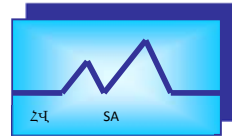




NATIONAL STATISTICAL SERVICE OF THE
REPUBLIC OF ARMENIA

AGRICULTURAL CENSUS 2014 OF THE
REPUBLIC OF ARMENIA



Appendix of
Resolution No 21-A of 19 May 2014 of the
State Council on Statistics of the Republic
of Armenia

MAIN METHODOLOGICAL AND ORGANIZATIONAL PROVISIONS OF PREPARATION AND CONDUCT OF THE RA AGRICULTURAL CENSUS 2014

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INTRODUCTION

Pursuant to the current international methodology¹ **agricultural census** (hereinafter referred to as **AC**) is a **statistical function (collection, processing and dissemination) about comprehensive data on the structure of agriculture** – *agricultural lands, number of livestock, agricultural machinery and agricultural buildings, available resources (human and material)*, and their use.

Interpretations of definitions used in these provisions are provided in Appendix 1 (see Page 22).

According to the guidelines defined by the United Nations Organization (UN) the UN member states are obliged to conduct an **AC** at least once every 10 years.

Main methodological and organizational provisions of preparation and conduct of an **AC** were developed pursuant to the guidelines of the UN Food and Agriculture Organization, with the support of European Union experts and other international organizations in the framework of the Department of Agriculture of the United States of America and the European Union's Twinning project "Support to the National Statistical Service of the Republic of Armenia", and taking into consideration peculiarities typical of the agriculture of the Republic of Armenia and the experience of the **pilot agricultural census** conducted on 10-30 November 2013 in Nor Kharberd, Azatavan and Shahumyan rural communities of Ararat Marz, Nor Geghi rural community of Kotayk Marz, Gandzakar and Aygehovit rural communities and Berd urban community of Tavush Marz of the Republic of Armenia.

¹ FAO Statistical Development Series 11. A System of integrated agricultural censuses and surveys – Vol.1. World Programme for the Census of Agriculture 2010, United Nations Food and Agriculture Organization Rome, 2005, 198 pages [Статистические разработки ФАО, Серия 11, Система интегрированных сельскохозяйственных переписей и обследований, том 1, <<Программа Всемирной сельскохозяйственной переписи 2010 года>>, Продовольственная и Сельскохозяйственная Организация Объединенных Наций, Рим 2005, 198 стр.]

I. IMPORTANCE OF AGRICULTURAL CENSUS AND THE GOAL OF ITS CONDUCT

1. **Implementation of an AC** in the Republic of Armenia is important in the sense that the statistical data collected as a result of its implementation are used in the creation of systems of monitoring indicators in the below-mentioned areas:
 - 1) poverty monitoring,
 - 2) food safety monitoring,
 - 3) programming of agriculture and related policy development,
 - 4) management of gender statistics,
 - 5) improvement of quality of current statistics,
 - 6) provision of more comprehensive information to consumers, etc.

The importance of conducting an AC in the Republic of Armenia is also conditioned by the fact that agriculture is one of the most important sectors of the economy: the share of new value added in agriculture in the total gross domestic product has amounted to 16-20% in recent years, while the number of persons employed in this sector accounts for about 37% (about 437 thousand people) of the total employed population. There are numerous and diverse economic entities the majority of which are agricultural households (rural households).

Agricultural households produce around 90% of the gross agricultural product. These households are characterized by small sizes, absence of on-farm record-keeping, low level of marketability (45% of the product is intended for own consumption, 20% - for in-kind payments and barter, and, in average, only 35% is monetized), low level of specialization, small and limited amounts of investments and incomes, high level of intra-sector variability of economic activity and business activities (including seasonal), etc.

2. Pursuant to Article 3 of the **Law of the Republic of Armenia “On Agricultural Census” (hereinafter referred to as the Law)** objectives of implementation of the agricultural census are as follows:
 - 1) Information on the structure of agriculture – agricultural land, number of livestock, agricultural machinery, agricultural facilities, available resources (human, material), and its use at national, regional and community levels,
 - 2) Creation of a complete system for the census of statistical data on agriculture,
 - 3) Creation of statistical register of agricultural households,
 - 4) Ensuring compatibility with international statistical data.

3. **The Agricultural Census will enable to:**

- 1) improve current statistics on the sector of agriculture,
- 2) create a complete system of statistical data on agriculture,
- 3) create statistical registers of entities engaged in agricultural activity,
- 4) improve sampling tools of statistics and ensure their compatibility with international criteria and indicators,
- 5) identify the trends in changes of agricultural infrastructure,
- 6) specify a more detailed composition and structure of agriculture as entrepreneurship (type of economic activity).

II. LEGAL FRAMEWORK (SYSTEM) OF AGRICULTURAL CENSUS

4. **The legal framework of AC** in the Republic of Armenia includes the following documents:
 - 1) The Law of the Republic of Armenia “On State Statistics” (adopted on 04.04.2000),

- 2) Three-year statistical work programs of the Republic of Armenia,
- 3) The Law of the Republic of Armenia “On Agricultural Census” (adopted on 27.11.2008),
- 4) Decrees of the Government of the Republic of Armenia (No 402-N of 25 April 2013 and No 1054-N of 26 September 2013),
- 5) Resolutions of the State Council on Statistics of the Republic of Armenia and other legal acts.

Pursuant to the RA Government decree No 402-N of 25 April 2013 an **AC** in the Republic of Armenia will be conducted **from October 11 through 31 inclusive, 2014**.

By the RA Government decree No 402-N of 25 April 2013 **the period of conducting a pilot agricultural census** in total number of 7 communities (6 rural and 1 urban) of the RA Ararat, Kotayk and Tavush Marzes was also stipulated (due to provision of financial assistance by international donor organizations at a later date than planned it became impossible to carry out the pilot AC within the period established by the RA Government decree No 402-N of 25 April 2013; therefore, by the new decree No 1054-N of 26 September 2013 the RA Government established a new period - November 10-30 inclusive, 2013) of conducting a pilot AC and approved **the compositions of national, regional and Yerevan municipal commissions for the preparation and conduct of the AC in 2014**.

III. SET-UP OF COMMISSIONS FOR PREPARATION AND CONDUCT OF AGRICULTURAL CENSUS

Pursuant to Article 4 of the Law, **with the purpose of supporting AC preparatory and implementation activities, national, Yerevan municipal and regional commissions** for the preparation and conduct of the RA AC 2014 have been set up **in accordance with the RA Government decree No. 402- N** (dated 25 April 2013) “On the conduct of agricultural census 2014, conduct of pilot agricultural census 2013 and formation of national, Yerevan municipal and regional commissions for the agricultural census to be conducted in 2014 in the Republic of Armenia”, the composition thereof is presented below.

5. COMPOSITION OF THE NATIONAL COMMISSION FOR PREPARATION AND CONDUCT OF AGRICULTURAL CENSUS 2014 IN THE REPUBLIC OF ARMENIA

- 1) RA Deputy Prime Minister, RA Minister of Territorial Administration (Chairman of the Commission)
- 2) Chairman of the Standing Committee on Agriculture and Environment of the RA National Assembly (Deputy Chairman of the Commission) (by consent)
- 3) Head of the RA National Statistical Service (Deputy Chairman of the Commission) (by consent)
- 4) RA Minister of Agriculture (Deputy Chairman of the Commission)
- 5) Member of the RA National Assembly (by consent)
- 6) Governor of the RA Shirak Marz
- 7) Governor of the RA Lori Marz
- 8) Governor of the RA Tavush Marz
- 9) Governor of the RA Armavir Marz
- 10) Governor of the RA Aragatsotn Marz
- 11) Governor of the RA Gegharkunik Marz
- 12) Governor of the RA Ararat Marz

- 13) Governor of the RA Kotayk Marz
- 14) Governor of the RA Vayots Dzor Marz
- 15) Governor of the RA Syunik Marz
- 16) Member of the RA State Council on Statistics (by consent)
- 17) Member of the RA State Council on Statistics (by consent)
- 18) Member of the Board of the RA Central Bank (by consent)
- 19) RA Deputy Minister of Agriculture
- 20) Director of “Agricultural Support Republican Center of the RA Ministry of Agriculture” CJSC (by consent)
- 21) RA Deputy Minister of Justice
- 22) RA Deputy Minister of Health
- 23) RA Deputy Minister of Labor and Social Issues
- 24) RA Deputy Minister of Education and Science
- 25) RA Deputy Minister of Defense
- 26) RA Deputy Minister of Foreign Affairs
- 27) RA Deputy Minister of Finance, Chief Treasurer
- 28) Chairman of the State Committee of the Real Estate Cadastre adjunct to the RA Government
- 29) Head of the State Food Security Service of the RA Ministry of Agriculture
- 30) First Deputy Director of the National Security Service adjunct to the RA Government
- 31) Deputy Head of the RA Police adjunct to the RA Government
- 32) Yerevan City Mayor (by consent)
- 33) Head of the Territorial Development and Environmental Department of the Staff of the RA Government
- 34) Head of the Information and Public Relations Department of the Staff of the RA Government
- 35) Rector of the Armenian State University of Economics
- 36) Rector of the Armenian National Agrarian University
- 37) Executive Director of “Center of Geodesy and Cartography” SNCO (by consent)
- 38) Director of “National Archive of Armenia” SNCO of the RA Ministry of Territorial Administration (by consent)
- 39) Head of the Department of Agricultural Census of the RA National Statistical Service (by consent)
- 40) Head of the Agricultural Statistics Division of the Staff of the RA National Statistical Service (by consent) (Commission Secretary)

6. COMPOSITION

OF YEREVAN MUNICIPAL COMMISSION FOR PREPARATION AND CONDUCT OF AGRICULTURAL CENSUS 2014 IN THE REPUBLIC OF ARMENIA

- 1) RA First Deputy Minister of Territorial Administration (Chairman of the Commission)
- 2) RA Deputy Minister of Agriculture (Deputy Chairman of the Commission)
- 3) Head of Yerevan Agency of the RA National Statistical Service (Deputy Chairman of the Commission)
- 4) Head of the Yerevan Police Department of the RA Police adjunct to the RA Government (Deputy Chairman of the Commission)
- 5) Head of the Agricultural Statistics Division of the Staff of the RA National Statistical Service (by consent)
- 6) Deputy Mayor of Yerevan (by consent)

- 7) Deputy Chairman of the State Committee of the Real Estate Cadastre adjunct to the RA Government
- 8) Head of the Yerevan Center of the Staff of the State Food Safety Service of the RA Ministry of Agriculture
- 9) Specialist of the Yerevan State Inspection of Agricultural Machinery of the Staff of the RA Ministry of Agriculture
- 10) Deputy Director of “Center for Veterinary-Sanitary, Food Safety and Phytosanitary Services” SNCO of the RA Ministry of Agriculture
- 11) Head of the Department of Nature Protection of Yerevan Municipality (by consent)
- 12) Representative of the Chair of Statistics and Biometrics of the Armenian National Agrarian University (by consent)
- 13) Head of Planning and Programming-Methodological Division of the Department of Agricultural Census of the Staff of the RA National Statistical Service (Commission Secretary) (by consent)

7. COMPOSITION OF THE REGIONAL COMMISSION FOR PREPARATION AND CONDUCT OF AGRICULTURAL CENSUS 2014 IN THE REPUBLIC OF ARMENIA

- 1) Governor (Chairman of the Commission)
- 2) Head of the Regional Agency of the RA National Statistical Service (Deputy Chairman of the Commission)
- 3) Head of the Marz Department of the RA Police adjunct to the RA Government (Deputy Chairman of the Commission)
- 4) City Mayors, Mayors of rural communities with population of 5000 and more (by consent)
- 5) Head of the Department of Agriculture and Nature Protection of the Staff of Regional Administration
- 6) Director of “Regional Agricultural Support Center of the Ministry of Agriculture” CJSC (by consent)
- 7) Regional Specialist of the State Inspection of Agricultural Machinery of the Staff of the RA Ministry of Agriculture
- 8) Head of the Regional Center of “Center for Veterinary-Sanitary, Food Safety and Phytosanitary Services” SNCO of the RA Ministry of Agriculture
- 9) Heads of Territorial Subdivisions of the Staff of the State Committee of the Real Estate Cadastre adjunct to the RA Government
- 10) Heads of Regional Centers of the State Food Safety Service of the Staff of the RA Ministry of Agriculture
- 11) Head of the Department of Urban Development of the Staff of the Regional Administration
- 12) Head of Coordination Department of Territorial Services of Local Self-Governmental Bodies and National Executive Bodies of the Staff of the Regional Administration
- 13) Head of the Secretariat of the Staff of the Regional Administration (Commission Secretary)

IV. THE BODY CONDUCTING AGRICULTURAL CENSUS AND PERFORMANCE OF FUNCTIONS OF AGRICULTURAL CENSUS

Pursuant to **Article 6** of the Law the **RA National Statistical Service (hereinafter referred to as the RA NSS) is the authorized state statistical body** responsible for AC preparation, conduct and data processing.

All the works of preparation and conduct of AC are implemented by the **AC Department** of the RA NSS, and by regional and Yerevan municipal agencies of the RA NSS in RA Marzes and the city of Yerevan. AC data processing and publishing is carried out in a centralized way in the AC department of the RA NSS.

8. Management of AC functions will be carried out at three levels – national, Marz (regional) and field levels.

Functions will be carried out at the:

1) National level:

- a. preparation and adoption of necessary legal acts,
- b. ensuring financing and logistics of the census,
- c. ensuring collaboration with other state bodies on matters related to organization and implementation of the census,
- d. ensuring organizational, methodological and supervisory activities of AC organization and conduct,
- e. automated processing, publication and maintenance of AC results, etc.

2) Marz (regional) level:

- a. management and coordination of activities necessary for AC organization and conduct,
- b. preparation and verification of summary lists of AC units,
- c. preparation of organizational plans of AC preparation and conduct in administrative units according to AC unit lists and schematic layout plans,
- d. recruitment and training of the staff for implementation of AC fieldwork – *registrants, enumerators, instructor-controllers, managers of census areas, assistants to managers, AC activity coordinators in RA NSS regional agencies,*
- e. regular receipt of information on the progress of accomplished work,
- f. collection, checking, correction and submission of AC questionnaires and other documents to the AC Department, etc.

3) Field level:

- a. preparation and verification of AC unit lists,
- b. collection of data on AC units through completion of questionnaires and other documents,
- c. regular submission of information on the progress of accomplished work,
- d. handover and acceptance of AC documents according to activity coordinators and supervisors.

V. AGRICULTURAL CENSUS AND MONITORING UNITS

The AC is conducted in 866 rural and 49 urban communities across the Republic of Armenia.

Pursuant to Article 5 of the Law, agricultural census is obligatory for natural and legal persons producing agricultural products who are obliged to give complete and comprehensive answers (information) to all the questions of the census questionnaire.

Meanwhile, with the purpose of ensuring comprehensiveness of information collected on agriculture, information will be collected also from 10 Regional Administrations, 866 rural and 49 urban communities of the Republic of Armenia.

9. Thus, the RA AC 2014 units are as follows:

- 1) legal entities engaged in agriculture,
- 2) private entrepreneurs,
- 3) group farms,
- 4) individual (agricultural) households,
- 5) individual farms of urban residents engaged in agriculture,
- 6) individual farms of members of horticultural associations,
- 7) regional administrations,
- 8) communities.

VI. PREPARATION OF LISTS OF AGRICULTURAL CENSUS UNITS

Units of agricultural census are considered those legal and natural persons who are owners and/or tenants of **agricultural lands** (or lands used for production of agricultural products), **agricultural animals**, as well as are engaged in fish farming and provision of agricultural services.

10. The basis for the formation of general combination of AC units is the lists of units subject to **agricultural census**, which must ensure the completeness (inclusiveness) of census units. The lists are prepared in accordance with methodological instructions developed for their preparation at community, marz/regional (former administrative unit) and national levels, in the following order:

- 1) **Lists of all legal entities and private entrepreneurs engaged in agriculture** are made as per marz/region (former administrative unit) on the basis of data of the RA NSS statistical business register, Agency of State Register of Legal Entities of the RA Ministry of Justice and other administrative registers.
- 2) **Lists of group farms engaged in agriculture** – *penitentiary institutions, military units, orphanages, organizations of social services for the elderly and people with disabilities, educational institutions, R&D units, and others*, are made on the basis of data of corresponding administrative registers of the RA Ministries of Justice, Defense, Labor and Social Issues, Education and Science, and other departments.
- 3) **Lists of individual (agricultural) households and individual farms of urban residents engaged in agriculture** are made:
 - a. by rural communities for rural communities with population of up to 2000,
 - b. by registrants recruited for that purpose, for rural communities with population of 2000 and above, on the basis of schematic layout plans of communities,
 - c. as a result of the work performed by registrants recruited for that purpose, for rural communities, on the basis of schematic layout plans of communities.
- 4) **Lists of individual farms of members of horticultural associations** are made on the basis of data of “National Archive of Armenia” State Non-Commercial Organization of the RA Ministry

of Territorial Administration and those collected as a result of the work of registrants (staff recruited for the purpose of making lists) in those rural communities that have individual farms of horticultural associations.

Information about **the Armenian Apostolic Church's** engagement in agriculture will be provided by Finance Department of Mother See of Holy Etchmiadzin of the Armenian Apostolic Church.

For regulation of the aforementioned functions relevant forms and instructions necessary for their completion have been developed.

VII. PROGRAM (QUESTIONNAIRE) OF AGRICULTURAL CENSUS

11. Pursuant to Article 4 of the Law, AC shall be conducted according to the **program** approved by the RA Government **as per the following sections:**

- 1) Section I. General information about producer of agricultural products
- 2) Section II. Lands of household
- 3) Section III. Sown areas of agricultural crops and areas of perennial plantings
- 4) Section IV. Plant protection agents and fertilizers
- 5) Section V. Livestock and poultry
- 6) Section VI. Pisciculture
- 7) Section VII. Agricultural buildings and facilities, machinery and equipment
- 8) Section VIII. Labor force
- 9) Section IX. Use and processing of agricultural products
- 10) Section X. Agritourism
- 11) Section XI. Loans and subsidies
- 12) Section XII. Agricultural cooperation
- 13) Section XIII. On-farm record keeping
- 14) Section XIV. Agricultural land forms of the household in other communities/settlements

The required data will be collected in order to obtain information at national, regional and community levels.

VIII. TIME AND PERIOD OF AGRICULTURAL CENSUS MONITORING (CONDUCT)

12. The RA AC 2014 (data collection) will be conducted **from October 11 to 31 inclusive**, 2014, moreover, data shall be collected:

- 1) **as of 10 October 2014** on agricultural land forms, areas of perennial plantations, livestock and poultry, availability of buildings/facilities for breeding agricultural animals and birds and storage of agricultural products, availability of own operational agricultural machinery/equipment, availability of agricultural animals and birds bred (kept) by the household in a certified organic way.
- 2) **for the reporting period of 01.08.2013 - 31.07.2014**, on sown areas of agricultural crops, actually irrigated areas of perennial plantations, sources and methods of land irrigation, plant protection agents and fertilizers, pisciculture, usage of agricultural machinery/equipment, use of horses or other working animals for agricultural work.
- 3) **for the reporting period of 11.10.2013 - 10.10.2014**, on availability of buildings/facilities for

storage of agricultural machinery and equipment, labor force's sex, age, occupation in the agricultural household, educational level, participation of the head of the household and other members in training courses on agriculture, inclusiveness of employees involved in agricultural activities of the household, use and processing of agricultural products, sale of processed products, provision of agritourism services of households, sources of receiving agricultural loans and subsidies, being a member of an agricultural cooperative, production of agricultural products and on-farm record-keeping on incurred expenses of the household.

IX. TEMPORARY EMPLOYEES (STAFF) RECRUITED FOR THE ACTIVITIES OF AGRICULTURAL CENSUS

13. Temporary employees in the activities of AC preparation, organization, conduct and processing of collected information are:

- 1) AC activity coordinators in RA NSS regional and Yerevan municipal agencies,
- 2) Registrants,
- 3) Managers of census areas,
- 4) Assistants to managers of census areas,
- 5) Instructor-controllers,
- 6) Enumerators,
- 7) Verifiers/encoders of collected data,
- 8) Data enterers of collected data.

X. RECRUITMENT AND TRAINING OF THE STAFF OF AGRICULTURAL CENSUS

14. Temporary employees in the functions of AC preparation, organization, conduct and processing of collected information are involved for the following periods:

- 1) Registrants – 1 month,
- 2) Enumerators – 1 month,
- 3) Instructor-controllers – 2 months,
- 4) Managers of census areas – 3 months,
- 5) Assistants to managers of census areas – 3 months,
- 6) AC activity coordinators in RA NSS regional and Yerevan municipal agencies – 7 months,
- 7) Verifiers/encoders of collected data – 4 months,
- 8) Data enterers – 6 months.

15. Training (instruction) of the staff of the AC administration and the staff temporarily involved in the AC activities is planned to be delivered for proper implementation of AC organization, conduct and processing of collected information:

1) With regard to AC preparation and conduct:

- a. to the AC administration staff,
- b. to persons in charge of regional and Yerevan municipal agencies of the RA NSS staff and their territorial units and AC activity coordinators in RA NSS regional agencies,
- c. to managers of census areas and their assistants,
- d. to instructor-controllers,
- e. to enumerators.

- 2) **With regard to preparation of automated processing of information:**
 - a. to the AC administration staff,
 - b. to data verifiers/encoders.
- 3) **With regard to entry of collected data:**
 - a. to the AC administration staff,
 - b. to data enterers.

Requirements to employees temporarily recruited for the functions of AC preparation, organization, conduct and processing of collected information are described in Appendix IV of these provisions (see Page 27).

XI. CONFIDENTIALITY OF INITIAL (INDIVIDUAL) DATA

Pursuant to Article 4 of the Law, the AC data shall be used for statistical purposes only, and Article 6 obliges AC conducting bodies to ensure publicity and accessibility of aggregated outputs derived from processing of the agricultural census materials and confidentiality of initial (individual) data.

Point 2 of Article 8 of the Law also prescribes that judicial, investigative and other bodies may not use initial (individual) materials (including data) of **Agricultural Census** as evidence.

All AC documents shall be maintained as prescribed by the authorized body.

Pursuant to Article 8 of the Law, relevant employees possessing individual information about natural and legal persons ***are prohibited to disclose the contents of the completed documents to other persons***. In case of violation of the procedure of use of the AC initial (individual) data, the employees shall be held liable as prescribed by the RA legislation.

XII. PUBLIC AWARENESS CAMPAIGN ON THE AGRICULTURAL CENSUS AMONG THE POPULATION AND BUSINESSES

Implementation of the AC requires a broad public education campaign with the purpose of regularly informing the public and businesses about the AC goals and objectives, procedure and time of AC conduct.

With the purpose of making it targeted the RA NSS has developed a public awareness action plan according to which the public should be first of all informed that the AC shall be conducted pursuant to the **Law**, which established confidentiality of initial (individual) data, decisions of the RA Government and other legal documents.

16. The following has been implemented and is planned to implement by the public awareness action plan:

- 1) In the official website of the RA National Statistical Service a section of Agricultural Census 2014 has been created (<http://armstat.am/am/?nid=455>), where all the documents related to the AC preparation and conduct have been and will be uploaded;
- 2) Organize discussions about the issues related to the census with participation of experts of the field;
- 3) Broadcast advertisements on the AC activities by TV channels with coverage across the country with the purpose of raising awareness among the population and businesses;
- 4) Organize and conduct an art competition on the topic of agriculture in schools together with the directors of the RA schools with the purpose of later using the works of the winners in the design of calendars;
- 5) Organize sessions of regional commissions with the support of Governors who are members of the national commission and Chairmen of Marz commissions of the RA Agricultural Census

- 2014, organize meetings with the population;
- 6) publication of posters, booklets as well as mailing envelopes, calendars and other materials covering the census;
 - 7) dissemination of ready-made advertising materials in Sunday agricultural markets, harvest festivals organized in the marzes, agricultural expos;
 - 8) post agricultural posters on the sacks of seeds and fertilizers to be provided to rural population;
 - 9) installation of banners on busy highways and towns of the country;
 - 10) formation of focus groups for the development of a booklet on frequently asked questions about the agricultural census, the members of which will find out the questions of utmost interest for the public by means of surveys among the population; etc.

During implementation of public awareness activities in the units of AC it is necessary to pay a special attention to the motivation of respondents in providing trustworthy information by emphasizing the mandatory condition of ensuring confidentiality of initial (individual) data.

XIII. ORGANIZATIONAL ACTIVITIES OF THE AGRICULTURAL CENSUS

Implementation of the AC is a series of various activities following one another and carried out in several interconnected phases, which vary by the objectives and responsibilities of the performers and supervisors of those activities (registrants, enumerators, instructor-controllers, managers of census areas and their assistants) for whom relevant guidelines have been developed (corresponding forms developed for the regulation of the function, instructions on their completion, questionnaires, summary bulletins, forms on activity supervision and presentation of the current situation, bulletins, notebooks, etc.).

17. The goals of the AC implementation stages presented in the chart of Appendix 2 of the provisions of the AC (see Page 25) are timely and proper conduct of the AC, ensuring integrity of census units and regulation of supervisory process of implemented functions, with the purpose of identification of problems rising during the activities and their solution on the spot.

18. PHASE I PREPARATORY WORKS

1. Elaboration and verification of the lists of households

In the framework of preparatory works first of all it is necessary to elaborate the list of households engaged in agriculture and verify the lists of AS units prepared on the basis of other administrative registers.

- 1) For the performance of the activity of elaborating the lists of households engaged in agriculture the following is necessary:
 - a. **layout plans** of urban communities and rural communities with 2000 and more population of the RA marzes;
 - b. based on available layout plans, elaboration of the **lists of households** engaged in agriculture (with agricultural and/or backyard farm lands, livestock, agricultural machinery) in urban communities and rural communities with 2000 and more population by registrants;
 - c. in case of rural communities provision of **lists** of settlements and other habitations on their territory and households contained therein (households registered and residing in the community, registered but absent from the community, non-resident of the community but owning lands in the community) to the RA NSS by rural communities with population under 2000.

Average daily workload of registrants temporarily involved in drawing up lists of households based on layout plans is determined to be registration of necessary information about 20 households. One month is

foreseen for the performance of the work. Workload **may vary due to the nature of housing development and geographical situation of the settlement**. Moreover, during elaboration of the lists the registrant must make corrections on the corresponding section of the listing area of the layout plan of the settlement, if necessary. Later, the AC activity coordinator in the regional agencies and the person in charge of the territorial division of the RA NSS verify also the other copies of the community layout plan on the basis of the corrections made in the layout plans by registrants.

On the basis of the households included in the AC of all the RA communities the RA NSS regional and Yerevan municipal agencies and their territorial divisions prepare corresponding **summary bulletins** and submit them to the RA NSS.

2. Elaboration of organizational plans for the preparation and implementation of the agricultural census

In the framework of the preparatory works of the RA AC 2014, on the basis of the lists of households and the workload established for relevant employees, for proper organization of AC works and ensuring the integrity of the census in the selected area the RA NSS regional agencies together with their territorial subdivisions shall elaborate **organizational plans** for the preparation and implementation of the census (hereafter **organizational plan**) pursuant to the **procedure of elaboration of organizational plans** developed by the RA NSS for implementation of that work and approved by the RA State Council on Statistics.

Regional organizational plans of AC implementation shall be prepared by regional agencies of the RA NSS **by 1 August 2014**, and the AC Department of the RA NSS shall approve them **by 20 August 2014**.

The key process of the **organizational plan** of AC conduct is **census zoning**, i.e. delineation of the selected area into more accessible and manageable areas in terms of organization – **enumeration, instruction and registration (census)** areas.

Enumeration areas are planned to be created by covering average 110 households in urban and average 100 households in rural communities.

In rural communities enumeration areas can be created out of a part of the community/settlement, entire community/settlement, as well as several communities/settlements.

An instruction area is created out of average 6 enumeration areas in urban and 5 enumeration areas in rural communities.

As a rule, **a registration (census) area** is created out of average 10 instruction areas by preserving the integrity of former administrative regions (except for the city of Yerevan).

Regional and Yerevan municipal agencies of the RA NSS and their territorial divisions should be provided with temporary offices of registration and instruction areas for the entire duration of the census with availability of necessary office furniture and telephone.

3. Recruitment and training (instruction) of staff for the conduct of the AC

For the conduct of the AC temporary staff shall be recruited – enumerators, instructor-controllers, managers of census areas, assistants to managers of census areas, AC activity coordinators in RA NSS regional and Yerevan municipal agencies.

4. Toolkit of the Agricultural Census

With the purpose of effective organization of the work of temporarily recruited employees during the AC, the AC toolkit has been developed which is presented below by preparation, organization and activity supervision stages:

1) The following forms to be approved by the RA State Council on Statistics (hereafter SCS) for elaboration of lists of households engaged in agriculture:

- a. *Form No 1 rural – Table 1* “List of settlements in the rural community, other settlements in the territory of the community and households available therein”;
- b. *Form No 1 rural – Table 2* “Summary bulletin of settlements in the rural community, other settlements in the territory of the community and households and organizations (institutions) available therein”;
- c. *Form No 2 – Table 1* “Summary bulletin of lists of households in the listing area”;
- d. *Form No 2 – Table 2* “List of households in the district (area)”;
- e. Directive “On elaboration of lists of households engaged in agriculture” foreseen for registrants;
- f. Procedure “On elaboration of lists of households of settlements in rural communities and other habitations in their territory” foreseen for community mayors.

2) For elaboration of summary bulletins of agricultural census units:

- a. *Form No 3 – Summary bulletin* - “Summary bulletin of lists of settlements in communities, other settlements in the territory of the communities and households and organizations (institutions) available therein” at the regional level;
- b. *Form No 4 – Summary bulletin* - “Summary bulletin of lists of settlements in communities, other settlements in the territory of the communities and households available therein” at the regional level;
- c. *Form No 5 – Summary bulletin* – “Summary bulletin of lists of households in the communities” at the regional level;
- d. *Form No 6 – Summary bulletin* – Summary bulletin of data of Form No 4 and Form No 5 at the regional level;
- e. **Instructions** “To regional agencies of the RA National Statistical Service and their territorial divisions on acceptance of lists and elaboration of summary bulletins”.

3) On the basis of **summary bulletins** of AC units prepared by regional agencies, the AC Department of the RA NSS prepares the following:

- a. *Form No 7 – Summary bulletin* – “Summary bulletin of data of the lists of rural communities” at the national level,
- b. *Form No 8 – Summary bulletin* – “Summary bulletin of the lists of households in communities (rural/urban)” at the national level.

4) Below-listed forms and the procedure on their completion are necessary for elaboration of organizational plans of AC preparation and conduct:

- a. Form 1 K – “Composition of enumeration areas of urban instruction area”;
- b. Form 2 K - “Composition of instruction areas of urban registration area”;
- c. Form 3 K – “Urban census zoning”;
- d. Form 4 K – “Composition of enumeration areas of rural instruction area”;
- e. Form 5 K – “Composition of enumeration and instruction areas of rural registration area”;
- f. Form 6 K – “Rural census zoning”;
- g. Form 7 K – “Composition of enumeration areas of integrated (urban and rural) instruction area”;
- h. Form 8 K – “Composition of enumeration and instruction areas of integrated (urban and rural) registration area”;
- i. Form 9 K – List of group farms (penitentiary institutions, military units, orphanages, organizations of social services for the elderly and people with disabilities, educational institutions, R&D units) and commercial organizations;
- j. Form 10 K – “Demand of census staff”;

- k. Form 11 K – “Statement on training (instruction) of census staff”;
- l. Form 12 K – “Statement on organization of public awareness activities among population”.

5) Key documents for collection of data about AC units are questionnaires.

The questionnaire is a document of an established format which includes necessary information about producers of agricultural products. The following **questionnaire forms** are planned to be used during the RA AC 2014:

- a. **Questionnaire AC-1** of Agricultural Census,
- b. **Questionnaire AC-2** of Agricultural Census in rural and urban communities,
- c. **Questionnaire AC-3** of Agricultural Census of legal entities and private entrepreneurs.

The following is also foreseen for completion of the above-mentioned questionnaire forms:

- a. Directive on completion of **Questionnaire AC-1** of Agricultural Census and its Appendix,
- b. **Guideline on completion of Questionnaire AC-2** of Agricultural Census in rural and urban communities,
- c. **Guideline on completion of Questionnaire AC-3** of Agricultural Census of legal entities and private entrepreneurs.

6) Notebooks for corresponding staff are developed for performance of work functions of temporary employees involved in AC fieldwork within set period and in a proper manner:

- a. “Notebook of Agricultural Census activity coordinators in regional and Yerevan municipal agencies of the National Statistical Service of the Republic of Armenia”,
- b. “Notebook of the manager of census area and his/her assistant”,
- c. “Notebook of the instructor-controller in rural communities”,
- d. “Notebook of the instructor-controller in urban communities”,
- e. “Notebook of the enumerator in rural communities”,
- f. “Notebook of the enumerator in urban communities”.

7) Daily reports on the progress of the AC shall be submitted by the temporary staff involved in the AC fieldwork in order of precedence of regulation of tasks (see the diagram of Appendix 3 of these provisions on page 26):

- a. by instructor-controllers, as per every enumeration area, submitted to the manager of census area,
- b. by manager of census area, as per every instruction area, submitted to AC activity coordinator in the regions,
- c. by regional coordinator, as per every registration area, submitted to the regional agency,
- d. by regional agency, as per Marz, submitted to the AC Department.

8) Summary information forms shall be completed and summarized according to seniority for summarization of data collected during the AC and for obtaining initial data:

- a. *Form No 1 – rural* – Summary information form of enumeration area in villages,
- b. *Form No 1 – urban* – Summary information form of enumeration area in towns,
- c. *Form No 2- rural/urban* – Summary information form of instruction area,
- d. *Form No 3- rural/urban* – Summary information form of registration area,
- e. *Appendix to Form No 3 – rural/urban* – Appendix to Summary information form of registration area by separate settlements of registration area,
- f. *Form No 4- rural/urban* – Summary information form of Marz (Region).

19. PHASE II THE CONDUCT OF AC

5. Preliminary visits

By 10 October 2014, within 3 days each enumerator shall pay a ***preliminary visit*** to all the houses and facilities of his/her enumeration area and verify the data entered into his/her notebooks by the instructor-controller beforehand.

During the preliminary visit the enumerator shall inform the household about the upcoming census, agree the date and time of census (visit to the household) with them and make relevant notes in the notebook.

6. Conducting of registration

(AC data collection)

The period of October 11-31 inclusive is established for the conduct of the Agricultural Census, i.e. collection of data by means of completing questionnaires.

1) Data collection during the Agricultural Census shall be carried out by the following methods:

- a. all legal entities, private entrepreneurs and group farms engaged in agriculture – everywhere, self-completion of the questionnaire,
- b. individual (agricultural) households – everywhere, completion of questionnaires by enumerators by means of a survey,
- c. individual farms of members of horticultural associations and of urban residents engaged in agriculture – selective, completion of questionnaires by enumerators by means of a survey.

All legal entities, private entrepreneurs and group farms engaged in agriculture (*penitentiary institutions, military units, orphanages, organizations of social services for the elderly and people with disabilities, educational institutions, R&D units*) shall complete the questionnaire by themselves and submit in accordance with the procedure developed jointly with the RA NSS and relevant department in charge of the field (Mother See of Holy Etchmiadzin of the Armenian Apostolic Church has also been included).

Questionnaires of individual (agricultural) households, individual farms of members of horticultural associations and of urban residents engaged in agriculture shall be completed by the enumerator by means of visits and surveys.

7. Oversight visit to a sample of households

After completion of the AC ***oversight visit to a sample of households*** is planned to make on 1-4 November, ***the purpose of which is verification of integrity of catchment of the households involved in the enumeration area and credibility of indicators filled out in the census questionnaire.***

Oversight visit shall be paid to all enumeration areas by including 10% of households in each.

Their selection shall be done by the manager of the census area or his/her assistant jointly with the instructor-controller.

Oversight visit shall be paid by the instructor-controller of the area together with the enumerator. Moreover, during the oversight visit it is the instructor-controller who shall decide in the oversight visit of which enumeration area the enumerator must participate (excluding the enumeration area of that enumerator).

1) During the oversight visit the instructor-controller shall be obliged to:

- a. visit the selected household and find out whether AC has been conducted in that household,
- b. check if there are any omissions or incorrect records by the enumerator,
- c. verify the answers to those questions of the AC questionnaire which caused doubts during checking,
- d. in case of identifying a household omitted from the census, a new AC questionnaire form and other documents, if necessary, should be completed.

The results of the oversight visit shall be summarized in the corresponding summary bulletins.

Upon completion of the oversight visit all census documents shall be handed over as prescribed according to seniority.

XIV. HANDOVER-ACCEPTANCE OF DOCUMENTS OF THE AGRICULTURAL CENSUS

20. Upon completion of census activities and oversight visits handover-acceptance of AC materials shall be done according to seniority.

Thorough checking of the materials during handover and acceptance enables to reveal and verify the errors made during the conduct of the AC.

It should be done in accordance with the provisions of Handover-Acceptance procedure of AC materials (census documents) to be approved by the RA SCS.

Completeness of all census documents shall be checked as thoroughly as possible in all the stages of handover-acceptance of the materials by the implementers of census activities and selective quality checking shall be done prior to their handover to the AC Department of the RA NSS in order to fill possible gaps in situ and eliminate available drawbacks.

XV. PROCESSING OF THE DATA COLLECTED DURING THE AGRICULTURAL CENSUS

21. Temporary employees shall be recruited for the conduct of the AC and preparation of the collected data for automated processing.

Further processing of AC materials shall be done in a centralized way in the RA NSS by the temporary staff – data verifiers/encoders and data enterers – recruited for that purpose.

During data verification/encoding, encoding of answers to corresponding questions of the AC questionnaire and verification of questionnaires shall be carried out.

The entire collected information of the Agricultural Census shall undergo automated processing in the following order:

- a. entering data from questionnaires to the computer according to corresponding data-entry software and the directive on implementation of the data-entry process,
- b. verification and correction of logical and arithmetical errors which is done according to a relevant automated software,
- c. generation of database,
- d. generation of output datasheets and charts according to the AC results.

Data-entry and correction programs are written in CSPRO software environment. For generation of output data other programs (SPSS, EXCEL, etc.) can be used in parallel with the CSPRO software.

The AC results generate a huge amount of information which shall be publicized in the form of output datasheets.

Full publication of AC materials is planned to finish **at the end of 2016**.

XVI PILOT AGRICULTURAL CENSUS

22. In the period of November 10-30 inclusive, 2013, a **pilot AC** was conducted in Shahumyan, Azatavan and Nor Kharberd rural communities of Ararat Marz, Nor Geghi rural community of Kotayk Marz, Gandzakar and Aygehovit rural and Berd urban communities of Tavush Marz of the Republic of Armenia.

The main purpose of conducting a **pilot AC** was testing methodological principles of census, software and processes of automated processing of materials.

The AC program (questionnaire) has also been tested during pilot AC, when during selection of

questions included therein the circumstance of ensuring comparability of international statistical standards with national indicators as well as, in the long-term perspective, maintenance of possible sustainability of their periodicity in terms of revelation of new trends.

Questions arisen during – of the pilot AC served as a basis for appropriate development of methodological and organizational principles that have emerged during the AC, preparation, organization, conduct of the Agricultural Census, determination of average workload established for the staff involved in the processing of collected information, determination of timeframes for the performance of functions and regulation of other functions.

Preliminary and final indicators obtained during processing of pilot AC materials (documents) shall not be subject to disclosure.

APPENDICES

DEFINITIONS USED FOR THE PURPOSE OF PREPARATION AND CONDUCT OF AGRICULTURAL CENSUS

Agricultural lands	Lands used for production of agricultural products.
Arable land	Agricultural lands by types of land are categorized into arable lands, perennial plantings, hay fields, pastures and other land forms . Lands which are regularly (systematically) cultivated and used for agricultural crops, including seeding and fallows of perennial forage crops (grass crops).
Perennial plantings <i>Orchard and berry field, and vineyard</i>	Orchard and berry field - lands under orchards and berry fields, irrespective of whether they are newly founded or at fruit-bearing age, and were established to yield fruits and berries, as well as areas of fruit and berry nurseries Vineyard - lands under vineyards, irrespective of whether they are newly founded or at fruit-bearing age, and were established to yield grapes, as well as areas of grapevine nurseries.
Hayfield	Lands regularly (systematically) used for haymaking.
Pasture	Lands under natural or sown grass fit for <i>regular (systematic)</i> grazing of the livestock and not used for haymaking.
Other lands	lands intended for agricultural purposes, yet unused for agricultural production – saline soils, sand lands, gorges, ravines, rocky land areas, as well as field roads.
Backyard	Lands allocated to the household (family) for dwelling within the administrative territory of the settlement, with the right of ownership or other forms of use (for free).
Sown areas of agricultural crops	Actually sown areas for growing all types of agricultural crops on arable land, inter-row areas of orchards and vineyards, greenhouses and hothouses and other lands.
Fallow lands of all types	Bare and early (green manure and strip) fallow: Bare fallow : lands which have been tilled during previous autumn, and have not been used for spring crops at the time of final survey of crops. Early fallow : lands tilled in spring, which were maintained unused (non-cultivated) until autumn sowing. Green manure fallow : lands on which leguminous crops were sown, and which were tilled while plants are green to enrich the soil with organic matter. Strip fallow : lands on which tall-stalked crops were planted in order to retain snow in winter.
Reseeding	After the harvest of main crops, sowing of another crop(s) in the same area.
Intercropping	Simultaneous mixed cultivation of two agricultural crops on the same land plot.
Hothouses	Facilities of varied size, equipped with hothouse constructions and devices, heated; they allow plant cultivation all year round (cultivation of vegetable crops, flowers, seedlings, mushroom, etc).
Greenhouses	Small-scale facilities with mobile sheds (frames covered with glass or film). They differ from geothermal heating and hothouses in that they are not heated. They allow growing seedlings, flowers, early maturing

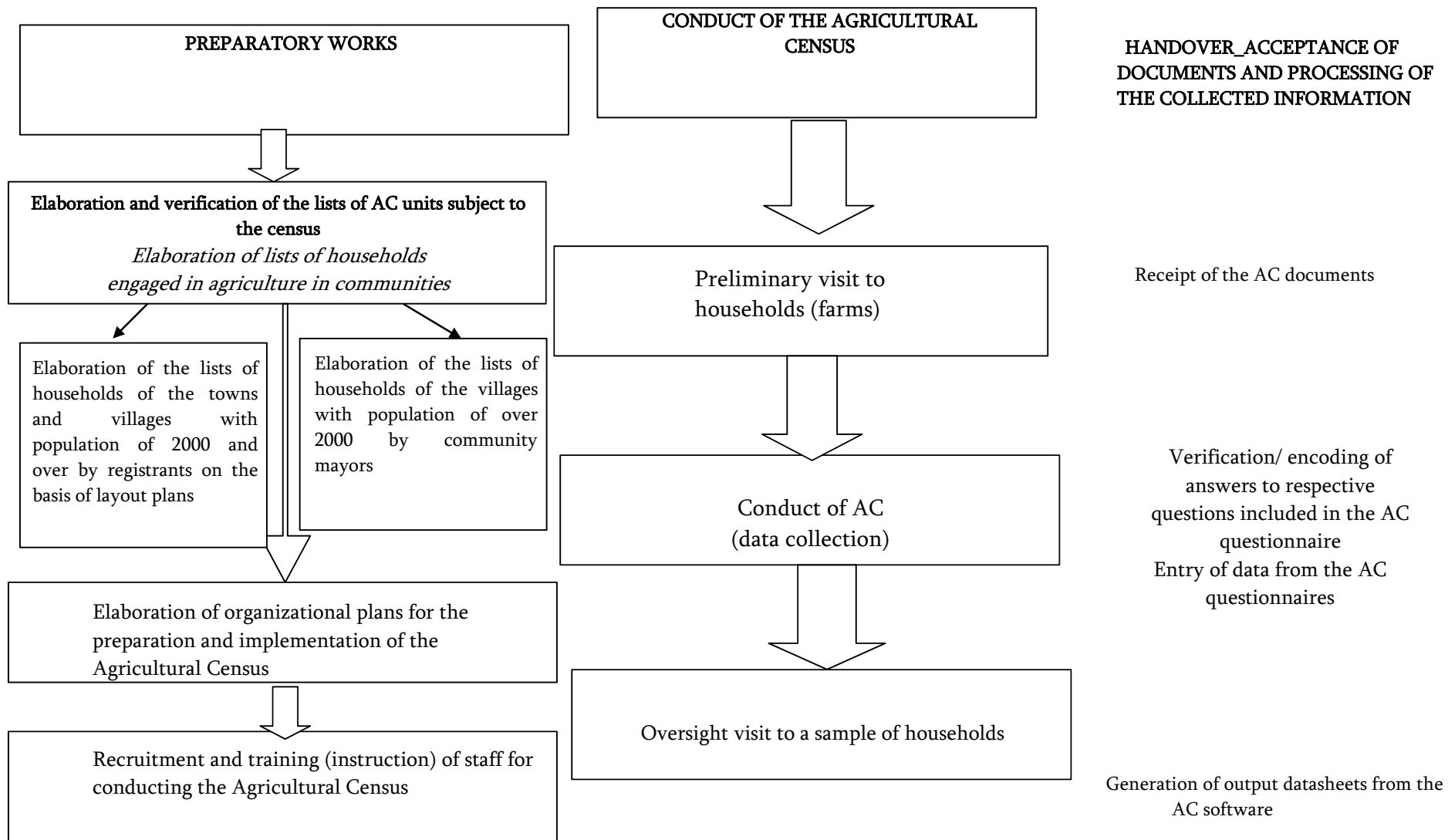
	vegetable crops, mushrooms, etc.
Irrigated lands	Lands which have irrigation networks irrespective of whether it is operating or not.
Livestock and poultry	Animals intended for production of animal products (meat, milk, eggs, wool, honey, etc.), reproduction (calving), fattening (increase), sale, implementation of agricultural works, scientific and other purposes.
Pisciculture	Production of young fish, young crabs, algae and other edible marine plants in fish farms through fish acclimatization and fish amelioration.
Storehouse	Area or facility with relevant conditions (humidity, temperature, lighting, etc.) suitable for storing agricultural products.
Refrigerator	Premises or facility equipped with relevant devices for storage of agricultural products which can ensure the necessary (required) temperature.
Medications and pesticides	These include herbicides : chemicals used to fight weeds; insecticides : chemicals meant to destroy harmful insects, caterpillars, their eggs and larvae; fungicides : chemicals meant to prevent the development of fungi, bacteria, spores causing various diseases, and to destroy them; means of biological means of plants protection : biological bodies, which, through their activities, establish a sustainable biological environment promoting the most favorable (pest-free) development of agricultural crops.
Biological means of plant protection	Biological means for preventing, fighting and destroying organisms (insects, fungi, bacilli, pheromone traps, etc.) which are harmful for plants.
Mineral fertilizers	Include nitrogen fertilizers - ammonium nitrate, carbamide, etc.; phosphorous, potassium, combined –nitroammophos, ammophos - and other fertilizers.
Organic fertilizers	Dung of all kinds of animals and birds in any form.
Operational agricultural machinery /equipment	Machinery/equipment, which is in working condition at the time of the survey, or the current malfunction (is not related to main junctions – engine, transmission, front and rear axles, etc, fixing of which requires replacement or repair of the junctions) can be fixed quickly and with minimum investments.
Processing of agricultural raw produce and production	A technological process (cooking, drying, smoking, pickling, fermentation, distillation, aging, canning, etc) during which the physical and (or) chemical composition of the agricultural raw material and products is significantly altered.
Agritourism	Kind of tourism in rural areas which implies and allows the visitors and tourists, particularly the urban ones, to acquire knowledge about agricultural management, get to know the production process of agricultural products (allowing to directly participate in land cultivation, irrigation works, harvesting, etc), taste fresh natural and healthy food, as well as see and enjoy unusual leisure activities peculiar to the rural environment.
Cooperative	Pursuant to the Civil Code of the Republic of Armenia “A cooperative is a voluntary association established on the basis of membership of citizens and legal entities and by means of joining property shares of its members for the purpose of meeting material and other needs of the participants”. <i>In the simplest definition a cooperative is a voluntary entity established with the purpose of producing and providing goods and services for its members and participants, the members of which carry out the</i>

On-farm record-keeping

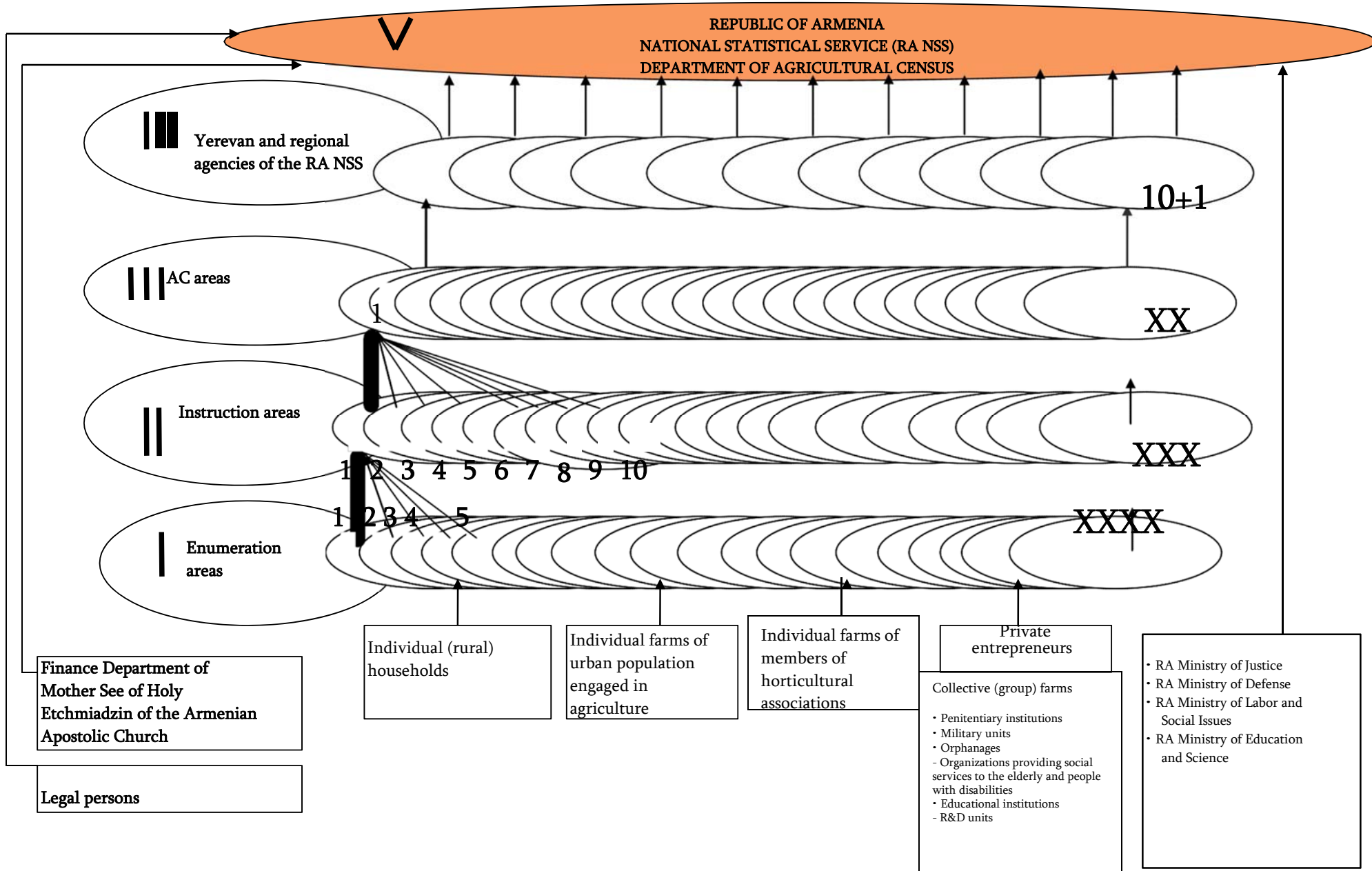
management and jointly share the emerged risks and profits in the framework of the services received from the cooperative.

Implementation of any kind of record-keeping related to management of agriculture (both as a whole and in part) by a household.

PHASES OF AGRICULTURAL CENSUS IMPLEMENTATION



STRUCTURAL UNITS FOR ORGANIZING AND CONDUCTING THE AGRICULTURAL CENSUS (5 LEVELS OF COLLECTION AND SUMMARY OF INFORMATION (I-V))



**REQUIREMENTS TO THE TEMPORARY EMPLOYEES (STAFF) RECRUITED FOR THE
PREPARATION, ORGANIZATION, CONDUCT AND PROCESSING OF MATERIALS OF THE
AGRICULTURAL CENSUS**

**1. Functions of Agricultural Census Activity Coordinators in
RA NSS Regional Agencies**

Coordination of preparation and implementation activities of the RA AC 2014 in the RA Marzes and their regions (former administrative regions) will be carried out by Agricultural Census activity coordinators in RA NSS regional agencies (hereafter referred to as Coordinator).

- 1) Under the immediate supervision of the person in charge of the RA NSS regional agencies and their territorial subdivisions the coordinator **shall be responsible for the following:**
 - a. timely and quality organization and implementation of the AC preparatory works within the timeframe set forth by the “Timetable of preparation and implementation activities of the RA AC 2014” (*approved by Decision No 20-A of 19 May 2014 of the RA SCS*),
 - b. organization of public awareness activities among the population,
 - c. ensuring integrity of the AC, quality and accuracy of all AC documents in the Marz (region).

2) The Coordinator shall be obliged to:

- a. participate in the process of dividing the area into listing areas on the schematic layout plans of the communities of a given marz,
- b. participate in the recruitment, training (instruction) of registrants and the activities of familiarizing them with the borders of their listing areas,
- c. participate in elaboration of lists of households by secretaries of the staffs of rural community mayors,
- d. perform daily random inspection of the registrants’ work,
- e. participate in the organization of the process of receipt of lists elaborated in the communities by the registrants and secretaries of the staffs of rural community mayors within the prescribed timeframe pursuant to the “Instruction on the procedure of elaboration and receipt of lists of households”,
- f. carry out correction of the changes identified and made on schematic layout plans by the registrants on all the copies of schematic layout plans,
- g. participate in the training (instruction) organized for the elaboration of the AC organizational plan of the Marz by the RA NSS,
- h. elaborate organizational plans of preparation and implementation of the RA AC 2014 of the given Marz and region in accordance with the “Procedure of elaboration of organizational plans of preparation and implementation of the Agricultural Census 2014 of the Republic of Armenia”,
- i. ensure registration areas with necessary documents for the AC conduct,
- j. supervise preliminary visits to households paid by enumerators,
- k. supervise the process of the AC conduct, including data collection, by regular visits to registration and instruction areas,
- l. at the end of every day of the registration period arrange a meeting with managers of census areas of the agricultural census and analyze the difficulties and problems arisen during organization works of the agricultural census and completion of the census documents,
- m. receive the reports in corresponding forms from managers of census areas on the progress of census activities in their areas,
- n. supervise the progress of oversight visits to a sample of households,
- o. receive urgent reports in corresponding forms from managers of census areas on the progress of conduct of oversight visits in their areas and other required activities,
- p. receive necessary documents and other materials from managers of census areas together with the person in charge of the territorial division of the RA NSS regional agency in the first phase of acceptance of materials upon completion of census activities,

- q. participate in the next cycle of the process of submission of AC materials – quality verifications of census materials carried out by the commissions comprised of the employees of the AC Department of the RA NSS,
- r. check respective AC questionnaires completed by rural community mayors and commercial organizations engaged in agriculture of the given area, and submit them to the person in charge of the territorial division of the RA NSS regional agency within the period agreed with the latter, and together with him/her fill out the summary bulletin of the marz (region) based on summary information forms of the census area.

2. Functions of Registrants

One of the main activities of the AC preparation is elaboration of household lists in (urban/rural) communities which are done by registrants through visits to buildings (facilities).

1) The Registrant shall be obliged to:

- a. ensure complete coverage of the listing area assigned to him/her,
- b. participate in the instructions organized for the implementation of listing activities,
- c. become familiar with his/her listing area by comparing it with the schematic layout plan of the listing area provided to him/her in advance by the territorial subdivision of the RA NSS,
- d. prepare lists of households by separate listing districts (areas),
- e. verify the schematic layout plan of his/her listing area during elaboration of the lists of households by adding newly built and unfinished facilities and removing the destroyed ones,
- f. make a note in the lists of households also about the absence of street name signs and house numbers identified in his/her area during the visit by informing the coordinator about all the drawbacks and corrections identified during the visit,
- g. after visiting all the houses (facilities) of the listing area and elaborating the lists by districts (areas), compare the data of the lists with the layout plan of his/her area on which all changes and corrections were made during the visit. Making sure that all the households are included in the list, count the sum total of the columns required in the form as per each district (area),
- h. prepare the summary bulletin of the lists of households in the listing area (entirely for the listing area),
- i. submit the completed forms of the lists of households together with corrected schematic layout plans to respective coordinator.

3. Functions of Managers of Census Areas

With the purpose of proper organization of the AC and ensuring integrity of the census in the selected area, those areas shall be delineated into more accessible and manageable areas in terms of organization – enumeration, instruction and **registration (census) areas**.

For organization and oversight of activities in census areas managers of census areas shall be appointed.

1) Under the immediate supervision of the coordinator of census activities and the person in charge of the RA NSS regional agencies and their territorial subdivisions the manager of census area ***shall be responsible for the following:***

- a. timely and quality organization and implementation of the AC preparatory and organizational works in the census area,
- b. full completion of the AC documents as prescribed,
- c. acceptance of materials from instructor-controllers completed during the AC by instructor-controllers and enumerators,
- d. submission of materials collected during the AC to persons in charge of the RA NSS regional agencies and their territorial subdivisions (with direct participation of Agricultural census activity coordinator in RA NSS regional agencies).

2) Manager of census area shall be obliged to:

- a. participate in the training (instruction) and knowledge test,
- b. guided by the procedure of elaboration of organizational plan of the agricultural census of the marz, delineate the census area into enumeration and instruction areas together with the coordinator,

- c. participate in the training (instruction) of instructor-controllers of the census area and testing of their knowledge,
- d. participate in AC public awareness activities among the population,
- e. under supervision of the AC activity coordinators in RA NSS regional agencies, monitor completion of Table 1 “Notebook of the manager of census area and his/her assistant” by his/her assistant,
- f. become familiar with the borders of the registration area by going out to the area together with the coordinator and his/her assistant, meanwhile discussing arisen questions with the person in charge of the territorial division of the RA NSS regional agencies and the coordinator,
- g. together with the person in charge of the territorial division of the RA NSS regional agency and the coordinator, in accordance with the AC organizational plan, familiarize instructor-controllers with the borders of their instruction areas,
- h. verify the borders of instruction areas paying special attention to the houses outside the district (area), isolated buildings, non-residential houses (facilities) where a household can reside,
- i. verify the completeness of the lists of households in the community while making a tour in the census area,
- j. after verification of the lists of households in the community, together with the RA NSS regional agencies and their territorial divisions, if necessary, assign the assistant to make necessary changes and corrections in the forms of the organizational plan and schematic layout plans of communities,
- k. monitor making corresponding records by the assistant in the forms of the organizational plan and notebooks of instructor-controllers and enumerators,
- l. carry out training of enumerators of the registration area and test their knowledge,
- m. receive questionnaire forms, notebooks, instructions, other necessary documents and supplies of necessary quantity from the coordinator and ensure their distribution by instruction areas,
- n. supervise preliminary visits of enumerators of registration areas,
- o. find out in the period of the AC conduct if all enumerators and instructor-controllers of the registration area have gone out for work. Find out the reason in case an employee did not go out for work and substitute them with a reserve staff, if necessary,
- p. organize meetings of instructor-controllers and enumerators on a regular basis and analyze the difficulties identified during completion of the AC questionnaire form and other census documents and inaccuracies revealed during verification,
- q. establish daily oversight over the work of instructor-controllers and enumerators, take measures to ensure the AC process and performance of responsibilities stated in the notebook by each instructor-controller and enumerator,
- r. become familiar with the work performed by each enumerator during the AC and randomly check the AC questionnaires and relevant documents completed by them,
- s. During the conduct of the AC prepare and submit reports to the coordinator on the progress of conducting the agricultural census and the oversight visit,
- t. in order to verify the integrity of households registered by enumerators and the accuracy of completed documents, together with instructor-controllers select 10% of houses per enumeration area to make oversight visits, and monitor the process of their implementation,
- u. accept all the AC documents from instructor-controllers in due time.

3) *While accepting the materials it is necessary to:*

- a. randomly check the calculation of sum totals in summary bulletins,
- b. check correspondence of the data of summary bulletins of enumeration areas with those of the instruction areas,
- c. check accuracy of the calculation of sum totals of summary bulletins,
- d. check completeness and accuracy of completion of accompanying papers,
- e. compare the data on the number of census questionnaires received by summary bulletins with the data on the number of households stated in the lists of households, lists of settlements in rural communities and other habitations on their territory and the organizational plan. Find out the reason in case of identifying any essential difference between those data,
- f. check accuracy of the name of each settlement in summary bulletins and accompanying papers,
- g. randomly check accuracy and completeness of the AC questionnaires and the appendix to the

questionnaire,

h. after finishing acceptance of materials from instructor-controllers, complete the summary bulletin of the census area on the basis of the data of the instruction area and prepare the appendix to the summary bulletin of the census area.

4) Manager of census area, with direct participation of the AC activity coordinator in RA NSS regional agencies, shall handover the following to the person in charge of the territorial division of the RA NSS:

a. all the materials received from instructor-controllers, bags handed over by enumerators with completed questionnaire forms, appendices to the questionnaire, notebooks, summary bulletins and layout plan of the area,

b. summary bulletins, notebooks, reports of instructor-controllers,

c. notebook of the manager of census area and his/her assistant with their remarks and recommendations on AC organization and implementation,

d. summary bulletin of the census area,

e. all additional materials – layout plans, lists, unused and damaged AC questionnaires and other census documents – by completing relevant columns of Table 2 in their notebooks.

5. Functions of Assistants to Managers of Census Areas

Assistants shall be designated to managers of census areas appointed for organization and oversight of activities in census areas.

Assistant to the manager of census area shall assist the manager of census area in the implementation of preparatory and organizational works.

1) Under immediate supervision of the manager of census area, AC activity coordinator and the person in charge of the RA NSS regional agencies and their territorial subdivisions, assistant to the manager of census area shall be *responsible for*:

a. timely and quality organization and implementation of the AC preparatory and organizational works in the census area,

b. full completion of all AC documents as prescribed,

c. acceptance of materials from instructor-controllers completed during the AC by instructor-controllers and enumerators,

d. submission of materials collected during the AC to persons in charge of territorial subdivisions of the RA NSS.

2) Assistant to the manager of census area shall be obliged to:

a. participate in the training (instruction) and testing of knowledge,

b. guided by the procedure of elaboration of organizational plan of the agricultural census of the marz, delineate the census area into enumeration and instruction areas together with the manager of census area,

c. participate in the training (instruction) of instructor-controllers of the census area and testing of their knowledge,

d. participate in the AC public awareness activities among the population and businesses,

e. under supervision of the AC activity coordinators in RA NSS regional agencies (hereafter referred to as Coordinator) and the manager of census area, complete Table 1 “Notebook of the manager of census area and his/her assistant”,

f. become familiar with the borders of the registration area by going out to the area together with the manager of census area and the coordinator, meanwhile discussing arisen questions with the manager of census area or the person in charge of the territorial division of the RA NSS regional agencies and the coordinator,

g. together with the manager of census area familiarize instructor-controllers with the borders of their instruction areas,

h. verify the borders of instruction areas paying special attention to the houses outside the district (area), isolated buildings, non-residential houses (facilities) where a household can reside,

- i. verify the completeness of the lists of households in the community while making a tour in the census area and make corrections, if necessary,
- j. after verification of the lists of households in the community, under immediate supervision of the RA NSS regional agencies and their territorial divisions and the coordinators, if necessary, make necessary changes and corrections in the forms of the organizational plan and schematic layout plans of communities,
- k. by the assignment of the manager of census area fill out first and last names and patronymics of instructor-controllers and enumerators in the forms of the organizational plan and Table 1 of notebooks of instructor-controllers,
- l. together with the manager of census area carry out training of enumerators of the registration area and test their knowledge,
- m. distribute by instruction areas questionnaire forms, notebooks, instructions, other necessary documents and supplies of necessary quantity received by the manager of census area from the coordinator and ensure their distribution,
- n. supervise preliminary visits of enumerators of registration areas,
- o. organize meetings of instructor-controllers and enumerators on a regular basis and analyze the difficulties identified during completion of the AC questionnaire form and other census documents and inaccuracies revealed during verification,
- p. establish daily oversight over the work of instructor-controllers and enumerators, take measures to ensure the AC process and performance of responsibilities stated in the notebook by each instructor-controller and enumerator,
- q. become familiar with the work performed by each enumerator during the AC and randomly check the pilot AC questionnaires and relevant documents completed by them,
- r. in order to verify the integrity of households registered by enumerators and the accuracy of completed documents, together with instructor-controllers select 10% of houses per enumeration area to make oversight visits,
- s. monitor the process of implementation of oversight visits monitoring that they are done in all enumeration areas,
- t. together with the manager of census area accept all the AC documents from instructor-controllers in due time.

3) While accepting the materials it is necessary to:

- a. count the number of completed AC questionnaires, questionnaire appendices and accompanying papers (Form No 5) available in the enumerator's bag and compare them with the data completed in summary bulletins of enumeration areas (Form No 1),
- b. randomly check the calculation of sum total of indicators in summary bulletins of enumeration areas (Form No 1),
- c. check correspondence of the data of summary bulletins of enumeration areas (Form No 1) with those of the instruction areas (Form No 2),
- d. check accuracy of the calculation of sum totals in Form No 1 and Form No 2 summary bulletins,
- e. check completeness and accuracy of completion of accompanying papers (Form No 5),
- f. compare the data on the number of census questionnaires received by summary bulletins with the data on the number of households stated in the lists of households, lists of settlements in rural communities and other habitations on their territory and the organizational plan. Find out the reason in case of identifying any essential difference between those data,
- g. check accuracy of the name of each settlement in summary bulletins and accompanying papers,
- h. randomly check accuracy and completeness of the AC questionnaires and the appendix to the questionnaire,
- i. check sequential arrangement of accompanying papers, AC questionnaires, questionnaire appendices and availability of additional materials in the enumerators' bags,
- j. count and accept actual quantity of all the unused and damaged AC questionnaires,
- k. after finishing acceptance of materials from instructor-controllers, complete the summary bulletin of the census area (Form No 3) on the basis of the data of Form No 2 - summary bulletin of instruction area - and prepare the appendix to Form No 3.

4) Assistant to the manager of census area together with the manager of census area, with direct participation of the AC activity coordinators in RA NSS regional agencies, shall handover the following to the person in charge of the territorial division of the RA NSS:

- a. all the materials received from instructor-controllers, bags handed over by enumerators with completed questionnaire forms, appendices to the questionnaire, notebooks, summary bulletins and layout plan of the area,
- b. summary bulletins, notebooks, reports of instructor-controllers,
- c. notebook of the manager of census area and his/her assistant with their remarks and recommendations on AC organization and implementation,
- d. summary bulletin of the census area (Form No 3 and Appendix to Form No 3),
- e. all additional materials – layout plans, lists, unused and damaged AC questionnaires and other census documents – by completing relevant columns of Table 2 in their notebooks.

6. Functions of Instructor-Controllers

Instructor-controllers shall be appointed for organization and oversight of activities in instruction areas.

Instructor-controller shall be responsible for the performance of the RA AC 2014 activities by the enumerators of his/her instruction area, timely, proper and accurate organization of registration of households engaged in agriculture, as well as completeness and quality of the received information. It is the instructor-controller's direct obligation to organize and monitor the work of all enumerators of the instruction area.

1) Instructor-controller shall:

- a. pass training (instruction) and knowledge test,
- b. participate in organization of public awareness activities among the population,
- c. become familiar with the borders of the instruction area by making a tour with the manager of census area and his/her assistant and instructor-controllers of neighboring areas, make correction(s) in schematic layout plan of the instruction area, if necessary,
- d. verify the borders of enumerations areas included in the instruction area by making a tour, if necessary,
- e. complete the information required in the corresponding table of enumerators' notebook on the basis of relevant forms of organizational plans provided by the manager of census area.

2) Instructor-controller shall be obliged to:

- a. be present in the instruction and knowledge test of all enumerators of the instruction area,
- b. familiarize every enumerator with the borders of their area,
- c. control the timely conduct of preliminary visits to households by enumerators of the inspection area,
- d. provide enumerators with notebooks by completing columns 1-4 of Table 1 in each of them, with enumerator's certificate and schematic layout plan of the enumeration area,
- e. upon completion of the preliminary tour (visit) compare once again indicators on the number of houses and households of all communities/settlements stated on the table of enumerators' notebooks with those recorded in the organizational plan. In case of identifying differences, find out the reasons and make necessary corrections and notes in corresponding documents,
- f. conduct a consultation with enumerators on the procedure of the conduct of the RA AC 2014 and completion of documents,
- g. provide enumerators with necessary documents and make corresponding notes on their number in Table 3 of his/her notebook,
- h. establish daily oversight over the work of enumerators and take measures to ensure implementation of the AC and completion of forms in accordance with provisions prescribed by the directive,
- i. if during checking completion of the questionnaire corresponds to the procedure prescribed by the directive and causes no doubt, sign and mark the date of checking in the marked section on the last page of the AC questionnaire,
- j. in case of identifying any errors or incomplete records in the AC questionnaire, ensure

corresponding corrections by enumerators also by means of re-visits to the households by enumerators, if necessary,

k. together with the manager of census area and his/her assistant, decide the date and area of oversight visits by each enumerator (excluding the enumeration area of the given enumerator) and inform enumerators thereon,

l. visit the selected house/household during the oversight visit and find out whether AC has been conducted there, whether there are omissions or incorrect records done by the enumerator, as well as verify accuracy of answers to those questions of the AC questionnaire that caused doubts during checking of the questionnaire form,

m. in parallel with completion of the AC, accept all materials from enumerators and prepare summary bulletin of the instruction area (Form No 2 - urban/rural) on the basis of verified data of summary bulletins of the enumeration area (Form No 1),

n. check completeness and accuracy of completion of accompanying papers filled out by enumerators,

o. check availability and arrangement of all materials in the enumerators' bags and accept them in actual quantity together with unused and damaged questionnaires making relevant notes in the corresponding table of the notebook,

p. submit AC results to the manager of census area within the set timeframe taking into consideration the oversight visit,

q. hand over all materials to the manager of census area within the set timeframe including unused and damaged forms.

7. Functions of Enumerators

Based on the peculiarities of geographic distribution of houses in communities and the number of households established beforehand, enumeration areas shall be formed where the survey of households engaged in agriculture and completion of relevant AC questionnaires shall be done by enumerators.

Enumerator's work is very important since completion of the AC questionnaire – data collection – is done by the enumerator.

Each enumerator ***shall be responsible for*** timely and quality conduct of the AC in his/her enumeration area, registration of households as prescribed as well as full and quality completion of the AC questionnaire.

1) Enumerator shall:

a. pass training (instruction) and knowledge test,

b. receive enumerator's notebook from the instructor-controller where addresses of all households included in the enumeration area must be filled out in Table 1 by the instructor-controller,

b. become familiar with the borders of the enumeration area by making a tour with the instructor-controller and enumerators of neighboring areas, make correction(s) in schematic layout plan of the instruction area together with the instructor-controller, if necessary,

d. prior to registration of households, make a preliminary visit to all the households in his/her enumeration area and inform them about the upcoming AC,

e. complete the relevant AC questionnaire of the households engaged in agriculture in his/her enumeration area and other related documents, if necessary,

f. upon completion of the survey, making sure that all sections of the questionnaire with the questions have been presented to the respondent and that the given answers are filled out, only after that write down the name of the household member, date of completion of the questionnaire in the marked section on the last page of the questionnaire and sign it,

g. at the end of each day check the questionnaires completed during that day (completeness and accuracy of their completion) as well as write down the corresponding required information from the completed questionnaire in the summary bulletin of the enumeration area (Form No 1),

h. only after visiting the same address 3 times and not meeting the head of the household or any adult member, leave a note "for those hard to find at home" asking any of the household members to call the enumerator or the instruction area for the organization of the process of completion of AC questionnaire,

i. every day during the period of the AC conduct be at the instruction area at the time appointed by the

instructor-controller and show the completed documents for checking, correct incorrect or incomplete records on the instructor-controller's instruction (established by the directive), re-visit those houses, if necessary,

j. make all records in the strictly specified space or specially drawn cell for the question,

k. fill out the documents as neatly as possible, without cross-outs, and where corrections are needed, make them carefully and intelligibly,

l. making sure that the AC questionnaire for each household of his/her enumeration area has been completed fully and the required data from the questionnaire have been copied into the summary bulletin (Form No 1) correctly, make a summary of the sum total per each community/settlement if the enumeration area covers more than one community/settlement. If the enumeration area is comprised of part of the settlement, make a summary of the sum total for that part only,

m. finishing the census in the households of all communities/settlements of his/her enumeration area and making sure that no community/settlement and no households was left out of the census, count the sum total of the data of the enumeration area and fill out in the summary bulletin (Form No 1) guided by the rules on completing the summary bulletin,

n. prior to handing over the AC materials to the instructor-controller, once again thoroughly check completeness and accuracy of completion of all documents to eliminate all possible inaccuracies, correct incorrect records, and necessarily fill out "Enumerator's remarks and recommendations" section on the last page of the notebook,

o. arrange completed AC questionnaires in the bag in numerical order,

p. place the accompanying cover page on the first questionnaire form of the agricultural census in the bag, followed by summary bulletins of the enumeration area, notebook and all additional materials received from the instructor-controller,

q. hand over all of them as well as actual quantity of unused and damaged questionnaire forms and other documents to the instructor-controller,

r. be at the instruction area on the day appointed by the instructor-controller to participate in the oversight visit (not his/her enumeration area of the instruction area) and to hand over the AC materials personally to the instructor-controller.

8. Functions of Verifiers/Encoders

Processing of the information collected during agricultural census which includes logical **verification** of data of completed questionnaires and **encoding** of data written in words shall be implemented in the AC Department of the RA NSS by temporarily recruited verifiers/encoders.

1) Data verifier/encoder's tasks:

a. after getting each bag write down his/her first and last name, bag number, date of its receipt on the accompanying sheet of paper of the bag,

b. do verification/encoding of each questionnaire separately keeping the numbering therein,

c. turn answers of questions containing verbal expressions into numbers by making use of corresponding classifiers and encode them according to the manuals,

d. write down codes in the cells right next to the answers of the questions, in blue pen and, what is highly important, intelligibly,

e. besides encoding, do also logical verification which is of high importance since the verifier/encoder should pay attention to the logical connection between all questions contained in the questionnaire,

f. must initially pay attention to RESIDENTIAL UNIT No and QUESTIONNAIRE No written on the first page of QUESTIONNAIRE AC-1, where the number of the residential unit must be equal to or not exceed the number of the questionnaire,

g. must pay attention to double answers of YES, NO, and based on the answers to subsequent questions, leave the correct answer,

h. must pay attention to all "Total" numerical expressions,

i. in case of questions they should turn to the staff of the relevant division and, if necessary, the latter will turn to the coordinator in corresponding RA NSS regional agency.

9. Functions of Questionnaire Data Entry Operators

The **process of data entry** of the RA AC 2014 questionnaires includes data entry and approximately 30% re-entry (verification). Temporary data enterers should be recruited to ensure this process.

Data enterers' responsibility shall be entering the data of agricultural census questionnaires. Data entry must be carried out in accordance with the directive on data entry.

The work of data enterers shall be carried out under supervision of the AC Information Technologies and Programming Division.

1) In the process of data entry of the questionnaires, the data enterer shall:

- a. start data entry of the questionnaires of the bag from the first questionnaire by keeping the sequence so that no questionnaire is left out,
- b. be attentive to the messages received during data entry,
- c. read the messages, understand them and perform the required action, then continue data entry.

If the emerged problem cannot be solved independently, they should turn to the staff of the AC Information Technologies and Programming Division who supervise data entry.