

GRENADA

STATUTORY RULES AND ORDERS NO. 11 OF 2011

THE MINISTER IN EXERCISE OF THE POWERS CONFERRED ON HIM BY SECTION 13 (1) OF THE STATISTICS ACT (CAP. 311) MAKES THE FOLLOWING REGULATIONS.

(Gazetted 6th May, 2011).

1. Citation. These Regulations may be cited as the

STATISTICS (CENSUS) REGULATIONS, 2011.

2. Definitions. In these Regulations—

“Act” means the Statistics Act (Cap. 311) of the 1990 Revised Laws of Grenada;

“area coordinator”, “supervisor” “enumerator”, and “authorized official” means such officers appointed by the Director under regulation 4;

“Census” means the census directed or to be taken by the Order;

“Census day” means 12th May 2011;

“Census form” means—

- (a) the “Grenada, Carriacou and Petite Martinique Population and Housing Census 2011” form;
- (b) the “Grenada, Carriacou and Petite Martinique Population and Housing Census 2011 Visitation Record” form; and
- (c) the “Grenada, Carriacou and Petite Martinique Population and Housing Census 2011 Institutional Questionnaire” form,

as set out in Schedule II of these Regulations.

“census information” means all information necessary for the making of true and accurate entries on a census form;

“census night” means from 6.00 p.m. on 12th May 2011 to 6.00 a.m. on 13th May 2011;

“census period” means the period from 12th May to 12th July, 2011;

“Director” means the Director of Statistics;

“District” and “Sub-District” means divisions of the State as determined by the Director under regulation 3;

“Order” means the Census Order 2011;

“West Indies” means the Commonwealth Caribbean Territories and all French, Dutch and United States possessions and former possessions lying between the Equator and the Tropic of Cancer and between the 50th and 90th meridians of longitude West of Greenwich together with the countries of Cuba, the Dominican Republic, Haiti, Guyana and Venezuela.

3. Division of the state into districts. The Director must divide the State into districts and every district into sub-districts called enumeration districts, and must prepare a detailed description in writing of every district and sub-district.

4. Appointment etc. of Area coordinators etc. (1) The Director may appoint such number of suitable persons as the Director considers necessary to be—

- (a) area coordinators;
- (b) supervisors of districts;
- (c) enumerators of sub-districts; and
- (d) authorized officials.

(2) The Director must assign each supervisor to one or more districts and each enumerator to one sub-district.

(3) Notice of the appointment of a supervisor must be published in the *Gazette* and in at least one weekly newspaper circulating in the State.

(4) The Director must give each supervisor and enumerator appointed under paragraph (1) an identification card as set out in Form 1 of Schedule I.

(5) If it appears to the Director that a person appointed under paragraph (1) is, by reason of illness or for any other reason, unfit to perform his or her duties under the Act or these Regulations, the Director may terminate the appointment and appoint some fit and proper person in the place of that officer to perform those duties.

(6) A supervisor or enumerator whose appointment is terminated under paragraph (5) must surrender his or her identification card.

(7) The functions of the Director under this regulation may be performed by a person designated by the Director in writing.

5. Duties of the area coordinator. Every area coordinator must in respect of his or her assigned area—

- (a) show each supervisor, assigned to work within the respective area, the boundaries of each enumeration district in that area;
- (b) ensure the confidentiality of information collected from households;
- (c) coordinate all activities related to the census within the area;
- (d) supervise the work of supervisors, enumerators and authorized officials;
- (e) process progress reports and submit them to the Director;
- (f) handle any queries and problems that the supervisor or enumerator face during the execution of the census; and
- (g) submit to the Director by 31st July 2011 an administrative report.

6. Duties of supervisor. (1) Every supervisor must, in respect of each of his or her districts—

- (a) show all boundaries of enumeration districts (sub-districts) and where necessary explain the route of canvassing, being aware of land marks and other symbols;
- (b) arrange for the enumeration of all persons in the districts including persons found on board ships or otherwise not in a dwelling who also spend census night on board ship or otherwise not in a dwelling;

- (c) issue to enumerators all census forms and other articles necessary for the taking of the census;
- (d) give all necessary instructions to enumerators;
- (e) during census enumeration period conduct all required checks on completed forms done by enumerators in their districts;
- (f) examine all entries made on census forms by enumerators and if it appears upon examination that any census information in any form is defective or has been defective or has been omitted, require the enumerator responsible for filling up the form to take steps to correct the defective information or supply the missing information before the time prescribed by the Director;
- (g) receive, examine and transmit all completed census forms and other articles delivered by the enumerator under his or her control to, and within the time prescribed by, the Director;
- (h) arrange for the carrying out of any checks in the field found necessary after the completion date of census enumeration as directed by the Director;
- (i) notify the Director if it is necessary to replace an enumerator who will be unable to carry out his or her duties;
- (j) closely monitor the progress of enumerators work to ensure completion within the prescribed census period;
- (k) provide any written report and certificate with respect to the work of the enumerator in the district that the Director requires a supervisor to provide;
- (l) witness declarations by enumerators appointed in the district; and
- (m) generally, carry out any instructions issued by the Director for the purpose of taking the census.

(2) The functions of the Director under this regulation may be performed by a person designated by the Director in writing.

7. Duties of enumerator. Every enumerator must, in respect of his or her sub-district—

- (a) ensure that he or she understands the boundaries of the sub-district assigned and use census maps as a guide in identifying all buildings within the sub-district;
- (b) notify the supervisor of the district of every permanent change of address of any person in the sub-district during the census period within 2 days of the change;
- (c) keep all written instructions, books, forms, documents and other articles or things issued in connection with his or her duties and return them in good condition to the supervisor on the conclusion of the enumeration or when called upon to do so;
- (d) personally visit during the census period every building, dwelling unit and household in the sub-district to obtain all information necessary for the filling up of the census forms and fill up accurately and faithfully census forms with respect to every such building, dwelling unit and household;
- (e) make further visits to building, if on a first visit the required information cannot be obtained, and on the direction of the supervisor re-visit for the purpose of supplying omissions or correcting or verifying entries in any census form;
- (f) assist any other enumerator in the performance of his or her duties in any other sub-district if so directed by the supervisor; and
- (g) generally, carry out any instructions issued by the Director by a person designated by the Director or by the supervisor for the purpose of taking the census.

8. Assistance by assistant enumerator or another enumerator. If in any sub-district an enumerator is, at the direction of the supervisor, assisted by an assistant enumerator or by another enumerator, paragraphs (c), (d) and (e) of regulation 7 apply also to the assistant enumerator or other enumerator as the case may be.

9. Supervisor to make written declaration. (1) Every supervisor must, on the acceptance of his or her appointment make in the presence of the Director or a person authorized to administer oaths make a written declaration in Form 2 as set out in Schedule I.

(2) Every supervisor must, at the time when he or she transmits the census forms for his or her district or districts to the Director make in the presence of the Director or a person authorized to administer oaths a written declaration as set out in Form 3 Schedule I.

10. Enumerators to make written declaration. (1) Every enumerator must, on the acceptance of his or her appointment make in the presence of the supervisor of the district a written declaration in Form 4 as set out in Schedule I.

(2) Every supervisor must on the completion of his or her duties make in the presence of the supervisor of the district a written declaration in Form 5 in the Schedule I.

11. Other officials to make written declaration. Every authorized official must, on the acceptance of his or her appointment, make in the presence of the Director or a person authorized to administer oaths, a declaration in Form 6 as set out in Schedule I.

12. Duty of persons to give information to enumerator. (1) Every person with respect to whom census information is required by paragraph 4 (1) of the Order to be provided must upon demand give to an enumerator such information with respect to himself or herself as is necessary for the purpose of taking the census.

(2) Every person who is required by paragraph 4 (2) of the Order to give census information with respect to other persons must upon demand give to an enumerator such information with respect to those other persons as is necessary for the purpose of taking the census.

(3) A person who fails to give information required by the Order commits an offence under section 11 (b) of the Act.

13. Right to enter homes. (1) Every supervisor, enumerator and assistant enumerator appointed under regulation 4, may if it is necessary for the purpose of taking the census, enter any premises within his or her district or sub-district at any reasonable

hour for the purpose of obtaining from the occupants of the premises any information or explanation necessary to enable the official to complete, verify or correct any account given or taken by him or her in respect of the occupants.

(2) If the official is unable to obtain entry on the first visit, he or she may leave a “call-back card” designating a time for a follow-up visit or asking the occupants to call back. A person who fails to respond to a “call-back card” or to be available for the follow-up visit without reasonable excuse commits an offence under section 11 (a) of the Act.

14. Destruction or mutilation of documents prohibited. A person employed under these Regulations who without lawful authority knowingly destroys, defaces or mutilates any document which comes into his or her possession in the course of his or her duties commits an offence under section 11 (d) of the Act.

15. Offences. A person appointed under these Regulations for the purpose of the census who divulges information obtained during the conduct of the census commits an offence under section 9 of the Act and is liable to prosecution.

16. Repeal. The Census Regulations 2001 (S.R. & O. No. 12 of 2001) is hereby repealed.

SCHEDULE I

STATISTICS ACT (CAP. 311)
STATISTICS (CENSUS) REGULATIONS 2011

FORM 1

Front

(Reg. 4(4))

	GOVERNMENT OF GRENADA	
	Census Office	
	Name	
	Signature	
Central Statistical Office, Ministry of Finance		

Back

This is to certify that M of Whose photograph appears is appointed as under Regulation 4 of The Statistics (Census) Regulations 2011. DIRECTOR OF STATISTICS <i>Census Officer</i> This document is the property of the Government of Grenada. Anyone finding this card, must promptly return the card to the National Census Office, Central Statistical Office, Ministry of Finance, Carenage, St. George's or the nearest Police Station.

2011

Statistics (Census) Regulations

SRO. 11

STATISTICS ACT (CAP. 311)

STATISTICS (CENSUS) REGULATIONS 2011

FORM 2

(Reg. 9(1))

SUPERVISOR'S DECLARATION ON APPOINTMENT

I,duly appointed under the Statistics (Census) Regulations 2011 to be Supervisor for the Enumeration District(s) No. in the Parish of do solemnly and sincerely declare that I will faithfully and honestly fulfill my duties as Supervisor in the said Enumeration District in accordance with the Statistics Act, the Statistics (Census) Order 2011 and the Statistics (Census) Regulations 2011 and that I will not without due authority disclose or make known any information which comes to my knowledge by reason of my employment as supervisor.

.....
Supervisor

Declared before me atthis day of2011.

.....
Director of Statistics or
Person authorized to administer oaths

A 270

SRO. 11

Statistics (Census) Regulations

2011

STATISTICS ACT (CAP. 311)

STATISTICS (CENSUS) REGULATIONS 2011

FORM 3

(Reg. 9(2))

SUPERVISOR'S DECLARATION AT THE CONCLUSION OF
THE ENUMERATION

I,duly appointed under the Statistics
(Census) Regulations 2011 to be supervisor for the Enumeration District(s) No. in
the parish of do solemnly and sincerely declare to the exactness of the
record, as revised and corrected, now transmitted to the Director of Statistics which
record is to the best of my knowledge, a true and complete statement of the information
required to be furnished under the Statistics (Census) Order 2011.

.....
Supervisor

Declared before me atthis day of
.....2011.

.....
Director of Statistics or
Person authorized to administer oaths

STATISTICS ACT (CAP. 311)

STATISTICS (CENSUS) REGULATIONS 2011

FORM 4

(Reg. 10(1))

ENUMERATORS ACCEPTANCE OF APPOINTMENT AND DECLARATION

I,hereby accept appointment as Enumerator (or assistant enumerator) under the Statistics (Census) Regulations, 2011, for the Enumeration Sub-District of , on the terms set out in the letter of appointment from the Director of Statistics dated, 2011. I solemnly and sincerely declare that I will faithfully and honestly fulfill my duties in accordance with the Statistics Act (Cap. 311) and the Statistics (census) Regulations 2011, and the instructions of my supervisor, and that I will not without due authority disclose or make know any information which comes to my knowledge by reason of my employment as enumerator.

.....
Enumerator

Declared before me atthis day of2011.

.....
Supervisor

A 272

SRO. 11

Statistics (Census) Regulations

2011

STATISTICS ACT (CAP. 311)

STATISTICS (CENSUS) REGULATIONS 2011

FORM 5

(Reg. 10(2))

DECLARATION AT THE CONCLUSION OF ENUMERATION

I,.....enumerator for the enumeration sub-district hereby declare that the census forms which are handed over herewith contain to the best of my knowledge a true and faithful record of persons in the sub-district and that all particulars required by the Statistics (Census) Order 2011 to be obtained in connection with the said persons have been obtained.

.....
Enumerator

Declared before me atthis day of
.....2011.

.....
Supervisor

STATISTICS ACT (CAP. 311)

STATISTICS (CENSUS) REGULATIONS 2011

FORM 6

(Reg.(11))

FORM OF DECLARATION FOR OFFICE EMPLOYEES AND OTHER
AUTHORIZED OFFICIALS

I,..... do solemnly and sincerely declare that I will
faithfully and honestly fulfill my duties as in conformity with the
requirements of the law and instructions issued in pursuance thereof, and that I will not,
without due authority, disclose or make known any information which comes to my
knowledge by reason of my employment.

Declared before me atthis day of
.....2011.

.....
Authorized Official

.....
Director of Statistics or
Persons authorized to administer oaths

Made this day of 2011.

.....
Minister of Finance.

A 274

SRO. 11

Statistics (Census) Regulations

2011

A 275

2011

Statistics (Census) Regulations

SRO. 11

A 276

SRO. 11

Statistics (Census) Regulations

2011

A 277

2011

Statistics (Census) Regulations

SRO. 11

A 278

SRO. 11

Statistics (Census) Regulations

2011

A 279

2011

Statistics (Census) Regulations

SRO. 11

A 280

SRO. 11

Statistics (Census) Regulations

2011

A 281

2011

Statistics (Census) Regulations

SRO. 11

A 282

SRO. 11

Statistics (Census) Regulations

2011

A 283

2011

Statistics (Census) Regulations

SRO. 11

A 284

SRO. 11

Statistics (Census) Regulations

2011

A 285

2011

Statistics (Census) Regulations

SRO. 11

A 286

SRO. 11

Statistics (Census) Regulations

2011

A 287

2011

Statistics (Census) Regulations

SRO. 11

A 288

SRO. 11

Statistics (Census) Regulations

2011

A 289

2011

Statistics (Census) Regulations

SRO. 11

A 290

SRO. 11

Statistics (Census) Regulations

2011

A 291

2011

Statistics (Census) Regulations

SRO. 11

A 292

SRO. 11

Statistics (Census) Regulations

2011

Made this 28th day of April, 2011.

V. NAZIM BURKE
Minister of Finance.

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