

# COMMONWEALTH OF DOMINICA

## STATUTORY RULES AND ORDERS

No..... of .....

### REGULATIONS

MADE by the Minister under Section 7 of the Census and Statistics Act, 1986 (No. 17 of 1986).  
Gazetted ....., .....

1. These regulations may be cited as the –

#### CENSUS REGULATIONS, ....

Short title

2. In these regulations –

Interpretation

“Authorized Officer” means any person authorized in writing by the Chief Statistician under regulation 5 hereof;

“census day” means the date fixed from time to time by a census order;

“census forms” means forms prescribed in regulation 13 hereof;

“census information” means all information necessary for making true and accurate entries in census forms in respect of population and housing;

“census night” means the period of 12 hours commencing at 4 o’ clock on census day;

“census order” means an Order made under Section 6 of the Act;

“Chief Statistician” means the “Statistics Authority” as defined in the Act;

“District” and “Sub-District” mean any one such division of the State as may be determined and described by the Chief Statistician under regulation 3 hereof;

“ Supervisor” and “Enumerator” mean any person appointed by the Chief Statistician under Regulation 4 hereof to perform the duties respectively prescribed by regulation 6 and 7 hereof;

“the Act” means “the Census and Statistics Act, 1986”.

3. The Chief Statistician shall divide the State into Districts and every such District into Sub-Districts and shall prepare a detailed description in writing of every such District and Sub-District and its boundaries.

4. - (1)The Chief Statistician may appoint such numbers of suitable persons as he may deem necessary to be Supervisors of Districts and Enumerators of Sub-Districts.

(2)Every Supervisor appointed in pursuance of this regulation shall be assigned to one or more Districts and every Enumerator shall be assigned to one or more Sub-Districts.

(3)Notice of the appointment of every Supervisor shall be published in the Gazette.

(4)Where it appears to the Chief Statistician that a Supervisor or an Enumerator is unfit to perform his duties under the Act and these Regulations, the Chief Statistician may terminate his appointment and appoint some fit and proper person in his place to perform such duties.

Authorized  
Officer.

5. The Chief Statistician may appoint by writing under his hand any fit and proper person to be authorized officer and every such person shall perform such duties as the Chief Statistician may direct for the purposes of the Act.

Duties of  
Supervisors

6. It shall be the duty of every Supervisor –
  - (a) to advise the Chief Statistician on the division of the District or Districts to which he is assigned into Sub-Districts and on the appointment of suitable persons as Enumerators;
  - (b) to give all necessary instructions to Enumerators in his District or Districts;
  - (c) to issue to Enumerators all census forms and other articles necessary for the taking of the Census;
  - (d) to examine, before the census date, all entries made in census forms by Enumerators and where it appears upon examination that any census information in any form is defective or has been omitted, to require the Enumerator responsible for filling up the form to take steps to correct the defective information or to supply the missing information before the census date;
  - (e) to make emergency arrangements to replace any Enumerator who may be unable to carry out his duties on census night;
  - (f) to arrange for the enumeration of persons who may be found in his District on census night on board ships or otherwise not in dwellings;
  - (g) following census night to receive, examine and transmit to the Chief Statistician all census forms and other articles delivered to him by the Enumerators of his District;
  - (h) to provide at the conclusion of the enumeration a written report on the work of the Enumerators in his District and to witness such declaration by the said Enumerators as the Chief Statistician may require him to do;
  - (i) to arrange for the carrying out of any checks on the field found necessary after census date as directed by the Chief Statistician;
  - (j) generally to carry out all instructions issued to him by the Chief Statistician for the purpose of taking the Census.

7. It shall be the duty of every Enumerator –

Duties of  
Enumerators

- (a) to notify every permanent change of address to the Supervisor of the District and to the Chief Statistician within two days of his removal;
- (b) to meet the Supervisor of the District at such times and places as the Supervisor may direct;
- (c) to preserve carefully any written instructions, books, forms, documents, or any other articles or things issued to him in connection with his duties and to return them in good condition on the conclusion of the enumeration or when called upon to do so;
- (d) personally to visit within the period or periods specified by the Chief Statistician every building in the Sub-District or Sub-Districts to which he may be assigned, to plot it on a map and to obtain all information necessary for the filling up of the census forms and to fill up accurately and faithfully census forms with respect to every such building;
- (e) to make further visits to building if on a first visit where the required information cannot be obtained and on the direction of the Supervisor to revisit any dwelling

for the purpose of supplying omissions or correcting or verifying entries in the census forms;

- (f) to visit personally on census night every inhabited dwelling in the Sub-District or Sub-Districts to which he may be assigned except in any case in which the Chief Statistician might otherwise direct, and by deleting, amending or adding to the entries previously made in the Population Schedule to obtain a true and complete account of all persons who pass census night in the said dwelling;
- (g) to assist the Supervisor in the performance of his duties prescribed by paragraphs (f) and (g) of regulation 6 hereof if so directed by the Supervisor;
- (h) to assist any other Enumerator in the performance of his duties in any other district if so directed by the Supervisor;
- (i) generally to carry out such instructions of the Chief Statistician and of the Supervisor of the District as may be issued for the purpose of taking of the Census;

Provided that in any Sub-District in which the Enumerator may be assisted at the direction of the Supervisor by any other Enumerator, paragraphs (d) and (f) of this regulation shall be understood to apply jointly to the Enumerator of the Sub-District and to such other Enumerator, and provided also that in any area where the rapid revision on the day after the census night cannot be carried out, but only a single enumeration spread over a period of time, can be carried out, the provisions of paragraph (f) of this regulation shall not apply.

Declaration of Supervisor 8. Every Supervisor shall at the time when he transmits the census forms for his District or Districts to the Chief Statistician make in the presence of the Chief Statistician (or of a Justice of the Peace) a written declaration as to the due and faithful performance of his duties according to Form I set out in the First Schedule hereto.

First Schedule Form I

Declaration of Enumerator. 9. –(1) Every Enumerator shall on the acceptance of his appointment and also on the completion of his duties make in the presence of the Supervisor of the District a written declaration as to the due and faithful performance of his duties.

First Schedule Forms II and III

(2)Such written declaration shall be according to Forms II and III set out in the First Schedule hereto, save that the form of Enumerators' Declaration at the conclusion of enumeration may be modified to take account of any duties which have been laid upon the Enumerator under regulation 7 hereof.

Duty of a person to furnish information with respect to himself

10. Every person with respect to whom census information is required by the provisions of the census Order to be furnished, shall upon demand give to the Enumerator such information with respect to himself or herself as may be necessary for the purpose of taking the census.

Duty of a person to furnish information with respect to other persons

11. Every person who is required by the provisions of the census Order to furnish census information with respect to other persons shall upon demand furnish to an Enumerator such information with respect to those other persons as may be necessary for the purpose of the taking of the census.

Duty of a person to give information to prescribed persons

12. Every person with respect to whom it is the duty of another person prescribed by the provisions of a census order to furnish census information shall upon demand give such

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## CENSUS

SRO....

information to such prescribed person as may be necessary for the purposes of taking the census.

Census Forms 13. The census Officer may prescribe and amend census forms.

Chief Officer of an institution to make returns 14. The Chief Officer of every institution shall make such returns with respect to the inmates thereof as may be required of him.

Power of authorized persons to enter houses 15. It shall be lawful for any Enumerator, Supervisor, or authorized officer appointed under regulations 4 and 5 of these regulations in so far as it may be necessary for the purpose of taking the census, to enter every house within his district for the purpose of obtaining from any inmate of such house any information or explanation necessary to enable him to complete, verify or correct any account given to or taken by him in respect of the inmates thereof.

16. Every Enumerator, Supervisor and authorized officer or person employed in the execution of any duty under these Regulations shall before entering on his duties make and subscribe to an oath before a Magistrate or before a person authorized to take an oath, in the form set out in the Second Schedule hereto.

17. Persons employed in connection with the taking of the Census shall be paid such allowances as may be approved by the Minister.

18. The Census Regulations, ... are hereby revoked.

Revocation.  
S.R.O. No...  
of ....

### FIRST SCHEDULE

(Reg 8 and 9)

### FORM I

#### SUPERVISOR'S DECLARATION AT THE CONCLUSION OF ENUMERATION

I,..... duly appointed under the Census Regulations ..... to be Supervisor for the Census District (No.) ....., do solemnly and sincerely declare to the exactness of the Record, as revised and corrected, now transmitted to the Chief Statistician which record is, to the best of my knowledge, a true and complete statement of the information required to be furnished under the Census and Statistics Act, 1986, and the instructions given to me.

Declared before me at .....this..... day of  
....., .....

.....  
Supervisor.

.....  
Justice of the Peace  
or Census Officer.

.....

**CENSUS**

**SRO....**

**FORM II**

**ENUMERATOR'S ACCEPTANCE OF APPOINTMENT**

I, ..... hereby accept appointment as Enumerator under the Census Regulations ..... , in the Census District (No.) .....on the terms set out in the letter of appointment from the Chief Statistician dated ..... ..

I solemnly and sincerely declare that I will faithfully and honestly fulfil my duties in accordance with the Census and Statistics Act, 1986, and the regulations and the instructions of my Supervisor and that I will not, without the authority, disclose or make known any information which may come to my knowledge by reason of employment as Enumerator.

Declared before me at ..... this ..... day of ....., .....

.....

ENUMERATOR

.....

SUPERVISOR

**FORM III**

**ENUMERATOR'S DECLARATION AT THE CONCLUSION OF ENUMERATION**

I, ..... hereby declare that the .....  
Census Schedules.....which are handed over herewith contain to the best of my knowledge a true and faithful record of all persons who were found on the night of 12<sup>th</sup> May, 2001, in all households in the Sub-District described in my letter of Appointment and that all particulars required by the Census Schedules and instructions to be obtained in connection with the said persons, have been obtained.

Declared before me at ..... this ..... day of .....,.....

.....

Enumerator

.....

**CENSUS**

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SECOND SCHEDULE (Reg. .... )

**FORM OF OATH**

I, ..... solemnly swear that I will .....  
faithfully and honestly fulfil my duties of ..... in conformity with the requirements of  
the Census and Statistics Act 1986, and that I will not without due authority in that behalf disclose or  
make known any matter or thing which comes to my knowledge by reason of my employment as such.

Declared before me at .....this .....  
day of ....., .....

.....

Supervisor/Enumerator/

Authorized Officer

.....

Magistrate/Authorized Person

Made this ... day of ....., .....

**PRIME MINISTER AND MINISTER OF FINANCE**