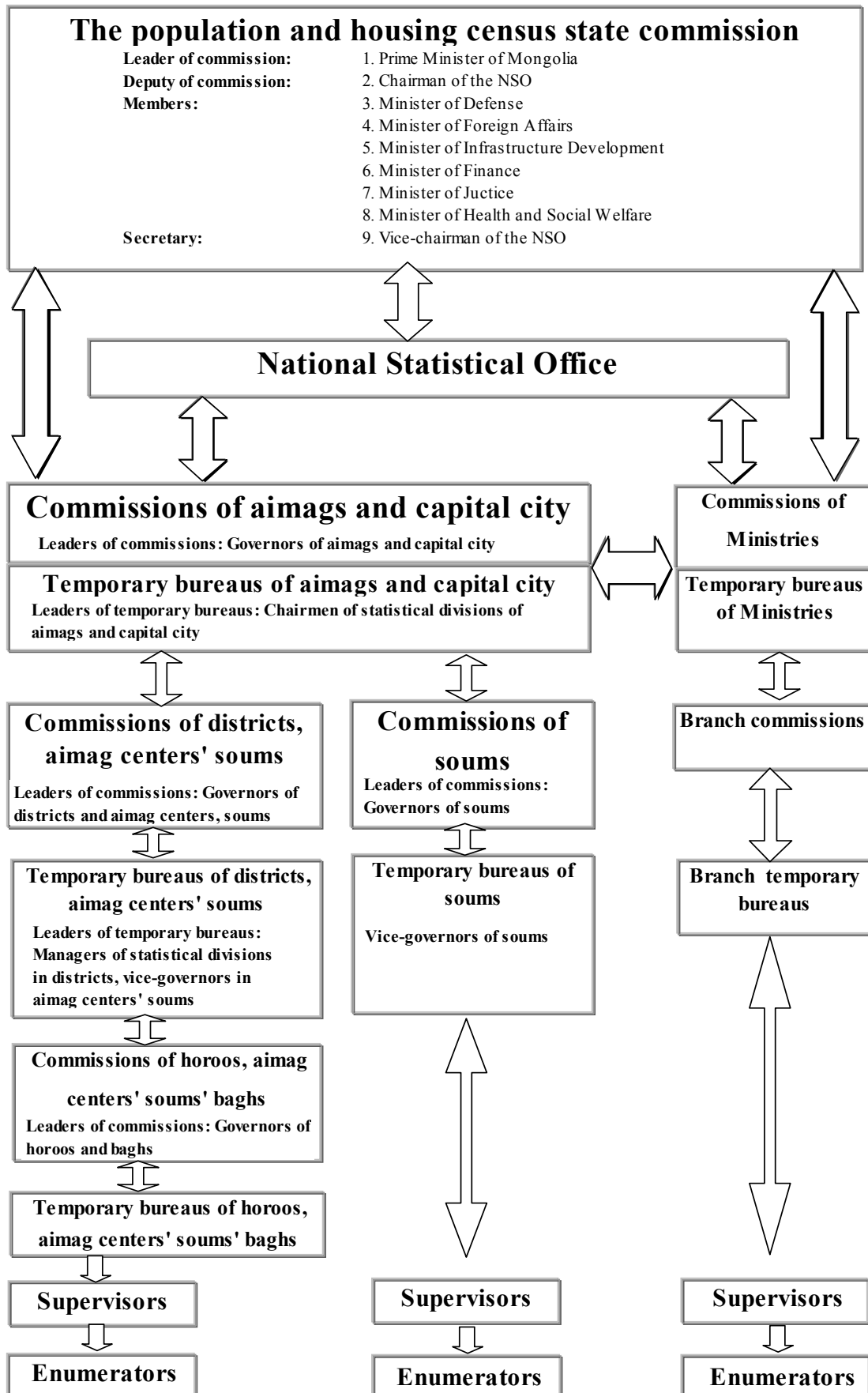
- Citizens of Mongolia who are in the country at the time of census;
- Foreigners and persons without citizenship who are living in Mongolia for more than 183 days and foreigners persons without citizenship who are taking permission to stay for over 6 months from the authorized organizations;
- Citizens of Mongolia and their families who worked at the diplomatic representative offices, consulates and in the international organizations in foreign countries at the time of census;
- Citizens of Mongolia who are temporarily absent from Mongolia due to work, study and stay in overseas by personal reasons during the census period;

b. Housing census

The following types of living quarters shall be covered in the housing census:

- House
- Apartment
- Students dormitory
- Public dormitory
- Other public apartment
- Non-living quarters
- All types of gers

Chart 1. Organizational structure of National Population and Housing Census 2000 organizational structure



Chapter III. Basic principles and rules of the population and housing census

a. Basic principles to be conducted population and housing census

The enumeration shall be reached to living quarters (usual place of residence) and counted people and their housing with its condition in order to interview accordance with census questionnaire.

b. Rules to be conducted population and housing census

i. Population census

Under the supervision of the State Census Commission and NSO, in accordance with the guidelines developed by the NSO, census commissions of each aimag, the capital city, soum, districts, bags¹ and khoros of the aimag center soums shall be organized population and housing census in particular areas.

The organizational structure scheme of 2000 population and housing census is enclosed.

a. Enumerators of soums, bags and khoros of aimag center soum shall be counted:

- All citizens of Mongolia who are stay usual, temporarily stay and absent in the country at the time of census (armed forces and prisoners are excluded);
- Foreigners and persons without citizenship who are living in Mongolia for more than 183 days and foreigners persons without citizenship who are taking permission to stay for over 6 months from the authorized organizations;
- Citizens of Mongolia who are stay (irrespective duration of stay) in overseas (citizens of Mongolia and their families who worked at the diplomatic representative offices, consulates and in the international organizations in foreign countries at the time of census are excluded) shall be counted as temporarily absent in their households.

b. The Ministry of Foreign Affairs shall be counted citizens of Mongolia and their families who worked at the diplomatic representative offices, consulates and in the international organizations in foreign countries at the time of census

c. The Ministry of Defense shall be counted private including frontier troops.

d. The Ministry of Justice shall be counted marines, prisoners, detained people, arrested and detained suspects in remand centres.

ii. Housing census

The enumerators shall be counted usual place of residence as houses, apartments, gers and public dormitory of all households and persons, who are covering the census in order to record their housing with its condition.

¹ The bag of aimag center soum shall be established census commission and temporary bureau and bag of rural soum would not established.

Chapter IV. The obligations and duties of supervisors and enumerators

The obligations and duties of supervisors

The supervisors would be work with main duties as to control for enumerators execution, provide accuracy of responses, receive and check all completed questionnaires, produce preliminary results on fixed time and carry out post-enumeration in order to conduct census with high quality and full coverage.

a. The obligations and duties of supervisors

1. To obtain knowledge and skills able to find and correct any fault of enumerators through active participation in the census trainings and well learning of questionnaire and its filling instruction,
2. To follow-up guides, recommendations and instructions of census commissions and temporary bureaus in soums and bags/khoroos of aimag center soums,
3. To revise whether enumerators cover all population according to census maps, which have approved by census bureaus or not and whether they able to take accurate responses for the questions in questionnaire,
4. To investigate with heads and members of census commission, temporary bureau own responsible boundary compared with approved census map, if there is any difference, to make adjunct/identification, inform to census commissions of soum, district, bag and khoroos, to make resolution and to exactly arrange boundary with nearby census part,
5. To visit particular households in own responsible part (does not matter they live apartment, non-living quarter, ger or other places) accordance with census map, revise a number of households in the particular housing, names of resident people, visitors, who are staying less than the six months and temporary absent ones and identify whether any one is missing or not,
6. To check enumerators whether did lists of people, who are perhaps absent at home during the census days or not, give advice precede how and when cover them in the census and in the particular cases, to make complex measurements from the commissions of bags and khoroos,
7. To make a special consideration to cover people who live in house top/roof, porch, duct of heating system, forests and cliffs and power the control,
8. To introduce with enumerators' cases to make overall revision on population mobility in urban areas, observe and note perhaps births, deaths and migration at the census period and to work closely with census commissions of bags and khoroos in this matter,
9. To actively involve in advocacy to publicize purpose, principles, rules and significance of the census to the public,

10. To produce detailed schedule to work with enumerators during the stages of preparation, census conducting and receiving census materials, approved by census commission and introduce it to the enumerators and follow it strictly,
11. To deliver census maps for every enumerators and introduce for them,
12. To personify introduce with process of enumerators' work for the first two days of census, give an advice, check each completed questionnaires, if there is any mistake, make correction and provide instruction to fill without any mistake, urban supervisors should be check completed questionnaires in the particular day and rural supervisors must be check all completed questionnaires in the next day. To ask head of census commission to change particular enumerator, who is making mistakes repeatedly even the giving instruction on regular basis,
13. To check attendance of all enumerators, if anyone didn't come, shall be clarify his/her causes and inform to the head of census commission, and make appropriate decision immediately,
14. Each enumerator should be counted 15 percent of total households and person to be counted during the census days, for instance, rural enumerator should be counted 4-5 households or 23-27 people and urban enumerator must be counted 10-12 households or 45-53 people. This limit is essential to monitor census process. Although, on Saturday and Sunday of 8-9 January 2000 enumerators should try to count as more as possible. Supervisor should be monitor for it.
15. Supervisors shall be informed to the temporary bureau of soum, bag and khoroo how many people have counted in their responsible areas, ask to census commission of soum, bag and khoroo issues on additional enumerators, if needed.
16. When supervisors check completed questionnaires, shall be use them neat and tidy accordance with census instruction because of all questionnaires will become main document for compiling results of state population and housing census,
17. To participate controlling enumeration carry out from the census commission of soum, bag, khoroo in person,
18. To express own views to the census commission about improvement of daily arrangements of the census, faced problems and its solutions,
19. To control for enumerators to use and keep questionnaires neat and tidy and without faulty,
20. To compile preliminary results of census by forms UD-1, 2, 3, 4, 5 and submit to temporary bureau of soum, district, bag and khoroo on fixed time,
21. To hand over exactly counted questionnaires and other forms to the enumerators, return them separately by filled up and blank questionnaires and other forms, and reckon up with temporary bureau,

22. All supervisors should keep responses confidential in accordance with Mongolian Law on "Confidentiality of private information"(paragraph 4, article 5) and Mongolian Law on Statistics (article 3, chapter 22), revised in 1997,

b. Forbidden things for the supervisors

1. To give away responses confidential to the other individuals except of staffs for census commission and temporary bureau of soum, bag and khoroo,
2. To waste and destroy filled up questionnaires,
3. To fold, crush and tear up filled up questionnaires,
4. To correct and check filled up questionnaires by other pens and pencils coloured as red, black and green etc, except blue and dark blue,

The obligations and duties of enumerators

The enumerators would be work with main duties as to fully provide preparation of the census under the management of census commission and temporary bureau of soum, bag of aimag center soum and khoroo and supervisors including records of households and persons to be counted and fully cover them in the census, fill up questionnaires with good quality and reliable and produce preliminary results of the census.

a. The obligations and duties of enumerators

1. Enumerators should be learned census forms and instructions and filled up questionnaire according to instructions. Do not fill up by own understanding or apart from the instructions. If there are any clarifications, should be asked supervisors and asked census commission and temporary bureau if needed, and followed their instructions.
2. To actively participate in seminars and trainings, fill up questionnaire and other forms completely and correct, to get on with respondents kindly, to gain knowledge and practice to obtain full response for each question and skills to let understand meaning and purpose of each question of the census questionnaire,
3. To fully cover persons and their living quarters and conduct census with good quality on fixed time according to households and population records and census maps approved by census commission,
4. To investigate boundary of own responsible area compared with fixed census map, if there is any difference, to inform to supervisors and census commissions of soum, district, bag and khoroo if needed, to make resolution and to exactly arrange with nearby enumerators who will be counted households live in border area,
5. Before census starting, urban enumerators shall be visited households (irrespective of their living quarters as house, non-living quarter or ger) accordance with map and check records of household members as residents, visitors and temporary absent members for at least 2 times, if there is any difference, shall be informed to supervisors and census commission of bag and khoroo if needed,

6. To define whether people live in house top/roof, porch, duct of heating system, forests and cliffs or not and make a special consideration to count them, and to decide whether to get assistance of police office or not in this matter,
7. To control on population mobility in regular basis, observe and note perhaps births, deaths and migration at the census period and to inform supervisors, census commission and temporary bureau of bag and khoroo about this matter,
8. To exactly arrange with management of particular establishments and institutions how to count people, who are in hospitals, hotels and public dormitories, especially issues on their full coverage in the census,
9. To arrange in advance when able to count temporary absent people by respectful causes as work in night shift, looking for cattle, hunting and stay with hospitalized patients less than the week,
10. To advocate purpose, principles, rules and significance of the census to the public, inform its timeline to them in advance and prepare to give accurate responses to questions of the census questionnaire,
11. To receive exactly counted questionnaires and other forms from the temporary bureaus, return them separately by filled up and blank questionnaires and other forms as suits to firstly received, and reckon up with temporary bureau,
12. To start census at 8.00 o'clock (local time) in the morning on 5 January 2000 from the more populated areas,
13. To carry out census according to fixed schedule, which determined census should be started from where and where ended, thus, if households with owners absent or persons be absent at home, should be arranged when able to re-visit and count them,
14. To propose to able to fully count all households and people of own responsible area within the week,
15. Enumerators should be filled out questionnaires neat and tidy accordance with census instruction because of all questionnaires will become main document for compiling results of state population and housing census,
16. To come to the office of census commission and temporary bureau and review filled up questionnaires, if there are any mistakes to make correction distinctive and neat according to instruction without vanish printed numbers and border of cells in the questionnaire and re-visit and make a correction meet with respondents if needed,
17. To check filled up questionnaires in first two days of the census or on 5-6 January 2000 with supervisor and should be well known and understood own mistakes,
18. To count people, who need to go to the overseas or another administrative unit in advance and give "certificate" for them,

19. Should be gave “Certificate” for all counted people aged above 15. Enumerator shall be warned to the respondents that they must be bring this certificate with them and show to census staffs if they requested,
20. To express own views to the census commission about improvement of daily arrangements of the census, faced problems and its solutions, to be active and motivated to fully completed census on time,
21. To use questionnaires neat and tidy and without faulty and wrap filled up census questionnaires and other forms by dust and water impenetrable material, and keep in special folders,
22. To compile preliminary results of census through the forms UD-1, 2, 3, 4, 5 by households and submit to supervisor on fixed time,
23. To report to the census commission of bag and khoroo and make evaluation for executed work after completion of the census,

c. Principle to follow enumerators

1. All enumerators should keep responses confidential in accordance with Mongolian Law on "Confidentiality of private information"(paragraph 4, article 5) and Mongolian Law on Statistics (article 3, chapter 22), revised in 1997,
2. To fill up questionnaire through the interview, do not require any official documents of respondents, if respondent show their documents voluntarily, can be used to fill up several questions as age, education and marital status. If counting foreign people could not say duration of settle in Mongolia, can be seen their passports and certificate giving from Labor Regulation Office and Foreign Investment Agency of Mongolia.
3. To let understand meaning of each question, to get on with respondents kindly do not hurry up respondents and avoid negative answers and to be neutral and modest,
4. To always bring enumerators certificate, which giving from the census commission of bag and khoroo and show respondents,
5. Should be fill up questionnaire by ball-point pen colored blue and dark blue only,

d. Forbidden things for the enumerators

1. To give away responses confidential to the other individuals except of supervisors and staffs for census commission and temporary bureau of soum, bag and khoroo,
2. To waste and destroy filled up questionnaires,
3. To fold, crush and tear up filled up questionnaires,
4. To count households and population before 4 January 2000 (other cases except 18th obligation of enumerators)
5. To fill up questionnaires by other pens and pencils colored red, black and green etc, except blue and dark blue,

Chapter V. The households and population registration for the population and housing census

The census commission and temporary bureau shall organize households and population registration for the population and housing census in collaboration with local authorities within the 15-22 December 1999. This record is completely different from the annual resident population records of bag and khoroo and should be made as December 1999.

a. Rules to make households and population registration for the population and housing census

1. The registration shall be conducted in all areas of bags and khoros. All households and population with their housing should be registered in this registration irrespective of whether they are registering in resident population of particular local administrative units or not (except households of another soums and khoros, which are wintering all together in particular soum and khoroo and moving livestock to other pastures due to weather condition)². The registration shall make by form HAOST-3. Do not to add, delete and change indicators of this form. This registration probably different from the registration of resident population of particular local administrative unit because of this registration is only for the population and housing census. In the preparatory stage of the census, it should be certainly decided administrative jurisdiction of the citizens. As well as, in some cases, some households might be counted break off. For instance, if schoolchildren live with father, mother, or relatives in soum center, in this case perhaps it will be counted to existing new household (aside school dormitory).
2. Should be careful to miss households and population live in border areas of aimags, the capital, soums, districts, bags and khoros when register households and population and linked administrative agencies and census commission of adjacent aimags, the capital, soums, districts, bags and khoros.
3. The households of another soums and khoros, which are wintering all together in particular soum and khoroo and moving livestock to other pastures due to weather condition shall be counted their original domiciles.
4. It is crucial to identify people, who are homeless and living in house top/roof, porch, duct of heating system, forests and cliffs and decide to where they will count, then should be well developed approaches and types to count them straightaway.
5. Should be counted residents in student's, school and employees' dormitories located in particular soum, district, bag and khoroo, as well, identified how many people will stay how long in holiday homes, sanatoriums, hospitals and hotels in advance.

b. The instruction to fill up the form HAOST-3 of households and population records

To fill up the form, shall be listed houses, gers and dormitories to be cover in the census and numbered them starting from "one" in the **1st column**. In the **2nd column**, there

² Should be register and count singly household of another soums and khoros, which is wintering and moving livestock to other pastures in particular soum or khoroo.

should be wrote housing types as “house”, “ger” and “dormitory”. **House:** There shall be included apartments, houses and non-living quarters. During the census days, it shall be counted houses by the purposes, thus it needs to make registration in advance. **Ger:** All types of gers irrespective of number of their walls shall be registered. Huts as used by Reindeer-People should be included ger. **Dormitory:** There shall be registered dormitories for employees, students, school pupils and other dormitories. As well as, military divisions, prisons, remand centres and places of detention shall be included as dormitory. **Other:** There shall be included other places, which people live aside of above mentioned living quarters. **In the 3rd column,** shall be numbered households live in houses, gers and dormitories from “one” (if households live in dormitory, shall number by rooms) and wrote down clear their address including house, yard, door or room number in column named “address”. In the 4th column, shall be numbered people, who are living in particular households, family and rooms of dormitories starting from “one”. **In the 5th column,** shall be listed household members starting the name of household head, then husband or wife, next child(ren) and other relatives, at the last other people, who are non-relative to the household head. **After completion of one household, shall be underlined their names and then started another household.** **In the columns 6-8,** shall be made residence by the particular moment and marked “+” as “resident”, “visitor” and “temporary absent”. **In the 9th column,** shall be noted usual places of visitors and temporary staying places of temporary absent people, if they went to the overseas, shall be noted name of staying country and its city instead of aimag, the capital and soum or district. As making this registration, it is opening possibility to individually identifying for counting how many households and population with what types of housing in particular places and allocate areas and population to enumerators and supervisors certainly.

As well as, it will be became basis of identifying census maps.

Chapter VI. Filling up the census questionnaire and checking its accuracy

a. Starting the census

Counting the households and population, the enumerators are knocking on the door of the particular household, greeting politeness, showing census employer's ID card and introducing purpose of own job.

Filling up the questionnaires of the population and housing census, shall be asked from the household head or any member aged 16 and above. But information about child(ren) aged below shall ask household head or particular respondent aged 16 and above. The enumerator shall be asked from the household head or particular respondent aged 16 and above about temporary absent member(s) of the particular household. For non-household population (non-relative people and non-family relationship people), enumerator shall be asked one by one.

The enumerator shall be followed up following things to open census questionnaire. Namely,

1. **Number of persons enumerated in the particular household.** A single person or two or more persons who make common provision for food and other essentials, such as pooling of income. Household members may be related or unrelated. Enumerator shall be counted all persons, who are resident, temporary absent and visitors in the particular household.

During the census days, if relatives or un-relative people aside of household members, they shall be enumerated in the particular household.

Enumerators shall not enumerated certain persons as fixed-term military personnel, students and pupils are staying in another aimags and the capital, detained people (by 72 hours), arrested (less than a month) and detained suspects in remand centre in their families. Persons are studying in another administrative units have spent six months or more at the current place of residence or intends to reside there for a period of six months or more, thus they shall be counted in as residents in the particular places. During the census days, fixed-term military personnel, students and pupils or prisoners are visited in their homes in this case they shall be counted as residents in their own home. Thus, enumerators need to talk with household members well and identifying who are residents in this household based on definition, which mentioned in this part. After identifying number of enumerated enumerator shall be opening census questionnaire and writing down their names starting from household head and other members.

2. Enumerator shall open the census questionnaire irrespective of housing type of people to be counted. Several households can be live in one house and some households can be live in dormitories for the students, school pupils and employees.
3. **Although un-related people live together in one house during the census days, shall not considered household.** Enumerator shall use one census questionnaire and continuation sheet for them. In this case, enumerator shall use questionnaire to each room, which people live and circle the answer "dormitory and other house – 3" in the front page of questionnaire. Following cases can be included, namely,

1. Un-related persons included in the census who are not members of a household are living in one room of dormitories for students, school pupils and employees, military divisions, hospitals, holiday homes, sanatoriums and caring homes,
 2. Un-related persons who live in house top/roof, porch, duct of heating system, forests and cliffs,
 3. Un-related persons who live in rented house or its particular part, in this case, enumerator shall be circled proper answer of 2nd question “type” for questionnaire part as “conditions and types of housing”.
4. In the questionnaire will be write only 6 people. If particular household and other dormitories have not exceed 6 people, enumerator fills up questions related to the population and circles answer “no - 2” of question “Continuation”, then shift to question on conditions and types of housing. If particular household and other dormitories have more than 6 people, circles answer “yes - 1” of question “Continuation” and enumerator shall use appropriate “Continuation - 1” or “Continuation - 2” irrespective of number of people. If particular household and other dormitories have not exceed 10 people, enumerator shall use “Continuation - 1” and start their numbers from 07. If particular household and other dormitories have more than 11 people, enumerator shall use “Continuation - 2” and start their numbers from 07.

b. Common issues to follow filling up the census questionnaires

1. Enumerator shall ask all questions by their orders in the questionnaire and write down responses.
2. There are many responses for all questions in the questionnaire. Enumerator shall warn respondent should give a proper answer for each question. If respondent gives many responses for one question, enumerator shall clarify again and write down a most correct one.
3. Enumerator usually circles answer code when she/he writes down answer of respondent. Enumerator shall be checked always whether he or she notes answer codes in correct places or not. Other words, enumerator shall very careful to note answers and avoid to doubled circle. For the first question “Relationship to the household head”, enumerator shall be circled only code “01” if enumerator needs to note answer “household head”. For example:

1. Relationship to household head						
Household head -01	Sister/brother -05	Grandchild -09		01	05	09
Wife/husband -02	Parents in law -06	Other relatives -10		02	06	10
Daughter/son -03	Daughter/son in law -07	Non-relative -11		03	07	11
Parents -04	Grandparents -08			04	08	

When enumerator is circling answer of 11th question “Education”, for person with completed secondary education enumerator shall be circle only code “3”. For example,

11. Education						
Less than primary -1	Primary Grade 4-8 -3	Technical vocational -5	Diploma -6	1	2	5
	Grade 9-10 -4	High -7			3	6
					4	7

4. Some answers of census questionnaire are needed to write date, name and codes of country, aimags, the capital. In this case, enumerator shall be filled up correctly seeing codes from the related annexes of instruction. In the case of writing filling of the answers for the questions, especially answers of 16-17 questions shall be wrote very distinctive and clear, and shall not include any letter or words in cells to be filled code.
5. Enumerator shall be wrote numbers one by one digits in cells to be filled codes. Enumerator shall be filled “o” front of numbers if digits of numbers to be wrote in the cells. For example,

01,
 001,
 0001 or
 012,
 0120

6. Some answers of census questions have “down arrow”. This is indicating that enumerator shall be moved next question, when noted proper answer of question with arrow. For example, respondent has answered “resident” to the 7th question **Residence** and enumerator shall be circled code 1 and directly asked 8th question. As well as, respondent answers he has obtained any level of education, in this case enumerator shall be circled a proper code “2-7” and asked 13th question.
7. If enumerator noted wrong answer code, in this case enumerator shall mark “X” such wrong code and circle correct code.

11. Education							
Less than primary -1	Primary	-2	Technical vocational	-5	1	2	5
	Grade 4-8	-3	Diploma	-6		3	6
	Grade 9-10	-4	High	-7		4	7

8. If respondent’s answer seems to be wrong, enumerator shall clarify again.
9. Enumerator shall ask all questions from a person, after completion of that person ask next person, who wrote in the questionnaire.

c. About fill up front page of the census questionnaire

1. **Census commission number** Enumerator shall write commission number, which sent from the NSO by the names of aimags, the capital, soums, districts, bags of aimag center soums, bags and khorooos.
2. **Name of the aimag, the capital, soum, district, bag and khoroo** For the question “Aimag, the capital, soum, district, bag and khoroo”, enumerator shall write name of aimag, the capital, soum, district, bag and khoroo and note the its code mentioned in Annex 1 in the respective cell. Writing name of aimag or capital city or soum and district, there shall use their official name, for instance Arkhangai, Dornod, Ulaanbaatar or Battsengel, Sergelen or Sukhbaatar so one. Do not put into the cell for code, when enumerator writes name of administrative unit as aimag, soum etc.
3. **Village name** According to the “Law on City and Village” of Mongolia, a village is a small settlement where 500-15,000 people live and the economic sector, such as agriculture, industry, tourism and resort is developed, and which has an independent governance. If respondent’s settled place must include according to above article of

law, enumerator shall write full and official name of the village. Enumerator shall see the village code from the Annex 2.

4. **Residence** Population shall be classified by five types of residence they stay in during the census days as the capital, aimag center, village, soum center and countryside and enumerator shall write its code in respective cell.
5. **Enumerator's number** It is number, which gave from the particular census commission for the enumerators.
6. **Number of census questionnaire** Enumerator shall be numbered from the first household (first room of the dormitory) as 001, 002, 003 so one. If household has more than 6 persons, there will use 2 and more continuation sheets and enumerator shall be numbered them same to the main questionnaire. Number of census questionnaires shall be different in separate rooms in dormitory.
7. **Street name** Enumerator shall write official name of street, which counted household (dormitory, apartment) settled without abbreviation and mark its code in respective cell. For example, "Enkhtaivan (Peace)", "Uurkhaichin"
8. **House, apartment and yard number** Enumerator shall be wrote number of dormitory, house, apartment and yard separately by the digits in the respective cells. Door number of households live in apartment and yard number of households live in ger district include in house number.
9. **Household owns house/ger** Enumerator shall ask how many households live in particular house or ger, if there more than two households, start to count form the household owns such house/ger. For the household owns house/ger, enumerator shall circle code "1". But households decide who is owner on their own volunteer decision. If households could not decide who is owner, in this case, it can be identified as household live in this house/ger more longer or has more members or household head is elder than others. But enumerator shall warn this is not matter to legal ownership.

For the population census, purpose of to fill up questionnaire for house owns household is

avoid duplication of estimation for living area and other indicators only not matter to further

legal ownership. Enumerator shall explain clear to the respondents.

10. **Shared house** Enumerator shall mark code "2" for other households aside of household owns house/ger.
11. **Dormitory or other house** Enumerator shall use code "3" for households live in dormitories of students, school pupils and employees, military divisions, hospitals, holiday homes, sanatoriums and caring homes, house top/roof, porch, duct of heating system, forests and cliffs.
12. **Number of persons enumerated** Number of persons enumerated shall identify by all enumerated persons (including continuation sheets). For example, suppose if household has 8 persons, 6 of them will note in main questionnaire 2 of them write in

continuation sheet. In this case enumerator shall mark number of persons enumerated is 8.

- 13. Number of questionnaires completed** There can be number of continuation sheets aside of main questionnaire matter of enumerated persons. In this case, enumerator shall be filled up same census commission number, enumerator's number and number of completed questionnaires. **But for the particular household (one room of dormitory), number of completed questionnaire shall equal to number of main and continuation sheets.** Number of completed questionnaire shall be filled in front page of main questionnaire only.

d. Instruction to fill up question related to the persons

Family (father/mother's) name: Based on 3rd paragraph of article 24 "child shall get father's name" of the Law on Family approved by State Great Hural in 1999 and 4th paragraph of this law "child shall get mother's name if he was born from mother, who didn't register her marriage or without any decision defining his father from authority", enumerator shall write respondent's family name and given name fully. Do not add suffix "ийн" or "ын" end of respondent's family name. For example, suppose respondent's name of father is Dorj and his given name Bat. In this case, enumerator shall write "Dorj" in opposite of "family name" part and "Bat" in given name part. Number is in front of "Family name" part order of enumerated persons in particular household (room of dormitory). Enumerator shall make a consideration to avoid edit, miss out, especially numbered wrong in continuation sheets.

Household head Household members will decide who head of household on their volunteer basis is. But it is not necessary that household head is resident in particular household to census answer questions. If family members could not decide who is household head, in this case enumerator can be consider any member aged above 16 years, has a job and makes major contribution for household income as a head, and fills up questions related to household head. Enumerator shall be respected comments of other members reached to 18 years old.

QUESTION No: 1.

Relationship to the household head

a. Here we will ask relationship between household members and household head and will circle a suitable code 01-10 for each person.

b. **Non-relationship:**

* those people who do not have any relationship with head of household but permanently living together with that household, do not have any financial and material relationship with other household and family, and do not form a separate household.

* those people who are enumerated in the cover sheet of the census questionnaire, do not have family and blood relationships with each other and defined as living in the dormitory or other house(3) will be considered as unrelated persons.

QUESTION No: 2

Sex. The sex (male or female) of every individual should be recorded in the household sheet.

Enumerators have to circle the suitable code, that is male-1, female-2.

QUESTION N3

Birth date: year & month. Enumerators should record interviewee's birth date: (year & month) as said that person. But enumerators should remind the person that birth date, which he or she is saying should match with the birth date as noted in his/her passport or identification card and other official documents. In case if he or she permitted, enumerator can see interviewee's passport or identification card and other official documents.

QUESTION N4

Age (in completed year) Information on age should be recorded by completed years. Although few days left to reach to complete year, in this case enumerator should not raise the current year of the respondent. Age of child under 1 year should be recorded as "OO". Information on age will be estimated directly asking from the respondent his or her birth date: year, month and day. After asking birth date (year, month, day) of a respondent, enumerator should compare it with 5th January, 1999 and if not match with estimation, re-ask from the respondent. But in case if the birth year is known, enumerator should fill up respondent's age from appendix N5. See annex 5A, if the respondent does not know his/her age in accordance with calendar estimation, but know according to the lunar new year.

QUESTION 5

Citizenship. Information on citizenship should be collected on the basis of respondent's response. The name of the country should be noted understandable, by abbreviation. For instance: instead of writing "The Republic of China" enumerator should write "China". Like this enumerator should write: Japan, France, England etc. For all citizenship of Mongolia code 01 will be circled. If the foreign person belongs to the Inner Mongolia, citizenship will be defined as China. Annex 5 of this manual will be used for filling up this question.

If the parents' citizenship is different, person above than 16 age will decide independently his or her citizenship. But citizenship of children under 16 will be based on parents decision. If parents disagree on their children's citizenship, in this case children's citizenship will be decided by following mother's citizenship.

The code 88 behind category "non-relationship" will be circled for people who are defined as non-relationship.

QUESTION 6

Ethnicity Citizenship of Mongolia will answer to this question. Foreign citizenship and non-relationship people will not respond to this question. On the basis of respondent's response enumerator should record ethnicity of that person. Ethnicity of children will be defined by their parents. If they can not define, ethnicity of children will be recorded as

mother's. Code 01 existed behind category "Khalkh" will be circled for "Khalkh" ethnicity. See annex 3 for other category of ethnicity. Enumerators shall be correctly explained that there is distinguishing only "Khalkh" ethnicity in census questionnaire. This is not disregarded other ethnicities. This is only for facilitating enumerators' job due to around 80 percent of total population of Mongolia are khalkh people.

QUESTION 7

Residence Enumerator shall be marked respondent's residence as midnight of 4 January 2000 is the census moment. The administrative unit is soum in aimag and district in the capital. Persons who are counting as temporary absent in particular soum or district and counting a visitor in recent place during the census days. There are three categories to define person's residence. These are:

- permanent resident
- temporary absent
- visitor

(There is a special instruction for those who are citizenship of Mongolia-enumerated in abroad, soldiers and prisoners).

A. Permanent resident.

At time of census, people who were living in place of their usual residence will be considered as permanent resident.

Those people, who are living at that place more than six months, whether they registered or not at that administrative unit will be considered as permanent resident.

Also, people who are living less than six months but intended to live more than six months will be considered as permanent resident.

For example: People who came from countryside to UB one month ago, but intended to live in UB six months and more than six months will be considered as permanent resident.

However, the enumerator should clearly explain these people that they enumerated as permanent resident only for the population and housing census.

It will not effect on their administrative registration status.

During the census people, who were not in their household and country belong to the following categories will be considered as permanent resident.

- a. persons on holidays
- b. watchman on duty
- c. those people who execute their jobs by several days like: railway workers, workers of air and auto sectors, post-man.
- d. people who went to recreations and travel for less than a week and children who are in 24-hour kindergarten.
- e. persons temporarily out from their place of residence (went for fire wood, for cattle, for hunting etc)
- f. went to military gathering
- g. women and infants are in delivery hospital

B. Temporary absent

People who are not at their home during the census time, who are temporarily absent from the country six and less than six months will be considered as temporary absent.

This category will cover the following group of people.

- a. people on official/business missions
- b. temporarily or seasonal workers
- c. people went to recreations or travelling more than one week
- d. people who went to do industrial practice
- e. people visited to other aimag and soum to meet with relatives and friends
- f. people- taking care for patient at hospital not more than seven days
- g. people -arrested for investigation
- h. police-custody

Also excluding Mongolian diplomatic and international organization's personnel and their families located outside the country, people working, studying and people on official and personal missions in abroad will belong to "temporary absent" category.

Temporary address of temporary absent person within the country will be recorded in temporary address: aimag, capital city and district name. See code from annex -1 of the instruction. Country name, which is living temporary absent person outside the country will be recorded in line of aimag and capital city and city name will be recorded in line of soum and district. See code from annex-5 of the instruction.

C. Visitor

People who are living in the census enumeration area less than six months will be enumerated as "visitors" In other words those people enumerated in their usual administrative unit as "temporary absent" will enumerate in their temporary living place as "visitors". Also if people who were in airport, railway station, transportation station and other checking places do not have "census enumeration certificate" they will be enumerated as "visitor".

D. **Temporary address:** aimag, capital city/country/, soum and duureg name of temporary absent person and permanent address: aimag, capital city/country/, soum and duureg name of visitor.

If the person enumerated as "visitor" record his or her permanent address, if enumerated as "temporary absent" record temporary address. See codes from annex-1 and annex-5.

QUESTION: EIGHT.

How long have you been living at usual residence? Circle code-1, during the census time if person live in that place since her or his birth time. However, if person was born in the place which he or she live at present but moved to another place in previous time more than six months period and came back, in this case enumerator will not circle code "since birth". It means code "since birth" will be circled only for those people who are living in that place uninterruptedly since birth time. If person moved in code -2 will be circled. If person was born in the place which he or she live but moved to another place in previous time more than six months period and came back, it will be defined as "moved in".

Also people who are responding on behalf of their abroad living people should say the permanent address of those people prior to live Mongolia.

People like citizenship of Mongolia but born in abroad and foreign citizenship living in Mongolia for a long time will be enumerated as “moved in”. Leave questions 9&10 and ask Q –11 from those people who answered that living in the present place since birth time.

We will not consider how many times moved and how many different places lived prior to the census, those people who responded “moved in”. Only the place person lived just before the census will be noted in the space behind category aimag, capital city/country/. See appropriate code from annex-1 from those people who answered moved in and see codes from annex-5 for Mongolian citizenship came from abroad and foreign citizenship living in Mongolia during the census time.

The year which person moved in the present place will be recorded as the year moved in.

QUESTION: NINE.

Place of birth. Name of aimag, capital city (country). Record as the present without doing abbreviation, name of aimag and capital city of person that is the place of birth. See code from annex-1. If that person was born in abroad write down country name in the space of name of aimag and capital city and see code from annex-4.

Enumerator should remind respondent that he or she should answer to the enumerator as his or her permanent residence address. When the person who is being enumerated, this person’s mother’s temporary living address will not be noted as the place of birth of enumerating person.

For example: mother of enumerating person lives permanently in Arkhangai province but delivered her child in UB and went back to Arkhangai province after delivery within the six months period, this person’s place of birth will be defined as Arkhangai. Also if mother of enumerating person was living in abroad more than six months at the time of delivery that person will be considered as born in abroad. Another case is if mother of enumerating person was living in abroad more than six months and arrived to the country for a period of less than six months at the time of delivery and went back to that foreign country, the newly born child’s place of delivery will be determined as born in abroad.

QUESTION: TEN

Name of lived aimag, capital city(country) as 01 January, 1995. This question would be answered by persons born before 01 January, 1995 or reached to 5 years old persons by complete age. Record the enumerated person’s usual residence address as 01 January, 1995. See code from annex-1. If the person did not remember were he or she was living 5 years ago, remind the person to remember that was there any important event or celebration in the previous 5 years. Also ask the person to remember how long lived in one place and other places and clarify where he or she was in 01 January, 1999. Person, who answered “since birth” to 8th question “How long have you been living at usual residence?” does not answer this question.

QUESTION: ELEVEN.

Education. This question aims to clarify respondent’s educational background and its level. Enumerator should ask from the respondent whether he or she has any education and if answer is “No” circle code No-1 and shift to question 12.

If the response is “Yes” ask the level of education and circle suitable code and shift to question No13. If person graduated from more than one school, note down the last obtained high education. For example: if the respondent is a teacher then graduated from university or institute as economist and has diploma with BA, MA degree in this case this person will be considered as person with high education.

- a. **high education.** Without depending on high education diploma or equivalent certificate level(BA, MA), all persons who graduated from internal and external university and institute will be considered as person who with high education. Also persons graduated from college or equivalent school with BA and above degree will be considered as person with high education.
- b. **diploma education.** This category will cover people who graduated with diploma degree from internal and external especial professional secondary school or equivalent school, college and other occupational school.
- c. **primary technical education.** People who graduated from technical school and have diploma on primary technical education will belong to this category.
- d. **complete secondary education (grade 9-10).** Persons who graduated from 10th form of secondary school in day time and evening time will be considered as persons with complete secondary education.
- e. **secondary education.** Persons who graduated from 7th form of secondary school (until 1975 as old system) and graduated from 8th form of secondary school will be considered persons with secondary education.
- f. **primary education.** Persons who graduated from 4th form of secondary school (until 1975 as old system) and in 1975-1996 graduated from 3rd form of secondary school and since 1997 graduated from 4th form of secondary school will be considered persons with primary education.

QUESTION 12.

Literacy. Person who responded to the previous question as non-educated will answer to this question. Person who can understanding, read and write a short, simple statement will be considered as a literate person. It involve people who are able to read in modern and old Mongolian languages and any foreign languages. Person can not read in any languages will be considered as illiterate person.

QUESTION 13

Are you studying now? Persons aged 7-29 should answer to this question. Circle code-1 if the respondent is studying at the present time at any level of school in day, evening time and by correspondence. If not studying circle code-2. Those people who are studying in foreign language course, occupational course with certificate or any equivalent course and short –term non-official training will be not considered as person studying at the current time.

QUESTION 14

Marital status

This question should be answered by the man and woman over age of 18. According to the “Mongolian Law on Marriage”, the age of marriage has defined as 18, but in reality, there are many instances who has been married when they were under age of 18. In the international methodology for the population census, the age of marriage is 15. The enumerator should ask the question about marriage very gently, especially for the children at age of 15-16.

If teenager at age of 15-16 has married, the enumerator should complete the questionnaire their marriage as “not confirmed marriage”

- A. **Never married.** Never married person age of 15 and over.
- B. **Legally registered or unregistered marriage.** **Legally registered marriage** is whereby couples have registered with civic marital office and received the marriage certificate. **Unregistered marriage** is the marriage which has not been registered in the civic marital office /in any duration of period/ but already started living together.
- C. **Separated.** Person who are not divorced legally but are living separately.
- D. **Divorced.** Person who had not remarried for any duration of period after they got officially divorced.
- E. **Widowed.** Person who had not remarried for any duration of period after their spouse had died.

QUESTION 15

Did you work last week?

This question should be answered by the employed resident population at aged 15 and over, should ask about their paid employment for the last 7 days prior to the census?

A. the code 1, which means “Yes” should be indicated under following circumstances: Namely,

1. All people who has been worked by payment for week or at least for one day.

Employed population comprised of all working person inrespective of industrial sectors, type and ownership of all employees and occupational category and all persons involved in informal sector such as sales workers in open market and streets, shoe polishers, news-vendors, car washers, craftsman and collectors of raw materials.

2. The people who is not working during 7 days prior to the census, but has labor contract with his or her employee and able to continue work after certain period.

- a. People who are not at the work place due to various reasons such as on maternity leave, nursing children,
- b. vacation, sickness and seasonal cessation of work all of whom have a labor contract.
- c. The people who has an administrative permission with and without salary.
- d. People who works at seasonal jobs and does not work in winter time, such as an agriculture, gold mining, construction, geology.
- e. the people who are not working temporarily due to industrial damage or strike.

3. Employment of household members in household businesses such as herding and cropping need to be defined as following:

Households ,engaged in household business is defined as the one which make production for commercial purpose and own consumption.. In the meantime, reflecting the country specific feature herding household were also included in this category.

- a. Persons aged 15 and above who are engaged in household herding and do not earn from other jobs are defined as employed.
 - b. Persons other than above mentioned such as student, pensioners and disabled will be defined as employed if they engaged in household business and earns their financial resource from this business.
4. Persons such as pensioner and disabled engaged with paid employment, they will be defined as employed.
5. Persons who studies at all level of school and courses worked at least one day during the past seven days, by part-time.

Please ask question number 16, 17, 18 to the people who answered “Yes”.

Directly go to the question number 19 (Why have you not been working?), did not if person answer question as “No”. The enumerator should talk more detailed if person answer question as “No”

QUESTION 16

Employment

This question should be answered by the people who answered fifteenth question as “Yes”. The question should be asked as “What kind of job do you do?”, What kind of occupation do you do? . Those should be taken into account to define the truth of the employment, namely:

1. the enumerator should be clear that he or she is asking about duty and description of their job, not their occupation. Occupation and engaged job must not be same as well. For instance, accountant could work as a head of human resource section.
2. If person answers this question in a very general manner as teacher, operator or driver, the enumerator should clarify as *Where do you work as a teacher and what do you teach?, What kind of operator do you do?, What kind of car do you drive?* and complete the question as *Mathematic teacher at the university, dry cleaning operator, sales manager or track driver.(Please see the questionnaire filling manual, page number 15-19)*
3. If person engaged with various kinds of jobs, the job which takes most of the time will be written in the questionnaire.
4. if there is person who is not working during 7 days prior to the census, but has labor contract with his or her employee and able to continue work after certain period, he or she will be written as employed.

QUESTION 17

Enterprises and establishments by industrial sectors

This question should be answered by the person who answered as “Yes” for question number 15. This question should be asked for person, about type of economic activities of enterprises based on their main output and services. This question should be asked as following:

- What kind of economic activity does your enterprise engaged with?
- What kind of main output and services does your enterprise product?

All employed persons should be asked three questions about their employment. These should cover occupation, industry or sector of employment and employment status.

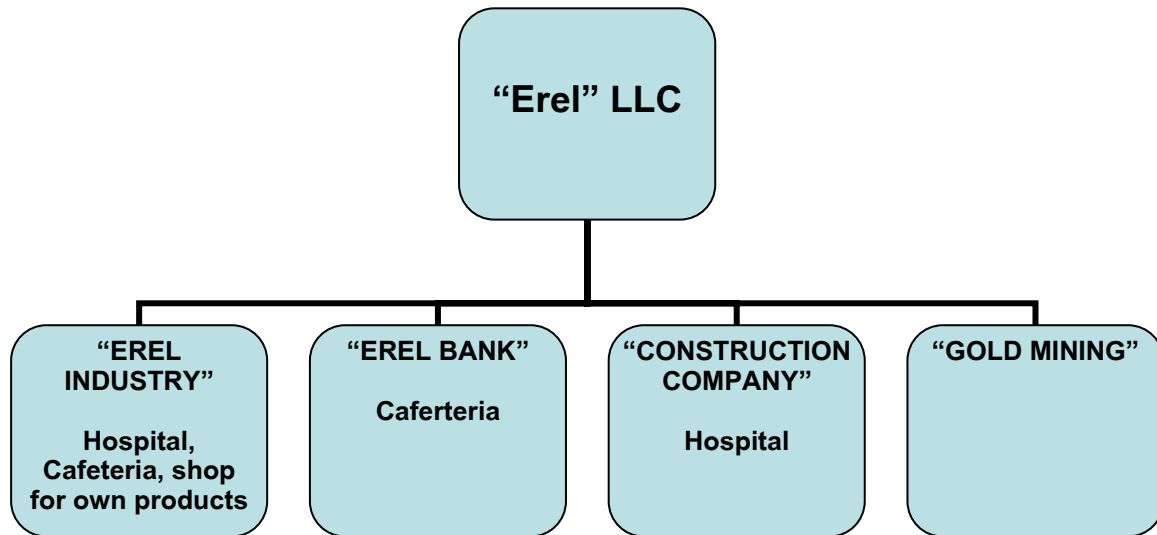
The following should be taken into account to check the truth of information about main activity of the establishment or enterprise which they work for: Namely,

1. It needs to be clarified by very detailed information about the main activity of the enterprise or establishment. For instance, if the enterprise is engaged with the trade, it should be asked that what kind of goods and products they trade, is it wholesale or retail trade? If it is a service establishment, what kind of services they do?
2. It needs to be taken into account that the establishment is independent at the management and financial level. If the establishment or enterprise has many branch inside of it but has an integrated management and finance the branches and units will be included in the main activity.
 - a. For instance, the carpet company “Ulaanbaatar“ has employee cafeteria, hospital and shop which sales their own products. Those units do not transact any report and account independently.

One part of its ownership could be rented for shop. In this case, the main activity of doctor who works at hospital, cook who works at employee cafeteria, would be “carpet production”. If salesperson works at rental supermarket, the main activity of the establishment or enterprise would be retail trade of main food stuffs. Because the retail shops /supermarket/ has management and financial independency.

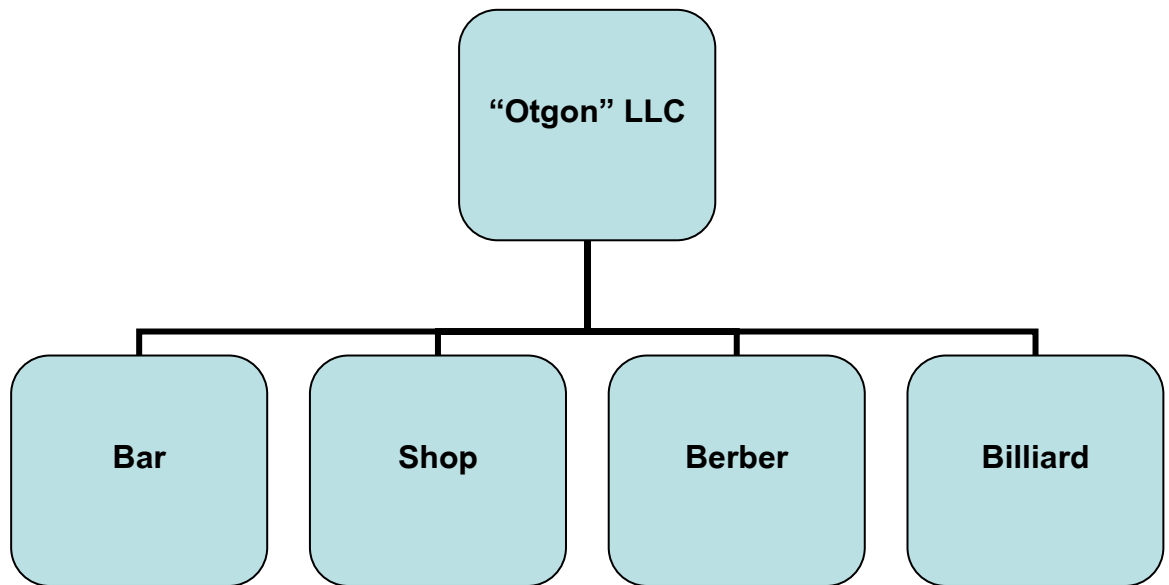
“Ulaanbaatar carpet” company		
Hospital	Cafeteria	Shop for own goods and products
Rental supermarket		

- b. Let`s see “Erel” company has four branches /daughter companies/ namely, “Erel industry”, “Erel bank”, Construction and Mining company.



In this case, the main activity of the officer who works at bank of “Erel” company, would be “banking”. The main activity of the people who works at mining would be “querying”

- c. If the establishment or enterprise is engaged with more than one economic activity such as a bar, shop, Barber, coiffeur, billiard, the main activity would be defined by the branch which hires the most employee.



3. The main activity of private enterprise needs to be defined very detailed. Namely,

- retail trade of food stuffs
- public transportation
- transportation
- textile
- livestock sector
- agricultural sector

4. The main activity of paid employment needs to be clarified very detailed.
 - housekeeping
 - baby nursing
 - livestock
 - agriculture
 - public transportation
5. The main activity of people who works at educational institutions should be filled by following:
 - institution of primary education
 - institution of secondary education
 - institution of higher education
 - institution of other educational activities
6. The main activity of hospital service.
7. The main activity of the legislative, executive institution and its local branches
8. The main activity of person who works at foreign services, defence , social order, national security organization should be defined as state service.

QUESTION 18

Employment status

This question should be asked for the person who has answered question number 15 as “Yes”. The enumerator should discuss with and person who is enumerating about his or her employee and establishment which he or she works for and corresponding code will be selected based on the labor contract and responsibility.

If any person had more than one economic activity – wage employment or self-employment – during the reference period then the secondary occupation was one which the respondent accepts as the most important based on time spent on and income earned from different activities and other considerations like social and legal status among all occupations of the person excluding the primary occupation.

Chapter 2 a. Employee-1

An employee is a person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, piece rates or payment in kind. Following officers will be defined as an employer:

1. All people who works at public administration and budgetary establishments

The high ranking officials such as minister, governors will not be defined as employee even they are selected or appointed and have right to hire and fire employee, because they work at governmental agency which has been supported by the state budget.

2. Paid employee. It refers to person who works at private company, cooperative, limited company./member of cooperatives and owner of those enterprises will not be included in it/ and person who works at industries at state ownership.

3. Officer of Non-Governmental Organizations.

-People who works at public organizations such as a trade union, political parties

- People who works at religious organizations
- People who works at charity and humanity organizations.
- others

b. Employer-2

A person who operates an enterprise or a person who operates an enterprise in partnership with others, or engages independently in a profession or trade, with the aid of one or more employees is considered as an employer

c. Self employed -3

A person who operates an enterprise or a person who operates an enterprise in partnership with others, without the aid of an employee is considered as an own account worker. However the person may get the assistance of unpaid family workers.

d. Cooperative members-4

Cooperative members are persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. A cooperative may also be defined as a business owned by the people who use its services. They are based on the values of self-help, self-responsibility, equality, equity.

e. Unpaid family worker -5

A person who works in an enterprise operated by a member of his household or by a group of persons including at least one member of his household, without a payment in cash or in kind.

Following people will be included in this group

- Members other than head of household who engaged in household business.
- Person who participate household business but not household member.

f. Others-6

If person works at some other place which cannot be classified by “a” to e”, then it will be included in this group. Self employed person who is engaged in trade or other service work such as shoe repairing will not be included in this group.

QUESTION 19

Why have you not been working?

This question should be asked to person who answered question number 15, as “No”

The Enumerator should talk with enumerating person about his unemployment and reason, and circle only one code.

a. Studying-1

People who are not working due to her or his participation to the any educational institutions such as secondary school, occupational school and institutions. This question is different than question number 13 by its purpose. Question number 13 has purpose to determine the attendance of primary and secondary school. But question number 19 has purpose to clarify the reason why he or she is not working.

b. “On pension, benefit-2”

People who are not working and retired due to physical conditions and old ages, get support from government such as superannuation and pensions, will be included in this group.

- c. **“Disabled-3”** People who are not working due to disability will be included in this group.

Also people who are not at the work place in the last seven days before the census due to sickness and whom have a labor contract with employees and return to work.

- d. **“Household duties-4”**

People who are not working due to nursing children, sick and old people, will be included in this group.

Also people who are not at the work place in the last seven days before the census due to sickness and whom have a labor

- e. **“No suitable job is available-5”**

Persons who did not work and were looking for work in the last seven days before the census. This involved discouraged persons who are interested or available for work but didn't look for work in the last seven days because of being discouraged by failure of finding a suitable job or of being unaware how to search or perceiving that no suitable job is available.

- f. **“Looking for a job-6”**

Persons who did not work in the last seven days before the census and looking for job at the time of the census.

- j. **“Others-7”**

Reasons other than the above /“A to E”/ will be included in this group.

Guideline to fill question number 15-19 of the questionnaire

The enumerator should fill the questions related to the employment and main activity of enterprise, very detailed (not general) and easy to understand it for coding people. In the employment section, if the person is teacher, it should be clarified by asking what does he or she teaches? There is an example to make it more understandable.

A. The main activity of person should be asked very detailed. For instance, the person would say his or her employment as a manager and should indicate his or her main activity as an “industry and trade”. In this case, the enumerator should ask is he sales manager or general manager and at which division does he or she work for?, what kind of economic activity does your enterprise do?

15. Have you been worked last week? Yes-1 No-2	①	2
16. Job	Advertisement manager	
17. Main activity of the enterprise and establishment	Sale and production of salami and meat product	
18. Employment status.	①	4
Contract worker-1	Cooperative member-4	2 5
Employee-2	Unpaid family worker-5	3 6
Self-employed-3	Others-6	

It should be clarified by asking “Do you have salary?, Do you own this enterprise? , if he or she does not own this enterprise or contributed his or her own property to this enterprise, he or she will be defined as a contract worker.

2. If person own that enterprise, the main activity of the enterprise will remain same as “trade” and his or her employment would be “sales person”. It should be clarified very detailed that trade is wholesale, retail trade or intellectual work trade. For instance, wholesale of vegetables, retail trade of shoes in the black market.

15. Have you been worked last week? Yes-1 No-2	①	2
16. Job	Vegetables salesperson	
17. Main activity of the enterprise and establishment	Wholesale trade of vegetables	
18. Employment status.	①	4
Contract worker-1	Cooperative member-4	2 5
Employee-2	Unpaid family worker-5	3 6
Self-employed-3	Others-6	

In this case, the person who works at wholesale trade of vegetable as a salesperson is a contract worker. Because he or she got paid for working as a salesperson. It must be clarified that whose property is in this trade, if he or she did not contribute any property to this trade, he or she will be defined as a contract employer.

3. Occupational jobs should be clarified very detailed, too. If the person is an operator, it should be clarified that what kind of machine or equipment operator does he or she do? For instance, the person who works at “Hotol cement” company as an operator, he or she should answer own employment as following:

15. Have you been worked last week? Yes-1 No-2	1	2
16. Job	Equipment operator of cement production	
17. Main activity of the enterprise and establishment	Cement company	
18. Employment status.	④	4
Contract worker-1	Cooperative member-4	5 5
Employee-2	Unpaid family worker-5	6 6
Self-employed-3	Others-6	

In this case, it is understandable or certain, person who works at cement company as a paid employer and his or her employment status will be defined as a contract employer.

B. Example to fill the questions about employment of person who works for more than one job

1. If person worked at more than one job one week prior to the reference period, main job will be registered in the questionnaire. The main job is which has been worked at longest during the reference period (1 week) of the census. If worked hours at both jobs are same, then the job with higher income will be registered in the questionnaire. For instance, account Ms. Dulmaa works at commercial bank as an general accountant but also works at small private shop as a accountant, the main job will be a general accountant and the main economic activity will be registered as “activity of monetary circulation”.

15. Have you been worked last week? Yes-1 No-2	① 2				
16. Job	General accountant <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
17. Main activity of the enterprise and establishment	Activity of monetary circulation <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>				
18. Employment status. Contract worker-1 Cooperative member-4 Employee-2 Unpaid family worker-5 Self-employed-3 Others-6	① 4 2 5 3 6				

In this case, Ms.Dulmaa works at the commercial bank as a general accountant and she is a contract worker. Because, she get paid for working as a general accountant. It must be clarified that whose property is in the commercial bank, if she did not contribute any property to this bank, her employment will be defined as a contract employer.

C. An example to fill the questions about self-employed person.

1. The question number 15-18 which is related to the employment of person aged 15 and over who works at household businesses (livestock, farming etc) except the head of households, will be filled as following:

15. Have you been worked last week? Yes-1 No-2	① 2				
16. Job	Herder <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
17. Main activity of the enterprise and establishment	Livestock sector <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>				
18. Employment status. Contract worker-1 Cooperative member-4 Employee-2 Unpaid family worker-5 Self-employed-3 Others-6	1 4 2 ⑤ 3 6				

Those people do not get paid due to their household business and their employment status will be defined as “unpaid family worker”. The employment status of those people cannot be defined as “self-employed”. Because those people are participating for their own household business but do not engaged with any industrial activity which is an independent.

2. If the person who engaged in household business and hire any other household members permanently, the employment status of the head of household will be defined as a” employer” not self-employed.

15. Have you been worked last week? Yes-1 No-2	① 2				
16. Job	Owner <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
17. Main activity of the enterprise and establishment	Livestock sector <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>				
18. Employment status. Contract worker-1 Cooperative member-4 Employee-2 Unpaid family worker-5 Self-employed-3 Others-6	4 4 5 ⑤ 6 6				

The employment status of the person who is engaged in retail trade, craftsman or service without any permission, will be filled as “self-employed”. Because, they are engaged with their own business which is independent. If person says that he or she works at car cleaning service, it should be clarified by asking, what kind of car does he/she clean, where does he or she work?

15. Have you been worked last week? Yes-1 No-2	①	2
16. Job	Car cleaner	
17. Main activity of the enterprise and establishment	Livestock sector	
18. Employment status.	1	4
Contract worker-1	2	5
Employee-2	③	6
Self-employed-3		
Cooperative member-4		
Unpaid family worker-5		
Others-6		

4. To fill the question about type of households, living quarters and housing facilities

a. Type of housing

1. The enumerator should clarify how many people lives in that household and type of housing. If person answer this question as “Ger-2”, it needs to skip to the question number 11.

If family owns more than two dwelling and ger or both of them, the enumerator should enumerate the house which has been used in winter time.

If family owns more than two dwelling which has been built by their own without constructive plane, it will be enumerated as one dwelling. Type of heating, water supply waste disposal and outside toilet will be included in the infrastructure.

Housing

2. Housing is classified by the following types: house, apartment, student dormitory, public dormitory and non-living quarter.

a. *House* a separate structure built and equipped for living of one or more households and having infrastructure provisions

b. *Apartment* a dwelling unit of one or more rooms intended for a single household within a building containing separate units for another households. The apartment building has a wall separating the units and shared stairs, corridor and entrance. The convenient apartment building has infrastructure provisions (heating system, tap water, inside toilet facilities).

c. *Student dormitory* a dwelling unit built for shared accommodation for pupils and students at all levels of education.

d. *Public dormitory* a dwelling unit built for shared accommodation for workers, soldiers and other common groups of residents

e. *Non-living quarter* a housing unit that is not intended for human habitation

f. *Other*. It refers to a place such as a roof, passage, tunnel, forest and mountain which is not mention at a-e.

3. **Number of rooms.** The number of rooms will be filled in the box. /01,02,03,04/
Living room, bedroom and working room will be enumerated in the census but kitchen, bathroom will not be enumerated.
4. **Living area** /square meter/ is the total area of living room, bedroom and working room. On the other word, living area is the subject to the payment. In case of housing which has been built privately and out of kitchen, kitchen area will be deducted from the estimation.

The enumerator should advise any possible ways to measure living area of housing which has been build privately.

5. **Heating.** Heating system of the housing will be classified as centralized, non-centralized and other.
 - a. Centralized heating. Housing linked to centralized heating system coming from power stations and centralized steam boiler.
 - b. Non-centralized heating. Households linked to a separately built steam boiler or own independent system.
 - c. others. Households using other sources of simple heating such as stove

6. Water supply. Water supply availability was categorized as having hot and coldwater facilities, having only cold water facilities and having water from outside. The latter was further classed by type of source: from wells (ground, mine wells) and from other sources and person should choose one of those three answers.

7. Waste disposal. Corresponding answer will be chosen from the choices as special hollows and tubes, no special place for waste disposal.

In the category of special hollow and tubes, houses and apartments in urban areas will be reflected which has an special hollow for disposal waste.

8. **Toilets.** Corresponding code will be selected from the categorization of toilets as inside toilet, outside toilet and public toilet.
9. **Kitchen.** Corresponding code will be selected from the categorization of the kitchens as separate kitchen, not separated kitchen and public kitchen.
10. **Bathroom.** Corresponding code will be selected from the categorization of the bathrooms as separated bathroom, non-separated bathroom and public bathroom.

Ger

11. **Number of gers.** One household can live in more than one ger. The number of gers of enumerating household will be written in this section. "Urts" tsaatan`s dwelling will be reflected in this section.

12. **Number of walls.** The number of walls of ger which were in residence at the census time, will be written in the corresponding box. If household has more than one ger, main ger will be written in the box. Main ger is the ger which has been used in winter time. For the tsaatan`s dwelling, the number of wall, will be written as "05"

Ger condition

13. **Water supply.** Corresponding code will be selected, defining by the source of clean water.
14. **whether having or not place for waste disposal.** if there is a place for waste disposal answer should be as "Yes" if there is not, answer should be "no"
15. **whether having or not toilet facility.** if there is a toilet facility answer should be as "Yes" if there is not, answer should be "no"

16. **whether having or not burrowhole for dirty water disposal.** if there is a burrowhole for dirty water disposal answer should be as “Yes” if there is not, answer should be “no”

Questions need to be filled by all households

Question number 17-19 which has been related to the type of housing and ger, will be filled by all households

17. **Type of ownership.** House, ger and dwelling is categorized households living in conventional living quarters and gers according to ownership of property, government owned, privately owned or mixed ownership

a. **Government /State/ owned.** Housing and gers owned by establishments and enterprises but more than 51 percent of property is state owned.

b. **Private.** Housing and gers owned by establishment and enterprises with privately owned property. /more than 51 percent of property is privately owned/

c. **Mixed ownership.** Housing and gers with government and private property size is in equal /50:50/

18.19 Corresponding code will be selected if there is electricity supply and telephone in gers and housing.

The enumerator should make double check to make sure that all persons in the list of household has enumerated and if there is any person who has enumerated twice or not enumerated at all.

The enumerator also should check that all indicators related to the housing condition, especially number of households and number of household members. If there is uncertain and wrong answer, the enumerator should make necessary correction by clarifying to related person. After signing and dating on questionnaire, the enumerator should transit to the next household

5. Manual to check valid of the completed questionnaire

The following should be taken into account to check the valid of the completed questionnaire of the Population and Housing Census:

1. First of all, it should be checked that all the questions has been answered.
2. A number of counted people need to be checked with the conformity of the number of questionnaire.
3. All answers in the questionnaire need to be checked very carefully. Every counted people need to answer all questions of the questionnaire, except some questions which indicates specific age group and need to be skipped.

Number of the questionnaire	Age group
1-8	All people
9	People who answered as “migrated” in the 8 th question
10	All people age of 5 and over
11-12	All people age of 7 and over
13	People between age of 7-29
14-19	All people age of 15 and over

4. While checking the truth of the answers, logical and comparing method should be used. In one question, there can not be more than one answer.
5. The number which will be written in the questionnaire as an answer is correct or not, all the words in the questionnaire is readable or not and the right code for answer is written or not should be checked. If there is not enough space for the numbers which should be written in the questionnaire, 0 should be written and....
6. to check the transition to another question has done after the previous question has been completed. For instance, for the question number 7 which is related to the residence, if the answer is permanently residence-1, it should transit to question number 8.

Additionally, for the question number 14 “Have you worked during last week?”, if the answer is “No-2” then it must to be skipped to the question number 19.

7. The number of census commission can not be written differently than the number which has been approved by the National Statistical office of Mongolia. The supervisor who is responsible for census commission and its enumerators, must check the number which is written on the questionnaire is the number which has been approved by the NSO of Mongolia.
8. The only one code will be written in the “location”.
9. To see the name and code of the aimag, soum and district from the administrative list of Mongolia-appendix-1, name and code of the village from the list-appendix-2, name and code of the ethnicity and citizenship from list of ethnicity and citizenship-appendix-3, name and code of the foreign countries from the list of foreign countries-appendix-4, respectively.
10. to check the interrelation between the answer of question “Relationship with the head of household?” and other answers. Namely,
 - a. “02” will not be selected, if the head of household is divorced (widowed) but 01 will be selected. In this situation, only 05 or 06 must be selected for the question number 14.
 - b. The person who has been answered that I am the “head of household” should be age of 16 and over. In some special situation, if the head of household is under the age of 16, it should be clarified that is correct or not.
11. The following should be taken into account to check the answer of the question number 4. namely,
 - a. **The birth date and age are**
 - b. The interrelation between age and education level. If the person is age of 7, he or she cannot choose the answer 5 or 7 for the question number 11.
 - c. The interrelation between age and marriage. If the person is age of 14, the question number 14 should not be answered.
12. The code for the citizenship and ethnicity has filled according to the list of country code and guidance.
13. The code for permanent and temporary residence address of the person is filled correctly in the questionnaire, according to the manual.
14. The date of immigration and name of the aimag should be filled if person answered to the question number 8, as ”Migrated”. For the person who answered to this question as “since birthday” it is not necessary to answer question number 9 and 10. It is not acceptable, if person answered to the question about ” relationship with the head of household” as “08-Grandmother/Grandfather” then he or she cannot be answered to the question number 13 and 19 as ”Yes-1”.

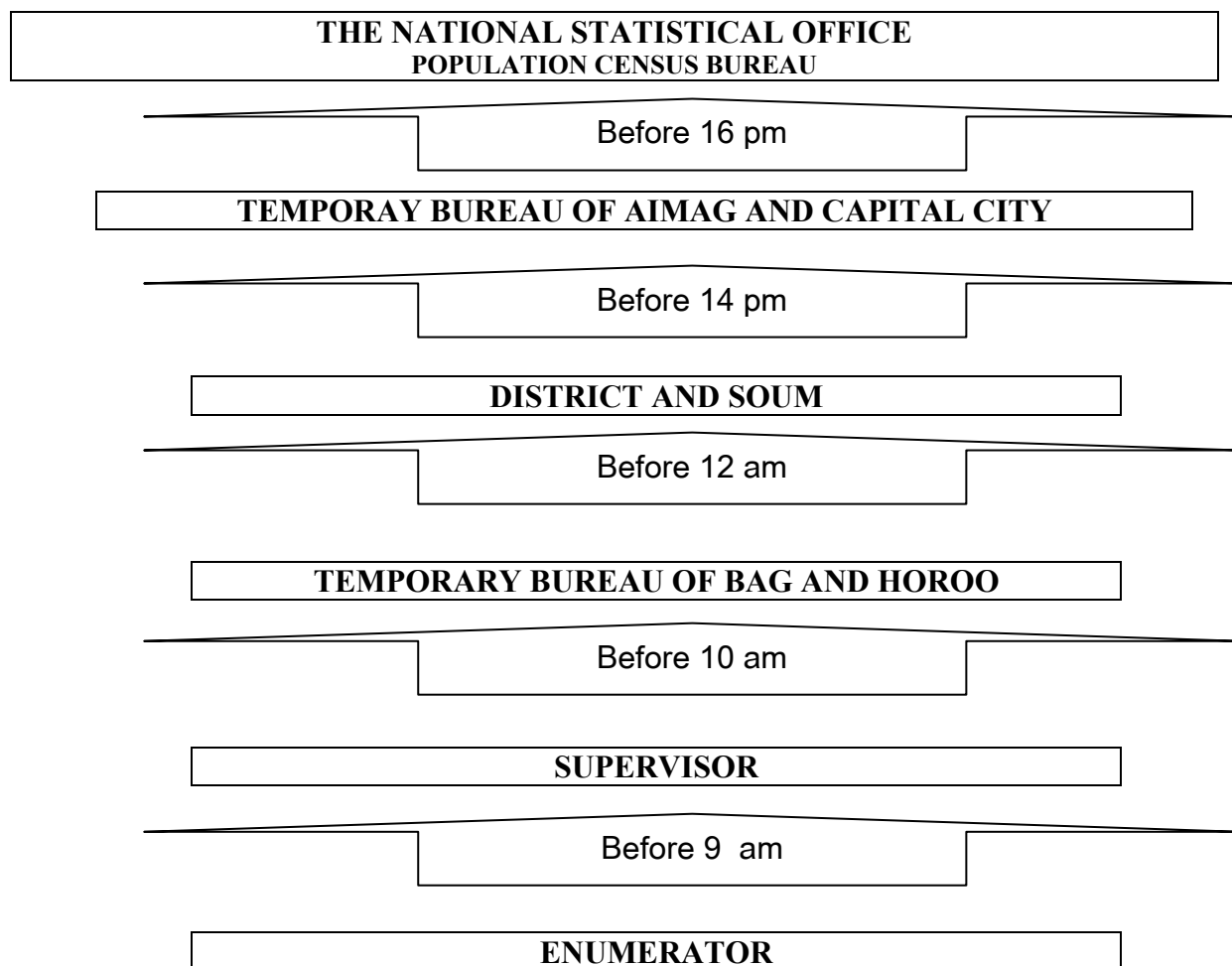
15. The question number 12 must be answered, if person answered to the question number 11 as “non-educated”. If the answer is different, it must to be skipped to the question number 13.
16. The question number 14 should be answered by the person age of 15 and over, person who has unregistered marriage should select “3”.
17. The question number should be answered by the all people age of 15 and over. For the person who has been worked during the reference period, the interrelation between the main activity of the enterprise and employment status should be checked. The person who has not been worked during the reference period, need to be skipped to the question number 19.
18. To check is there
19. The question number 1-10 should be asked for the household which lives in the apartment, the question number 11-16 should be asked for the household which lives in the gers, question number 17-19 should be asked for the all households. If person answered that he or she lives in both, the enumerator should select one of them, in line with the guideline.

Chapter VII. Manual for the preliminary result of the population census and receive census documents

a. To make data on census progress

1. A temporary Census Bureau should submit the data on census progress to the National Statistical office since 6th of January 2000, by following schedule:

A. Time schedule of the census progress data submission to the National Statistical office*



*The data on census progress should be submitted daily, during 6-13th of January, 2000 The Final data on census should be submitted in the 15th of January, 2000.

B. Time schedule for local enumerators to submit the census progress data to the temporary bureau of soum.

	Schedule for data submission
1. Data of 5-7 th of January	before 10 am of the 9 th of January
2. Data of 8-12 th of January	before 10am of the 13 th of January
3. Final data	before 9 am of the 15 th of January

The temporary bureau of soums are responsible to compile the data which is collected by the local enumerators with other data collected from other soums and settlements and need to submit to the temporary bureau of aimags before 14 pm.

2. The census progress data should be written on the form # 4 of Population and household census. The census progress data is included in the **urgent statistical data**, therefore if person who is responsible for data submission has made mistake by failure of providing data in time, corresponding penalty will be charged by the head of local statistical division and state inspector, according to the law and regulation.

3. The national statistical office of Mongolia should compile all data which is received from soum and aimag level since 6th of January.

b. The guidance to fill the Population and Household census form #4 for the census progress data.

Those forms are must to be filled by:

- name of the head of household and enumerator
- number of supervisor and enumerator
- number of supervisors and enumerators of soum, bag and khoroo
- aimag and soum
- district and khoroo
- capital city and district

The national statistical office of Mongolia is responsible for arranging all activities related to the release of state result of census by compiling all data received from the aimags and capital city and informing census progress to the public press.

In the column 1-4 of form#4, number of population should be filled separately by the number of household which will be counted in public housing and other type of house and, all households need to be counted.

In the column 5-8 of form # 4, the number of household and person which has been counted while data compilation The public housing will not be counted as whole house but will be counted by the number of rooms which are occupied.

In the 9-12 of form # 4, the number of counted people and number of people need to be counted and its proportions need to be filled. Namely,

Column 9=column 5: column 1 x 100

Column 10=column 6: column 2x100

Column 11=column 7: column 3x100

Column 12=column 8: column 4x100

c. to receive census documents and preliminary result

Every person and household which has been counted in the questionnaire will be checked for the consistency with the preliminary result, at the all stage of receiving census document. If these two indicators do not consistent with each other, the preliminary result will be corrected by the number of households and person counted in the questionnaire. The activities indicated in the 1,2,3 should be carried out, according to the guidance number 5 of this manual.

3. The registration of the population and household which has been prepared for the census and number of population and household which has been counted at the census and the preliminary result of the census will be checked for the consistency. If there is a gap between those 3 indicators, the reason should be clarified. If the population has been under counted the reason should be clarified also and uncounted population will be counted. If the census has over counted the population then it must be checked by connecting with other census commission and if it has been counted twice, it must be discussed in which administrative region he or she should be involved.

4. The filled questionnaire should be received by the Population and household census form # 5. Form # 5 should be processed while receiving questionnaires from the enumerators.

5. The following should be taken into account to receive questionnaire:

- every enumerator should use form # 5 and the number of enumerator and census commission should be written on every form # 5.

- form number 1 and form number 5 should be attached together.

- It must to be checked that every person who has been registered in the every page of questionnaire and the number of total person which is written on the first page are same and the questionnaire is totally completed or not.

-On the front page of the questionnaire, if there is an answer “household with housing ownership” or “household which shares housing” the form number 5 should be filled as “1” in the column “household”. if the household lives in public housing or others the this part will remain blank. In the column of the form # 5, the number of enumerated or counted people will be written. This number must to be checked.

-after receiving questionnaires from the enumerators, the number of households and the number of counted people will be written on the bottom side of the form.

There must be consistency between counted people, household and preliminary result of the enumerator, by every indicator.

At the first stage, temporary bureau of soum, aimag, bag and khoroo should process the form # 5 and at the next stage it must be checked by the bureau, the sign “√” should be written.

At all stage, the questionnaire need to be checked and if there is any mistake or overlap then it must to be corrected as well as preliminary result.

Schedule for receiving census data and preliminary result

Stage for submission of census data and preliminary result	Duration	
	Commence	End
1. Data submission from enumerator to the supervisor	6/I	15/I
2. Data submission from the supervisor to the temporary bureau of aimag, soum, district and khoroo.	16/I	20/I
3. Data submission from the supervisor to the local temporary bureau.	16/I	22/I
4. Data submission from temporary bureau of soum, bag to the bureau of aimag and district of Ulaanbaatar city.	21/I	27/I
5. Data submission of all soums to the temporary bureau of aimag	23/I	1/II
6. Data submission from all districts to the Ulaanbaatar bureau.	28/I	14/II
7. Data submission from the temporary bureau of aimag and capital city to the NSO	11/II	5/II
8. Data submission from temporary bureau to the ministries.		11/II
9. Data submission from the ministries to the NSO		5/III

List of administrative units of Mongolia
(Only for population and housing census)

Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code
1. Arkhangai	O1	2. Bayan-Olgii	O2	3. Bayankhongor	O3	4. Bulgan	O4
Ikhtamir	01	Altai	01	Galuut	01	Bayan-Agt	01
Chuluut	02	Altantsogts	02	Bayan-Ovoo	02	Bugat	02
Khangai	03	Bayannuur	03	Erdenetsogt	03	Buregkhangai	03
Tariat	04	Bugat	04	Olziit	04	Gurvanbuleg	04
Ondor-Ulaan	05	Bulgan	05	Jinst	05	Dashinchilen	05
Erdenemandal	06	Buyant	06	Bogd	06	Mogod	06
Jargalant	07	Deluun	07	Bayanlig	07	Orkhon	07
Tsetserleg	08	Nogoonnuur	08	Bayangovi	08	Saikhan	08
Khairkhan	09	Sagsai	09	Shinejinst	09	Selenge	09
Battsengel	10	Tolbo	10	Bayan-Ondor	10	Teshig	10
Olziit	11	Ulaamkhus	11	Bayantsagaan	11	Khangal	11
Ogiinuur	12	Tsengel	12	Baatsagaan	12	Khishig-Ondor	12
Khashaat	13	Olgii	13	Bombogor	13	Khutag-Ondor	13
Khotont	14			Buutsagaan	14	Bulgan	14
Tsenkher	15			Khureemaryl	15	Bayannuur	15
Tovshruulekh	16			Bayanbulag	16	Rashaant	16
Bulgan	17			Gurvanbulag	17		
Erdenebulgan	18			Zag	18		
Tsakhir	19			Jargalant	19		
				Bayankhongor	20		

Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code
5. Gobi-Altai	O5	6. Dornogobi	O6	7. Dornod	O7	8. Dundgobi	O8
Altai	01	Airag	01	Bayandun	01	Delgertsogt	01
Bayan-Uul	02	Altanshiree	02	Bayantumen	02	Deren	02
Biger	03	Dalanjargalan	03	Bulgan	03	Gobi-Ugtaal	03
Bugat	04	Delgerekh	04	Gurvanzagal	04	Tsagaandelger	04
Darvi	05	Ikhkhet	05	Dashbalbar	05	Bayanjargalan	05
Delger	06	Mandakh	06	Matad	06	Ondorshil	06
Jargalan	07	Orgon	07	Khalkhgol	07	Gurvansaikhan	07
Taishir	08	Saikhandulaan	08	Kholonbuir	08	Olziit	08
Tonkhil	09	Ulaanbadrakh	09	Sergelen	09	Khuld	09
Togrog	10	Khatanbulag	10	Tsagaan ovoo	10	Luus	10
Khaliun	11	Khuvsgul	11	Bayan uul	11	Delgerkhangai	11
Khokhmorit	12	Erdene	12	Choibalsan	12	Saikhan ovoo	12
Tsogt	13	Sainshand	13	Chuluun khoroot	13	Erdene dalai	13
Tseel	14	Zamiin-Uud	14	Kherlen	14	Sain tsagaan	14
Chandmana	15					Adaatsag	15
Sharga	16						
Erdene	17						
Yoson bulag	18						

Name of aimag and soum	Code	Name of aimag and soum	Code
9. Zavkhan	09	10. Uvurkhangai	10
Aldarkhaan	01	Bayan-Ondor	01
Bayantes	02	Burd	02
Bayankhairkhan	03	Bat-Ulzii	03
Bulnai	04	B-Bayan-Ulaan	04
Dorvoljin	05	Bayangol	05
Zavkhanmandal	06	Guchin us	06
Ider	07	Zuil	07
Ikh uul	08	Olziit	08
Nomrog	09	Z-Bayan-Ulaan	09
Otgon	10	Bogd	10
Santmargats	11	Nariin teel	11
Songino	12	Sant	12
Tudevtei	13	Taragt	13
Tes	14	Togrog	14
Telmen	15	Uyanga	15
Urgamal	16	Khairkhandulaan	16
Uliastai	17	Khujirt	17
Tsagaankhairkhan	18	Kharkhorin	18
Tsagaanchuluut	19	Arvaikheer	19
Tsetsen-uul	20		
Shiluustei	21		
Erdenekhairkhan	22		
Yaruu	23		
Asgat	24		

Name of aimag and soum	Code	Name of aimag and soum	Code
11. Umnugobi	11	12. Sukhbaatar	12
Bayandalai	01	Asgat	01
Bayan ovoo	02	Bayandelger	02
Bulgan	03	Dariganga	03
Gurvantes	04	Monkhkhaan	04
Mandal-ovoo	05	Naran	05
Manlai	06	Ongon	06
Nomgon	07	Sukhbaatar	07
Noyon	08	Tuvshinshiree	08
Sevrei	09	Tumentsogt	09
Khanbogd	10	Uulbayan	10
Khankhongor	11	Khalzan	11
Khurmen	12	Erdenetsagaan	12
Tsogt ovoo	13	Burentsogt	13
Tsogt tsetsii	14		
Dalanzadgad	15		

Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code
13. Selenge	13	14. Tov	14	15. Uvs	15	16. Khovd	16
Altanbulag	01	Altanbulag	01	Baruunturuun	01	Altai	01
Yoroo	02	Batsumber	02	Bokhmoron	02	Bulgan	02
Zuunburen	03	Bayan	03	Davst	03	Buyant	03
Mandal	04	Bayan-Onjuul	04	Zavkhan	04	Darvi	04
Orkhon	05	Bayandelger	05	Zuungobi	05	Duut	05
Sant	06	Bayanjargalan	06	Zuunkhangai	06	Zereg	06
Tsagaannuur	07	Bayantsagaan	07	Malchin	07	Mankhan	07
Bayangol	08	Bayantsogt	08	Naranbulag	08	Dorgon	08
Saikhan	09	Bornuur	09	Ulgii	09	Myangad	09
Orkhontuul	10	Buren	10	Umnugobi	10	Most	10
Baruunburen	11	Delgerkhaan	11	Ondorkhangai	11	Monkhkhairkhan	11
Shaamar	12	Jargalant	12	Sagil	12	Uench	12
Khuder	13	Zaamar	13	Tarialan	13	Khovd	13
Sukhbaatar	14	Lun	14	Turgen	14	Tsetseg	14
Javkhlant	15	Mongonmorit	15	Tes	15	Chandmana	15
Tushig	16	Ondorshireet	16	Khovd	16	Erdeneburen	16
Khushaat	17	Sergelen	17	Khyargas	17	Jargalant	17
		Ugtaal	18	Tsagaankhairkhan	18		
		Erdene	19	Ulaangom	19		
		Erdenesant	20				
		Bayanchandmana	21				
		Zuunmod	22				
		Sumber	23				
		Tseel	24				
		Arkhusht	25				
		Argalant	26				
		Bayankhangai	27				

Population and Housing Census 2000 Enumerator Manual

Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code	Name of aimag and soum	Code
17. Khuvsgul	17	18. Khentii	18	19. Darkhan-Uul	19	21. Orkhon	21
Alag-Erdene	01	Galshar	01	Darkhan	01	Bayan ondor	01
Arbulag	02	Bayankhutag	02	Khongor	02	Jargalant	02
Bayanzurkh	03	Bayanmonkh	03	Orkhon	03	22. Gobisumber	22
Burentogtokh	04	Darkhan	04	Shariin gol	04	Sumber	01
Galt	05	Delgerkhaan	05	20. Ulaanbaatar	20	Bayantal	02
Jargalant	06	Jargaltkhaan	06	Khan uul	01	Shivee gobi	03
Ikh-Uul	07	Tsenkhermandal	07	Baganuur	02		
Rashaant	08	Umnudelger	08	Bayan zurkh	03		
Renchinkhumbe	09	Batshireet	09	Nalaikh	04		
Tarialan	10	Binder	10	Bayan gol	05		
Tosontsengel	11	Bayanadraga	11	Sukhbaatar	06		
Tomorbulag	12	Dadal	12	Chingeltei	07		
Tunel	13	Norovlin	13	Baga khangai	08		
Ulaan-uul	14	Batnorov	14	Songinokhairkhan	09		
Khankh	15	Bayan ovoo	15				
Tsagaan-Uul	16	Moron	16				
Tsagaan Uur	17	Kherlen	17				
Tsetserleg	18						
Chamdmana ondor	19						
Shine ider	20						
Khatgal	21						
Moron	22						
Erdenebulgan	23						
Tsagaannuur	24						

List of villages in Mongolia*
(Only for population and housing census)

Name of village	Code	Located aimag and soum
Tsagaannuur	O1	Bayan-Olgii, Nogoonnuur soum
Shargaljuut	O2	Bayankhongor, Erdenetsogt soum
Saikhan ovoo	O3	Bulgan, Saikhan soum
Khyalganat	O4	Bulgan, Selenge soum
Guulin	O5	Gobi-Altai, Delger soum
Bayantooroi	O6	Gobi-Altai, Tsogt soum
Zeegt	O7	Gobi-Altai, Chandmana soum
Zamiin uud	O8	Dornogobi, Zamiin Uud soum
Zulegtei	O9	Dornogobi, Ikh khet soum
Khajuu Ulaan	10	Dornogobi, Ikh khet soum
Erdes	11	Dornod, Dashbalbar soum
Ereen	12	Dornod, Bayan Uul soum
Tosontsengel	13	Zavkhan, Bulnai soum
Tavantolgoi	14	Umnugobi, Tsogttsetsii soum
Zuunkharaa	15	Selenge, Mandal soum
Tunkhel	16	Selenge, Mandal soum
Kherkh	17	Selenge, Mandal soum
Dulaankhaan	18	Selenge, Shaamar soum
Bugant	19	Selenge, Yoroo soum
Khotol	20	Selenge, Saikhan soum
Khailaastai	21	Tov, Zaamar soum
Khar tarvagatai	22	Uvs, Tarialan soum
Khoshoot	23	Khovd, Tsetseg soum
Mogoin gol	24	Khuvsgul, Tsetserleg soum
Khatgal	25	Khuvsgul, Alag erdene soum
Khankh	26	Khuvsgul, Khankh soum
Bor-Ondor	27	Khentii, Darkhan soum
Berkh	28	Khentii, Batnorov soum
Chandgana tal	29	Khentii, Moron soum

Note: * Based on official document 5/266 dated 2 February 1998 of Ministry of Infra Structure of Mongolia

List of ethnicity and nationality in Mongolia*
(Only for population and housing census)

Name of ethnicity	Code
Khalkh	01
Kazakh	02
Dorvod	03
Buriad	04
Bayad	05
Dariganga	06
Uriankhai	07
Zakhchin	08
Darkhad	09
Torguud	10
Uuld	11
Khoton	12
Myangad	13
Barga	14
Uzemchin	15
Kharchin	16
Tsakhhar	17
Khotgoid	18
Eljigen	19
Tsaatan	20
Khamnigan	21
Khoshuud	22
Sartuul	23
Tuva	24
Khorchin	25
Chantuu	26
Khalimag	27
Russian /Mongolian citizens/	28
Chinese /Mongolian citizens/	29
Other ethnicity /Mongolian citizens/	30

Note: * Based on official document 1/41 dated 15 May 1998 of Academy of Science of Mongolia

List of countries in the world
(Only for population and housing census)

Name of the country	Name to be wrote in the census questionnaire	Code	Name of the city	Code
1. Mongolia	Mongolia	01	X	X
2. Russian Federation	RF	23	1. Moscow	01
			2. Sankt-Peterburg	02
			3. Novosibirsk	03
			4. Krasnoyarsk	04
			5. Irkutsk	05
			6. Ulaan-Ud	06
			7. Other	07
3. People's Republic of China	China	24	1. Beijing	01
			2. Khokh khot	02
			3. Tian-jing	03
			4. Erelian	04
			5. Xiangnan	05
			6. Shankhai	06
			7. Other	07
4. Republic of Korea	Korea	25	1. Seoul	01
			2. Other	02
5. Democratic People's Republic of Korea	DPRK	26	1. Pyongyang	01
			2. Other	02
6. Federal Republic of Germany	Germany	27	1. Berlin	01
			2. Other	02
7. Japan	Japan	28	1. Tokyo	01
			2. Osaka	02
			3. Other	03
8. United Nations of America	USA	29	1. Washington	01
			2. New York	02
			3. Other	03
9. Republic of Turkey	Turkey	30	1. Istanbul	01
			2. Other	02
10. United Kingdom	England	31	1. London	01
			2. Other	02
11. Republic of Bulgaria	Bulgaria	32	1. Sofia	03
			2. Other	04
12. Republic of India	India	33	1. Delhi	01
			2. Bombay	02
			3. Calcuta	03
			4. Other	04
13. Canada	Canada	34	1. Ottawa	01
			2. Other	02
14. Lao's Democratic People's Republic	Laos	35	1. Ventyan	01
			2. Other	02
15. Republic of Italy	Italy	36	1. Rome	01
			2. Other	02
16. France	France	37	1. Paris	01
			2. Other	02
17. Islamic Republic of Pakistan	Pakistan	38	1. Islamabad	01
			2. Other	02

18. Federal Republic of Yugoslavia	Yugoslavia	39	1. Belgrad	O1
			2. Other	O2
19. Republic of Philippines	Philippines	40	1. Manila	O1
			2. Other	O2
20. Republic of Hungary	Hungary	41	1. Budapesht	O1
			2. Other	O2
21. Republic of Czech	Czech	42	1. Praha	O1
			2. Other	O2
22. Republic of Slovak	Slovak	43	1. Bratislav	O1
			2. Other	O2
23. Republic of Austria	Austria	44	1. Vienna	O1
			2. Other	O2
24. Republic of Finland	Finland	45	1. Helsink	O1
			2. Other	O2
25. Socialist Republic of Vietnam	Vietnam	46	1. Hanoi	O1
			2. Other	O2
26. Australia	Australia	47	1. Canberra	O1
			2. Other	O2
27. Republic of Poland	Poland	48	1. Warshav	O1
			2. Other	O2
28. Republic of Kazakstan	Kazakstan	49	1. Astana	O1
			2. Alma-Ata	O2
			3. Other	O3
29. Other countries	Other	50	1. Capital cities	O1
			2. Other cities	O2

Table
/ to find age of person based
on birth year/

/2000.01.5/

Age	Year of birth	
	Birthday before 2000.01.05	Birthday after 2000.01.05
0	1999	
1	1998	1999
2	1997	1998
3	1996	1997
4	1995	1996
5	1994	1995
6	1993	1994
7	1992	1993
8	1991	1992
9	1990	1991
10	1989	1990
11	1988	1989
12	1987	1988
13	1986	1987
14	1985	1986
15	1984	1985
16	1983	1984
17	1982	1983
18	1981	1982
19	1980	1981
20	1979	1980
21	1978	1979
22	1977	1978
23	1976	1977
24	1975	1976
25	1974	1975
26	1973	1974
27	1972	1973
28	1971	1972
29	1970	1971
30	1969	1970
31	1968	1969
32	1967	1968
33	1966	1967
34	1965	1966
35	1964	1965
36	1963	1964
37	1962	1963
38	1961	1962
39	1960	1961

Age	Year of birth	
	Birthday before 2000.01.05	Birthday after 2000.01.05
40	1959	1960
41	1958	1959
42	1957	1958
43	1956	1957
44	1955	1956
45	1954	1955
46	1953	1954
47	1952	1953
48	1951	1952
49	1950	1951
50	1949	1950
51	1948	1949
52	1947	1948
53	1946	1947
54	1945	1946
55	1944	1945
56	1943	1944
57	1942	1943
58	1941	1942
59	1940	1941
60	1939	1940
61	1938	1939
62	1937	1938
63	1936	1937
64	1935	1936
65	1934	1935
66	1933	1934
67	1932	1933
68	1931	1932
69	1930	1931
70	1929	1930
71	1928	1929
72	1927	1928
73	1926	1927
74	1925	1926
75	1924	1925
76	1923	1924
77	1922	1923
78	1921	1922
79	1920	1921

Age	Year of birth	
	Birthday before 2000.01.05	Birthday after 2000.01.05
80	1919	1920
81	1918	1919
82	1917	1918
83	1916	1917
84	1915	1916
85	1914	1915
86	1913	1914
87	1912	1913
88	1911	1912
89	1910	1911
90	1909	1910
91	1908	1909
92	1907	1908
93	1906	1907
94	1905	1906
95	1904	1905
96	1903	1904
97	1902	1903
98	1901	1902
99	1900	1901
100	1899	1900
101	1898	1899
102	1897	1898
103	1896	1897
104	1895	1896
105	1894	1895
106	1893	1894
107	1892	1893
108	1891	1892
109	1890	1891
110	1889	1890
111	1888	1889

Appendix-5b

2000.01.05 /Rabbit
year/

Age									
3	14	27	39	51	63	75	87	99	111
2	15	26	38	50	62	74	86	98	110
1	13	25	37	49	61	73	85	97	109
0	12	24	36	48	60	72	84	96	108
	11	23	35	47	59	71	83	95	107
	10	22	34	46	58	70	82	94	106
	9	21	33	45	57	69	81	93	105
	8	20	32	44	56	68	80	92	104
	7	19	31	43	55	67	79	91	103
	6	18	30	42	54	66	78	90	102
	5	17	29	41	53	65	77	89	101
	4	16	28	40	52	64	76	88	100

Questionnaire receipt form-2000 Population and Housing Census

Number of Census Commission

Number of Enumerator

Page number of questionnaire	Household	Number of enumerated population	Note		
			Temporary bureau of aimag and district	Temporary bureau of the capital city	National Statistical office
A	1	2	3	4	5

Number of enumerated household _____ Number of population _____

Census documents received by:

- Member of temporary bureau of soum, bag, khoroo.....
- Member of temporary bureau of aimag, district.....
- Member of temporary bureau of the capital city.....
- Staff of the National Statistical office.....

Preliminary result of 2000 Population and Housing Census

Number of enumerated population

Name of aimag, capital city

--	--

Census Commission number

--	--	--

Name of soum,district

--	--

Number of enumerator

--	--

No	Enumerator-by head of household Supervisor-by number of enumerator Soum,bag, khoroo-by number of supervisor Aimag-by soum District-by khoroo Capital city-by district	Total				Male				Female			
		Total /5+9/ or /2+3+4/	Permanent residence /6+10/	Temporary residence /7+11/	Temporarily absent /8+12/	Total /6+7+8/	Permanent residence	Temporary residence	Temporarily absent	Total /5+9/ or /2+3+4/	Permanent residence /10+11+12/	Temporary residence	Temporarily absent
A	0	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

№	Enumerator-by head of household Supervisor-by number of enumerator Soum,bag, khoroo-by number of supervisor Aimag-by soum District-by khoroo Capital city-by district	Total				Male				Female			
		Total /5+9/ or /2+3+4/	Permanent residence /6+10/	Temporary residence /7+11/	Temporarily absent /8+12/	Total /6+7+8/	Permanent residence	Temporary residence	Temporarily absent	Total /5+9/ or /2+3+4/	Permanent residence /10+11+12/	Temporary residence	Temporarily absent
A	0	1	2	3	4	5	6	7	8	9	10	11	12
30													
31													
32													
33													
34													
35													
36													
37													
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50													

