

# Aiuto alla compilazione in lingua inglese

## English guide to the completion of the Census form



NATIONAL STATISTICS SYSTEM  
NATIONAL INSTITUTE OF STATISTICS



### 14<sup>th</sup> General Population Census and General Housing Census

21 October 2001

(Article 37, Law No. 144, 17 May 1999)

#### Household Form

##### What is a Census?

A Census is a statistical survey that is carried out every 10 years to count the country's population and collect information on households, individuals, accommodation at local and national level. The information gathered is indispensable for making decisions that involve all citizens and for planning services used on a daily basis.

##### Who must answer?

Anyone who lives in Italy, either permanently or on a temporary basis, and all persons who do not live in Italy but are present at the time of the Census.

##### Who fills in the Household Form?

The Household Form must be filled in, **with reference to 21 October 2001**, by the Holder on the Household Form (in other words, by the individual to whom the Household Form is addressed at the Italian Population Register - *Anagrafe*) or, if this is not possible, by another individual who usually or temporarily resides in the accommodation or who happens to be present on the date of the Census. It must be filled in:

- for each household member who regularly resides in the accommodation (even if absent on the day of the Census);
- for each individual who does not regularly reside in the accommodation but lives there temporarily (even if absent on the day of the Census);
- for each individual who happens to be in the accommodation on the day of the Census.

N.B. If more than one household lives together in the same lodging on a regular basis, each of them must fill in a Household form.

##### The term household refers to:

A group of people, bound by marriage, kinship, affinity,

adoption, guardianship or by emotional ties, who are partners and live in the same Municipality (even if still not registered in the Population Register residing in that Municipality).

A household may also be composed of one individual only.

##### What does the Household Form contain

- Household members: List A - Individuals who usually reside in the accommodation (page 2)
- List B - Individuals who **DO NOT** usually reside in the accommodation (page 2)
- Section I - Information on the dwelling (pages 4 and 5)
- Section II - Information on the individuals who usually reside in the accommodation (from page 6 to page 35).
- Section III - Information on individuals who **DO NOT** usually reside in the accommodation (from page 36 to page 37).

Pages 1 and 2 will remain with the Municipal Office. List A will be used to update the Population Register. The remaining pages of the Household Form, containing Sections I, II and III, will therefore reach the ISTAT Office without information (surname and name) that identifies the individuals who live in that accommodation.

##### To start with

- **Each member of the household who usually resides in the accommodation must fill in a line in List A**, starting with the Householder and proceeding in order with the spouse or the cohabiting partner, unmarried children (from the eldest to the youngest), married children and their households, other relatives or relations of the Holder, other cohabitants that are part of the household.
- **Each individual who DOES NOT usually reside in the accommodation must fill in a line in List B.**

#### Reserved for the Enumerator and the Municipal Census Office

##### Information on the Holder of the Household Form

Surname .....  
Name .....  
Address .....  
(Street, Road, Square, Location, ecc.) .....  
Building ..... Floor .....  
Telephone .....

Date of delivery

..... / ..... / 2001

Signature of Enumerator

.....

**A**

Section of Census

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Building

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Order Number

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Enumerator

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**B**

**Form Checked**

Yes ..... 1 ☐ No ..... 2 ☐

## HOUSEHOLD MEMBERS: List A – Individuals who usually live in the accommodation

Individual Code	Surname and name	Sex	Date of birth	Place of Birth	Individual Information
<b>1</b> (A1)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	from page 6 to page 11
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>2</b> (A2)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	from page 12 to page 17
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>3</b> (A3)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	from page 18 to page 23
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>4</b> (A4)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	from page 24 to page 29
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>5</b> (A5)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	from page 30 to page 35
	.....	Female 2 <input type="checkbox"/>	day month year	.....	

**NOTE: If the household is made of more than 5 individuals, request the additional required sheets from the enumerator**

<b>6</b> (A6)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	additional sheet
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>7</b> (A7)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	additional sheet
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>8</b> (A8)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	additional sheet
	.....	Female 2 <input type="checkbox"/>	day month year	.....	
<b>9</b> (A9)	.....	Male 1 <input type="checkbox"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	.....	additional sheet
	.....	Female 2 <input type="checkbox"/>	day month year	.....	

## List B - Individuals who normally DO NOT live in the accommodation, in other words, persons who live there temporarily, or persons who are only present every now and then

Individual Code	Surname and name	Individual Information
<b>1</b> (B1)	.....	from page 36 to page 37
<b>2</b> (B2)	.....	additional sheet
<b>3</b> (B3)	.....	additional sheet
<b>4</b> (B4)	.....	additional sheet
<b>5</b> (B5)	.....	additional sheet

**NOTE: If the household is made of more than 2 individuals who normally do not live in the accommodation, request the additional required sheets from the enumerator**

Date compiled

..... / ..... / 2001

Signature of the Holder of the Household Form

.....



## Household Members: List A

**List A must include all persons who are part of the household and:**

1. Are Italian citizens and usually live in the accommodation, even if absent on the day of the Census.
2. Are foreign citizens who usually live in the accommodation, are registered with the Population Register Office or meet the requirements for registering with the Population Register Office (in the accommodation), even if absent on the day of the census.

**Anyone living in the accommodation only temporarily, or who is only present every now and then must NOT register themselves in List A (they must register in List B).**

**Note:**

- as established by article 46, paragraph 1 of current directives governing the Population Register Office (Decree of the President of the Republic No. 223, 30 May 1989), the information contained in Istat form CP.1bis (Household Members: List A – Individuals who usually live in the accommodation) will be used to revise the records of the Municipal Population Register Office on the resident population (“After each general population Census, the Municipalities must revise the records of the Population Register Office in order to ascertain that they quantitatively and qualitatively correspond to the results of the Census.”);
- as established by article 46, paragraph 3 of the Population Register Office directives, the Population Register Office is revised according to the technical instructions established by the National Statistical Office (ref: “Technical directives for revising the Population Register Office for residential population, based on the results of the 14th general population Census”);
- as established by article 46, paragraph 3 of the Population Register Office directives the term “individuals residing in the Municipality” refers to persons individuals who usual place of residence is in the Municipality;
- as established by article 11, paragraph 1, letter c), “an individual is cancelled from the Register of resident population when the result of the general population Census confirms that the individual cannot be traced...”;
- as established by article 15, paragraph 1 of the Decree of the President of the Republic No. 394 of 31 August 1999 (Regulation containing the rules for implementing the Consolidated Text of directives that govern immigration and regulations on the conditions of a foreigner, as established by article 1, paragraph 6 of Legal Decree No. 286/98), for persons citizens of Countries that do not belong to the European Union and stateless persons a residence permit or residence document is required in order to register with the Population Register Office (“Registration and changes to the register for foreigners who are regular residents are carried out in persons cases covered, and with the criteria foreseen, by Law No. 1228 of 24 December 1954, and by regulations governing the registry office for resident population, approved by Decree of the President of the Republic No. 223, dated 30 May 1989, as changed by this regulation”).

## List B

**List B must include all persons:**

1. Who live in this house for study purposes, during lessons and exams, and during other periods return to their usual place of residence (e.g. out-of-town students), even if absent on the day of the Census.
2. Who work with a company/firm/organization, or with a household (e.g. domestic staff) that includes accommodation (different from the usual residence) and who occasionally return to the usual residence (e.g. weekly commuters, seasonal workers), even if absent on the day of the Census.
3. Who are temporarily residing in the accommodation for other reasons, for example, to administer their assets, and regularly return to their usual residence, even if absent on the day of the Census.
4. Who happen to be at the accommodation on the day of the Census due to tourism, a short vacation, a visit to relatives or friends, short specialization or advancement courses, occasional work-related travel, short term medical treatment, religious pilgrimages.

**To continue:**

- **Fill in Section I**, containing questions on the place of residence.
- **For each of the individuals listed in List A**, fill in the corresponding part of Section II, respecting the order in which the persons appear on the list.
- **For each individual listed in List B**, fill in the corresponding part of Section III, respecting the order in which the persons appear on the list.

**NOTE**

In some cases, an individual who fills in the Household Form must also fill in another form that is delivered to another residence. For example, someone who fills in List B and Section III because he/she is temporarily living in the accommodation – out-of-town students or weekly commuters, etc. – must also fill in List A and Section II of the Household Form delivered to the other usual place of residence.

**Protection of Privacy**

**All the answers provided are protected by laws on the safeguard of privacy. The Istat may use the information gathered only for statistics purposes, publishing it under form of tables and in a manner that make absolutely no reference to the individual.**

**All persons that work on the Census are bound to maintain office secrecy.**

**Who to ask for help**

**Contact the enumerator** – the person who delivered the questionnaire – or **the Municipal Census Office** if:

- **more than one household resides in the accommodation** (the surveyor will provide the necessary Household Forms);
- **in the accommodation there is a household made up of more than two persons** (the enumerator will provide the necessary Household Forms);
- **in the accommodation there are more than two people who ARE NOT usual residents.** (the enumerator will provide the necessary Household Forms);

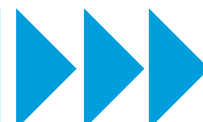
Any clarification on the individual questions contained in the Household Form are provided in the attached compilation Guide. For any further clarification, it is possible to call the enumerator who will come and pick up the Household Form.

The following toll free number is available each day from 8.00a.m. to 10p.m.

The calls must be made by a fixed telephone system.

 **Toll free number**  
**800-294 294**

**Read the instructions on page 14 on how to fill out the form.**



## 1. Property

### 1.1 Indicate whether the dwelling is

Property (fully or partially), life tenancy or redemption, of at least one of the persons that live therein 1	Under rental to one or more of the persons residing therein ..... 2	Inhabited free of charge (on free loan, etc.) in exchange for services (janitor, etc.) by one or more of the persons residing therein ..... 3
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### 1.2 Indicate whether the owner of the dwelling is

A physical person (or more than one person in co-property)..... 1	A residential building cooperative 3	A Social Security Organization (INPS, INPDAP, etc.) ..... 6
A firm or company (insurance, bank, real-estate, building society, commercial, etc.) ..... 2	The state, region, province ..... 4	An Independent Institute for Settlement Homes (IACP) or Territorial Enterprise (ATER) or similar ..... 7
	The Municipality..... 5	Other ..... 8

## 2. Dwelling structure

### 2.1 Indicate the total number of rooms

(excluding bathrooms, kitchens, service areas and accessories)

number of rooms

A room is a space that receives direct external light, the size of which makes it possible to include a bed and still have sufficient space to move around in.

### 2.2 Indicate the number of rooms for professional use (offices, professional studios, laboratories and others)

[amongst rooms identified in question 2.1]

0 1 2 3

if more than 3  
specify the number

### 2.3 Indicate if the dwelling has (answer all three questions)

a) kitchen (with room characteristics) a room designed and equipped to prepare meals, that <u>has</u> the characteristics of a room	0 1 2 or more	
b) kitchenette la room designed and equipped to prepare meals, that does <u>not have</u> the characteristics of a room	Yes ..... 1	No ..... 2
c) kitchen corner in a room with multiple functions a space designed and equipped to prepare meals <u>inserted</u> in a room with multiple functions (living room, sitting room, etc.)	Yes ..... 1	No ..... 2

### 2.4 Indicate the number of levels in the dwelling

(excluding attic, cellar, garage and equivalent)

1 2 3 3 or more

### 2.5 Indicate the surface area of the dwelling

square meters (whole number - without decimals)

Calculate the floor surface including rooms, bathrooms, kitchens, service areas, and excluding accessories

## 3. Potable water and sanitary equipment

### 3.1 Indicate if the dwelling has

(more than one answer is possible)

Potable water from an aqueduct ... 1	Potable water from another supply source..... 3
Potable water from a well ..... 2	Non-potable water..... 4

### 3.2 Indicate the number of shower and bathtub systems in the dwelling

0 1 2 3

if more than 3  
specify the number

### 3.3 Indicate the number of toilettes (WC) in the dwelling

0 1 2 3

if more than 3  
specify the number

### 3.4 Indicate whether the dwelling has hot running water in the bathroom and/or kitchen

Yes..... 1 No ..... 2 ➔ go to point 4

### 3.5 Indicate if the hot water is produced by the same system used to heat the dwelling

Yes..... 1 ➔ go to point 4 No..... 2

### 3.6 Indicate the type of fuel or power used to heat water

(more than one answer is possible)

Methane, natural gas 1	Solar energy ..... 3
Electricity ..... 2	Other ..... 4



## 4. Heating System

## 4.1 Indicate the type of heating system available in the dwelling

(more than one answer is possible)

Centralized system used by various dwellings .....	1	Fixed single systems (fireplace, heater, independent radiators, etc.) that heat only <u>some parts</u> of the dwelling .....	4	➡ go to point 5
Fixed independent system for exclusive use of the dwelling .....	2	Do not have any of the systems of equipment mentioned above .....	5	
Fixed single systems (fireplace, heater, independent radiators, etc.) that heat <u>all</u> or <u>most</u> of the dwellings .....	3			

## 4.2 Indicate the type of fuel or power that feeds the heating system in the dwelling

(more than one answer is possible)

Methane, natural gas .....	1	Wood .....	4	Coal .....	7
Diesel .....	2	Electricity .....	5	Solar energy .....	8
Liquid propane gas .....	3	Fuel oil .....	6	Other types of fuel or energy .....	9

## 5. Work/interventions carried out on systems and structural and non-structural elements in the dwelling

5.1 Indicate whether any work or interventions were carried out to systems in the dwelling over the past ten years (electrical, plumbing, heating, etc.)

Yes ..... 1 No ..... 2

5.2 Indicate whether any work or interventions were carried out to structural elements in the dwelling over the past ten years (lofts, beams, master walls, etc.)Yes ..... 1  
No ..... 2

## ➡ 5.3 Indicate the year

5.4 Indicate whether any work or interventions were carried out to non-structural elements in the dwelling over the past ten years (floors, surfaces, partitions, plaster, etc.)

Yes ..... 1 No ..... 2

## 6. Car park

6.1 Indicate whether a private box is available

Yes ..... 1 No ..... 2

6.2 Indicate whether a covered parking is available (in a public garage, or similar)

Yes ..... 1 No ..... 2

6.3 Indicate whether an open personal and private parking is available (in squares, courtyards, or similar)

Yes ..... 1 No ..... 2

## 7. Telephone

## 7.1 Indicate whether there is at least one active fixed telephone line in the dwelling

Yes ..... 1 No ..... 2



## 1. Demographic information

### 1.1 Relationship through kinship or institutional household

Holder of the household form .....	01
Holder's spouse .....	02
Holder's partner .....	03
Holder's and spouse/partner's son/daughter.....	04
Son/daughter of householder only .....	05
Son/daughter of spouse/partner only .....	06
Holder's father/mother (or parent's spouse) .....	07
Holder's father-in-law/mother in-law .....	08
Holder's brother/sister .....	09
Holder's spouse/partner's brother/sister .....	10
Holder spouse's brother/sister or spouse's/ partner's brother/sister .....	11
Son-in-law/daughter-in-law (spouse/partner of the son/daughter) of the Holder and/or spouse/ partner.....	12
Grandchild of the Holder and/or the spouse/partner.....	13
Niece/nephew of the Holder and/or the spouse/partner ..	14
Other relatives of the Holder and/or spouse/ partner .....	15
Other partner without ties of kinship .....	16

### 1.2 Sex

Male ..... 1

Female ..... 2

### 1.3 Date of birth

/ /  
day month year

### 1.4 Place of birth

In this Municipality..... 1

In another Italian Municipality .... 2 ➔ indicate which Municipality

➔ indicate the abbreviation for the province

Abroad..... 3 ➔ indicate which foreign country

## 2. Citizenship

### 2.1 Indicate the citizenship

[Anyone with another citizenship, in addition to Italian, must mark only box 1 "Italian"]

Italian ..... 1 ➔

### 2.2 Indicate whether the person has Italian citizenship

From birth ..... 1 ➔ go to point 3

Acquired (e.g. by marriage  
or naturalization) ..... 2  
➔ indicate the country of  
previous citizenship  
and go to point 3

Foreign ..... 2  
➔  
Indicate the foreign  
country of citizenship

Stateless ..... 3

if born abroad go  
to questions 2.3  
and 2.4 and conti-  
nue from point 3

if born in Italy go  
to point 3

For foreign citizens and stateless persons,  
if born abroad

### 2.3 Indicate the year in which you moved to Italy

### 2.4 Indicate the main reason for the move

Work ..... 1

Study..... 2

Presence of relatives ..... 3

Other..... 4



For everyone

3. Marital Status and Marriage

3.1 Marital Status

- Single ..... 1    ➡ go to point 4
- Married ..... 2
- De facto separated ..... 3
- Legally separated ..... 4
- Divorced ..... 5
- Widow/er ..... 6

3.2 Month and year of marriage

[In case of more than one matrimony, indicate the month and year of the last one]

/

month                      year

3.3 Marital Status prior to last marriage

- Single ..... 1
- Divorced ..... 2
- Widow/er ..... 3

4. Presence and Accommodation

4.1 Indicate whether on the date of the Census (21 October 2001) the person is

- In the accommodation ..... 1
- In this Municipality, but in other accommodation or institutional household (e.g. relatives or friends house, barracks, hospital) ..... 2
- In another Italian Municipality ..... 3
- Abroad ..... 4

4.2 Indicate whether during the past 12 months (21 October 2000 - 21 October 2001) the person lived in accommodation or institutional household (e.g. relatives or friends house, barracks, hospital) other than the present

- Yes ..... 1
- No ..... 2    ➡ go to question 4.7

If yes

4.3 Indicate the overall number of days (even if not consecutive)

- Up to 90 days ..... 1    ➡ go to question 4.7
- From 91 to 180 days ..... 2
- From 181 to 270 days ..... 3
- From 271 to 365 days ..... 4

4.4 Indicate whether the person is currently living, even for a limited period of time, in one or more accommodation or institutional household, other than the present

- Yes ..... 1
- No ..... 2

4.5 Indicate where the accommodation or institutional household, other than the present, are located

[If there is more than one accommodation or institutional household, refer to the one in which the person lived for the longest time]

- In this Municipality ..... 1
- In another Italian Municipality ..... 2
- Abroad ..... 3

4.6 Indicate the main reason why accommodation or institutional household other than the present one is being used

[If there is more than one accommodation or institutional household, refer to the one in which the person lived for the longest time]

- Work ..... 1
- Study ..... 2
- Presence of relatives ..... 3
- Vacation ..... 4
- Previous usual accommodation (transfer of residence) ..... 5
- Other ..... 6

For persons over 1 year of age

4.7 Indicate whether one year ago (21 October 2000) the person had a steady residence

- In the accommodation ..... 1
- In this Municipality, but in other accommodation or institutional household ..... 2
- In another Italian Municipality ..... 3    ➡ indicate which Municipality

➡ indicate the abbreviation for the province

- Abroad ..... 4    ➡ indicate which foreign country





## 5. Educational degree and training

### For persons under 6 years of age

#### 5.1 Indicate whether the child goes to

- Day nurseries ..... 1 } go to point 8
- Nursery School ..... 2 }
- Neither one ..... 3 → the questionnaire ends here

### For persons over 6 years of age

#### 5.2 Indicate the highest educational degree obtained amongst those listed below

- No educational degree, cannot read nor write ..... 01 } go to question 5.8
- No educational degree, but can read and write... 02 }
- Primary school certificate ..... 03 } go to question 5.6
- Lower secondary school certificate ..... 04 }

Secondary school diploma obtained at:

- Secondary school in Classical Studies ..... 05 } go to question 5.6
- Secondary school in Scientific Studies ..... 06 }
- Secondary school in Linguistic Studies ..... 07 }
- Secondary school in Artistic Studies (4-5 year course) ..... 08 }

- Professional Institute .. 09 } **5.3 Indicate duration of course**
- Teachers Schools..... 10 } 2-3 years ..... 1
- Institute of Arts..... 11 } 4-5 years ..... 2

Technical Institute (5 year course) ..... 12

Teachers Institute (4-5 year course)..... 13

Post graduate non-University Diploma..... 14

University diploma (Special or University equivalent school, short degree) ..... 15

Degree..... 16

### For persons who marked boxes 09 to 16 in question 5.2

#### 5.4 Indicate the certificate or degree obtained

(e.g. certificate in agricultural studies, certificate in industrial and artisan studies, technical industrial certificate, certificate from the academy of fine arts, certificate for physiotherapist, degree in mathematics)

### For persons with a university degree

#### 5.5 Indicate whether in possession of post-university specialization and/or research doctorate

Yes ..... 1

No ..... 2

#### 5.6 Indicate whether the highest educational certificate or degree was obtained abroad

Yes 1 →

**5.7 Indicate how many years are needed, after having entered the school system, to obtain this certificate/degree abroad**

No 2

#### 5.8 Indicate whether the person is enrolled in primary school, secondary school or University (or a post-diploma non-university course)

Yes ..... 1

No ..... 2

#### 5.9 Indicate if the person is attending a vocational training/ updating course

Yes 1 →

#### 5.10 Indicate the type of course attended

(more than one answer is possible)

A professional training/updating course organized and/or financed by the employing company/firm/administration ..... 1

A professional training course offered by the region, province, etc. .... 2

A private professional training course ..... 3

No 2





## Section II – Information on persons who usually reside in the dwelling

### Individual form for persons

• Persons over 15 years of age must answer questions starting from point 6

• Persons under 15 years of age must answer questions starting from point 8

#### 6. Professional and non-professional status

**6.1** Indicate whether, during the week preceding the date of the Census (from 14 to 20 October, 2001), the person was

- Employed ..... 01 ➔ go to point 7
- Looking for first employment ..... 02
- Unemployed (looking for a new job) ..... 03
- Waiting to begin a job already obtained ..... 04
- Student ..... 05
- Looking after home/household ..... 06
- Retired ..... 07
- On national military service or substitute civil service ..... 08 } go to point 8
- Disabled for work ..... 09
- Other conditions ..... 10

**6.2** Indicate whether, during the week from 14 to 20 October, 2001 the person worked one or more hours of paid work, or as contributing family worker

- Yes ..... 1 ➔ go to point 7
- No ..... 2

**If No**

**6.3** Indicate whether, during the last 4 weeks, the person has actively tried to find a job or attempted to open own activity

- Yes ..... 1
- No ..... 2

**6.4** Indicate whether, should the opportunity arise, the person would be willing to start work within 2 weeks

- Yes ..... 1
- No ..... 2

**6.5** Indicate whether the person has ever held a paid job or worked as a contributing family worker during their lifetime

Yes ..... 1 ➔

**6.6** Indicate the year when terminated

➔ go to point 8

No ..... 2 ➔ go to point 8

#### 7. Work activity

To answer questions from 7.1 to 7.12, refer to the main work activities (activities where the greater number of hours were worked)

**7.1** Indicate the number of work hours during the week of 14 to 20 October

None ..... 1 ➔

**7.2** Specify why

- Vacation .. 1      Maternity leave .... 3      Income support ..... 5
- Illness ..... 2      Leave of absence 4      Lack of orders ..... 6      Other ... 7

One or more ..... 2 ➔

**7.3** Indicate the number hours worked

**7.4** Indicate whether the person has a job

- Full time ..... 1      Part time ..... 2

**7.5** Indicate whether the person works as

- Employee or other subordinate position .. 1 ➔ go to question 7.7
- Entrepreneur ..... 2
- Professional ..... 3
- Own-account worker .... 4
- Member of producers and/or services cooperative ..... 5
- Contributing family worker ..... 6

**7.6** Indicate if there are paid workers

- Yes ..... 1
- No ..... 2

➔ go to question 7.9

**7.7** Indicate if the person has a job for

- Indefinite ..... 1 ➔ go to question 7.9
- Definite ..... 2 ➔

**7.8** Indicate the type of work contract

- Work and training contract ..... 1
- Apprentice contract ..... 2
- Interim contract ..... 3
- Other ..... 4



**7.9 Indicate what your work activity consists in**

[For each answer proposed, in parenthesis there are examples of professions where these activities are carried out]

Work as laborer or non-specialized service (Farmhand, Janitor, Building laborer, Domestic servant, Mailman, Concierge, Porter, Travelling salesman) .....	9
Work on fixed manufacturing systems, machinery, assembly lines or drive vehicles (Fork lift driver, Assembly of electronic equipment, Truck driver, Taxi driver) .....	8
Work as specialized laborer (Mason, Mechanic, Air Conditioning technician, Shoemaker, Taylor, Carpenter) .....	7
Grow plants and/or raise animals (Farmer, Fruit grower, Cattle breeder) .....	6
Sale to the public or provide services to people (Sales clerk, Traffic policeman, Hairdresser, Cook, Waiter, Customs officer) .....	5

(continues in next column)...

**... (question 7.9 continues)**

Work as non-technical office worker (Clerk, Typist, Bank teller, Switchboard operator) .....	4
Work in a technical, administrative, sporting or artistic field requiring an average level of qualification (Physiotherapist, Accountant, Electronic technician, Computer technician, Athlete, Elementary school teacher, Sales representative) .....	3
Work in an organizational, technical, intellectual, scientific or artistic field requiring a high level of qualification (Cardiologist, University professor, Grade school or Secondary school professor, Engineer, Chemist, Procedural analyst, Researcher) .....	2
Direct business or manage the work of complex organizational structures (Businessman, public or private Manager, Head of clinical, Schoolmaster, Merchant) .....	1
Work as officer, non-commissioned officer, cadet or volunteer in the Armed Forces - Army, Navy, Air Force, Carabinieri (Lieutenant General, Colonel Medical Corp, Sargent, Carabinieri cadet) .....	0

**7.10 Indicate the work, profession or job, in as much detail as possible, (for example, Professional Accountant, Senior High School Professor, Truck driver) avoiding the use of general terms like clerical worker or laborer.**

**7.11 Indicate the sector to which pertain the exclusive or main activities of the plant, office, organization, farm, shop, professional office, etc. where the person works or which he owns.**

[Examples of economic activities are provided in parenthesis for some of the answers].

**Agriculture and Fishing**

Agriculture, hunting and forestry..... 01

Fishing, fish-breeding and related services ..... 02

**Industry**

Extraction of coal, crude petroleum, minerals, etc ..... 03

Food, drink and tobacco industry ..... 04

Textile, clothing, fur and leather industry ..... 05

Wood, wood products (except furniture), paper, press and  
publishing industry ..... 06

Cookery, refinery, chemical and pharmaceutical industry,  
rubber and plastics industry ..... 07

Processing of non-metalliferous minerals (cement, glass,  
ceramics) ..... 08

Iron and steel industry, engineering industry, electronics  
industry and manufacture of transportation vehicles ..... 09

Furniture manufacture and other manufacturing industries  
including recuperation and preparation for recycling ..... 10

Production and distribution of electricity, water and gas..... 11

**Construction and System Installation**

Building construction, public works and installation of  
services in buildings ..... 12

**Commerce, repairs, public practices,  
transportation and communications**

Commerce, maintenance and repair of vehicles and  
motorcycles, sale of traction fuel ..... 13

Wholesale trade, and sales representatives, except for  
vehicles and motorcycles ..... 14

(continued in the next column)...

**... (question 7.11 continues)**

Retail sales, except vehicles and motorcycles, repair of personal  
goods and goods for the house ..... 15

Hotels, camping areas, bars, restaurants, etc ..... 16

Transportation (public and private), warehousing, post and  
telecommunications ..... 17

**Banking, insurance and other production  
and/or consumer services**

Bank, insurance, monetary and financial brokerage..... 18

Computer and related activities, research and development..... 19

Professional consulting activities, real estate and rentals (legal,  
planning, market, accounting offices, surveillance, cleaning) .. 20

**Social and people services**

Central and local public administration (e.g. Ministries, ANAS,  
regional, provincial, municipal administrations, mandatory  
social security) ..... 21

Public and private education and training (including schools,  
colleges and military academies) ..... 22

Health and public & private social assistance (pubic and military  
hospitals, doctor studios, out patients clinics, rest homes) ..... 23

Political and union member organizations (Italian Manufacturer's  
Association, Chamber of Commerce) ..... 24

Recreational, cultural and sports activities (cinema, museums) ..... 25

Other service oriented activities (dry cleaners, beauty salons,  
parking, garbage collection) ..... 26

Live-in domestic help (in this sector belong, for example,  
domestic helpers, baby-sitters, drivers, custodians,  
gardeners) ..... 27

**International organizations and organizations of other countries**

Extra-territorial organizations and representations (UN, FAO,  
Embassies in Italy) ..... 28

**7.12 Indicate, in as much detail as possible, the sector to which pertain the exclusive or main activities of the plant, office, organization, farm, shop, professional office, etc. where the person works or which he owns.**

(e.g. auto repairs, cereal farming, cattle breeding).



## 8. Place of study or work

### 8.1 Indicate whether the person goes everyday out of his/her accommodation to reach the place of study or work

- Yes, he/she reaches the place of study (including kindergarten, nursery school and professional training course)..... 1
- Yes, he/she reaches the place of work... 2
- No, because he/she studies at home ..... 3
- No, because he/she works at home ..... 4
- No, because he/she does not have a steady work place (travelling salesman, representatives, etc) ..... 5
- No, because he/she does not work, study nor attend professional

go to question 8.2

the questionnaire terminates here

### 8.2 Indicate from which accommodation the person goes out to reach the place of study or work

- From the accommodation ..... 1
- From accommodation other than this..... 2

the questionnaire terminates here

#### If from the accommodation

### 8.3 Indicate whether the person re-enters from his/her usual place of study or work to the accommodation every day

- Yes ..... 1
- No ..... 2

the questionnaire terminates here

### 8.4 Write out the full name and address of the usual place of study or work

[Working students must indicate the name and address of their place of work. Anyone working on a means of transportation (drivers, rail and tram workers, pilots, maritime workers, etc) must indicate the name and address of the location where he/she enters on duty (parking area, station, deposit, airport, port, etc.)]

Name of school, company, office, organization, etc: .....

Address of school, company, office, organization, etc: .....

In this Municipality..... 1

In another Italian Municipality ..... 2

indicate which Municipality

Abroad ..... 3

indicate which foreign country

specify the abbreviation for the province

Persons who went to their usual place of study or work on Wednesday of last week have to answer questions 8.5, 8.6 and 8.7

### 8.5 Indicate at what time the person left the house for his/her usual place of study or work.

hours minutes (e.g. 07:30)

### 8.6 Indicate the time it takes (one way) to go to the usual place of study or work

[If the person accompanied children to school before going to work or place of study, consider the overall time take]

- Up to 15 minutes ..... 1
- From 16 to 30 minutes ..... 2
- From 31 to 45 minutes ..... 3
- From 46 to 60 minutes ..... 4
- Over 60 minutes ..... 5

### 8.7 Indicate the means of transportation used to cover the longest stretch (in terms of distance and not time) of your trip from the accommodation to the usual place of study or work

- Train ..... 01
- Tram ..... 02
- Subway ..... 03
- City bus, trolley bus ..... 04
- Bus, suburban bus line ..... 05
- Company or school bus ..... 06
- Private Automobile (as driver) ..... 07
- Private Automobile (as passenger) ..... 08
- Motorcycle, moped, scooter ..... 09
- Bicycle ..... 10
- Other means (boat, cable cat, etc.) ..... 11
- By foot ..... 12

Reserved for use by the Municipal Census Office


## 1. Demographic information

### 1.1 Sex

- Male ..... 1  
 Female ..... 2

### 1.2 Date of Birth

day / month / year

### 1.3 Marital Status

- Single ..... 1  
 Married ..... 2  
 Separated by fact ..... 3  
 Legally separated ..... 4  
 Divorced ..... 5  
 Widow/er ..... 6

### 1.4 Citizenship

[Anyone with another citizenship, in addition to Italian, must cross only box 1 "Italian"]

Italian.. 1 Foreign.. 2  specify the foreign country of citizenship

Stateless (no citizenship) 3

### 1.5 Indicate whether on the day of the Census (21 October 2001) the persons usual address is

- In this Municipality, but in other accommodation or institutional household ..... 1  
 In another Italian Municipality ..... 2  
 Abroad ..... 3

**Foreign citizens and stateless persons who usually reside abroad must respond to point 2; others respond to point 3**

## 2. Foreign citizens and stateless persons residing abroad

### 2.1 Indicate when the person arrived in Italy

month / year

### 2.2 Indicate the main reason for presence in Italy

- Work ..... 1 Vacation ..... 4  
 Study ..... 2 Other ..... 5  
 Presence of relatives ... 3


## 3. Presence and Accommodation

### 3.1 Indicate whether on the date of the Census (21 October 2001) the person is

- In the accommodation ..... 1  
 In this Municipality, but in other accommodation or institutional household (e.g. relatives of friends house, barracks, hospital) ..... 2  
 In another Italian Municipality ..... 3  
 Abroad ..... 4

**If you lived in this house for more than 90 days**


### 3.3 Indicate the main reason why you are using the accommodation

- Work ..... 1 Presence of relatives ..... 3 Other ..... 5  
 Study ..... 2 Vacation ..... 4  the questionnaire terminates here

**Persons under 15 years of age must answer from point 4 onwards; Persons over 15 years of age must answer starting from point 5.**

## 4. Professional or non-professional status and work activity

### 4.1 Indicate whether, during the week before the Census (from 14 to 20 October 2001), the person was

- Employed ..... 1  
 Looking for employment ..... 2  
 Student ..... 3  
 Looking after home/household ..... 4  
 Retired ..... 5  
 On national military service or substitute civilian service ..... 6  
 Disabled for work ..... 7  
 Other conditions ..... 8
-  go to point 5

### 4.2 Indicate the field in which the person has worked

- Agriculture and fishing ..... 1  
 Industry (mineral mining, manufacturing industry, electricity, gas and water) ..... 2  
 Construction and systems installation ..... 3  
 Commerce, repairs, public practices, transportation, communications ..... 4  
 Banking, insurance, other production and/or consumer services ..... 5  
 Social services, services to people, except live-in domestic (e.g. Public administration, Education, Health etc.) ..... 6  
 Domestic service with households, including live-in (e.g. domestic helper, gardener, driver, custodian, baby-sitter) ..... 7  
 International Organizations or organizations of other countries (e.g. UN, FAO, Embassies in Italy) ..... 8



## 5. Place of study or work

### 5.1 Indicate whether the person goes every day out of his/her accommodation to reach the place of study or work

- Yes, he/she reaches the place of study (including kindergarten, nursery school and professional training course) ..... 1
- Yes, he/she reaches the place of work .... 2
- No, because he/she studies at home .... 3
- No, because he/she works at home .... 4
- No, because he/she does not have a steady work place (travelling salesman, representatives, etc) ..... 5
- No, because he/she does not work, study nor attend professional training

go to question 5.2

the questionnaire terminates here

### 5.2 Indicate from which accommodation the person goes out to place of study or work

- From the accommodation ..... 1
- From accommodation other than ..... 2

the questionnaire terminates here

### If from the accommodation

### 5.3 Indicate whether the person re-enters from his/her usual place of study or work to the accommodation every day

- Yes ..... 1
- No ..... 2

the questionnaire terminates here

### 5.4 Write out the full name and address of the usual place of study or work

[Working students must indicate the name and address of their place of work. Anyone working on a means of transportation (drivers, rail and tram workers, pilots, maritime workers, etc) must indicate the name and address of the location where he/she enters on duty (parking area, station, deposit, airport, port, etc.)]

Name of school, company, office, organization, etc: .....

Address of school, company, office, organization, etc: .....

In this Municipality ..... 1

In another Italian Municipality ..... 2

indicate which Municipality

Abroad ..... 3

indicate which foreign country specify the abbreviation for the province

Persons who went to their usual place of study or work on Wednesday of last week have to answer questions 5.5, 5.6 and 5.7

### 5.5 Indicate at what time the person left the house for his/her usual place of study or work

hours minutes (e.g. 07:30)

### 5.6 Indicate the time it takes (one way) to go to the usual place of study or work

[If the person accompanied children to school before going to work or place of study, consider the overall time take]

- Up to 15 minutes ..... 1
- From 16 to 30 minutes ..... 2
- From 31 to 45 minutes ..... 3
- From 46 to 60 minutes ..... 4
- Over 60 minutes ..... 5

### 5.7 Indicate the means of transportation used to cover the longest stretch (in terms of distance and not time) of your trip from the accommodation to the usual place of study or work

- Train ..... 01
- Tram ..... 02
- Subway ..... 03
- City bus, trolley bus ..... 04
- Bus, suburban bus line ..... 05
- Company or school bus ..... 06
- Private Automobile (as driver) ..... 07
- Private Automobile (as passenger) ..... 08
- Motorcycle, moped, scooter ..... 09
- Bicycle ..... 10
- Other means (boat, cable cat, etc.) ..... 11
- By foot ..... 12

Reserved for use by the Municipal Census Office



## Notes for filling in the form:

- Sections I, II and III of the Household form are divided into "points" that include various questions. Carefully read each single question, including any notes that are highlighted or in parenthesis.
- This Household form is prepared for reading by an optical "Scanner" that does not recognize some colors, therefore you are kindly requested to use only black or blue ballpoint pen to write in the boxes. **DO NO use pencil, nor red or green color pens, nor felt tip pens.**
- If a question does not concern you (e.g. because it is only addressed to children that are less than 6 years of age) do not cross any box, nor make any type of signs or marks whatsoever.
- For each question cross only one box, except where specifically indicated that more than one answer is allowed.
- For most of the questions it is sufficient to mark the box with a cross that corresponds to your condition.  
(**N.B.** it is very important that the other boxes are not marked!)

E.g.:

Holder's spouse ..... 02 ☒

If you erroneously mark a wrong answer, black out the relative box and mark the box that corresponds to your response with a cross.

- For the other questions, write the numbers or words as clearly as possible, in small print and place only one letter in each one of the boxes. The letters must be detached one from the other. You are kindly requested to refrain from writing outside the spaces allotted.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Example of correct compilation

0 6 / 0 2 / 1 9 5 4  
day month year

S A N G I M I G N A N O ☒ Yes ☐ No

Example of erroneous compilation

0 6 / 9 / 2 / 1954  
day month year

S a n . G i m i g n a n o ☐ Yes ☒ Not

Examples of common errors

2 2  
NO YES

Characters are too big

6 9 0  
NO NO NO

Close all round letters like 0, 6 and 9

4 4  
YES NO

The top part of number 4 must be left open

L E F  
NO NO NO

Close all tracts of letters, especially for letters like E and F

1 1  
YES NO

The number 1 must be written without the dash at the base

THANK YOU FOR YOUR KIND COLLABORATION





Dear Sir or Madam,

The National Institute of Statistics is conducting its 14th General Population Census and General Housing Census, as established by article 37 of Law No. 144 dated 17 May 1999, which is considered by the National Statistics Program to be one of the most important statistics surveys in our Country.

A Census is carried out in most countries of the world to count the inhabitants and obtain information on their social and economic position. In Italy a Census is carried out every ten years with the scope of gaining a more precise and detailed view of the Italian reality throughout the territory. The aim of the General Population Census is to count the resident population and update the municipal register. The purpose of General Housing Census, which also includes the building Census, is to obtain information on the number and characteristics of these premises.

The information obtained will make it possible to put together a wealth of information that is of fundamental importance, for both the collectivity and for public workers, when planning and projecting activities and offering services, as well as to the Municipality and sub-Municipality.

You are kindly requested to carefully complete the Household Form, after having read the attached instructions.

A surveyor assigned by the Municipal Census Office will come to your home to pick up the questionnaire after completion.

We would like to ensure you that Istat is bound to use this information only and exclusively for statistical purposes. This information cannot be provided to other organizations or persons and are published in table format in order to prevent any reference to individuals.

Furthermore, you are reminded that the information obtained by this survey is protected under the regulations that govern the secrecy of statistics established by Legislative Decree No. 322/89, and is subject to the provisions of the privacy act under Law 675/96 and subsequent changes and additions. Consequently, all the operators and public offices involved in the Census operations are to observe secrecy and are not allowed to make use of data for non statistical purposes.

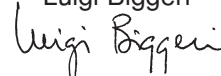
In accordance with Law No. 675/96, Istat is the owner of the survey and the Director of the Department for Social Statistics is the person in charge. Furthermore, the Directors of the Provincial Census Offices, the Chambers of Commerce and the Directors of the Municipal Census Offices are each responsible for their sector.

For further clarification please feel free to contact our Toll **Free Number 800-294 294**, available every day from 8.00 a.m. to 10.00 p.m. The calls are to be made by a fixed telephone system.

I would like to take this opportunity to thank you and your household in advance for the collaboration and assistance provided to make this event a success.

The President of Istat

Luigi Biggeri



#### REFERENCE REGULATIONS

- Law No. 144 of 17 May 1999, article 37 “Instructions on matters regard the Census” and relative operational regulation for the 14<sup>th</sup> General Population Census and General Housing Census and the 8<sup>th</sup> General Census of Industries and Services.
- Decree of the President of the Republic No. 223, dated 30 May 1989, and subsequent changes and additions. “Approval of the new Registration Office regulations on resident population”, articles 3 (resident population), 11 (cancellations from the Register) and 46 (changes to the Register).
- Legislative Decree No. 322, dated 6 September 1989, and subsequent changes and additions - “Regulations governing the National Statistics System and the organization of the National Institute of Statistics” - articles 6B (treatment of personal information), 7 (obligation to provide statistics information), 8 (official secrecy by employees of the Office of statistics), 9 (provisions for protecting the secrecy of statistics), 11 (administrative fines in case of failure to respond), 13 (national statistics program).
- Law No. 675 dated 31 December 1996 and subsequent changes and additions - “Safeguarding persons and things while processing personal information”.
- Decree by the President of the Council of Ministers dated 31 March 2000 - “National Statistics Program for the three year period 2000-2002” (Ordinary Supplement to the Official Gazette No. 114 dated 18 May 2000).
- Decree by the President of the Republic dated 2 June 2000 - “List of surveys and obligation by private individuals to respond” (Official Gazette No. 180 dated 3 August 2000).









# 14<sup>th</sup> General Population Census and General Housing Census

21 October 2001

(Article 37, Law No. 144, 17 May 1999)

## Guide to filling in the Household form

### SECTION I - INFORMATION ON THE DWELLING

#### 1. Property

##### Question 1.1

- Cross answer 1 if the dwelling is the exclusive or shared property of at least one member of the household. Also cross answer 1 if you are living in the dwelling in fulfillment life tenancy rights, or other rights (e.g. use, accommodation), or when subject dwelling is being redeemed, or because of bare ownership, and also if the owner rents part of the dwelling while still living there.
- Cross box 2 or 3, if the dwelling is not the property of any of the persons residing there, but is rented (box 2) or occupied in some other way (box 3), that is, free of charge or in exchange for services.

##### Question 1.2

- Regardless of the answer provided for question 1 indicate who, amongst those listed, is the owner of the dwelling. If none of these is the owner, cross box 8. If ownership is shared amongst various persons (private persons, companies, etc.) indicate the owner with the largest percentage of ownership. In case of bare ownership, refer to the owner of the bare property.

#### 2. Dwelling structure

##### Question 2.1

Specify the total number of rooms in the dwelling, including those with an independent entrance that are functionally part of the main building.

Do not count bathrooms, kitchens, kitchenettes, service areas and accessories. When counting, remember that a large room, divided into various functions, or separated into two or more areas by arches or dividing furniture, must not be counted as one room but as various rooms.

Rooms with a kitchen area used for various purposes must also be counted.

- The term **room** refers to an area that receives direct light from the outside, with space for one bed and for a person to move in. For example, bedrooms and living rooms that meet these characteristics are rooms. Kitchens, kitchenettes service areas and bathrooms are not to be counted as rooms, even if they meet these characteristics.
- The term **rooms with external entrance** refer to those rooms that have a separate entrance from the others, but are still part of the main house even if physically separated from it. However, these rooms are a complementary part of the house and are used by the same persons that live therein.
- The term **accessories** refers to cellars, attics, garages, etc., in other words, premises that are actually used on a permanent basis to service the house (even if they do not belong to the same building).

- The term **service area** refers to the area for entering rooms, toilets, bathrooms, as well as storerooms and such. Therefore, entrances, internal stairways, corridors, bathrooms, locker rooms, storerooms etc, are considered service areas.

- The term **kitchen** refers to a room (or part thereof) equipped with a system for cooking food and a place in which to wash dishes, that is used for this purpose regardless of the fact that it is also used to eat in, sleep in, or other activities. There are three types of kitchens, depending on the size and the use made of the room where the cooking is done:

- kitchen with the characteristics of a room:** this is a "traditional" kitchen the size of a regular room (see definition), used and equipped mainly for cooking and eating;
- kitchenette:** this is a small kitchen, smaller than the minimum requirements for a room, which most of the time is just sufficient for arranging the necessary equipment;
- kitchen corner in a room that serves various purposes:** in large rooms this arrange is usually used as an eating area or small dining room, there is an area in which to install kitchen equipment. The main characteristic of a room arranged in this manner is not that of a kitchen, but that of a room used for various purposes.

##### Question 2.2

- Specify how many of the rooms indicated in the previous question are for professional use (such as professional studio, office of a self-employed worker, artisan's laboratory, or any type of room that is used exclusively as a place in which to practice a profession or job).

##### Question 2.3 (see question 2.1 for definitions)

- If the dwelling, or room with a independent entrance, does not have any type of kitchen facilities then answer questions a), b) and c) by indicating "0" (zero) or "No". Point c) asks whether the house has a kitchen corner, obviously this will have been already counted as part of the rooms under question 2.1.

##### Question 2.4 (see question 2.1 for definitions)

- When counting levels do not include any house accessories (like cellars, garages and attics) and rooms with an independent entrance. However, intermediate levels and similar, built inside the dwelling, constitute a separate level and must be counted as such. The number of levels must not be confused with the number of floors for the building in which the dwelling is located. Place a cross in box 1 when the dwelling only spreads out horizontally; cross the other boxes when the dwelling reaches up vertically (as in the case of "tower" like dwellings that are typical in some historic centers, or dwellings where intermediate floors have been built).

##### Question 2.5 (see question 2.1 for definitions)

- Indicate the number of square meters (rounded and without decimals) of the internal surface of the dwelling, in other words,

the surface of the floors not counting the walls and excluding the service areas. If the dwelling spreads on various levels, or also includes an external entrance, count the surface of all parts.

### 3. Potable water and sanitary equipment

#### Question 3.1 (*more than one answer is possible*)

Specify the source of the potable water in the dwelling, both inside and in rooms with a separate entrance, or whether only non-potable water is available. If the dwelling has more than one water source, list them all.

- If the water comes from a source other than an aqueduct or well: for example, an indirect source such as a regularly filled tank, then place a cross in box 3;
- If the dwelling only has non-potable water, place a cross in box 4.

#### Question 3.2

- The term **bathtub and shower** refers to those systems that are permanently connected to both a plumbing and a drainage system, located inside the house or in the rooms with a separate entrance.
- When answering, please note that a bathtub and shower that are located in the same room but are independent, must be considered as two systems and that a bathtub with an incorporated shower must be considered as one system.

#### Question 3.3

- The term **toilet** refers to a WC permanently connected to a plumbing and a drainage system located in the house or in the rooms with separate entrance.

#### Question 3.4

- Available hot water (for bathroom and kitchen use) refers to water heated by a fixed system and not by burners or other heating systems.

#### Question 3.5

- Answer "Yes" if the hot water is supplied by the same system used to heat the house. Answer "No" if the hot water is provided by a separate system, such as a gas or electric water heater.

#### Question 3.6 (*more than one answer is possible*)

- Answer only if the system that produces hot water is separate from the heating system.

### 4. Heating system

#### Question 4.1 (*more than one answer is possible*)

- A **centralized system** refers to a system that heats all the apartments in the same building, but is located outside the premises like, for example in one of the service areas of the building (cellar, basement, etc.). A system connected to a remote city heating system is also considered centralized.
- An **fixed independent system** refers to a system that heats a single house and is normally located inside or nearby the house (for example, the boiler could be located in a special internal area or on the balcony/terrace; solar panels could be located on the roof, and so forth), and is independently operated.
- A **fixed individual system** refers to a system that is not connected to the centralized system or regular independent system, and which cannot be moved like, for example, fireplaces, individual gas heaters, heat pumps, electrical plates, coal, kerosene, wood and LPG (liquefied petroleum gas) heaters.
- If there is no heating system, or there are mobile heaters like electric, gas or other types, place a cross in box 5 ("Does not have.....").

#### Question 4.2 (*more than one answer is possible*)

- Specify the type of fuel or energy used to operate the heating system when the system is on. If the house is heated by remote heating or heat pumps, place a cross in box 9.

### 5. Work/interventions carried out on systems and structural and non-structural elements in the dwelling

This point deals with the maintenance, repair, restoration, and restructuring carried out on the dwelling over the past 10 years by both current and past residents. Small repairs and work carried out on the building that houses the apartment, must not be taken into consideration.

#### Question 5.1

- Work and/or interventions on systems means the work carried out to maintain system efficiency (plumbing, bathroom, heating, electrical, etc.), to renew systems, change them and so forth. Small repairs must not be taken into consideration.

#### Question 5.2

- Work and/or interventions of structural elements means the work carried out to consolidate, restore or renew vertical structures, substitute floors and so forth, expand or reduce volumes, etc.
- If the answer to question 5.2 is yes, specify (in question 5.3) the year in which this work was carried out. If the work is still underway then indicate "2001".

#### Question 5.4

- Work or interventions carried out on non-structural elements refers to the work carried out to fully or partially substitute floors, restore plaster, substitute internal partitions, and so forth.

### 6. Car Park

#### Question 6.1, 6.2, 6.3

Indicate whether there is at least one personal and guaranteed parking area available for persons living in the house, either inside the building or nearby. Availability means that the parking area can be used (at any time) because it is owned, rented, provided free of charge, etc.

- **Private box** refers to a closed premises suitable for storing an automobile and used for this purpose.
- **Covered parking area** refers to a personal reserved area situated in a covered area used to house various automobiles and used for this purpose. For example, condominium garages located underneath the building, garages situated in appropriate buildings, guarded public garages, and so forth.
- **Open parking** refers to a personal and reserved parking space located externally; for example, inside a courtyard, under a pilotis floor of a building, on the last uncovered floor of a building constructed for parking purposes, and so forth.

## SECTION II - INFORMATION ON THE PERSONS WHO USUALLY RESIDE IN THE ACCOMMODATION

### 1. Demographic Information

#### Question 1.1

- This question must not be answered by the Holder of the Household Form, or reference person (person 1 on List A).
- Children are considered as such if acknowledged by the Holder and/or spouse or partner.

- Those who are children of the Holder's spouse or partner only must place a cross in box 06 ("Son/daughter of spouse/partner only"), even if the parent is deceased or does not currently live in the accommodation. Other persons who are relatives of the Holder's spouse or partner only must place a cross in the box that corresponds to their level of kinship, even if the Holder's spouse/partner no longer lives in that house.
- The father/mother (or their spouse) of the Holder partner must place a cross in box 08 ("Holder's mother/father-in-law")
- Relatives of the Holder, the spouse or the partner that are not mentioned in any of the answers (uncle of the Holder or spouse or partner, grandfather of the Holder or spouse or partner, cousin of the Holder or spouse or partner, etc.), who usually live in the accommodation must place a cross in box 15 ("Other relative of the Holder and/or spouse/partner").
- Those persons who usually live in the accommodation and have no bonds of kinship with the Holder, the spouse or the partner, must place a cross in box 16 ("Other partner"). If these persons form a separate household, they must fill out another Household Form.
- Anyone working for the household (servants, domestic help) and who usually lives in the accommodation must, if they form a separate household, fill in a Household form.

#### Question 1.3

- The date of birth must be written in numbers and not in letters. For example: 06/02/1954.

#### Question 1.4

- Anyone born in another Italian Municipality must indicate the current name of the Municipality where the person was born. Indicate the name of the Municipality and not that of the place (fraction, inhabited area, etc.)
- Anyone born abroad must indicate the current name of the foreign country where the place of birth is currently located.
- The foreign country of birth must be written in Latin letters and in Italian language.

## 2. Citizenship

#### Question 2.1

- Foreign citizens must cross box 2 and indicate the name of the foreign country of citizenship in Latin letters and in the Italian language.
- Foreign citizens with more than one citizenship (except for Italian) can only select one foreign country of citizenship.
- Persons without citizenship must declare themselves a stateless person (cross box 3). The category of stateless people also includes those people whose citizenship status has not been clarified following the dissolution, separation or unification of Countries.

#### Question 2.2

- Those who are Italian citizens from birth must cross box 1 ("From birth"), even if born in a foreign country. An Italian citizen from birth is one:
  - a) whose mother or father has Italian citizenship.
  - b) who is born in Italy from a stateless mother and father, or a child who does not keep his father's or mother's citizenship, in accordance with the laws of the country to which these belong.
  - c) who is the child of unknown parents who was found in Italy and for whom there is no proof of other citizenship.
- Anyone who made a special request to become an Italian citizen, and this request was approved by the appropriate Authorities, must cross box 2 ("Acquired, for example, through marriage, naturalization"). Box 2 must also be crossed by anyone who has "automatically" become an Italian citizen. For example, box 2 must be crossed by:

- a) a minor who acquired Italian citizenship through adoption by an Italian citizen or by maternal or paternal recognition (or legal statement of filiation) by the Italian parent;
  - b) a live-in minor who acquired Italian citizenship;
  - c) anyone who acquired Italian citizenship by marriage, ordinary or special naturalization, by birth in Italy where he/she uninterruptedly resided until the age of 18.
- Anyone who crosses box 2 must also specify the previous foreign country of citizenship, in Latin letters and in Italian.

#### Question 2.3

- Specify the year in which you transferred to Italy.

#### Question 2.4

Indicate the reason why your transferred your home to Italy (even if it differs from the reason for your current presence)

- Box 1 ("Work") must be crossed by those who came to Italy to work, even if still unemployed.
- Box 2 ("Study") must be crossed by those who came to Italy to attend a course of studies and have remained to work here after qualification.
- Box 3 ("Presence of relatives") must only be crossed by those came to Italy to be reunited with their relatives. This box must not be crossed by those who came searching for a job and chose to remain in Italy because here they have a relative who can help them.

## 3. Marital Status and Marriage

#### Question 3.1

- Those who are married but no longer live with their spouse because the couple is in crises must cross box 3 ("Separated by fact") and not box 2 ("Married").
- Married persons who live separated from their spouse due to contingencies or other needs must cross box 2 ("Married") and not box 3 ("Separated by fact").
- "Once married" persons (that is, those who have obtained an annulment or civil separation in accordance with law No. 898 of 1 December 1970) must cross box 5 ("Divorced").

#### Question 3.2

- Apart from married people, this question must also be answered by those who a separated by fact or legally, divorced or widowed.
- The date when the marriage was celebrated must be indicated in numbers and not letters (in case of more than one marriage, indicate the date of the last).

## 4. Presence and Accommodation

#### Question 4.1

- Cross the box that corresponds to the place where the person is located on the day of the Census (21 October 2001).
- Cross box 1 ("In the accommodation") or box 2 ("In this Municipality, but in other accommodation or institutional household") even if the person was out of this Municipality on 21 October 2001 but will re-enter on 22 October 2001 and has not been counted anywhere else.

#### Question 4.2

- Box 1 ("Yes") must be crossed if the person was absent from the accommodation over the past twelve months, either **at intervals** (returning once a week, once a month, etc.) **or for a definite period of time**, living in other accommodation or institutional household (e.g. in the house of relatives or friends, hostel, student home, hotels, barracks, clinic, hospital). For example, box 1 ("Yes") must

be crossed if over the past twelve months the person was absent from this house for one of the following reasons:

- a) to reach the Municipality where the person works;
- b) to reach the Municipality where the person goes to university;
- c) because hospitalized ;
- d) to reach another Municipality where the person has other accommodation, possess real estate to be administered or has interests to be safeguarded.;

#### Question 4.3

• Anyone who has left the house and returned periodically must indicate the **total** number of days absent (in other words, calculate the total number of days absent over the past twelve months).

#### Question 4.7

- Anyone who, one year ago, lived in another Italian Municipality must indicate the current name of the Municipality where they lived. Indicate the name of the Municipality and not that of the place (fraction, inhabited area, etc.).
- Anyone who, one year ago, lived abroad, must indicate the current name of the foreign country (in Latin alphabet and in Italian) where their place of residence is located at today's borders.

### 5. Educational Degree and Training

#### Question 5.1

- Children who attend day nurseries or nursery school (for whom boxes 1 or 2 have been crossed), go to 8.
- Children who are less than 6 years old and do not go to day nurseries nor to nursery school, but are already in first grade of primary school (for example, children born between 22 October and 31 December 1995), answer question 5.2 (cross box 02).
- Children who are less than 6 years old and do not attend day nurseries, nor nursery school, nor the first grade of primary school, the questionnaire terminates here.

#### Questions 5.2 and 5.3

- Question 5.2 must be answered by those who are over 6 years of age, and those who are less than 6 years old and are in first grade of elementary school (for example children born between 22 October and 31 December 1995).
- Only those who crossed one of the boxes from 09 to 11 of Question 5.2 must answer Question 5.3.

*Educational degree refers to the official title attributed after successfully completing an educational course.*

In order to properly answer questions 5.2 and 5.3, the following instructions must be observed:

- Any person with two or more educational degrees at the same level, must indicate only the one considered to be the most important, in relationship with the profession practiced.
- Students in first grade of primary school must cross box 02.
- Any person with a discharge certificate (3rd grade primary school) must cross: box 01 if they cannot read nor write ("No educational degree and cannot read nor write"); box 02 if they can read and write ("No educational degree but can read and write");
- Any person (in particular **foreign citizens**) who obtained their highest degree **abroad** must cross the box relative to the corresponding Italian educational degree
- Foreign citizens who have not obtained any type of educational degree must choose between 01 ("No educational degree and cannot read nor write") and 02 ("No educational degree but can read and write") **with reference to their mother tongue.**

#### DEFINITIONS

**Primary school certificate:** corresponds to completion of the first level of basic education.

**Lower Secondary School Certificate:** corresponds to the completion of second level basic education. A primary school diploma is required in order to be admitted to these courses.

**Secondary school certificate** obtained from a **Classics, Scientific, Linguistic or Artistic Secondary school:** obtained upon completion of a 4 or 5 years secondary school course and needed to enroll in University. A Lower Secondary School Certificate is required in order to be admitted to this course. At question 5.2, those whose highest level of education is the School Leaving Certificate (or state exams) held at a Classics, Scientific, Linguistic or Artistic Secondary School, must cross one of the boxes between 05 and 08.

**Secondary school certificate** obtained from a **Professional Institute, a Teaching School, a Fine Arts Institute, a Technical Institute or a Teachers College.** It is broken down into:

**a) Professional Institute, Institute of Fine Arts or Teaching School certificate:** an educational degree obtained upon completion of secondary school studies with a duration of less than 4 years (2-3 year courses) which does not allow enrollment into University. A Lower Secondary School Certificate is required to be admitted to these courses. Those whose highest degree of education is a diploma from the Professional Institute, Institute of Fine Arts or Teaching School must cross one of the boxes between 09 and 11 in question 5.2, and box 1 in question 5.3;

**b) School Leaving Certificate (State exams):** obtained after completing secondary school studies with a duration of 4 or 5 years and enables enrollment into University. A Lower Secondary School Certificate is required to be admitted to these courses. Those whose highest degree of education is a secondary school certificate (or state exam) obtained from a Professional Institute, Teaching School, Fine Arts Institute, Technical Institute or Teaching College must cross one of the boxes between 09 and 13 in question 5.2. If the secondary school certificate (or state exam) was obtained from a Professional Institute, Teaching School, Fine Arts Institute cross box 2 in question 5.3;

**Post School Leaving non-University Diploma:** obtained after completing non-university studies at the Academy of Fine Arts, School of Artistic Industries, National Dramatics Academy, National Dance Academy (3-year specialization course), Academy of Music or Recognized School of Music (2-3 year specialization course), School for Interpreters and Translators or the School for Filing, Paleography and Diplomacy. The duration varies depending on the course selected. A secondary school certificate (4-5 year course) is needed in order to be admitted to these courses. Post-secondary school professional training courses are excluded.

**University certificate (Special direct or para-university schools, and short degrees):** obtained after completing a university certificate or special direct school course. This certificate is obtained after attending a course of no less than 2 years and no more than 3 (statistics diploma, elementary school surveillance, ISEF diploma, diploma in paleography and musical philology, etc.). The University certificate or short degree internationally corresponds to the first step of the first series of university studies (e.g. *bachelor's degree* - or *first degree* - English). A secondary school certificate (4-5 year course) is needed in order to be admitted to these courses.

**Degree:** obtained after having completed a university course of studies with a duration of no less than 4 years and no more than 6. A degree course aimed at providing students with adequate knowledge on cultural, scientific and professional methods and contents at a higher level. A secondary school certificate (4-5 year course) is needed in order to be admitted to these courses. Internationally, a degree corresponds to the second step of the first series of university studies (e.g. French *maitrise*).



### Question 5.5

The **Certificate of Specialization** (master degree) is obtained after the degree, upon completion, at specialization schools, of no less than 2 years of studies aimed at producing specialists in certain professional fields.

- A **Doctorate in Research** is obtained after the degree, upon completion of no less than 3 years of studies and personal research aimed at elaborating scientific investigations and methods of research in the respective fields.
- Internationally, the **specialization certificate** and **doctorate** are post-graduate courses that equate to completing a second series of university studies (e.g. Ph.D.).
- **Anyone with a "Special Degree"** (second graduate certificate upon completing studies), in other words obtained following a graduate course of no less than 4 years (e.g. Space Engineering), must cross box 1.

### Question 5.7

- For example, to obtain an American or British *bachelor's degree* requires an overall 16 years of schooling; 17 years to obtain a British *masters degree*, while an American masters degree requires 17 or 18 years of schooling.

### Question 5.8

- Question 5.8 must be answered by anyone over the age of 6 and children under the age of 6 who attend first grade primary school (for example, children born between 22 October and 31 December 1995).
- **Secondary school** includes Institutes/Schools/Secondary Schools where it is possible to obtain a school certificate for a professional, artistic or teaching profession or a school leaving certificate (State exam).
- **Enrolment in university** includes courses to obtain a university certificate, a university degree, a post graduate training, or Ph.D. or specialization course (Special direct schools are also included).
- **Post graduate university courses** include courses at the Academy of Fine Arts, School of Artistic Industries, National Dramatics Academy, National Dance Academy (specialization certificate - 3 year course), Music Academy or Recognized School of Music (specialization certificate, 2-3 year course), School of Interpreters and Translators, School for Archiving, Paleography and Diplomacy.

### Question 5.10

- Foreign language courses, basic computer training and training on machinery, for example, come under professional training/updating courses organized and/or financed by companies, organizations, administrations where one works
- Courses for computer programmers, hairdressers, beauticians, bakers, goldsmiths, and courses for assistants to handicapped persons are amongst the professional training courses offered by the region, province, etc.
- Private professional training courses include, for example, foreign languages, computers, typing, shorthand, and does not include recreational-type courses.

## 6. Professional and non-professional status

### Question 6.1

In order to properly answer this question, refer to the following definitions.

#### Employed:

- anyone who works on their own, or works for someone else in exchange for salary or some kind of profit (all kinds of retributions must be considered: salary, wage, fee, profit, reimbursement of expenses, payment in kind, room and board);
- anyone collaborating with a household member who runs his own business, without a regular work contract or retribution (contributing family worker).

Any type of inordinate work, with or without contract, is sufficient to be considered employed, just as long as the hours worked are paid for with money or in kind. The following persons must also be considered employed:

- a) anyone who, during the week preceding the Census, did not work because they were on leave, sick, on maternity leave, on *part time*, in leave of absence, on income support, for lack of commissions, etc.;
- b) anyone who worked as a paid apprentice or trainee;
- c) anyone hired with a specific work contract;
- d) anyone participating in work *stages* as a paid intern.

**Not considered employed** (and therefore must not cross box 01):

- anyone attending a university course for a Ph.D., doctors who attend specialization courses, winners of scholarships and anyone involved in unpaid volunteer activities;
- anyone who is serving in the national military service or civil service, including those who maintain the right to their work place or are looking for employment, regardless of previous or future work status.

#### Looking for first employment:

- a) anyone who has completed, terminated or abandoned a series of studies;
- b) anyone who has never worked or has terminated self-employment;
- c) anyone who has "voluntarily" stopped working for a certain period of time (at least 1 year);

and is actually looking for a job and will accept one if offered.

**Unemployed (looking for a new job):** anyone who, having lost his/her previous job, is actually looking for employment and will accept it if offered.

**Waiting to begin a job already obtained:** anyone who has already found employment, or has made necessary preparations for self-employment and will begin working within the next few weeks.

**Student:** anyone who dedicates their time mainly to study.

**Looking after home/household:** anyone whose main occupation is taking care of his/her household and home.

**Retired:** anyone who has stopped working because of age limitations, invalidity or other causes. A retired is not necessarily a pensioner because those who retire from work do not necessarily receive pension benefits.

**On military service or substitute civil service:** this category includes all those persons who, during the week preceding the Census (from 14 to 20 October 2001), were under military service or substitute civil service, regardless of previous or future work status or whether they maintained the right to their work place or are looking for employment.

**Disabled to work:** anyone whose level of physical or mental invalidity make it impossible for them to hold a job.

**Other conditions:** anyone in conditions other than those listed above (for example, wealthy, retired from work for other reasons, Holder of a social pension or invalidity pension).

### Question 6.2

*The term work refers to any activity carried out with the scope of obtaining retribution, salary, wages, profits, etc.*

#### Box 1 must be crossed by those who:

- during the week preceding the Census (from 14 to 20 October 2001), have had one or more paid jobs, working either for an employer or independently, on a regular, temporary or seasonal basis, regardless of whether the job was continuous or on a regular work contract. All types of payments must be considered: retribution, salary, profit, reimbursement of expenses, payment in kind, food, accommodation or others, even if still not obtained or if paid during a week other than the one in which the work was actually performed;
- during the week preceding the Census (from 14 to 20 October, 2001) have worked one or more hours helping a household member or relative with their independent activity, company or firm, even without pay (contributing family worker).

A **contributing family worker** is a someone who collaborates with a household member in their private business, without a regular work contract (for example, a wife who helps her husband in the shop, a son who help his father on the farm).

**Box 2 must be crossed by those who:**

- during the week preceding the Census (from 14 to 20 October, 2001) worked unpaid hours as a volunteer for organizations, institutes, associations and such;
- are seasonal workers who have not worked any hours during referenced week.

Furthermore, hours worked at house chores, small domestic maintenance or repairs, hobbies or similar, must not be considered.

### Question 6.3

- Box 1 (Yes") must be crossed by those who sometime during the last 4 weeks (from 21 September to 20 October, 2001) responded to a job announcement published in a local newspaper, presented a request to participate in a job competition, sent a personal curriculum to a company, etc.

### Question 6.5

- All types of activities must be considered, whether dependent or independent, temporary or seasonal, regardless of whether it is continuous or has a regular work contract. Worked hours must be paid. All types of payments must be considered: salaries, wages, profit, reimbursement of expenses, payment in kind, food, accommodation or others. Work carried out as contributing family worker must also be taken into consideration.

## 7. Work activity

- Answer question 7.1 and question 7.12 by referring to the main job carried out during the week preceding the date of the Census (from 14 to 20 October, 2001).
- The term main work activities refers to the job where the greatest number of working hours was employed.
- Employed persons who, during the week preceding the date of the Census (from 14 to 20 October, 2001), did not work because they were on vacation, illness, on income support, on leave of absence etc., must refer to the main job usually performed.
- Persons who, during the week preceding the date of the Census (from 14 to 20 October, 2001), changed job must refer to their new job carried out at the end of that week.

### Question 7.2

- The justification "Maternity leave" (box 3) also includes the absence of the father, as foreseen by current regulations on "parental leave of absence").
- The justification "Other" (box 7) includes, for example, vertical part time contracts that foresee absence from the work place for a certain number of days, weeks or months each year.

### Question 7.3

- Indicate the number of hours actually worked during the week preceding the Census (from 14 to 20 October, 2001), regardless of any employee work agreements (contract, agreements, etc.) or the hours normally or usually worked.
- Any paid or unpaid hours of overtime must be **included**.
- The time it takes to get from the home to the work place and to eat a meal during work breaks must **not** be **included**.
- Persons who are attending professional training courses, including apprentices and trainees, must not include the hours during which they are at school or at the training center, if outside the company.
- The actual (or presumable) number of hours worked by persons who are absent for work purposes or business, and members of a crew in navigation must be indicated by another household member.

### Question 7.4

- **Part time:** a work relationship, with or without contract, in which the number of hours worked is less than that normally worked by other employees in the same category. It can either be:

- a) **horizontal:** when the work is performed during the entire day but with reduced hours;
- b) **vertical:** when the work is performed on certain days of the week, certain weeks or certain months of the year.

- For employees, *part time* is established based on a formal agreement between the employer and the worker.

- Self-employed persons can also work part time (for example, a storekeeper who only works mornings or afternoons works *part time*).

### Question 7.5

**Employee or other subordinate position:** anyone working, with or without a contract, for a public or private employer, and receives compensation under the form of wages, salary, reimbursement of expenses, payment in kind, food, accommodation, etc.

**Entrepreneur:** anyone who manages their own business (agriculture, industry, commerce, services, etc.) and hires employees.

**Professional:** anyone who practices a profession or liberal arts (notary public, lawyer, dentist, building engineer, etc.).

**Own-account worker:** anyone who runs a farm, a small industrial or commercial firm, an artisans shop, a store or public service, in which he participates manually. This category also includes farmers, sharecroppers, etc., anyone working from the home directly for the consumer and not on commission to any company.

**Member of a producer and/or services cooperative:** anyone who is a member of a cooperative that produced goods and/or provides services, regardless of the field in which the cooperative operates, in other words, he who does not receive remuneration based on a work contract, but payment in proportion to the service provided and/or share of company profits.

**Contributing family worker:** anyone who helps a household member with their independent activity, without a regular work agreement or contract (for example, a wife who help her storekeeper husband in the shop, a son who helps his father on the farmer).

### Question 7.7

**Indefinite:** refers to job without an expiration date or an established termination date.

**Definite:** refers to a job that terminated under pre-established conditions or when certain objective are met (for example, expiration of terms, completion of tasks, fulfillment of a purpose, the return of an employee temporarily substituted).

### Question 7.8

**Work and training contract:** a subordinate work agreement, entered into for an established period of time, that provides a mixture or training and work and where the employer must professionally train the persons hired. The duration may vary from 12 to 36 months.

**Apprentice contract:** a work agreement that entails a mixture of training and work, where the employer must transmit to the apprentice his knowledge and sufficient technical/manual capability to enable him to become a qualified worker. The duration of an apprentice contract may vary from a minimum of 18 months to a maximum of 4 years (5 years for artisans).

**Interim:** a contract by which a company that provides temporary work, makes one or more workers available to a certain company who utilizes their services to satisfy temporary requirements. This is trilateral relationship between the worker, the temporary work agency and the company utilizing the services.

The "**Other**" category includes all definite work contracts not specified above like, for example: socially useful work/work of public utility, work scholarships, professional introduction plans, stages or paid apprenticeship, paid traineeship, work at home for firms (paid by job),



intermittent services, occasional services (laborers, day workers, etc.), other definite work contracts (e.g. seasonal workers, as per article 23 of the Decree of the President of the Republic No. 171/91).

### Question 7.9

In order to properly answer this question, refer to the following definitions.

#### **Work as laborer or provide unspecialized service.**

This refers to work that requires competence and experience in carrying out simple tasks, in some cases requiring considerable physical effort. Usually no certificate is required for these jobs.

**Work on fixed manufacturing systems, machinery, assembly lines or drives vehicles.** This refers to those jobs that require sufficient competence and experience to run and supervise production systems, equipment, automated assembly line, drive vehicles and assemble products. A mandatory level of schooling is usually sufficient for these jobs.

**Work as specialized laborer.** This refers to those jobs that require sufficient competence and experience to perform qualified manual work and knowledge of the materials and instruments to be used in the productive process, as well as knowledge of the various phases of the process up to the final product. This class also includes those who work to extract raw materials and in building constructions, and those who produce goods including artisans. A mandatory level of schooling is usually sufficient for these jobs.

**Grow plants and/or raise animals.** This refers to those jobs that require sufficient competence and experience to cultivate plants, breed animals, utilize forest products and fishing. A mandatory level of schooling is usually sufficient for these jobs.

**Sale to the public or provide services to people.** This refers to those jobs that require sufficient competence and experience to provide services to people, protection services and services relative to selling goods in shops or markets. This class must also include workers who provide service in the field of tourism, provide room service in hotels, table and kitchen services in restaurants, beauty treatments, protection services to individuals and property. Also included are those professions bent on maintaining law and order, and displaying and selling goods. A mandatory level of schooling is usually sufficient for these jobs.

**Work as non technical office worker.** This refers to those jobs that require the knowledge and experience necessary to organize, file and process information. This class must also include those jobs that require the use of word processors and other office machinery, jobs that require recording and calculating numbers, providing information to the public, effecting cashier operations, and making appointments. A mandatory level of schooling is usually sufficient for these jobs.

**Work in a technical, administrative, sporting or artistic field requiring an average level of qualification.** This refers to those jobs that require technical knowledge and experience in the field of physical, natural, life, social, economic-organizational and human sciences. This class must also include those jobs that consist in setting up and carrying out technical jobs that require the application of concepts, methods and procedures in referenced scientific field. A secondary school diploma (4-5 year course) or equivalent, is usually required for these jobs.

**Work in an organizational technical, intellectual, scientific or artistic field requiring a high level of qualification.** This refers to those jobs that require professional knowledge and experience in the field of physical, natural, life, social, economic-organizational and human sciences. This class must also include those jobs that require the application of scientific or artistic concepts to resolve problems and in the field of education and training. A university degree, or similar, is usually required for these jobs.

**Direct a business or manage the work of complex organizational structures.** This refers to those jobs that implicate directing and coordinating the activities of a company, organization or organizational structure. These jobs require decision making ability and responsibility for business strategies. This class must include business and management professions, regardless of the size of the company or organization, or the legislators and elective members of the board.

**Work as officer, non-commissioned officer, cadet or volunteer in the Armed Forces.** This refers to all those jobs carried out by members of the Armed Forces (Army, Navy, Air Force, Carabinieri) at all levels. For example, with regards to the Army, this refers to all activities carried out by:

- a) Generals;
- b) Senior Officers (Major, Lieutenant Colonel, Colonel or corresponding rank in other sectors of the Armed Forces);
- c) Junior Officers (Second Lieutenant, Captain or corresponding rank in other sectors of the Armed Forces);
- d) Non-commissioned officers (Sargent list and Warrant Officer list or corresponding rank in other sectors of the Armed Forces);
- e) Cadets (Military schools, Officer and Non-Commissioned Officer Academies);
- f) Volunteers (on annual service, brief service and permanent service).

### Question 7.10

It is necessary to indicate the type of work carried out (manual or intellectual) avoiding terms that are too generic, such as "laborer" or "clerk" and choosing instead terms that describe your profession in detail. For example: pediatrician, lawyer, counter clerk, typist, farmer, locksmith, decorator, welder, tailor, carpenter, mason, plumber, security guard, shopkeeper, sales clerk, sales representative, truck driver, barber, hotel porter.

#### **In particular:**

- **workers in Public Administration** must specify the tasks they actually perform, for example: treasurer, cashier, program analyst, usher, administrative assistant;
- **teachers** must specify the type of school in which they teach, for example: elementary school teacher, grade school teacher, secondary school professor, university professor in juridical subjects (university professors must also indicate the subject they teach), teacher at the academy of music, academy teacher;
- **ecclesiastics** (secular clergy and clergymen) must indicate, for example, bishop, episcopal, parish vicar, parish priest, chaplain;
- **career military** must indicate the rank they hold in the military force in which they serve (for example: lance-corporal of the Carabinieri, army colonel, artillery captain).

### Question 7.11

Cross the box that corresponds to the business field in which you believe your factory, farm, shop, professional studio, office or organization classifies itself. In particular:

- condition 03: this category includes coal, peat and uranium mining, natural gas, gem mining, marble, gravel, sand, etc.);
- condition 05: this category includes the fur industry, manufacture of travel accessories, bags, harnesses, saddles and shoes;
- condition 06: this category also includes industries that produce cork and straw products and weaving materials;
- condition 09: this category also includes manufacture of electrical, electronic and optical machinery and equipment and repair of railroad carriage materials;
- condition 10: this category also includes the manufacture of jewelry, musical instruments, games, etc.;
- condition 13: trade includes both retail and wholesale;
- condition 17: this category includes, telephones, Internet providers, etc.;
- condition 19: includes computer repairs;

- condition 20: this category also includes services to companies, call centers, advertising, etc.;
- condition 21: this category also includes INPS (National Institute for Social Security);
- condition 24: also includes religious organizations;
- condition 25: entertainment and shows, press offices, libraries, zoos, etc. all come under recreational, cultural and sports activities.

#### Question 7.12

Specify the main or only activity carried out at the plant (not the entire business, which could have more than one plant), farm, workshop, quarry, mine, yard, shop, store, agency, organizations, institute, office, association, etc., where the person works. The answer must be precise and detailed. For example, indicate: vegetable farming, cattle breeding, cement manufacture, manufacture of wooden doors and windows, vehicle repairs, car electrical repair shop, building construction, production and distribution of electric power, wholesale fabrics, retail fruit and vegetables, bar, restaurant, herbalist's shop, department store, private doctor's studio, dry cleaners.

#### It should be noted that:

- anyone working for a household (domestic, household helper) must indicate "Domestic services";
- teaching and non-teaching staff must indicate the type of school and not the name (for example: nursery school, elementary school, grade school, high school, university for seniors);
- employees of autonomous State-owned companies must indicate, for example, ANAS (National Autonomous Roads Company), Administration of Government monopoly;
- other Public Administration employees must indicate the name of the Ministry, Administration, Office, Organization, etc. where they work (Ministry of Foreign Affairs, Ministry for the Interior, Municipal Administration, Administration of Military Tribunals, Customs);
- professionals and independent workers must specify the type of activity (for example: architects studio, work consultant, project manager in the construction field, installation of bathroom plumbing, installation of heating systems, project management in the field of air conditioning).

### 8. Place of study or work

#### Question 8.1

- Cross box 1 ("Yes, goes to place of study") also for children who go to kindergarten, nursery school, etc.
- Cross box 6 ("No, does not study nor work or attend a professional training course) even if the person accompanies the children each day to school but subsequently does not go to place of work or study).

#### Question 8.2

This question must only be answered by those who go to the place or study or work on a daily basis, in other words, those who crossed box 1 ("Yes, goes to place of study") or box 2 ("Yes, goes to place of work") in question 8.1.

#### Question 8.4

- It is possible that there is no relationship between the place of work and the answer provided for question 7.12: for example, an employee for a contract firm performing maintenance at a steelworks must indicate the address of the steelworks and not that of the firm for which he works.
- For firms name of which coincides with the owner name, the words "individual firm" are sufficient.
- In case of professionals, indicate "professionals".
- After having indicated the name and address of the current place of study or work, indicate also if the place is situated in the

Municipality of residence, in another municipality or overseas, by crossing the relative box.

#### Questions 8.5, 8.6 and 8.7

- These questions must only be answered by those who went to their usual place of study or work last Wednesday.
- If the person went to a place of study or work that is different from the usual one indicated previously, do not answer these questions.

### SECTION III - INFORMATION ON THOSE PEOPLE WHO DO NOT USUALLY LIVE IN THE HOUSE

#### 1. Personal information

#### Questions 1.2 and 1.3

See the instructions relative to questions 1.3 and 3.1 of Section II

#### 2. Foreign citizens and stateless persons living abroad

#### Questions 2.1 and 2.2

*These questions must be answered by foreign citizens and stateless persons who usually reside abroad.*

Regarding the reasons for their presence in Italy:

- box 1 ("Work") must also be crossed by those who came to Italy to work but are still unemployed;
- box 2 ("Study") must be crossed by those who came to Italy to attend a course of study which they have not yet completed, even if this does not exclude that they will remain to work once they complete these studies;
- box 3 ("Presence of relatives") must be crossed only by those who came to Italy to be reunited with their relatives (e.g. a wife who reunites with her husband who is working in Italy). This box must not be crossed by those who are looking for a job and have chosen Italy because they have a relative here who can help them.

#### 3. Presence and Accommodation

#### Question 3.1

See instructions for question 4.1 in Section II.

#### 4. Professional and non professional status and work activity

#### Question 4.1

Persons looking for employment include:

- persons looking for their first job;
- unemployed persons looking for a new job;
- persons waiting to begin a job they have already obtained.

For all procedures, see the instructions for question 6.1 in Section II

#### Question 4.2

See instructions for question 7.11 in Section II.

#### 5. Place of study or work

#### Questions 5.1 and 5.2

See instructions for question 8.1 in Section II.

#### Questions 5.4, 5.5, 5.6 and 5.7

See instructions for questions 8.5, 8.6 and 8.7 in Section II.