

*Statutory Instrument No. 41 of 1984.*

**STATISTICS ACT**

(Cap. 17:01)

**STATISTICS (LABOUR FORCE SURVEY) REGULATIONS, 1984**

*(Published on 25th May, 1984)*

**ARRANGEMENT OF REGULATIONS**

**REGULATION**

1. Citation and commencement
2. Authorization to conduct a survey
3. Purpose of survey
4. Conduct of survey
5. Information required

**SCHEDULE**

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made, —

- |  |                                  |
|--|----------------------------------|
| <p>1. These Regulations may be cited as the Statistics (Labour Force Survey) Regulations, 1984, and shall be deemed to have come into effect on 1st May, 1984.</p>   | <p>Citation and commencement</p> |
| <p>2. The Government Statistician may direct any authorised officer to conduct a survey on labour force in private dwelling houses, other than a temporary dwelling house, in accordance with the provisions of these Regulations.</p>   | <p>Authorization to a survey</p> |
| <p>3. The purpose of the survey to be conducted under these Regulations shall be to provide statistics of employment in the rural, informal and formal sectors and also to provide data on underemployment, unemployment and labour immigration.</p>   | <p>Purpose of survey</p>         |
| <p>4. The authorised officers shall —</p> <p>(a) enumerate persons who have lived in randomly selected dwellings in Botswana during any period in which a survey is to be taken, at such times (excluding the period between 10 p.m. and 6 a.m.) as may be expedient;</p> <p>(b) to ask such questions of any person so enumerated as may be necessary in order to obtain, in respect of that person, the information referred to in regulation 5.</p> | <p>Conduct of survey</p>         |
| <p>5. The information to be obtained by the authorised officer in respect of any person shall be the information specified in the Schedule hereto.</p>   | <p>Information required</p>      |

## SCHEDULE

Confidential

FORM TYPE      LFS - 2

BOTSWANA CENTRAL STATISTICS OFFICE

ST - DIST     

LABOUR FORCE SURVEY 1984/85

BLOCK     

A. Interviewer's name: .....

DWELLING     

B. Date of interview: .....

**SECTION C:** 1. (a) Towns: Please tell me the names of all people who have been living on this plot of land for most of the last 2 weeks. (Don't forget babies, visitors and servants if any.)

(b) Rural: Please tell me the names of all people who have been living in this dwelling/lotlwapa for most of the last 2 weeks. (Don't forget babies, visitors and servants if any.)

2. Record the sex and age for each person. (Exclude BDF, etc - see over.)

3. Are any of these people still at school (or on vacation from school)? (If YES, tick in column)

Person no.	Name	Sex (M/F)	Age last birthday	Tick if -	
				Currently at school	LFS-3 done
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

**SECTION D:** (Complete after leaving dwelling)

Was every relevant question answered for every person aged 12 years or more?      Yes/No

If NO, give reasons/details below:

.....  
 .....  
 .....

Supervisor's comment:

OFFICE	MONTH	
	Male	Female
<5		
5 to 11	SCH	
	NOT SCH	
12 to 19	SCH	
	NOT SCH	
20+		
SIZE		

COVERAGE/SCOPE

1. Include visitors, servants and others who have lived in the dwelling for most of the last 2 weeks. (That is, 8 nights or more.)
2. Include those now absent from the dwelling who were living in the dwelling for most of the last 2 weeks.
3. Exclude those now in the dwelling who have not been there for most of the last 2 weeks.
4. Exclude diplomats and their families, members of BDF (but include families of BDF) and non-Batswana tourists.

PROBING QUESTIONS FOR WHETHER "WORKED" OR NOT (An answer of YES to any question counts as "work".)

- (a) Did you work for at least one hour in your own business or in a business owned by someone else?
- (b) Did you work for a wage or salary in cash or kind?
- (c) Did you work in your family's farm, lands or cattlepost?
- (d) Did you collect firewood, make beer or make baskets etc for sale?
- (e) Did you carry out a trade, business or profession, or provide services (such as transport) for sale?
- (f) Did you work as a learner or apprentice for a wage or salary in cash or kind?
- (g) Did you work without pay on a neighbour's house, farm, etc as part of a mutual exchange of labour?

CONFIDENTIAL



BOTSWANA CENTRAL STATISTICS OFFICE  
 LABOUR FORCE SURVEY - 1984/85  
 PERSONAL QUESTIONNAIRE

FORM TYPE LPS - 3

ST-DIST [ ] - [ ]

BLOCK [ ]

DWELLING [ ]

PERSON [ ]

SECTION 1: FOR EACH PERSON AGED 12 YEARS OR MORE

Interviewer: Write PERSON No. from LPS-2 into box at top of this column. Complete 1A, 1B and 1C using details collected in LPS-2.

1A. Name: . . . . .

1B. Sex: Male 1 } [ ]  
 Female 2 }

1C. Age last birthday: [ ] [ ]

2. Are you a citizen of Botswana?  
 Citizen 1 } [ ]  
 Non-citizen 2 }

3. Are you - Married - 1 } [ ]  
 Never married - 2 }  
 Widowed - 3 }  
 Divorced/separated - 4 }

4(a). Have you ever attended school?  
 Yes Go to 4(b)  
 No Code 00 and go to 6

4(b). What is the highest educational level that you have passed? (Exclude years that you have not passed or not yet passed.)

Interviewer: Include correspondence or private studies at the appropriate level of schooling.

Record two digits as follows:

1st digit (level)	2nd digit (grade)
Primary 1	1 to 7
Secondary 2	1 to 6
Higher 3	1 to 5

5. How long ago did you pass your highest level of education?  
 Less than 1 year ago - 1 } [ ]  
 1 but under 2 years ago - 2 }  
 2 but under 5 years ago - 3 }  
 5 but under 10 years ago - 4 }  
 10 years or more ago - 5 }

6. I am now going to ask you about your work, if any. Most of the questions are about what you did last week, but firstly I'd like to ask you about what you did during the last 12 months.

6 (cont'd)

During most of the last 12 months, were you

Working . . . . . - 1 (Go to 8)  
 Attending school, polytechnic or other training - 2  
 Home duties . . . . . - 3  
 Permanently unable to work . . . . . - 4 (Go to 45)  
 Other (specify) . . . . . 5

[ ]

7. Even though you were not working most of the last 12 months, were you available to work during most of the last 12 months?  
 Yes 1 } [ ]  
 No 2 }

8. Did you work last week, that is from Monday to Sunday of last week?  
 (Interviewer: If necessary, probe using questions on back of LPS-2.)  
 Yes 1 (Go to 11) } [ ]  
 No 2 }

9. Even though you did not work last week, did you have a job or business to which you will return to work? (For example, on leave, laid off or not working due to lack of materials.)  
 Yes 1 (Go to 11) } [ ]  
 No 2 }

10. Do you have lands or cattlepost on which you work?  
 Yes 1 (Go to 23) } [ ]  
 No 2 (Go to 32) }

SECTION 2: ASK OF ALL EMPLOYED LAST WEEK

11. Is this work in your family's own lands, cattlepost or farm?  
 Yes 1 (Go to 23) } [ ]  
 No 2 }

12. Do you have only one job or business?  
 Yes 1 (Go to 14) } [ ]  
 No 2 }

13. For those with more than one job or business: The next few questions relate only to the main job - that is the job or business with the longest hours of work.

14. What sort of work do you do in this job?  
 (Interviewer: Use two or more words to describe occupation.)

Office use

[ ]

15. For how many years have you been doing this sort of work?  
 (a) Less than 6 months - 1 }  
 (b) 6 months but under 1 year - 2 }  
 (c) 1 year but under 5 years - 3 } [ ]  
 (d) 5 years but under 10 years - 4 }  
 (e) 10 years or more - 5 }

16. Did you learn to do some or all of this job at school, polytechnic or in other studies? (For example, typing school or trades school.)

Yes 1 }  32  
 No 2 (Go to 19) }

17. How long in total did this formal training take?

Less than 3 months - 1 }  33  
 3 months but under 1 year - 2 }  
 1 year or more 3 }

18. What was the main subject in this training?

..... Office use  34

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19. Details of business, place of work

(a) Name of business: ..... Office use  35

(b) What kind of business is this? (Interviewer: Use 2 or more words to describe industry.)

..... Office use  36

(c) Are there more than 5 people working in this business? (Include all locations of the business in Botswana.)

Yes - 1 }  37  
 No - 2 }

(d) Is this business located

In the owner's home 1 }  38  
 At some other fixed place 2 }  
 No fixed place 3 }

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20. In your job last week, were you -

(a) Working for someone else - 1 (Go )  
 - without pay - 2 (Go )  
 (b) Working for someone else - 2 (Go )  
 with pay in cash or kind - 2 (Go )

(c) In your own business 3 (Go )  
 - without employees - 2 (Go )

(d) In your own business 4 (Go )  
 - with employees - 2 (Go )

(e) A member of a co-operative - 5 (Go )  
 to 22 }

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21. During the last month, did your employer give you any -

(a) Mealie meal Yes - 1 }  39  
 No - 2 }

(b) Other food Yes - 1 }  40  
 No - 2 }

(c) Blankets or clothing Yes - 1 }  41  
 No - 2 }

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22. How much income before tax and other deductions do you get from the job(s) that you were doing last week? (Exclude income not from work and the value of any goods or housing which you got through work.) (Interviewer: Answer at top of next column. Show total income from all jobs if more than one. Businessmen should report profits after business expenses but before tax.)

22 (Cont'd)

Cash per week	Cash per month	Cash per year	Code
Up to P2.50	Up to P10	Up to P120	1
P2.51 upto P12	P10 to P50	P121 to P600	2
P12 to P17	P51 to P75	P601 to P900	3
P18 to P23	P76 to P100	P901 to P1200	4
P24 to P35	P101 to P150	P1201 to P1800	5
P36 to P57	P151 to P250	P1801 to P3000	6
P58 to P115	P251 to P500	P3001 to P6000	7
P116 to P230	P501 to P1000	P6001 to P12000	8
More than P230	More than P1000	More than P12000	9

23. How many hours (including overtime but excluding meal breaks and approved time away from work) did you work on each day last week?

(Include hours at work on all jobs, if more than one.)

Day of last week	Time worked	
	Hours	Minutes
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
TOTAL		

24. Interviewer instruction: If TOTAL in 23 is less than 35 hours, go to 28.  
 If 35 hours or more, go to 25.

**SECTION 3: ASK OF ALL WITH A JOB AND WORKING 35 HOURS OR MORE LAST WEEK**

25. Even though you worked 35 hours or more last week, were you also looking for other work (that is with a different business or in a different occupation)?

Yes - 1 }  42  
 No - 2 (Go to 45) }

26. When you looked for other work, did you:

(a) Register at a Labour Office? Yes-1 }  43  
 No-2 }

(b) Apply directly to a possible employer (by going there, writing or telephoning)? Yes-1 }  44  
 No-2 }

(c) Ask a friend or relative to make enquiries for you? Yes-1 }  45  
 No-2 }

(d) Look for work in some other way? Yes-1 }  46  
 No-2 }

27. Interviewer instruction: Go to 45.

**SECTION 4: ASK OF ALL WITH A JOB BUT WORKING LESS THAN 35 HOURS LAST WEEK**

28. Would you prefer to work more hours than you did last week?

Yes - 1 }  47  
 No - 2 (Go to 45) }

<p>29. How many more hours would you have preferred to work? Record whole hours only <input style="width: 50px;" type="text"/></p>	<p>38. In this job, did you work - (a) For someone else - without pay - 1 (b) For someone else - with pay in cash or kind - 2 (c) In your own business - without employees 3 <input style="width: 30px;" type="text"/> (d) In your own business - with employees 4 (e) As a member of a co-operative 5</p>
<p>30. Why didn't you work longer? (a) No work (including seasonal lack of work, lack of business or lack of materials for work) 1 (b) Not available to work more - 2 } (Go to 45) } <input style="width: 30px;" type="text"/> (c) Other reasons (specify) 3</p>	<p>39. What sort of work did you do in this last job? (Interviewer: Use 2 or more words to describe occupation.) ..... Office use <input style="width: 100px;" type="text"/></p>
<p>31. For how long have you been wanting to work more hours? (a) Less than 1 month - 1 } (b) 1 month but under 3 months - 2 } (c) 3 months but under 6 months - 3 } (d) 6 months but under 9 months - 4 } (e) 9 months but under 1 year - 5 } (f) 1 year or more - 6 } Go to 45 <input style="width: 30px;" type="text"/></p>	<p>40. For how many years had you been doing this sort of work? (a) Less than 6 months - 1 } (b) 6 months but under 1 year - 2 } (c) 1 year but under 5 years - 3 } <input style="width: 30px;" type="text"/> (d) 5 years but under 10 years - 4 } (e) 10 years or more - 5 }</p>
<p><b>SECTION 5: ASK OF ALL WHO DID NOT WORK LAST WEEK AND WHO DID NOT HAVE A JOB</b></p>	
<p>32. Did you want to work in a job, on the lands, or in some other way last week? Yes 1 } <input style="width: 30px;" type="text"/> No 2 (Go to 45) }</p>	<p>41. Did you learn to do some or all of that job at school, polytechnic or in other studies? (For example, typing school or trades school) Yes 1 } <input style="width: 30px;" type="text"/> No 2 (Go to 44) }</p>
<p>33. Did you look for work last week? Yes 1 (Go to 35) } <input style="width: 30px;" type="text"/> No 2 }</p>	<p>42. How long in total did this formal training take? Less than 3 months - 1 } <input style="width: 30px;" type="text"/> 3 months but under 1 year - 2 } 1 year or more - 3 }</p>
<p>34. Why didn't you look for work last week? (a) Not available for work - 1 (Go to 45) (b) Thought no work available - 2 (Go to 36) (c) Awaiting reply from previous enquiries 3 (Go to 36) (d) Other reasons (specify) - 4 (Go to 36)</p>	<p>43. What was the main subject in this training? ..... Office use <input style="width: 100px;" type="text"/></p>
<p>35. When you looked for work last week, did you: (a) Register at a Labour Office? Yes-1 } <input style="width: 30px;" type="text"/> No -2 } (b) Apply directly to a possible employer (by going there, writing or telephoning)? Yes-1 } <input style="width: 30px;" type="text"/> No -2 } (c) Ask a friend or relative to make enquiries for you? Yes-1 } <input style="width: 30px;" type="text"/> No -2 } (d) Look for work in some other way? Yes-1 } <input style="width: 30px;" type="text"/> No -2 }</p>	<p>44. Details of last employer/business (a) Name of business: <input style="width: 100px;" type="text"/> Off. use <input style="width: 30px;" type="text"/> ..... (b) What kind of business was this? (Interviewer: Use 2 or more words to describe industry.) ..... Office use <input style="width: 100px;" type="text"/></p>
<p>36. How long have you been available for work and wanting to work? (a) Less than 1 month 1 } <input style="width: 30px;" type="text"/> (b) 1 month but under 3 months 2 } (c) 3 months but under 6 months - 3 } (d) 6 months or more - 4 }</p>	<p>(c) Were there more than 5 people working in this business? (Include all locations of this business in Botswana.) Yes - 1 } <input style="width: 30px;" type="text"/> No 2 }</p>
<p>37. Have you previously worked, such as in your family's lands, cattlepost or farm or in some other sort of job? Yes - family lands/cattlepost - 1 (Go to 45) } <input style="width: 30px;" type="text"/> Yes some other job 2 } Never worked before 3 (Go to 45) }</p>	<p>(d) Was the business located - In the owner's home - 1 } <input style="width: 30px;" type="text"/> At some other fixed place - 2 } No fixed place - 3 }</p>

SECTION 6: MIGRATION - ASK OF ALL AGED  
12 YEARS OR MORE

45. Since birth, have you always lived in this village or location?  
 Yes - 1 (No more questions) }  116  
 No - 2 }

46. Where did you live immediately before coming here? (If outside Botswana, give country only.)  
 Town/village: . . . . .  Off. use  
 District: . . . . .

47. How long ago did you come to this location?  
 (a) less than 1 year ago - 1 }  117  
 (b) 1 year but under 5 years ago - 2 }  
 (c) 5 years or more ago - 3 }

48. When you came to this location, did you already have work arranged at a job, business or lands/cattlepost? (Answer YES if on transfer by your employer.)  
 Yes 1 (Go to 50) }  118  
 No 2 }

49. If no work previously arranged, did you come here because you believed that you could work here?  
 Yes 1 }  119  
 No 2 }

50. Have you ever worked in the Republic of South Africa?  
 Yes 1 (Go to 51) }  120  
 No 2 (No more questions) }

51. Was this work mainly -  
 (a) In the mines - 1 }  121  
 (b) In domestic service - 2 }  
 (c) On farms - 3 }  
 (d) Other work in RSA - 4 }

52. While in the RSA, were you taught in a class how to do the work you were doing there?  
 Yes - 1 }  124  
 No - 2 }

53. When did you last return from work in the RSA?  
 (a) Within the last 12 months - 1 }  125  
 (b) 1 year but under 5 years ago - 2 }  
 (c) 5 years or more ago - 3 }

54. On your last working trip to RSA, how long did you work?  
 Mths Yrs  
 Months/Years   126

55. Have you had more than one working trip to RSA?  
 Yes - 1 }  130  
 No - 2 (No more questions) }

56. Including the last working trip, how many years in total have you worked in RSA?  
 Completed years only  132

NO MORE QUESTIONS - THANK YOU  
 (Complete LRS-3 for next person if any)

MADE this 18th day of May 1984

P.S. MMUSI,  
 Vice-President and Minister of Finance  
 and Development Planning.