

STATISTICAL SERVICE



**GHANA INTERNATIONAL TRAVELLERS'
SURVEY (GITS)**

(AIR, LAND & SEA/LAKE TRAVELLERS)

FIELD OFFICER'S MANUAL

2022

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CHAPTER ONE

INTRODUCTION

1.1 Background

The Ghana International Travellers' Survey (GITS), also known as International Inbound Tourism Survey, is designed to collect, compile, analyze and disseminate information on international travelers who visit Ghana for tourism purposes. The exercise will collect critical information on visitor expenditure data and other details from inbound visitors (Ghanaians and non-Ghanaians living outside Ghana who visit the country for tourism purposes) as part of the data required to construct Tourism Satellite Account (TSA) for the country.

Tourism is recognized and globally accepted as a vehicle for development, particularly in developing countries. Many of the world's leading countries have successfully leveraged the potential of tourism for developmental purposes. Ghana has over the last 30 years sought to develop tourism with the view of realising positive developmental outcomes. However, the country lacks reliable, accurate and timely inbound baseline tourism statistical information on all aspects of tourism. This deficiency constitutes a major challenge to the country's quest to plan and formulate strategies and policies which can guide policy makers and investors to make informed decisions for the growth of the sector and ultimate realization of the Sustainable Development Goals (SDGs) through tourism.

The 15-year Tourism Development Plan (2013 – 2027) presently being implemented by the government of Ghana can be effectively monitored and evaluated only when reliable, quality and timely inbound tourism statistics are produced. The GITS as part of the Tourism Satellite Account (TSA) is designed to collect all the necessary information for effective planning. The data will help inform tourism sector policy decision making and development. It will also enable users to analyze the behavior of inbound visitors in relation to consumption of various tourism goods and services in the Ghanaian market. Finally, it will provide quality primary baseline (benchmark) data for future estimations.

1.2 Objectives

The main objective of GITS is to obtain inbound tourism data for effective and efficient development of tourism plans and programs in Ghana, and also to develop Tourism Satellite Account (TSA) for Ghana.

The specific objectives of the survey are to:

- i. Develop baseline data to measure the volume and value of inbound tourism;
- ii. Determine the profile of inbound visitors in Ghana;
- iii. Estimate the total number of inbound visitors;
- iv. Estimate the categories of tourism expenditure of inbound tourism in Ghana;
- v. Measure the use of ICT devices to access Internet for inbound tourism; and
- vi. Examine visitor satisfaction with different services in Ghana.

1.3 Justification of the Survey

1. To furnish policy makers with inbound tourism information to identify, prepare, implement and evaluate development projects in the tourism sector.

2. To strengthen the national tourism statistical system and improve continuous production, analysis and dissemination of reliable inbound tourism statistics.
3. To provide benchmark data for assessing future inbound tourism statistical inquiries.
4. To provide inbound tourism information about the demand for goods and services associated with the activity of tourists or visitors and the relationship of this demand to the supply of such goods and services in Ghana's economy.
5. To set out the contributions that tourism makes to the economy of Ghana as a whole and inbound tourism in particular.

1.4 Scope

The GITS seeks to estimate inbound tourism in sampled entry/exit points through all the four (4) regions of Ghana (Greater Accra, Western, Upper East and Western). The units of observation is the individual traveler, even if he or she is part of a household or group travelling on a joint budget (household) within the reference period. The survey will cover Ghanaians and non-Ghanaians who are not resident in Ghana (inbound visitors) but visited Ghana for the purposes of tourism, and they would be interviewed at the departure points of the country at the time of returning to their various countries of residence. The scope of GITS does not include the following:

- Student residences;
- Institutions (boarding school, university halls, etc.); and
- The homeless on the street.

1.5 Methodology

1.5.1 Methodological Framework

The project will be carried out using the 2008 Tourism Satellite Accounts recommended Methodological Framework by the United Nations Statistical Division (UNSD), Organization of Economic Cooperation and Development (OECD) and United Nations World Tourism Organization (UNWTO). Based on this Framework, the survey will be designed to ensure that all results are internationally comparable and compatible with the official economic statistics, such as the National Accounts, which uses the SNA 2008 as a guide.

The GITS will train selected field officers and station them at selected entry/exit points in Ghana. They will collect data on all persons leaving the country having spent less than one year. These exclude refugees, persons with resident permit for employment, and persons being repatriated.

Tablets will be used in a face-to-face method of interview throughout the reference period from 15th July 2022 to 14th July 2023. Data will be transmitted from the tablet to a cloud server for analysis.

The interview will be conducted in English language. Tablets will be used to collect data using a face-to-face interview method, while providing the tourists and the same-day visitors with an explanation, if necessary. Data collection will take place in land-crossing entry/exit points (Aflao, Paga and Elubo), sea port exit points (Tema and Takoradi) and Kotoka International Airport. Visitors who are aged 15 years or older will be eligible to respond to the questionnaire whilst the guardian or parents will respond on behalf of minors who are less than 15 years and travelling with them. We expect that the time of completing the questionnaire will take not more than 20 minutes.

1.5.2 Pre-test

The questionnaire will be pretested to identify all issues likely to be encountered during life data collection with the questionnaire and the efficient functioning of the CAPI. The main objective will be to ensure the questionnaire and CAPI produce quality data and minimize inconsistencies in the data. The pre-test will be done at the Kotoka International Airport by the PIT. A three-day data collection will be conducted to test the following:

1. The flow to the questions;
2. Sufficiency of the response categories;
3. Identify inconsistencies; and
4. Logical functioning of the CAPI.

1.5.3 Survey population

The survey population will comprise Ghanaian and non-Ghanaian visitors (tourists and same-day visitors) who have visited Ghana and are departing within the reference period of 22nd August 2022 to 18th August 2023.

1.5.4 Sample design

The size of the sample for the survey is 15,857 interviews which include same-day visitors who have stayed in Ghana for less than a day and overnight inbound visitors who have stayed at least one night in Ghana (tourists). The sample size was allocated as follows:

| | |
|-----------------|---------------|
| 1. KIA | 8,900 |
| 2. Aflao | 2,125 |
| 3. Paga | 1,237 |
| 4. Elubo | 1,200 |
| 5. Tema | 1,331 |
| 6. Takoradi | 1,064 |
| 7. Total | 15,857 |

The actual size of the sample at each border will depend on the number of tourists' visit per day or month. Statistical principle dictates that strata with a greater level of uncertainty are to be surveyed more, and not necessarily in proportion of the size of the stratum. In particular, strata with a high number of items do not require a proportionately large sample. The sample allocation for each point of departure is proportional to the importance (viable) of the departure point and the need to have adequate sample in each stratum. Individual visitors at the exit points are the sampling units. The sample size has been calculated to meet 95% confidence interval at a 5% significant level.

1.5.5 Data collection process

The survey will be conducted in the departure hall, after the passport has been checked. This is where tourists or same-day visitors will have ample time to participate in the interview. In cases where tourists or same-day visitors decline to participate, they will be recorded as refusals, and will be taken into account when calculating the willingness to respond.

The unit of analysis is the individual household member, even if he or she is part of a household or group travelling on a joint budget. Sixty (60) fieldworkers will be deployed in the selected entry/exit points for a period of 365 days. The survey will take place daily at all the entry/exit points, including holidays. For the data collection, every 10th visitor will be interviewed, where necessary,

else they will be selected by random. Those that the interviewers are not able to interview are considered to be those tourists not selected.

The GITS will employ a technology-driven approach to field data collection with mobile devices. During the field work, data will be synced to a cloud server daily which will be downloaded by the Data quality analysts for analysis. A total of **13 teams** will be formed across the country. Three (3) teams will be deployed at KIA and the others will be 2 each. At KIA, each team will consist of 9 interviewers and one supervisor. At Aflao, a team will be made up of 4 interviewers and one supervisor. At Paga, 2 interviewers and one supervisor will form a team. Teams in Elubo, Tema and Takoradi will be made up of 2 interviewers and one supervisor for one team and the other team will be one interviewer and one supervisor.

A batch program will be developed to manage data quality at these departure points. Error messages would be communicated to the interviewers through their supervisors. Supervisors will edit completed questionnaires to check for completeness, consistency, and accuracy before synchronizing the data to the Head Office.

External monitors made up of the regional statisticians, Project Implementation Team (PIT), National Technical Committee (NTC) and management of GSS will also carry out face-to-face visits to the team to find out the challenges they have, go through the data collected, sit in live interviews and conduct re-interviews with persons who have already been interviewed and compare responses in each case.

1.5.6 Data sources

Responding to this survey is voluntary. Data will be collected directly from survey respondents. The survey covers both Ghanaians resident abroad who have visited Ghana for tourism purposes and returning to their usual residence outside Ghana and international visitors who have visited Ghana and are returning to their various countries of abode.

1.6 Expected Output

A summary report will be produced at the end of each quarter and at the end of the survey, the four summary reports will be used to produce one annual International Inbound Tourism Report for Ghana.

1.7 Team Composition

At Elubo Land Border, Tema and Takoradi Sea Ports, there will be two teams, each team will consist of two (2) members and one (1) member with a supervisor each, with the composition below:

| | | |
|--------------|-----|----------|
| Supervisors | ... | 2 |
| Interviewers | ... | 3 |
| Total | ... | 5 |

At the Kotoka International Airport (KIA), there will be three teams, each team will consist of ten (10) members with the composition below:

| | | |
|--------------|-----|---|
| Supervisor | ... | 1 |
| Interviewers | ... | 9 |

Total ... **10, totaling 30 members**

At Aflao, there will be two teams, each team will consist of five (5) members with the composition below:

Supervisor ... 1

Interviewers ... 4

Total ... **5, totaling ten members**

At Paga, there will be two teams, each team will consist of two (2) members and a supervisor with the composition below:

Supervisors ... 2

Interviewers ... 4

Total ... **6**

1.8 Information Technology (IT)

The GITS will employ a technology-driven approach to field data collection with mobile devices. During the field work, entry/exit point data collection exercise will employ a digitized mobile application system that will be linked through a centralized IT server at the GSS, Head Office. This will facilitate data transmission to the head office for data processing activities. Data will be transferred from interviewers to supervisors and synced to a server daily. The interviewer is also required to sync data directly to the server on daily basis to ensure data safety. Data quality monitors would download the synced data for their respective points and run quality checks.

1.9 Interviewer Workload

A total of **13 teams** will be formed across the country. There will be two (2) teams, made up of 5 interviewers and two supervisors for the five departure points (land borders and sea ports) to work for 8 hours per each team. At KIA, there will be three teams. Each team will consist of 9 interviewers and a supervisor and would work for 8 hours per shift.

1.10 Legal Authority and Right to Interview Visitors for the GITS

The 2022 GITS will be conducted in accordance with the Statistical Service Act, 2019 (Act 1003). This Law empowers the Government Statistician to conduct statistical surveys and any census in Ghana. As a GITS official, the law allows you access to any exit/entry point of the country. Any person authorized by the Government Statistician in writing is empowered to interview persons. This does not mean that you must work only within these hours. It may be necessary for you to work outside these hours on many occasions depending on the respondent's schedule.

However, the law forbids you from conducting yourself inappropriately. You required to ask such questions that are necessary to complete the questionnaire or check entries already made. The law particularly stresses on **confidentiality** of the information collected from individuals. Penalties are specified for GITS Officers who fail in their duties. The Act also stipulates penalties for failure to furnish information and for making false statements. Any person who hinders or obstructs any GITS Officer in the execution of his/her duties or gives false information is guilty of an offense with the penalty of a fine or a term of imprisonment or both (**Statistical Service Act 2019, Act 1003**).

1.11 The Act Demands Careful Handling of Documents and Logistics

It is important to note that there is a penalty for the destruction, defacing, or mutilation of forms or other documents and logistics connected with the GITS. The relevant section of the Statistical Service Act 2019, Act 1003 reads as follows:

“Any person, who, without lawful authority, destroys, defaces or mutilates any schedule, form or other document containing particulars obtained in pursuance of the provisions of this Act shall be guilty of an offense and liable on summary conviction to a fine or to imprisonment for a term not exceeding twelve months or to both fine and imprisonment”.

1.12 Confidentiality of GITS information

It must be emphasized that the information you obtain is **CONFIDENTIAL** and shall only be used to compile statistics. The law restricts publishing particulars on individuals and that all data are published as numerical tables, summaries and general conclusions. You are not permitted to disclose any information to anyone who is not an authorized officer, nor should you leave the information where others may have access to it. Disclosure of any information obtained in the GITS without lawful authority is an offence liable to a fine or a term of imprisonment or both (Statistical Service Act 2019, Act 1003). You will administer the questionnaire using the CAPI. On no account should you allow any unauthorized person(s) to use your tablet or any of the GITS forms. All the GITS information you receive must be kept confidential. Under no circumstance must you reveal any information to anyone unless he/she is a sworn employee of the Ghana Statistical Service (GSS) and needs it for official purposes.

1.13 Taking of Oath of Secrecy

To enforce this confidentiality, you will be required to take an oath of secrecy. In the oath-taking, you will promise to fulfil your duties as an interviewer or supervisor faithfully and honestly and you will promise not to disclose any information which comes to your knowledge because of your engagement as an interviewer/supervisor. This oath is prescribed by the law and is administered to all the staff of the Statistical Service as well as all other persons engaged to perform a duty under the Statistical Service Law. If you break your oath, you will be guilty of an offense and liable to punishment, which is either a fine or a term of imprisonment, or both (Statistical Service Act 2019, Act 1003). Any person who fails to take the oath will not be allowed to work as an interviewer or supervisor for the GITS.

CHAPTER TWO

CONDUCT, ROLE AND RESPONSIBILITIES OF AN INTERVIEWER

2.1 Your behaviour is important

As mentioned earlier, the success of the whole GITS operation depends to a large extent on how well the visitors/tourists you interview co-operate in giving you the information you ask for. By the time you approach the visitors/tourists, every effort would have been made already to publicize the GITS through all the important publicity and education channels such as the Television, Radio, Chiefs, Assemblymen/women, Unit Committee Members near the entry/exit points, in order to obtain the co-operation of the visitors/tourists. Nevertheless, your success as an interviewer or supervisor depends greatly upon your approach.

2.2 How to approach visitors/tourists

Whenever you are about to have an interview, remember that you are not a visitor/tourist and must, therefore, observe all the rules and customs governing interviewing visitors:

- a) Greet the people in a customary way; and
- b) Look cheerful.

Example:

“Good Morning Sir/Madam, I am sure you have already heard about the GITS which is now taking place at the entry/exit points of the country. I am a GITS Officer (**SHOW YOUR ID CARD**) and my work is to interview some visitors/tourists at this border. The information you give me will be treated strictly confidential and will not be disclosed to anybody. This information is needed for planning purposes.”

Many of the visitors/tourists you will visit may be aware of the nature of the work you are engaged in. If some of the visitors/tourists you visit do not appear to know anything about the GITS, you must proceed to explain briefly the nature of the GITS operation to them. You must emphasize that the operation will help in making realistic development plans in the tourism sector. However, you must desist from promising any developmental projects. You must also stress that the GITS has nothing to do with taxation and deportation of non-Ghanaians. Again, emphasize that the Statistical Service Act (2019) forbids the disclosure of any personal/individual information acquired under the act to any Ministry, Department or other Government organization for taxation or deportation of non-Ghanaians. Immediately after your brief explanation, you must proceed to obtain the information required. Do not waste time with any visitor/tourist as this may delay your work.

- a) Do not act overly aggressive or too sociable. Maintain a pleasant and business-like personality;
- b) When leaving the visitor/tourist remember to thank him and other members for their help.

2.3 Language of the interview

You must as much as possible, conduct your interview in a language that is understood by the visitor/tourist who is answering the questions. Occasionally, you will come across visitors/tourists who do not understand any of the languages you speak. If a substantial proportion of visitors/tourists at your entry/exit point do not understand your language, you must, with the approval of your Supervisor, engage a regular interpreter.

In certain cases, you may find a visitor/tourist in the same entry/exit point to translate your questions. This visitor/tourist must be told that he must not add anything to the questions you have asked nor must he volunteer any explanations. Before a visitor/tourist from the same entry/exit point is asked to do your interpretation, make sure that such a visitor/tourist is acceptable to the respondent. If the respondent raises any objection to the presence of this interpreter, you will have to change him/her.

2.4 The clothes you put on matters

Do not do anything to frighten the visitor/tourist whose co-operation you are seeking. It is important not to clothe like a policeman, a soldier, a scout, a fire or prison officer, customs or immigration officer, or use paraphernalia of any political party. Put on a simple but decent dress, which will not **frighten any** visitor/tourist. Avoid wearing provocative dresses that would expose parts of your body e;pecially females. The golden rule is: *dress to blend into the environment of the interview*. Remember to wear your GITS ID card at all times.

2.5 Patience and tact are needed

Remember that you must be very patient, however provocative a respondent may be. This is very necessary in order to obtain the co-operation of all kinds of people. You must not, under any circumstance, lose your temper because this can disrupt the entire operation and make it difficult for you to proceed further. You must always be courteous and friendly.

2.6 Role and responsibilities of the GTS Interviewers

As an Interviewer, you play an important role in the GITS operation. You are one of a team of interviewers with the common goal of obtaining accurate and complete information about all persons who qualify to be interviewed in the country. Your job is to ask questions about everyone who lives in the household and to record the answers correctly. It is the single most important job in the GITS. The quality of the GTS data will depend to a large extent on the effort you make and the thoroughness with which you and your fellow Interviewers carry out your tasks.

The information you collect becomes the foundation upon which all GITS results will be based. **You must make every effort to obtain complete and accurate answers and to record them carefully and correctly.** The GTS results cannot be better than the data you obtain. The success of the GTS largely depends upon the public's willing cooperation and it is your job to obtain this by being polite, tactful and patient at all times.

2.6.1 You must not abandon your work

You are expected to work conscientiously to complete work in the area assigned to you in good time. You should not abandon the work before the end of the exercise except for reason of sickness. In case you become ill or incapacitated while working on the GITS, you must report this immediately to your Supervisor or, in his/her absence, to a higher authority so that he/she can arrange for your replacement.

2.6.2 You are not to engage in any other activity during the survey period

Take note that your work is full-time. You are strictly forbidden to engage in any other activity such as the teaching of extra classes, petty trading, political or religious propaganda/activity during the period of interviews.

2.6.3 No unauthorized person must help you in your work

You must not permit anybody, not even members of your family or household, to help you with your work. Only sworn-in GITS Officials are allowed to help you. Note that punitive action would be taken against you if found culpable.

2.6.4 You must avoid omission and double counting

You must not leave out any selected visitor/tourist assigned to you.

2.6.5 You are a member of a team

The GITS operation is teamwork. Interviewing is not complete until work in the whole work assigned to the team is completed. Your Supervisor will always be around to ensure that any resources needed to complete the work on time are supplied.

2.7 How to deal with difficult respondents

Occasionally, you may come across visitors/tourists who show a suspicious or uncooperative attitude. In such cases:

- a) You may obtain help from visitors/tourists whom you have already interviewed. You should try to find another visitor/tourist known to the uncooperative respondents to help you in explaining the purpose of the exercise. This may help you obtain a favourable response.
- b) If you cannot get help from any of the above-mentioned visitors/tourists, you must point out to the uncooperative person that all the information you are collecting is confidential and will not be disclosed to anyone. If this approach fails, then tell him/her that the law requires him/her to give answers to your questions. If he/she still refuses to co-operate, make a note of it on the Form and report the matter to your Supervisor who will take it up with a higher authority.

2.8 Things you must DO

1. As far as possible, only adults must be interviewed.
2. Carry your Identity Card or introductory letter, Tablet and your Interviewer's Manual with you at all times while working on the GITS.
3. Study your Manual thoroughly in order to do your work efficiently.
4. Discuss all your problems and uncertainties with your Supervisor.
5. Be patient, tolerant, and courteous at all times when dealing with respondents.

6. Always conduct the interview in such a way that the respondents get the feeling of “confidentiality”.

2.9 Things you must NOT DO

1. **Do not enter any fictitious information on your Tablet. You will be found out and be charged with fraud.** In some cases, respondents themselves will tell you “to provide the answers for them”. You should patiently explain to them that the GITS regulation does not allow you to provide information for respondents and that you would be charged with fraud if you did that.
2. Do not interview visitors/tourists in a group except when the questions are to the household or team;
3. Never discuss issues relating to politics or religion, nor must you allow yourself to be involved in any controversial arguments while engaged in interviews;
4. Do not argue with your respondents;
5. Do not disclose to anyone, except to GITS Officials, any of the information you receive in the course of your duties as an Interviewer;
6. Do not permit any unauthorized person, not even a member of your family, to see the information entered on the Tablet;
7. Do not delegate your work as an Interviewer to another person; and
8. Do not combine your GITS work with any canvassing for personal gain, your church, mosque, political party or any other organization.

2.10 The success of the GITS depends on you

The success of the GITS depends on how well you carry out your tasks as an interviewer. Among other things, you must be conscientious and honest. Do not hesitate to bring to the notice of your Supervisor anything which strikes you as being doubtful. Note that your entries will be carefully checked after interviews and you will be asked to go back to the field and correct all your mistakes at your own cost.

CHAPTER THREE

PRELIMINARY OPERATIONS BEFORE FIELDWORK

3.1 Training programme for all field officers

Field officers would be trained comprehensively on all aspects of the GITS. Primarily, the training will include the procedures, concepts and definitions of the GITS as well as how to carry out the fieldwork. The training would also cover the duties of the field officer before, during and after interviews.

The training would adopt a participant-centred approach which involves lectures, presentations, face-to-face interactions, mock interviews, assessments, field practice, small group discussions (using English and Ghanaian languages) to ensure that concepts, definitions and procedures for collecting data are well understood. Trainees would also be encouraged to participate and contribute to all discussions. At the end of the training, it is expected that each participant would be able to interpret and use EA Map, interview visitors/tourists who qualify to be interviewed using the CAPI system. Field officers would be selected for fieldwork based on the criteria below:

1. Performance in assessment;
2. Contribution made during training sessions;
3. Performance during field practice;
4. Fluent in one or more Ghanaian language(s) spoken at the entry/exit point;
5. General appearance, attitude and behaviour; and
6. Punctuality and attendance.

3.2 Documents and materials, you would receive after training

For successful execution of your duties as a field officer, you will be provided with the following documents and materials:

1. Tablet;
2. Power Bank;
3. Field Bag;
4. GITS Polo Shirt;
5. Identity Card;
6. Raincoat; and
7. Wellington Boots (in rural and marshy areas).

Some of the items like the Tablet, Power bank, and ID card should be returned at the end of interviews. The GITS Coordinator would make this information known before the start of field work. You need to take note of this information because failure to submit a returnable item would attract a penalty.

3.3 Interviewer's materials receipt form

Field officers (Interviewers) should complete the appropriate part of the Interviewer's Materials Receipt Form whenever they receive any documents or materials from the Supervisor, and the latter will do the same whenever they hand over any documents or materials to him/her.

3.4 Planning your itinerary

The team must draw up an itinerary and submit this to GITS PIT for discussion and approval. An itinerary is a schedule of events relating to planned travel. The purpose of this itinerary is for the GITS team to know at any point in time which interviewer is at which entry/exit point to help in monitoring the data collection process.

CHAPTER FOUR

TABLET SAFETY HANDLING AND USE OF THE CAPI APPLICATIONS

4.1 Introduction

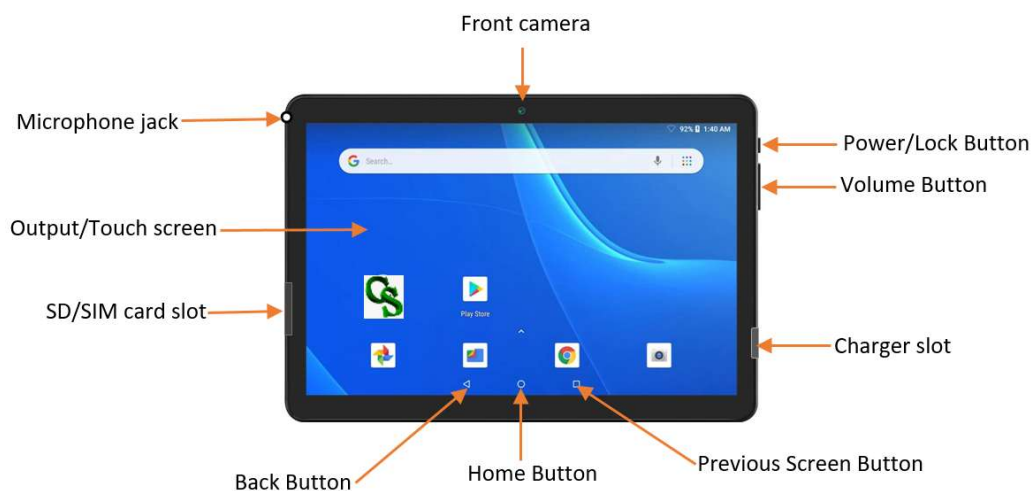
Advancement in Information and Communication Technology has brought up new approaches for data collection which is faster and of higher quality than the traditional paper-based methods. Mobile electronic devices, such as laptops, tablets, smartphones and Personal Digital Assistants (PDAs) have proved to reduce data capture and processing time. This method also minimizes errors, ensures real-time data transmission and monitoring thereby improving data quality over the Paper Assisted Personal Interviewing (PAPI) method.

4.2 General Overview of a Tablet

4.1.1 What is a tablet?

A tablet is a wireless portable personal computer with a touchscreen as a primary input/output interface. It is typically smaller than a notebook computer, but larger than a smartphone. Tablets use android, windows or mac (IOS) operating systems. The 2022 Ghana International Travellers' Survey (GITS) tablets use android operating system.

Figure 4.1: Features of a Tablet



4.1.2 Tablet Accessories

These are items that are added to the tablets to aid its functionality. E.g. SD card, charger, power bank and android cable.



- **Android charger:** It is an accessory that is attached to the tablet to enable the user recharge the tablet’s battery whenever the battery’s life is low or exhausted.
- **SD card** (Secure Digital **card**): It is a type of memory card slotted into the tablet purposely for backups.
- **Power bank:** It is a portable power storage device designed for recharging the battery of mobile phones, tablets and other such electronic gadgets.

4.3 Key Functions and features of the tablet required for 2022 GITS

CAPI Application

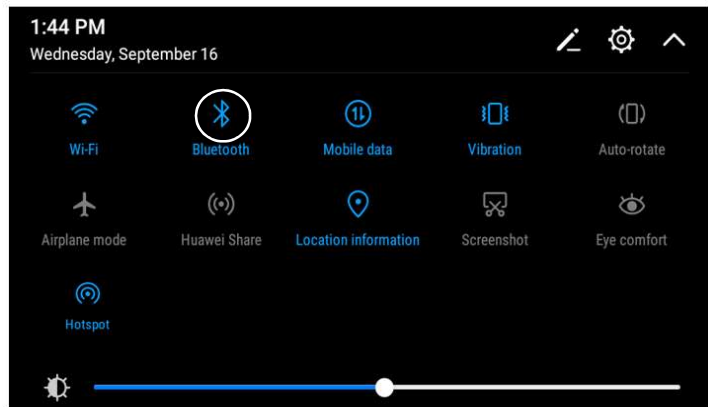
There are key functions of the tablet that the Interviewers and Supervisors would be using throughout the field exercise. These functions are:

- Bluetooth (for syncing data between field officers);
- Mobile Data (for syncing data to HQ);
- Wi-Fi function allows tablets, smartphones computers;
- Hotspot function;
- Date and time;
- Recharging Tablet Battery;
- Navigation Icons; and

These functions or features are located on the status bar, settings or on the screen of the tablet.

4.3.1 Bluetooth

Bluetooth is a wireless function that connects one tablet to another in a short-range (10m). This function allows first level data transmission (synchronization) between the Interviewer and Supervisor.



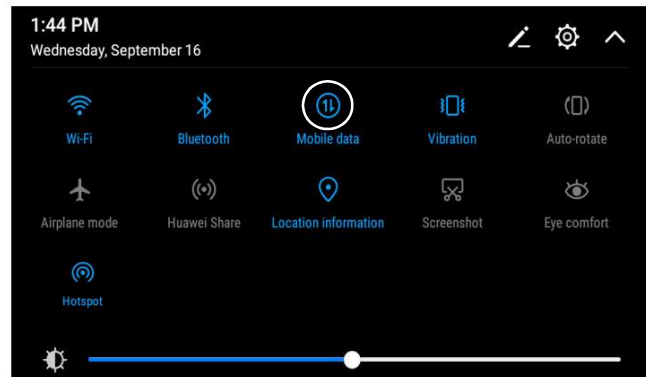
Using Bluetooth to pair your Tablet

From the Home screen:

1. Swipe down from the top to access the status bar;
2. Tap on the Bluetooth Icon to turn it on;
3. Firstly, it scans for nearby Bluetooth devices and displays them for pairing;
4. Make sure the target device Bluetooth ie. Supervisor/Interviewer's tablet is discoverable;
5. Tap on the name of the target device when displayed in the Bluetooth devices section on the tablet. The tablet automatically tries to pair with the target device;
6. The Bluetooth communication range is approximately 30 feet (about 10 metres);
7. Both the sender and the receiver should be ready concurrently; and
8. Without pairing the two devices, Bluetooth data transfer from Interviewer to Supervisor will not be successful.

4.3.2 Mobile data

Mobile data is a functionality on the tablet that enables the user to establish a wireless internet connection through radio frequencies over a cellular connection (SIM Card inserted into the tablet). This feature enables the field officer to connect to the internet for syncing data to the Central Server at HQ.



How to Turn on Mobile Data

From the Home screen,

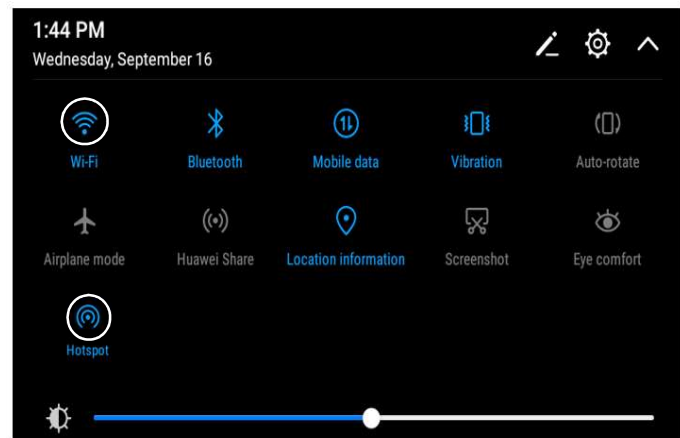
1. Swipe down the status bar to display the notification panel.
2. Tap on the Mobile Data Icon to turn it on.
 - Note that a SIM card is required in order to have an internet connection.
 - Check if you have enough internet data bundled (use *124# on all networks to check).
 - Always check the strength of the network service signals (e.g. Edge, 2G, 3G, 4G.).
 - Network signal strength of 3G or 4G is appropriate to enable you send the data.
3. The strength of the internet connection varies depending on the type of network service available to the tablet.

4.3.3 Wi-Fi Connection

The Wi-Fi function allows tablets, smartphones computers etc. to connect to the internet being broadcast within a particular range i.e. a function that allows the tablet to connect to an external internet source.

In order to access internet that is being shared by another mobile phone or tablet;

1. Turn on the Wi-Fi function,
2. Press and hold on the Wi-Fi icon to open the Wi-Fi menu
3. Identify and tap on the name of the mobile phone or tablet sharing the Internet.
4. Request for the password from the one sharing the Internet if required and connect



How to Turn on/off Wi-Fi

1. From a Home screen, swipe down the status bar to display the notification panel
2. Tap on the Wi-Fi icon to turn it on and identify available networks to connect to.

4.3.4 Mobile Hotspot

Is a function that allows tablets or mobile phones to share Internet with other devices (laptop, tablets, and mobile (smart) phones).

4.3.5 Date and time

Date and Time of interviews are automatically recorded. All age and other computations are linked to the system date and time. The date and time can be checked from the **logout screen, Home Screen** or at the **Top right** of the screen.

How to Set Date and Time both on Samsung and Huawei Tablet (Steps Below)

Samsung Tablet:

- i. From a Home screen, tap on **Settings >> General Management;**
- ii. Switch **automatic time zone** off or uncheck;
- iii. Select **Date & Time >> Switch off Automatic Date & Time;**
- iv. Select **Set Date >>** Set the date on the Calendar that pops up;
- v. Select **Set Time >>** Set the time on the clock that pops up;

- vi. Select **Region** >> set time zone to **Ghana (GMT) / Azores**;

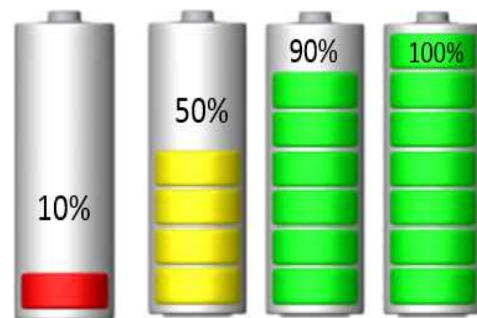
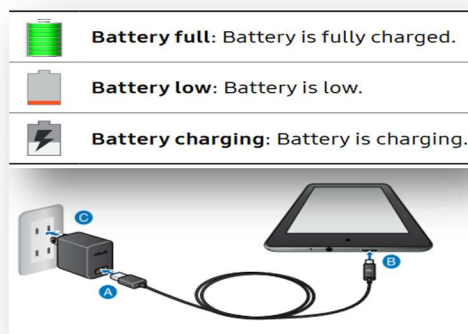
Huawei Tablet:

- i. From a Home screen, tap on **Settings** >> **Advance Settings** >> **Date & time**;
- ii. Switch **automatic date & time** off;
- iii. Select **Set Date** >> Set the date on the Calendar that pops up >> **OK**;
- iv. Select **Set Time** >> Set the time on the clock that pops up >> **OK**; and
- v. Tap on **Select time zone** >> select **Greenwich Mean Time (GMT+00:00)**;

4.3.6 Recharging Tablet Battery

Battery Power/Life is measured by the amount of power stored in the **battery** at a point in time. How long the tablets battery lasts depends on the amount of power stored in the battery. Field officers should ensure that the tablets are fully charged before work starts.

Levels of battery charge



- Unplug the charger from the electric socket when it is fully charged
- Use the AC power supply defined in the specifications of the charger (220 Volts).
- Do not use damaged or faulty power cable or charger head to recharge the tablet.
- Do not leave your tablet plugged all the time or throughout the night.

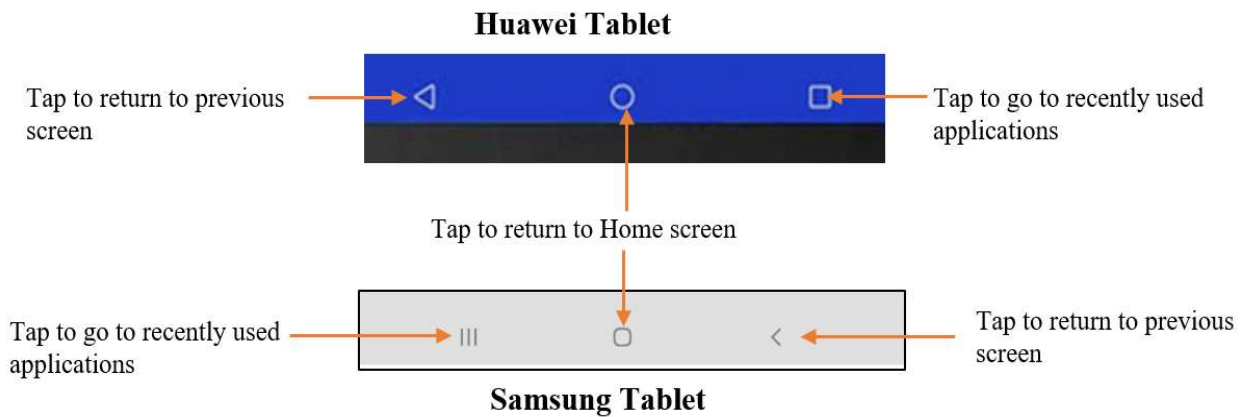
How to Save the Tablet Battery Life

The following are ways to improve the tablet battery performance.

- Fully charging your tablet each evening will improve battery performance during the workday.
- Put tablet into sleep mode or turn it off when not in use.
- You can also reduce the screen brightness to save battery life.
- Switch off Bluetooth, Wi-Fi, Mobile Data and Hotspot when not in use.

4.3.7 Navigation Icons

The following icons are commonly used on the Home screen or other application screens. Touch the icons to perform the following operations.



4.2 Rules Governing Tablet Use

Field officers must adhere to GSS acceptable tablet use policy.

- The Tablet and its accessories are properties of GSS, and you are responsible for taking care of them.
- The purpose of the tablet is for 2022 GITS field data collection only. Using the tablet for any other purpose is strictly prohibited.
- Each tablet has been prepared for one Interviewer or Supervisor only, and should be used by that Interviewer or Supervisor alone. Sharing the tablet with unauthorized persons is unacceptable.
- Never create a password to lock the tablet screen.
- Do not attempt to upgrade, update, or download/install any application on the tablet.
- Field officers are not allowed to repair or authorize repair of a damaged tablet.
- Do not delete any folder or file from the tablet.
- Keep the tablet away from children.
- Promptly report lost or stolen tablet or any of its accessories to the supervisor.
- Do not copy data off the device since it is a breach of the Data Protection Law.

4.3 Tablet and Accessories Care and Use

When handling tablet and accessories, do not:

- Expose the tablet to any liquid substance, e.g. water, cooking oil, petrol and kerosene. If any liquid enters the tablet, stop using it immediately, turn it off, remove all cables connected to it and contact the supervisor and the DIT;
- Place the tablet on the floor to avoid stepping on it;
- Place the tablet on a bed to avoid lying on it;
- Place the tablet on a chair to avoid sitting on it;
- Expose the tablet to dust or dirt which may damage it;
- Place heavy objects on the tablet to avoid breaking the screen;
- Expose the tablet to excessive heat (above 40°C);
- Throw or slide the tablet when putting it down;

- Place or slide the tablet on rough surfaces to avoid scratching the screen;
- Use the tablet where there are inflammables or explosives to prevent the tablet from catching fire. E.g. In a gas stations, fuel pumps, or chemical plant; and
- During thunderstorms, put off the tablet and disconnect the charger from the socket if charging to prevent it from getting damaged.

4.4 Introduction to CAPI

What is CAPI?

CAPI (Computer-Assisted-Personal-Interviewing) is a technology that uses mobile devices (tablets, smartphones, personal digital assistants, laptops) and internet or cellular networks to enable field officers to collect data on the field. Data is collected or captured using electronic questionnaires on mobile devices and transmitted to a central server (Database) for real-time quality control and analysis. CAPI also offers active data collection management tools such as progress reports, which allow project managers to monitor and organize fieldwork efficiently.

4.1.3 Why use CAPI in 2022 GITS Data Collection?

Use of CAPI eliminates several operational and data processing steps in traditional face-to-face paper interview such as printing, data entry and physical management of the questionnaires. This reduces the time lag between data collection and analysis. Overall data quality is improved because the use of electronic questionnaires enables automatic skip patterns to check entry quality during the interviews. Data validation can be done during data collection, as the information is ready for statistical analysis as soon as an interview is completed.

4.1.4 Benefits of CAPI over Paper Questionnaire for Data Collection

A. Quality

- Computes skip & codes automatically.
- Incorporates Multimedia.
- Enables use of GPS functionality.
- Survey progress monitoring in real time for quality control and analysis.
- Automatic filters and range checks.
- Real time prompts for errors made.

B. Timeliness

- Reduces the time lag between data collection and publication of results.
- Reduces data entry time.
- Enables real time data access.
- Enables real time monitoring of coverage

C. Cost

- Space for Data Entry Office resolved
- Saves paper cost
- Eliminates data entry cost

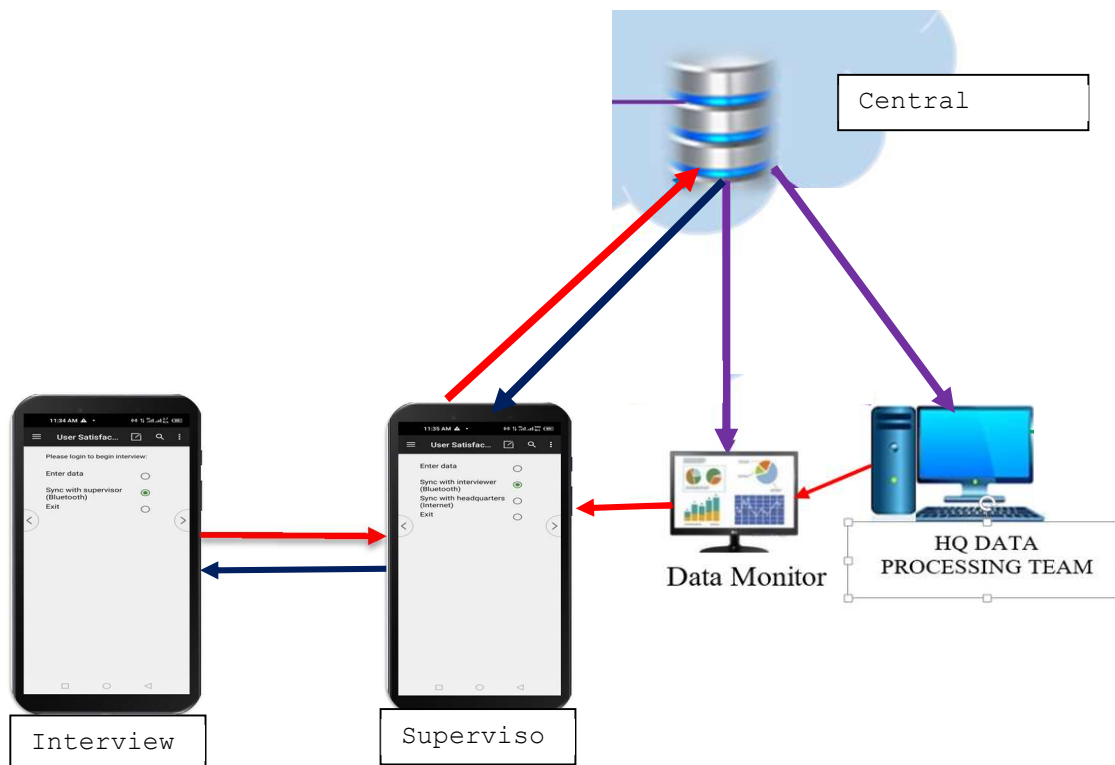
- Saves cost of storage for paper questionnaire

4.5 Data flow in 2022 GTIS CAPI application operations

There are two ways of which data will be transmitted:

- The first level is between the Interviewer and Supervisor, where the data is transmitted (synced) via Bluetooth connectivity to the Supervisor’s tablet for review; and
- The second level is where the Supervisor sends the Team’s Data to HQ (2022 GITS Main Server).

Figure 4.2: Data flow in the 2022 USS CAPI Application



CHAPTER FIVE

CONCEPTS AND DEFINITIONS

5.1 Tourism Definitions

Tourism: Is the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited (UNWTO, 1995).

Visitor: Any person who travels to a place or country other than that in which he/she has his/her usual residence but outside his/her usual environment for a period not exceeding 12 months and whose main purpose of visit is other than the exercise of an activity remunerated from within the place or country visited.

Tourist: A visitor who stays at least one night in a collective or private accommodation in the place visited.

Traveler: A person making at least one trip during the study period.

Arrivals: One person visiting the same place several times during the year is **counted** each time as a new arrival. Likewise, the same person visiting several places or countries during the same trip is **counted** each time as a new arrival.

Usual environment and residence: in general, in statistics on population, residency is a characteristic attached to household, while in tourism statistics the usual environment is a characteristic attached to individuals, each of whom is part of a unique household. Two individuals who are part of the same

household necessarily have the same residence but may have different usual environments.

Usual residence: the person is considered a resident of a place if the person:

- a) has lived for most of the past 12 months in that place; or
- b) has lived in that place for a shorter period and intends to return within 12 months to live in that place.
- c) On the other hand, if a person leaves his/her place of residence with the intention of establishing residence in a new place, he/she should not be considered as a visitor to this new place, even if he/she has not yet resided there for a year. The new place becomes part of his new usual environment.

If an individual has lived in two or more places in a 12 month period and one place (or more) satisfies (a) and one satisfies (b), then the latter prevails as the place of residence.

5.1.1 Tourism Expenditure and Tourism Consumption

5.1.1.1 Definition and scope of tourism expenditure

Tourism expenditure is the amount paid for the acquisition of consumption goods and services, as well as valuables, for own use or to give away, for and during tourism trips. It includes expenditure by visitors themselves as well as expenses that are paid for or reimbursed by others.

In addition to the monetary expenditure on consumption goods and services paid directly by visitors, tourism expenditure includes in particular:

- i. Monetary expenditure on consumption goods and services paid for directly by the employer for employees on business travel;
- ii. Monetary expenditure by the visitor refunded by a third party, either employers (business, government and non-profit institutions serving households (NPISH), other household or social insurance scheme;
- iii. Monetary payment made by visitors for the individual services provided and subsidized by government and non-profit institutions serving households (NPISH), other households in the area of education, health, museums, performing arts, etc.
- iv. Out-of-pocket payments for services provided to employees and their families on tourism trips financed principally by employers, such as subsidized transport, accommodation, stays in holiday residences of employers or other services; and
- v. Supplementary payments made by visitors to attend sports or any other cultural events on the invitation of, and principally paid for by, producers (business, government and non-profit institutions serving households (NPISH)).

Tourism expenditure does not include other types of payments that visitors might make that do not correspond to the acquisition of goods or services, such as payment of taxes, interest, purchase of financial and non-financial assets.

5.1.1.2 Definition and scope of tourism consumption

Tourism consumption has the same formal definition as tourism expenditure. However, the concept of tourism consumption in TSA goes beyond that of tourism expenditure. Actually, besides the amount paid for the acquisition of consumption goods and services, as well as valuables for own use or to give away for and during tourism trips, which corresponds to monetary transactions (the focus of tourism

expenditure), it also includes services associated with vacation accommodation on own account, tourism social transfers in kind and other imputed consumption. These transactions need to be estimated using sources different from information collected directly from the visitors, such as reports on home exchanges, estimations of rents associated with vacation homes, calculation of financial intermediation services indirectly measured (FISIM).

More precisely, beyond acquisitions already included in tourism expenditure, it includes imputed consumption and other adjustments and, in particular:

- The imputed value of barter transactions (e.g. temporary exchange of dwellings for vacation purposes);
- The imputed value of goods (vegetables, fruits, game, fish, etc.) produced on own account from the vacation home or resulting from recreation activities (gardening, hunting, fishing, etc.) outside the usual environment;
- The value of services (either market or for own final use) associated with vacation accommodation on own account (secondary dwelling for vacation purposes and all other types of non-traditional vacation home ownership);
- The value of FISIM included in any interest paid by visitors on tourism expenditure;
- The net cost for hosts of receiving visitors in terms of increased expenditure on food, utilities, invitations, presents, etc.;
- The cost for producers (businesses, Government and NPISH) of expenditure by employees on business trips that do not involve a monetary disbursement by the employee (transportation services provided free of charge or at a subsidized price to their employees by carriers, accommodation or meals provided free of charge or at a subsidized price to their employees by hotels);
- The net cost (that is net of employee's out of pocket payment) for producers of additional services provided to their employees and their families as visitors beyond those already included in tourism expenditure, such as: cost of free or employer-subsidized transportation, cost of accommodation in vacation homes, etc.;
- The part of the value of what the *System of National Accounts (SNA)* qualifies as government consumption expenditure on individual non-market services on products such as education, social services, health, museums, recreation services, etc. that can be considered as benefiting visitors and that SNA 2008 describes as social transfers in kind

Services provided within the household for the benefit of its members and others.

Services rendered by one household to the visiting members of another household or individuals **free of charge are not recorded**. However, an invitation to a restaurant or a show is recorded as a consumption of the visitor.

5.1.2 Eco-tourism Sites

Ecosystem: all living and non-living parts of a habitat.

Ecotourism: refers to travel that combines preserving the natural world and sustaining the well-being of the human cultures that inhabit it (Mowforth and Munt, 2003).

- **Strict Nature Reserve (S. N. R)** are areas set aside for nature to take its own course without human influence or intervention thus, permitting a first-hand study of primary eco-system dynamics (scientific research). Only one is available and it is Kogyae Strict Nature Reserve.

- **National Parks (N. Ps)** are areas set aside by law for their scenic beauty with or without wildlife and of national and international importance purposely for the promotion of tourism, recreation, scientific research and education. They are targets for infrastructure development for tourism and recreational uses. There are seven of them namely; Mole, Bui, Digyae, Kakum, Nini-Suhien and Kyabobo National Parks.
- **Resource Reserves (R. Rs)** are areas of variable size in which habitats are managed to guarantee conditions essential to the wellbeing of selected species for the sustained production of wildlife products for cultural practices, tourism and trophy hunting. Other compatible land uses may be allowed. These were previously known as game reserve or game production reserves. There are currently 6, namely: Shai Hills, Gbele, Ankasa, Kalakpa and Assin Attandasu Resource Reserves.
- **Wildlife Sanctuaries (W. S)** are generally small areas that have been set aside for the protection of critical areas which contain rare endangered species of both flora and fauna. Rare and endangered animals may be introduced from other reserve when prevailing conditions are favourable for the animal's survival. There are 4 of these, namely: Owabi, Bonfobiri. Boaben-Fiema and Agumatsa Wildlife Sanctuary.
- **Ramsar Sites (R. S)** are areas where the land is wet or much of it is covered with water most of the year in sustaining unique life forms and of significant international importance as home to varied wildlife, notably migratory birds. There are 5 coastal ramsar sites, namely: Keta Lagoon Complex; Songor covering the entire Dangme East District; Sakumono, near Tema; Densu Delta, comprising estuary of the Densu, West of Dansoman up to Botianor; and Muni-Pomadze covering much of Winneba and Apam. Human habitation and compatible land use is allowed. Owabi Wildlife Sanctuary is the first and only inland ramsar site.
- **Geographical sites:** e.g. Mountain Afadjato.
- **Beaches/Lagoons/Lakes:** Refers to beaches, lagoons and lakes.

5.1.3' Other sites

- **Zoos:** places normally within urban/city-set up where animals are kept as exhibits for the purpose of conservation, education and research. There are two public zoos, one in Kumasi and the other in Accra (Achimota forest)
- **Monuments:** Part of our national heritage. It could be a structure/building or a sculpture. E.g. Independence Square, Forts and Castles, Busts depending on its importance. We also have Mosques, Ashanti Traditional Buildings.
- **Museum:** Is an institution for the collection, preservation and restoration of cultural objects for the purpose of research, education, entertainment, exhibition and enjoyment. E.g. assorted objects like textiles and artifacts.
- **Religious sites:** Sites meant for worship.

5.2 Trips

The following represents the boundary of visitor consumption from a time perspective:

- **Before a trip**

All consumption on services made before a trip and clearly related to the trip (e.g. inoculation, passports acquisition, medical control, etc.).

All consumption on goods purchased before the trip that are intended for consumption on the trip or are bought along as gifts. All purchases of tourism single purpose consumer durables.

- **During the trip**

All consumption regardless of the nature of the goods or services are considered to be part of household actual final consumption. This includes all consumer durables purchased on the trip (**excluding those for commercial purposes**). It also includes tourism business expenses.

- **After a trip**

All consumption on goods and services after the trip and clearly related to the trip (e.g. photograph development, repair of vehicle, repair of motor cycle, etc.)

All purchases of tourism single purpose consumer durables.

The means of transport refers to the means used by a visitor to displace from his/her place of residence to the places to visit outside his/her usual environment' When more than one means of transport is used during a trip it is necessary to identify the main one. Means of transport is classified into the following main categories: air, road, water, rail and foot.

5.3 Classification of Inbound Tourism Expenditure

The domestic and outbound tourism expenditure has been broken down into the following main categories:

1. Package travel, package holiday and package tours;
2. Accommodation;
3. Food and beverages;
4. Transport;
5. Recreation, culture and sporting activities;
6. Shopping;
7. Travel agencies, tour operation and other related services; and
8. Others.

5.3.1 Package tour

A package tour comprises a number of tourism products which are purchased by the visitor as a single entity. Such package usually comprises transport and accommodation, but may also include meals, coach tours, car hire, admission tickets to theatres or attractions or any other product of interest to a tourist/visitor. Package tours may or may not include overnight stay, and may also involve a day trip which includes, for example, a tour plus meal and admission to an attraction.

5.3.2 Accommodation

Expenditure under item 2 above, "Accommodation", should include:

- ❖ Expenditure on accommodation such as hotels and similar establishments.

- ❖ Cost for private accommodation.
- ❖ If a visitor's second home is being used.
- ❖ Accommodation site expenses relating to mobile homes and mooring expenses for boats.
- ❖ Hire of caravan or mobile home.
- ❖ Cost of accommodation on public transport, where there is a separate charge for accommodation, that is, for transportation.

Note: If the price of a commercial accommodation includes breakfast as part of the tariff, irrespective of whether the meal is taken or not, the total cost will be considered as accommodation expenditure. But, where meals are charged for separately and included in the final bill, an estimate will be made of the extra cost and included in the cost of "Food and drinks".

5.3.3 Food and beverages

Item 5.3.3, "Food and beverages" is made up of the following expenditure on food and beverages incurred in restaurants, cafes, bars, and clubs:

Expenses on food and beverages in places of entertainment will be included if the main purpose of attending that place is to eat or drink;

If the main purpose is entertainment and the cost is included to food and beverages, the expenditure will be included in item 5, "recreation, culture and sporting activities";

- Expenses on food and beverages incurred on a means of public transport, and expenditure on food and beverages incurred in accommodation establishments where expenditure can be separated from the charge for accommodation is accepted;
- Expenses on prepared or unprepared food and beverages at retail outlets for consumption off the premises.

This includes food and beverages purchased at supermarkets, grocery stores, market stands fast food take – away establishments, and other food outlets.

5.3.4 Transport

Expenditure on item 5.3.4, "transport" covers all travel expenses incurred during the visit, including:

- Travel to and from the visitor's place of residence;
- Travel at the destination(s); and,
- Any travel undertaken from the destination(s), such as excursions.

Expenditure in this category includes:

- Fares and related charges on public and private means of transport, e.g., domestic airplanes, ships, trains, motor coaches and taxis;
- Fuel and other running costs of private transport incurred during the trip;
- Repairs to vehicles and purchase of parts during tourism visits;
- Transport vehicle hire expenses; and
- Parking expenses, tolls, airport taxes and similar charges.

(a) If meals are included in the fares, the full cost will be treated as transport expenditure. If meals are paid for separately their cost will be allocated to item 5.2.3, “food and drinks”.

(b) If sleeping accommodation is included in the fare for a public means of transport, the full cost will be treated as transport expenditure. If accommodation cost is separated from the transportation fare, the cost will be included in item 5.2.2, “accommodation”.

5.3.5 Cultural Services

Item 5.3.5 “Cultural Services includes the expenditure of the following activities. These include:

- Gates fees to museums, parks of all types (e.g., amusement parks, theme parks);
- Entrance fees at entertainment establishments, such as night clubs, discotheques, theatres: expenses on food and beverages in places of entertainment will be included if the main purpose of attending that place is for entertainment; also, if the main purpose is to eat/drink and the expenses is inclusive of some entertainment, the cost will be included in item 5.2.3, “food and drinks”;
- Purchase, repair and maintenance costs of small cultural goods while on a trip;
- Fuel and other running costs for visitor’s own cultural equipment (excluding costs relating to transport);
- Fees paid, pre-trip and on trip, for instruction required to enable the visitor to undertake particular activities while on the trip and,
- Expenditure on short excursion and hired guides (excluding transport expenses).
- Recreation is defined as **the activities undertaken during leisure**. Recreation is a sort of amusement or an activity a person takes part in for pleasure or relaxation rather than as work.

5.3.6 Sporting Activities

Item 5.3.6 “Sporting activities” includes the expenditure of the following activities. These include:

- Gate fees to stadia of all types to watch sporting events, sports shows, and events.
- Purchase repair and maintenance costs of sporting goods while on trip;
- Fuel and other running costs for visitor’s own sporting equipment (excluding relating to transport);
- Fees paid, on trip and pre-trip for instruction required to enable the visitor to undertake particular sporting activities while on the trip (eg. Skiing, Diving); and
- Expenditure on food and beverage bought at the stadia, sports shows and events.

5.3.7 Shopping

Item 5.3.7 “shopping:’ is made of expenditure on goods (but not services) for or during the trip, other than the following exclusions:

- Food and drinks, which are included in item 5.2.3, “food and drinks.

- Transport related items, which are included in item 5.2.4, “transport”
- Capital type investments or transactions engaged in by visitors, such as land, housing real estate and other important acquisitions such as cars, caravans, boats, and second homes, even if they will be used in the future for tourist travel purposes.
- Expenditure on works of art and on jewellery will be included or excluded in accordance with the following guidelines:
- If purchased by or on behalf of a business (either for resale, investment or for decoration), then exclude;
- If purchased solely for investment then exclude;
- If purchased for personal use (of visitor or someone else), then include.
- Purchases of duty free goods should be included in the item.

5.3.8 Travel agencies, tour operation and related services

Expenditure incurred on travel agencies, tour operators, and related services. Commissions and fees paid to businesses for travel-related services.

5.3.9 Other services

Item 5.2.8 “other services” includes expenditure on only services (but not goods) before, during and after the trip:

- Currency exchange and travelers’ cheques, other taxes and charges which are not attributable to accommodation or transport;
- Travel insurance;
- Communication items like telephone calls and postage;
- Development and/or printing of films, and
- Personal services such as hair-cutting, saunas, massages, beauty care, dry cleaning etc.
- Expenditure on MTN, Airtel/Tigo/Vodafone credits

5.4 Exclusion from inbound tourism expenditure

The following types of expenditure are excluded from inbound tourism expenditure:

- Capital type investments, e.g. land, housing, cars, caravans, boats, second homes, etc;
- Cash given to host relatives or friends during holiday trips which does not represent payment of tourism goods or services;
- Donations made to institutions;
- Purchases for commercial purposes, e.g. for resale, investment or other business use, etc.; and
- In case of a vacation home, the day to day running expenses, e.g. property tax; expenditure on major improvements, etc.

Note that estimating the expenditure of tourism goods and services with a respondent will not be an easy task but the interviewer should be tactful in assisting him/her to set reliable estimates.

5.5 Purpose of visit

A person may undertake a trip for various reasons. Usually, there will be one reason which can be termed as the main purpose of visit. It is the reason in the absence of which the visit would not have taken place (UNWTO definition). The main purpose of the trip helps to determine whether it qualifies

as a tourism trip and the traveller qualifies as a visitor. All other reasons are considered to be secondary purposes. More often, some visitors would be merely accompanying their parents/elders without having any specific purpose of their own. Here, the main purpose of visit in such cases is taken to be that of the member whom they are accompanying.

The purpose of visit by major groups for inbound tourism has been classified into two: personal; and business and professional. *Personal*: holidays, leisure, and recreation, visiting friends and relatives, education and training, health and medical care, religion/pilgrimages, shopping, transit, and others and *business and professional*.

5.5.1 Personal

- *Holidays, leisure and recreation*. This category consists of, for instance, sightseeing, visiting natural or man-made sites, engaging in a sport (skiing, riding, golfing, playing tennis, diving, surfing, hiking, trekking, mountain climbing, etc.) attending sporting or cultural events as a non-professional activity; using beaches, swimming pools and any recreation and entertainment facilities, staying in a vacation home owned or leased by the household, etc.
- *Visiting friends and relatives*. This category is made up of, for example, activities such as visiting friends and relatives; attending weddings, birthdays, parties, funerals or any other family event; short-term caring for the sick or old, etc.
- *Education and training*. This category includes, for example, short-term courses paid either by employers or others, which should be identified separately, university sabbatical leaves, etc.
- *Health and medical care*. This category includes, for example, attending hospitals, clinics, convalescent homes and, more generally, health and social institutions for health treatment; visiting thalassotherapy and health and spa resorts and other specialized places to receive medical treatments. This category includes short-term treatments because long-term treatments requiring stays of one year or more are not part of tourism.
- *Religion/pilgrimage*. This category includes, for example, attending religious meetings and events, pilgrimages, for instance, camp meetings, travelling for crusades, etc.
- *Shopping*. This category includes, for example, purchasing consumer goods for own personal use or as gifts except for resale or for use in a future productive process, (in which case the purpose would be business and professional), etc.
- *Transit*. This category focuses on stopping at a place without any specific purpose or reason other than being en route to another destination.
- *Other*. This category includes, for example, volunteer work (not included elsewhere), investigative work and migration possibilities; indulging in any other temporary non-remunerated activities not included elsewhere, etc.

Note: Visitors for transit should be included in the “other category”.

5.5.2 Business and professional

This category is made up of the activities of the self-employed and employees as long as they do not engage in any gainful employment in the place visited, for example, investors, businessmen, etc. This

category also includes, for example, attending meetings, participating in scientific or academic research, conferences or congresses, trade fairs and exhibitions; giving lectures, concerts, shows and plays; promoting, or buying goods or services on behalf of non-resident producers of the place visited.

5.6 Duration of stay

The duration of stay is measured in terms of nights, in case of overnight tourists, counting them since the day of departure to the day of arrival from the trip. To consider a trip as a tourism displacement, the number of overnights has to be less than 365 days. For same-day visitors, the duration of a trip should be less than 24 hours.

5.7 Means of transport

Mode of transport (or means of transport or transport mode or transport modality or form of transport) is a term used to distinguish substantially different ways to move from one destination to another. The most dominant modes of transport are aviation, land transport, which includes rail, road and, water transport.

5.8 Key definitions and explanations

- If a respondent can remember all places visited within the past 3 months, record as such. Else record the place the respondent visited the last time.
- Leaving ones usual environment for another place to observe funeral rites, marriage ceremonies; to partake in birthday parties, open days, and graduation ceremonies is considered as a tourism activity.
- If a person travels to a place for business transactions or business for not more one year.
- Individuals who travel for holidays, vacation, and leisure are all visitors/tourists and should be coded as such.
- If an individual or a household member leaves residence with the intention of visiting families/friends in a new place, he or she should be considered as a visitor to this new place.
- If a person travels to attend a convention, conference or workshop.
- An individual or a household that travels for any religious or pilgrimage reasons either within Ghana.
- It should however be noted that, police, military personnel on active duty assigned to a base other than their resident place are not inbound tourists/visitors. Diplomats and their entourage are not to be considered as inbound tourists/visitors in their own country. The embassy or consulate of that country is considered as constituting a physical and legal extension of that country i.e. the diplomat premises is an extension or part of the country from where the diplomat was sent.

Note: But when a diplomat and/or his family or staff travels to a place within Ghana, he/she is considered a tourist/visitor.

- Household members or individuals who have travelled for the purpose of cultural demand such as festivals, Panafest, emancipation day etc. in Ghana.
- Interviewers should endeavour to probe for the right purpose of visit.

- Individuals who have travelled to study within Ghana.
- Individuals who have made trips with the intention of teaching not for remuneration
- Sick persons staying in a hospital or similar facility some distance from their usual environment for less than a year are tourists and should be recorded as such. On the other hand, sick persons staying in a hospital or similar facility some distance from their original residence for more than one year and are still part of the household from which they come if economic ties are maintained with that household, even though their environment now includes the hospital where they are staying they are **not** tourists.

5.9 Tourist accommodation

1. **Tourist Household:** a household in which at least one member engaged in tourism activity during the reference period.
2. **Hotel:** A hotel is an establishment that provides paid lodging on a short term basis.
3. **Budget hotels:** are usually considered to be providing lodging at cheaper price: some may offer bed and breakfast with this price. They are with limited amenities in the room like single bed, iron etc. They also serve long term lodging with cheap price.
4. **Guest House:** A commercial accommodation that has a minimum of four (4) rooms and maximum of nine (9) rooms. A small house or cottage adjacent to a main house, used for lodging guests. Has a communal space where the residents can meet.
5. **Health Establishments:** Lodging and related services provided by health and similar institutions.
6. **Work Camp or Holiday Camp:** is a type of holiday accommodation that encourages holiday-makers to stay within the site boundary that includes accommodation, entertainment and other facilities.
7. **Holiday Dwelling:** Buildings that are usually rented for occasional guests, including apartments, chalets, villas, bungalows are considered a holiday dwelling (unit) i.e. collective facilities under common management.
8. **Hostels:** an establishment that provides cheap food and lodging for a specific group of people, such as students, workers, or travellers. It provides budget-oriented sociable accommodation where guests can rent a bed, usually a bunk bed, in a dormitory and share a bathroom, lounge and sometimes a kitchen.
9. **Holiday Resorts:** playground; resort area; vacation spot. An area where many people go for recreation.
10. **Tourist Camp Sites:** Include lodging and related accommodation services provided by the tourist sites such as Tourist Resort Reserve and similar lodging facilities.
11. **Primary home:** in Ghana, the dwelling of every individual or each household is considered statistically as the **primary home** and residence of this individual or household.

12. **Private homes or second homes:** rented or family or owned dwellings occupied by individuals or households on tourism trips are considered as **private homes or second homes**.
13. **Relatives' or friends' residence.**
Every individual or each household who occupies dwellings owned by relatives or friends during tourism trips are considered as **relatives' or friends' residence**.
14. **Other:** Any accommodation not included in the ones provided.

CHAPTER SIX

HOW TO RECORD INFORMATION ON INBOUND VISITORS

SECTION A

1. What is the name of the exit point? (Provide list of exit points in Ghana)

A1. TYPE OF EXIT POINT

- 1= Kotoka International Airport (KIA)
- 2= Aflao Border Post
- 3= Paga Border Post
- 4= Elubo Border Post
- 5= Tema harbour
- 6= Takoradi harbour

A2. INTERVIEWER ID

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

The first box is the exit point number as arranged in Question A1. The second box is the team number. The third and fourth boxes are the serial numbers of the members within the team.

Example: An interviewer from KIA, the first box should be 1, if team 1, the second box should be 1 and if your serial number is 01, the third and fourth boxes should be 0 and 1 respectively.

A3. DATE OF INTERVIEW

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

This is an instruction, as an interviewer, you are required to record the name of exit point from where you are conducting the inbound tourism interview. Select the appropriate name from the list of A1, exit points of Ghana. A2 indicates the Interviewers ID. Record it. A3 requires the date of interview.

SECTION B

Question B1: What is your nationality? (Code)

This question requires the nationality of the respondent, as an interviewer, you must ask the respondent his nationality. One can be a national of a country by birth, by naturalization or by application to the Interior Minister of a country. When the respondent mentions his/her nationality, use the CODE BOOK to select the appropriate nationality per the respondent's answer given.

Question B2: What is your usual country of residence outside Ghana? (Code)

The aim of the question is to know whether the respondent is a Ghanaian resident outside Ghana and has visited Ghana for tourism purposes and returning to his/her usual place of abode. You are required to find out from the respondent the name of the country he/she resides outside Ghana and select from the codebook. RECORD 999 IF RESIDENT IN GHANA AND END INTERVIEW

Question B3: How long have you stayed in Ghana on this trip?

- 1= Less than 24 hours.
- 2= From 24 hours to less than a month.
- 3= From 1 month to less than 4 months.
- 4= From 4 months to less than 11 months.
- 5= Less than 12 months.
- 6= 12 months or more.

(IF OPTION 6, END INTERVIEW)

This question seeks to find out from the respondent the number of hours spent in Ghana as a same-day visitor (< 24 hours); that is less than twenty-four hours, then he/she is a same-day visitor. Or the number of days spent in Ghana by respondent is more than twenty-four hours (> 24 hours) then he/she is a tourist. If (Name's) answer to the question is option '6' which is 12 months or more then he/she is **not a tourist**. END INTERVIEW

Question B4: What was your status in Ghana?

- 1= Tourist/visitor (A person or resident who visits a place for pleasure or interest)
- 2= Diplomat (An official such as an ambassador engaged in diplomacy)
- 3= Refugee (A person who is forced to leave his or her country in order to escape a war or a disease)
- 4= Deportee (A person who has been expelled from his place of residence from a country)
- 5= Transit (stopping at a place without any specific purpose or reason other than being en route to another destination)
- 6= Other (specify)

(IF B4 = 3 or 4, END INTERVIEW)

Question B5: What is your date of birth?

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2 | 5 | 1 | 1 | 1 | 9 | 5 | 8 |
| D | D | M | M | Y | Y | Y | Y |

This question seeks to find out from the respondent his/her date of birth in complete years, that is the age of Name per the calendar year of the respondent's birth date. Example Mr. Hanson was born on the **25th of November, 1958**. What is the date of birth of Mr. Hanson?

Question B6: What is your Sex? (OBSERVE)

- 1= Male
- 2= Female

The question is interested to know the respondents' gender or sex, either male or female. Please, ask the respondent for an answer and do not assume he/she is of a particular sex, because some names are associated with males or females. Select option 1, if Name is a male or choose option 2, if respondent is a female.

Question B7: What is your highest level of education? (CODE)

This question aims at finding out from the respondent, the highest educational level completed by him or her. The educational levels have been provided in the CODE BOOK, which you are expected to use to select the highest educational level attained by the respondent.

Question B8: What is your main occupation? (Code)

The main occupation of the respondent refers to the work that the respondent does for a living. The type of job or economic activity that he/she is engaged in. You are to ask the respondent the type of work he/she does and select the occupation of the respondent per his/her answer from the CODE BOOK.

Question B9: Which entry point did you use to arrive in Ghana?

- 1= Kotoka International Airport (KIA)
- 2= Aflao
- 3= Paga
- 4= Elubo
- 5= Tema harbour
- 6= Tarkoradi harbour
- 7= Other (specify)

This refers to the name of entry point by which the respondent entered Ghana. SEE CODE BOOK for the selection of the appropriate entry point.

Question B10: Please, indicate the name of airline or shipping-line or transport company you are using to depart from Ghana.

IF TRAVELING FROM KOTOKA INTERNATIONAL AIRPORT (KIA) (AIR LINES)

- 1= Air France
- 2= Air Peace
- 3= Asky
- 4= African World Airline
- 5= British Airways
- 6= Delta Airlines
- 7= Egypt Air
- 8= Emirates
- 9= Ethiopian Airlines
- 10= Kenya Airways
- 11= KLM
- 12= MEA
- 13= Qatar Airways
- 14= South Africa Air
- 15= Tap Portugal
- 16= Turkish Air

- 17= United Airlines
- 18= Other (specify)

IF TRAVELING FROM TAKORADI/ TEMA (SHIPPING LINES):

- 1= MAERSK line
- 2= Super Maritime Ghana Ltd
- 3= Global Lighthouse Shipping
- 4= Coastline Shipping Agency
- 5= Conship
- 6= Express Post Shipping Company
- 7= Marq Mike Logistics Takoradi
- 8= Cosco Shipping Lines
- 9= Horizon Shipping Lines
- 10= Other (specify)

IF TRAVELING FROM AFLAO/ELUBO/PAGA

- 1= OA
- 2 = STC
- 3= VIP
- 4= VVIP
- 5= Other buses (specify)
- 6= Other (specify)

For question 10, the interviewer is to find out from the respondent, the means by which the tourist/visitor is departing from Ghana. Three broad categories have been provided: **airlines, shipping lines and by road, buses**. For each of the broad categories are options to choose from. If the respondent indicates he/she is travelling by **airline**, a list of airlines will be populated to select the one applicable. The same applies to **shipping lines** and **buses** from which an applicable means of travel will be selected. Other buses refer to different aspect of buses which are different from OA, STC, VIP and VVIP. Other (specify) refers to other means of transport such as private car, bicycle, motor cycle, walking, any other means of transport.

Question B11: When did you arrive in Ghana for this trip? (Date of arrival)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

This question refers to the date of arrival of respondent in Ghana. You are to ask the respondent and write the date starting from the month of arrival and proceed with the year. E.g. 15th April, 2022, will be recorded as 15 in the day cell, 04 in the month cell and 2022 in the year cell. The day, month and year is used to allow respondent to easily recollect the arrival date.

Question B12: How many times have you visited Ghana (as a Ghanaian)?

This question refers to the number of times the respondent has visited Ghana as a Ghanaian. Record the number in the box as a Ghanaian.

Question B13. What was your main and secondary purpose(s) of visit to Ghana on this trip?

| | Main | Secondary |
|-------------------------------------|---|---|
| 1= Actor | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| 2= Artiste | | |
| 3= Business Affairs | | |
| 4= Conference | | |
| 5= Diplomatic | | |
| 6= Family/ Relatives | | |
| 7= Fashion Event | | |
| 8= Funeral | | |
| 9= Holidays | | |
| 10= Marriage (Engagement / Wedding) | | |
| 11= Medical Consultancy | | |
| 12= Medical Treatment | | |
| 13= Official Business | | |
| 14= Study / Training | | |
| 15= Tourist | | |
| 16= Trading | | |
| 17= Transit | | |
| 18= Visit | | |
| 19= Leisure, Recreation | | |
| 20= Friends | | |
| 21= Religion/Pilgrimages | | |
| 22= Sporting Activities | | |
| 23= Birthday ceremony/party | | |
| 24= Culture/Festival | | |
| 25= Shopping | | |
| 26= Other (specify) | | |

Question B13 is in two parts. The first refers to the main purpose of the visit and the second one refers to the secondary purpose of visit. The purpose of a visit refers to the reason without which the visit would not have taken place. You select two options: main and secondary purposes. Only **one** option

- 1= Actor: A person whose profession is acting on stage or in films
- 2= Artiste: A professional entertainer like a singer or dancer
- 3= Business Affairs: the activities of the self-employed and employees as long as they do not engage in any gainful employment in the place visited, for example, investors, businessmen, etc.
- 4= Conference: A formal meeting of people with a shared interest.
- 5= Diplomatic: Relating to keeping good relations with government of different countries.
- 6= Family/ Relatives: A group of people by blood or marriage
- 7= Fashion Event: An event put on by a fashion designer to showcase their upcoming line of clothing and/or accessories)
- 8= Funeral: A ceremony held shortly after a person's death
- 9= Holidays: An extended period of leisure and recreation

- 10= Marriage (Engagement / Wedding): A union of two people as partners in a personal relationship
- 11= Medical Consultancy: A professional practice that gives expert advice concerning health.
- 12= Medical Treatment: Management and care of a patient to combat a disease.
- 13= Official Business: Any matter over which a governmental body has any authority or duty.
- 14= Study/Training: The skill, knowledge, or experience acquired by one through a working/training process.
- 15= Tourist: A visitor who stays at least one night in a collective or private accommodation in the place visited.
- 16= Trading: The action or activity of buying and selling goods and services.
- 17= Transit :This category focuses on stopping at a place without any specific purpose or reason other than being en route to another destination.
- 18= Visit: An act of going to see a person or place as a guest, tourist or same-day visitor
- 19= Leisure, Recreation: This category consists of, for instance, sightseeing, visiting natural or man-made sites, engaging in a sport, etc.
- 20= Friends: A person who has a strong liking for and trust in another person.
- 21= Religion/Pilgrimages :This category includes, for example, attending religious meetings and events, pilgrimages, for instance, camp meetings, travelling for crusades, etc.
- 22= Sporting Activities: Means any game or recreational activity pursued in a sport facility, and includes practice and training sessions.
- 23= Birthday ceremony/party: Celebration of the anniversary of the birth of the person who is being honored.
- 24= Culture/Festival: making trips to watch or partake in festivals and cultural events.
- 25= Shopping: This category includes, for example, purchasing consumer goods for own personal use or as gifts, *except for resale or for use in a future productive process*)
- 26= Other (specify)

Question B14: In total, how many bed nights has (NAME) spent in Ghana on this trip? (Number of bed-nights)

| | | |
|--|--|--|
| | | |
|--|--|--|

The aim of the question is to know the number of nights spent in Ghana by the respondent. You are to find out the number of nights spent on arriving in Ghana till departure and record the number in the cell provided.

Question B15: In total, how many bed nights did you spend for the entire trip? (Number of bed-nights)

| |
|--|
| |
|--|

This question refers to the total number of bed-nights spent on the entire trip by the respondent. The total bed nights spent include nights spent in transit, nights spent in Ghana until his/her departure from Ghana. The question therefore seeks to ascertain the **total number of bed nights** spent for the entire period of the trip.

Question B16: How many people are travelling with you on this trip in Ghana? If one or more >>B17. If zero go to B18.

| | |
|--|--|
| | |
|--|--|

Question B17: With whom did you travel on this trip to Ghana?

| S/N of member | B17A: First Name of Members with you on this trip | B17B: How is (NAME) related to you? SpouseA Child.....B Parent.....C Other Relatives.....D Business Associate.....E Relatives.....F Other (specify).....G | B17C: Sex of member | B17D: What is the age of Member? |
|---------------|---|--|---------------------|----------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

The purpose of this question is to collect information from the household members and other members who had undertaken a travel; the kind of persons/companion(s) that he/she travelled with, their first name(s), relation to the leader, sex (es) of members and the age of members. This question is multi-response category, select all that apply; that is, B17A, B17B and B17C.

Question B18: Please fill the table below as applicable

| | B18A. Which region(s) in Ghana did you visit? 1=Western 2=Central 3=Gt Accra 4=Volta 5=Eastern 6=Ashanti 7=Western North 8=Ahafo 9=Bono 10=Bono East 11=Oti 12=Northern 13=Savannah 14=North East 15=Upper East 16=Upper West | B18B. Which tourist site(s) did you visit while in this region? <i>If no site is visited go to B18F</i> | B18C. Based on your experience, which of these sites were you most Pleased with? | B18D. In terms of maintenance (cleanliness, accessibility etc.), which of these sites were you most Pleased with? | B18E. How long (in hours) did you stay in this site? You were must pleased with? | B18F. How many nights did you spend in this region? NOTE (if did not spend at least a night go to next region) | B18G. What was your main accommodation used in this region? 1= Hotel 2=Motel 3=Guest House 4=Lodge 5=Air bnb 6=Budget Hotel 7=Hostel 8=Health Establishment 9=Educational Establishment 10=Tourist Camp Site 11=Apartments 12=Friends' & relatives' residence 13=Private home /Second Home 16=Other (specify) |
|----|---|--|---|--|---|---|---|
| 1 | Western | | | | | | |
| 2 | Central | | | | | | |
| 3 | Gt Accra | | | | | | |
| 4 | Volta | | | | | | |
| 5 | Eastern | | | | | | |
| 6 | Ashanti | | | | | | |
| 7 | Western North | | | | | | |
| 8 | Ahafo | | | | | | |
| 9 | Bono | | | | | | |
| 10 | Bono East | | | | | | |
| 11 | Oti | | | | | | |
| 12 | Northern | | | | | | |
| 13 | Savannah | | | | | | |
| 14 | North East | | | | | | |
| 15 | Upper East | | | | | | |
| 16 | Upper West | | | | | | |

This question is a seven-fold matrix, as an interviewer, first you are to find out, if the respondent had visited any of the 16 administrative regions in Ghana, beginning from Western to Upper West Region. Find out the tourist sites visited from the list of sites of the region visited. Proceed with the number of hours respondent stayed in the site(s). Record the number of hours given by the respondent. Thereafter, find out the number of nights spent in the region. Finally solicit from him/her, information on the type of accommodation used during his stay in the region. Different types of accommodation facilities have been provided: Select the appropriate accommodation used. ‘Other’ option is there if none of the

above is applicable, then select the type of accommodation per the respondent's answer.

Question B19: Did you travel on an inclusive package or your own travel arrangements?

- 1. Package Tour
- 2. Own arrangement. (>> 22)

This question seeks to find out from respondent whether the trip undertaken was a package tour which involves a travel reservation containing at least two or more of major travel components (transport, accommodation, food and beverages, car rental, etc.) where the travelling agencies provide package services that are booked for and payment transactions made; package travel may also include (and usually does) **other components**, such as transfers.

Own-arranged travel involves an independent arrangement made by the visitor for the travel. You are to find out from the respondent whether his/her visit was a self-arranged or a package one. Two responses have been provided. Code '1' if respondent says, package tour or code '2' if own-arranged tour.

Question B20: How much did you pay (in \$ or €) for your package tour including yourself and any members with you whose age(s) are less than 15 years, if any?

| | |
|---------------|--|
| B20A Amount | |
| B20B Currency | |

Expenditures made on package tours are also important in determining the consumption of tourism goods and services. As an interviewer you are to find out from the respondent the quantum of amount spent on his/her package tour together with his/her household members who are less than 15 years, if any. Record the amount paid with the corresponding currency.

Question B21: In addition to you, how many people (children less than 15 years) are covered by this expenditure?

The aim of the question is to collect information on the total number of people who are covered by the expenditure made in question 20. Record the number of people covered with the respondent inclusive in the cell provided.

Question B22: Apart from your international airfare, did you make any advance payment for any other service (s) before your trip to Ghana?

- 1. Yes 1
- 2. No 0 (if No, skip to 24)

This question seeks to find out if apart from (NAMEs) international airfare, did (NAME) make any advance payment for any other service (s) before the trip to Ghana? As an interviewer you are required to find out from the respondent whether such an expense was made. Two responses: Yes and No have been provided. Code '1' if he/she answers 'Yes' to the question, otherwise record '2' for a 'No' answer.

Question 23: If you have paid in advance for any services (please state which services) and if possible, the costs of the individual services (the costs for the whole household members/group members, if household head or group head travelled with children who are less than 15 years).

| B23A. Category | B23B. Amount | B23C. Currency |
|---------------------------------------|---------------------|-----------------------|
| Accommodation | | |
| Food and beverages | | |
| Car rentals | | |
| Sightseeing tours | | |
| Other services (grooming, Momo, etc.) | | |
| TOTAL | | |

Question B24: In all, how much did you (and household members/group members travelling with you, who are less than 15 years, if any) spend during your stay in Ghana (excluding all pre-paid expenditure and items included in package tours):

| | |
|----------|--|
| Amount | |
| Currency | |

This question seeks to collect information on total amount spent on tourism goods and services during the trip. As an interviewer you are required to find out from the respondent the total amount spent in Ghana regarding the number of days the tourist stayed.

Question B25: In addition to you, how *many people* (children less than 15 years) are covered by this expenditure?

The aim of the question is to collect information on the total number of people who are covered by the expenditure made in question 24. Record the number of people covered with the respondent inclusive in the cell provided.

Question B26: Please, give a breakdown of your total expenditure, to the best of your recollection, according to the following broad categories (excluding all pre-paid expenditure and items included in package tours):

| Category | Amount | Currency |
|---|---------------|-----------------|
| Accommodation | | |
| Food and beverages | | |
| Transport (local transport, taxis, uba, etc.) | | |
| Domestic air transport | | |
| Recreation and culture | | |
| Sporting activities | | |
| Shopping | | |
| Other services (grooming, momo, etc.) | | |
| TOTAL | | |

This question requires that the respondent gives the quantum of money spent on each of the categories, excluding pre-paid expenses and money paid for as part of package tour. The categories are accommodation, food and beverages, transport (local transport, taxis fares, uba), domestic air transport, recreation & culture, sporting activities, shopping and other services such as grooming (hair-dressing, haircut, pedicure, manicure, telecom services etc). Record the amount of money spent on each category and the corresponding currency (E.g. US\$, £, GH¢ etc.) Domestic air transport refers to amount paid for internal air transport within Ghana.

Question B27: Approximately what is your average monthly income?

| | |
|----------|--|
| Amount | |
| Currency | |

Collecting information on income is very sensitive and so you need to be tactful in collecting such information. There is the need to assure the respondent of confidentiality of the information he/she will be providing and that it will be **used only for statistical purposes**. Select from the following ranges, the average income of the respondent and its corresponding currency.

INCOME LEVELS:

1. < 1,000
2. 1,000 – 1,499
3. 1,500 – 1,999
4. 2,000 – 4,999
5. 5,000 – 9,999
6. 10,000 – 14,999
7. 15,000 – 19,000
8. 20,000 – 24,999
9. 25,000 – 29,000
10. 30,000 – 34,999
11. 35,000 – 39,999
12. 40,000 – 44,999
13. 45,000 – 49,000
14. 50,000+

Question B28: Which of these functions did you attend during your visit in Ghana?

- A Play/drama.....A
- A live performance of secular music.....B
- A live performance of Gospel Music.....C
- A live performance of dance.....D
- A live performance of traditional music.....E
- Other live performance (specify).....F
- None.....G

A Play/drama: A drama is a type of story acted out before an audience, often in a theater.

A live performance of secular music: An ongoing performance of non-religious music

A live performance of dance: A staged performance of a group of virtuoso dancers

A live performance of traditional music: An indigenous and untainted form of music and dance that traditional people engage in Ghana.

As part of the respondent’s visit to Ghana, he/she might have observed cultural or live performance activities. This question seeks to ascertain that the respondent had an opportunity of watching a play/drama, a live performance of music, dance, and traditional music. Select as many that is applicable to the respondent. Select ‘A’ for a play or drama, ‘B’ for a live performance of music, select ‘C’ for live performance dance and ‘D’ for a live performance of traditional music. For any other live performance not specified in the list above, select ‘E’ Other and specify other live performance watched.

Question B29a: Overall, how would you rate the quality of the visit to Ghana?

- Excellent.....1
- Good.....2
- Average.....3
- Fair.....4
- Poor.....5

This question is intended to collect information on the overall quality of the visit in Ghana. The ratings may be based on satisfaction with the trip, facilities and services provided. This question therefore seeks to find out from the respondent how he/she would rate the overall visit. Five (5) responses are provided: Excellent, Good, average, Fair and Poor with corresponding codes: 1,2,3,4 and 5. Excellent means most satisfied, and Poor indicates very dissatisfied as code 5. Select the appropriate ratings given by the respondent.

Question B29b: Please give reason(s) for your ratings:

.....

Record this reasons in the cell provided.

Question B30: Please, rate your experience in Ghana for each of the following items:

| Experience | Excellent | Good | Average | Fair | Poor | Not Applicable |
|----------------------------------|-----------|------|---------|------|------|----------------|
| Quality of hotel facilities | 1 | 2 | 3 | 4 | 5 | 6 |
| Quality of services of Hotels | 1 | 2 | 3 | 4 | 5 | 6 |
| Quality of restaurant facilities | 1 | 2 | 3 | 4 | 5 | 6 |
| Quality of services at | 1 | 2 | 3 | 4 | 5 | 6 |

| | | | | | | |
|---------------------------------|---|---|---|---|---|---|
| restaurants | | | | | | |
| Quality of cultural attractions | 1 | 2 | 3 | 4 | 5 | 6 |
| Forts and Castles | 1 | 2 | 3 | 4 | 5 | 6 |
| Festivals & Special Events | 1 | 2 | 3 | 4 | 5 | 6 |
| Wildlife Attractions | 1 | 2 | 3 | 4 | 5 | 6 |
| Quality of beach facilities | 1 | 2 | 3 | 4 | 5 | 6 |
| Airport facilities | 1 | 2 | 3 | 4 | 5 | 6 |
| Border facilities | | | | | | |
| Airport formalities | 1 | 2 | 3 | 4 | 5 | 6 |
| Border formalities | | | | | | |
| Ghanaian hospitality | 1 | 2 | 3 | 4 | 5 | 6 |

Question B31: With respect to your trip to Ghana, did you use any Electronic platform?

| Status | Yes | No | If yes, specify which e-platform used | If yes, specify use of e-platform |
|------------------------|-----|----|---|---|
| Before the trip | 1 | 2 | (Multiple choice) GoogleA Facebook B Twitter.....C WhatsApp.....D Instagram.....E Telegram.....F TikTok.....G Snap Chat.....H Other (specify)...I | (Multiple choice) Booking a flight.....A Booking accommodation.....B Booking an attraction.....C Researching about Ghana.....D Finding a tour guide.....E Reading traveller’sreviews.....F Sharing an experience (reviews photographs etc.).....G |
| During the trip | 1 | 2 | (Multiple choice) GoogleA Facebook B Twitter.....C WhatsApp.....D Instagram.....E Telegram.....F TikTok.....G Snap Chat.....H Other (specify)...I | (Multiple choice) Booking a flight.....A Booking accommodation.....B Booking an attraction.....C Researching about Ghana.....D Finding a tour guide.....E Reading traveller’sreviews.....F Sharing an experience (reviews photographs etc.).....G |

This question is in three folds. First, you are to find out whether the respondent used e-platform before undertaking this trip. Two responses ‘Yes and ‘No have been provided. Select the response per the respondent answer. If response is ‘Yes,’ ask the respondent to specify the type of e-platform used. Eight responses are provided. Select ‘A’ if the respondent says Google, select ‘B’ if the response is Facebook, select ‘C’ for Twitter, select ‘D’ for whatsApp and select ‘E’ for Instagram, select ‘F’ for telegram, select ‘G’ for TikTok and select ‘H’ for snapchat’. Select all that apply. If the respondent has any other e-platform other than the eight already mentioned, select code ‘I’ and specify that e-platform used in the cell provided.

The next question is to find out from the respondent the usage of the e-platform for tourism purposes. Seven (7) responses from ‘A’ to ‘G’ have been provided. Choose the one that appropriately describes the respondent’s use of the e-platform from the list provided. The same set of questions should be replicated for during the trip experience.

- Google** : Is a platform search for information about (someone or something) on the Internet using the search engine Google.....A
- Facebook**: an online social networking website where people can create profiles, share information such as photos and quotes about themselves, and respond or link to the information posted by other.....B
- Twitter** is a free social networking site where users broadcast short posts known as tweets. These tweets can contain text, videos, photos or links.....C
- WhatsApp**: free messaging app for smartphones, which allows users to exchange messages with other users.D
- Instagram** post (a photograph or video of something) on the social media applicationE
- Telegram**: is a message that is sent electronically and then printed and delivered to someone's home or office.F
- TikTok** is a social app that allows users to make short videos. Users can add filters, text, sounds, and musicG
- Snapchat** is a mobile app that allows users to send and receive "self-destructing (inaccessible to recipient after a short time) photos and videos. Photos and videos taken with the app are called snaps. Snapchat uses the device's camera to capture snaps and Wi-Fi technology to send them.....H
- Other (specify)** : Any other e-platform not listed above.I

Use of electronic platform

- Booking a flightA
- Booking accommodationB
- Booking an attractionC
- Researching about GhanaD
- Finding a tour guideE
- Reading traveller’s reviewsF
- G. Sharing an experience (reviews photographs etc.)G

Question B32: During your stay in Ghana, what was your main means of payment?

- 1=Cash
- 2=Credit Card
- 3=Travellers Cheque
- 4=Personal Cheque
- 5=Electronic Transfer
- 6=Direct Billing
- 7=Mobile Money
- 8= Other (specify)

As a field officer, you are to find out from the respondent the medium of payment for the trip made. Eight (8) responses are provided from which you are to select the applicable one. Select the response and code accordingly. Code ‘8’ if response given is other than the seven listed responses, that is, ‘other (specify)’ and indicate the mode of payment for the trip given by the respondent.

Cash: paid cash and not any other form of payment.

Credit cards: a small plastic card issued by a bank, building society, etc., allowing the holder to purchase goods or services on credit.

Travellers' cheque: a cheque for a fixed amount that may be cashed or used in payment abroad after holder's signature.

Personal cheque: a paper slip from your bank, credit union or financial institution that is signed by you, the account holder.

Electronic transfer: Electronic funds transfer (EFT) is the *electronic transfer* of money from one bank account to another, either within a single financial institution or across.

Direct billing: an arrangement whereby guest charges are transferred to an Accounts Receivable account for payment.

MoMo: payment through MTN or MTN Mobile Money.

Other (specify).

Question B33: What was the main source of information for your visit in Ghana? (Choose only one)

| | |
|--|----|
| Tourist office and information center | 1 |
| Air lines | 2 |
| Travel agents and tour operators | 3 |
| Accommodation establishment | 4 |
| Tourist Literature, Travel Magazine and Journals | 5 |
| Films and other audio-visual media | 6 |
| Print and Television advertisement | 7 |
| General text books and Magazine | 8 |
| Educational Institutions | 9 |
| Friends and Relatives | 10 |
| Own experience | 11 |
| Employer | 12 |
| Organizers | 13 |
| Social Media Web Site..... | 14 |
| Other specify | 15 |

This question aims at soliciting information from household members who had made trips in the past three months, Prior to undertaking a trip to Ghana, travelers may resort to varied sources of information that are available to make their visit convenient or successful. Our interest with this question is that though the respondent may use varied sources of information, you are to find out from the respondent, the **main** source of information used when travelling to Ghana. Please note that there may be more than one source, but our interest is the main source of information relied on for the travel. Fifteen (15) responses are provided. Choose the appropriate response given by the respondent by selecting the corresponding code.

Tourist offices & information centre: obtaining tourism information from tourist office or information centre.....1

Airliners: obtaining tourism information from airlines before travel.....2

Travel agents and tour operators: obtaining tourism information from travel agencies and tour

| | |
|---|----|
| operators..... | 3 |
| Accommodation establishments: getting information from hotels and other accommodation establishments..... | 4 |
| Tourist literature, travel magazines & journals: obtaining information from journals, travel magazines and tourist literature..... | 5 |
| Films and other audio-visual media: obtaining information from films, TVs, radio stations..... | 6 |
| Print & television advertisements: obtaining information from Daily Graphic, Times, and other printing firms and from TV stations..... | 7 |
| General textbooks and magazines: getting information from textbooks and magazines for tourism trips..... | 8 |
| Educational institutions: getting information from JSS, SHS, universities and other educational institutions..... | 9 |
| Friends & relatives: obtaining information from friends and relatives on the travel..... | 10 |
| Own experience: obtaining information by your own experience or self..... | 11 |
| Employer: obtaining information from your employers..... | 12 |
| Organizers: obtaining information from the organizers of the event or trip or travel..... | 13 |
| Social media/ Web sites: getting information from social media or from the web site..... | 14 |
| Other (specify) not from above..... | 15 |

Question B34: Would you like to visit Ghana again in the near future?

1= Yes

2=No

Name of Interviewer.....
Date.....
Flight Number.....
Border Post.....

APPRECIATION

Thank you very much for your time and effort. Your answers will contribute towards improving tourists' experiences in Ghana. We wish you a pleasant trip back to your final destination.

APPENDICES

TABLE 1: SELECTED TOURIST SITES

| SN | SITE | DISTRICT | VILLAGE/TOWN/CITY | REGION |
|----|-----------------------------|-----------------------------|-------------------|---------------|
| 1 | ANKASA FOREST RESERVE | ANKASA/JOMORO | ANKASA | WESTERN |
| 2 | NZULEZU | BEYIN/JOMORO | JOMORO | WESTERN |
| 3 | CAPE THREE POINTS | AHANTA WEST | CAPE THREE POINTS | WESTERN |
| 4 | OSAGYEFO DR. KWAME NKRUMAH | ELEMBELLE | NKROFUL | WESTERN |
| 5 | ASSIN MANSO SLAVE CAMP | ASSUIN CENTRAL | ASSIN MANSO | CENTRAL |
| 6 | CAPE COAST CASTLE | CAPE COAST METROPOLITAN | CAPE COAST | CENTRAL |
| 7 | ELIMINA CASTLE | EDINA MUNICIPAL DISTRICT | ELIMINA | CENTRAL |
| 8 | KAKUM NATIONAL PARK | TEIFO HEMANG LOWER DENKYIRA | | CENTRAL |
| 9 | KWAME NKRUMAH MEMORIAL PARK | ACCRA METROPOLITAN ASSEMBLY | ACCRA CENTRAL | GREATER ACCRA |
| 10 | DUBOIS CENTER | KORLEY-KLOTTEY MUNICIPAL | CANTOMENTS | GREATER ACCRA |
| 11 | NATIONAL MUSEUM | ACCRA METROPOLITAN ASSEMBLY | ADABRAKA | GREATER ACCRA |
| 12 | SHAI HILLS RESOURCE RESERVE | ACCRA METROPOLITAN ASSEMBLY | SHAI | GREATER ACCRA |
| 13 | TAFI ATOME MONEY SANCTUARY | SHAI-HILL DOKU | TAFI ATOME | VOLTA |
| 14 | LAITI WOTE | AFADZATO SOUTH DISTRICT | LIATE WOTE | VOLTA |
| 15 | MT GEMI AMEDZOFE | HO WEST DISTRICT ASSEMBLY | AMEDZOFE | VOLTA |

| | | | | |
|----|---------------------------------------|----------------------|--------------------------------|---------|
| 16 | XAVI BIRD SANCTUARY | AKATSI SOUTH | XAVI | VOLTA |
| 17 | WU WILDLIFE SANCTUARY | HOHOE MUNICIPAL | WLI | VOLTA |
| 18 | KALAKPA RESOURCE RESERVE | HO MUNICIPAL | ABUTIA | VOLTA |
| 19 | KYABOBO NATIONAL PARK | NKWANTA | NKWANTA | OTI |
| 20 | ABURI BOTANICAL GARDEN | AKUAPEM SOUTH | ABURI | EASTERN |
| 21 | BOTI FALLS | YILO KROBO DISTRICT | BOTI | EASTERN |
| 22 | BUNSO ARBORETUM | EAST AKIM DISTRICT | TAFO | EASTERN |
| 23 | BOBIRI FOREST AND BUTTERFLY SANCTUARY | KUMASI METROPOLITAN | BOBIRI | ASHANTI |
| 24 | PREPEH 1 JUBILEE MUSEUM | BANTAMA | CENTER FOR NATIONAL CULTURE | ASHANTI |
| 25 | MANHYIA PALACE MUSEUM | MANHYIA DISTRICT | MAMHYIA | ASHANTI |
| 26 | KUMASI ARMED FORCES MILLITAEY MUSEUM | BANTAMA | UADDARA BARRACKS | ASHANTI |
| 27 | KUMASI ZOOLOGICAL GARDENS | BANTAMA | CENTER FOR NATIONAL CULTURE | ASHANTI |
| 28 | KUMASI CENTRE FOR NATIONAL CULTURE | BANTAMA | CENTER FOR NATIONAL CULTURE | ASHANTI |
| 29 | OBUASI MINE TOUR | OBUASI MUNICIPAL | OBUASI | ASHANTI |
| 30 | KOMFO ANOKYE SWORD | BANTAMA | KOMFO ANOKYE TEACHING HOSPITAL | ASHANTI |
| 31 | PREMPEH 1 MUSEUM | BANTAMA | CENTER FOR NATIONAL CULTURE | ASHANTI |
| 32 | ADANWOMASE | KWABRE EAST DISTRICT | ADANWOMASE | ASHANTI |

| | | | | |
|----|--|---------------------------|---------------|---------------|
| 33 | LAKE BOSOMTWE | SOUTH EAST DISTRICT | BOSMTWE | ASHANTI |
| 34 | BUABENG-FIEMA MONKEY SANCTUARY | NKORANZA NORTH | BUABENG-FIEMA | BRONG AHAFO |
| 35 | DIGYA NATIONAL PARK | BONO EAST | BOMPOI | BRONG AHAFO |
| 36 | BUI NATIONAL PARK | BANDA DISTRICT | BUI | BRONG AHAFO |
| 37 | DUASIDAN MONKEY SANCTUARY | DORMAA CENTRAL | DUASIDAN | BRONG AHAFO |
| 38 | NCHIRAA WATER FALLS | TAIN DISTRICT | WENCHI | BRONG AHAFO |
| 39 | MANJI CROCODILE POND | NORTH EAST GONJA | HONJA | BRONG AHAFO |
| 40 | MIM BUO | ASUNAFO NORTH | MIM BOUR | BRONG AHAFO |
| 41 | ASUMURA ROCKFOWL CONSERVATION | ASUNAFO NORTH | ASUMURA | BRONG AHAFO |
| 42 | WASSA DOMAMA | MPOHOR WASSA EAST/DABOASE | DOMAMA | WESTERN NORTH |
| 44 | TANO BOASE | TECHIMAN DISTRICT | TANO BOASE | BRONG EAST |
| 45 | KINTAMPO WATERFALLS | KINTAMPO DISTRICT | KINTAMPO | BRONG EAST |
| 46 | MOLE NATIONAL PARK | CENTRAL GONJA | DAMANGO | SAVANNAH |
| 47 | SIRIGU WOMENS ORGANISATION FOR POTTERY & ART | KASENA NANKANA WEST | SIRIGU | UPPER EAST |
| 48 | TONGO HILLS/TENZUG SHRINES | TALENSI | TONGO | UPPER EAST |
| 49 | PAGA ZENGA CROCODILE PONF | KASENA NANKANA WEST | PAGA | UPPER EAST |
| 50 | PIKWOOD SLAVE CAMP | KASENA NANKANA WEST | PAGA | UPPER EAST |

| | | | | |
|----|-----------------------------------|----------------------|-----------|------------|
| 51 | CHIEF CROCODILE POND | KASENA NANKANA WEST | PAGA | UPPER EAST |
| 52 | WEICHAU COMMUNITY HIPPO SANCTUARY | WA WEST DISTRICT | WEICHAU | UPPER WEST |
| 53 | NAKORE MOSQUE | SOUTH WEST | NAKORE | UPPER WEST |
| 54 | LARABANGA | LARABANGA WEST GONJA | LARABANGA | SAVANNAH |
| 55 | GAMBAGA ESCARPMENT | NORTH EAST | GAMBAGA | NORTH EAST |

TABLE 2: REGIONS AND THEIR CODES

| Code | Region |
|-------------|---------------|
| 01 | Western |
| 02 | Central |
| 03 | Greater Accra |
| 04 | Volta |
| 05 | Eastern |
| 06 | Ashanti |
| 07 | Western North |
| 08 | Ahafo |
| 09 | Bono |
| 10 | Bono East |
| 11 | Oti |
| 12 | Savanna |
| 13 | Northern |
| 14 | North East |
| 15 | Upper East |
| 16 | Upper West |

TABLE 3: COUNTRY CODES

| S/N | COUNTRY | CAPITAL | CONTINENT | CODE |
|-----|------------------------------|--------------|-----------|------|
| 1 | Cote d'Ivoire | Yamoussoukro | Africa | 2001 |
| 2 | Togo | Lome | Africa | 2002 |
| 3 | Burkina Faso | Ouagadougou | Africa | 2003 |
| 4 | Benin | Porto-Novo | Africa | 2004 |
| 5 | Guinea | Conakry | Africa | 2005 |
| 6 | Nigeria | Abuja | Africa | 2006 |
| 7 | Mali | Bamako | Africa | 2007 |
| 8 | Cameroon | Yaounde | Africa | 2008 |
| 9 | Guinea-Bissau | Bissau | Africa | 2009 |
| 10 | The Gambia | Banjul | Africa | 2010 |
| 11 | Liberia | Monrovia | Africa | 2011 |
| 12 | Niger | Niamey | Africa | 2012 |
| 13 | Senegal | Dakar | Africa | 2013 |
| 14 | Sierra Leone | Freetown | Africa | 2014 |
| 15 | Mauritania | Nouakchott | Africa | 2015 |
| 16 | Algeria | Algiers | Africa | 2016 |
| 17 | Angola | Luanda | Africa | 2017 |
| 18 | Botswana | Gaborone | Africa | 2018 |
| 19 | Burundi | Bujumbura | Africa | 2019 |
| 20 | Cape Verde | Praia | Africa | 2021 |
| 21 | Central African Republic | Bangui | Africa | 2021 |
| 22 | Chad | N'Djamena | Africa | 2022 |
| 23 | Comoros | Moroni | Africa | 2023 |
| 24 | Congo Republic | Brazzaville | Africa | 2024 |
| 25 | Democratic Republic of Congo | Kinshasa | Africa | 2025 |
| 26 | Djibouti | Djibouti | Africa | 2026 |
| 27 | Egypt | Cairo | Africa | 2027 |
| 28 | Equatorial Guinea | Malabo | Africa | 2028 |
| 29 | Eritrea | Asmara | Africa | 2029 |
| 30 | Ethiopia | Addis Ababa | Africa | 2030 |
| 31 | Gabon | Libreville | Africa | 2031 |
| 32 | Kenya | Nairobi | Africa | 2032 |
| 33 | Lesotho | Maseru | Africa | 2033 |
| 34 | Libya | Tripoli | Africa | 2034 |
| 35 | Madagascar | Antananarivo | Africa | 2035 |
| 36 | Malawi | Lilongwe | Africa | 2036 |
| 37 | Mauritius | Port Louis | Africa | 2037 |
| 38 | Mayotte | Mamoudzou | Africa | 2038 |
| 39 | Morocco | Rabat | Africa | 2039 |
| 40 | Mozambique | Maputo | Africa | 2040 |
| 41 | Namibia | Windhoek | Africa | 2041 |

| S/N | COUNTRY | CAPITAL | CONTINENT | CODE |
|-----|-------------------------|--|-----------|------|
| 42 | Reunion | Saint-Denis | Africa | 2042 |
| 43 | Rwanda | Kigali | Africa | 2043 |
| 44 | Saint Helena | Jamestown | Africa | 2044 |
| 45 | Sao Tome and Principe | Sao Tome | Africa | 2045 |
| 46 | Seychelles | Victoria | Africa | 2046 |
| 47 | Somalia | Mogadishu | Africa | 2047 |
| 48 | South Africa | Pretoria (administrative); Cape Town (legislative); Bloemfontein (judiciary) | Africa | 2048 |
| 49 | Sudan | Khartoum | Africa | 2049 |
| 50 | South Sudan | Juba | Africa | 2050 |
| 51 | Swaziland | Mbabane | Africa | 2051 |
| 52 | Tanzania | Dar es Salaam; Dodoma (legislative) | Africa | 2052 |
| 53 | Tunisia | Tunis | Africa | 2053 |
| 54 | Uganda | Kampala | Africa | 2054 |
| 55 | Western Sahara | El Aaiún | Africa | 2055 |
| 56 | Zambia | Lusaka | Africa | 2056 |
| 57 | Zimbabwe | Harare | Africa | 2057 |
| 58 | Afghanistan | Kabul | Asia | 3001 |
| 59 | Armenia | Yerevan | Asia | 3002 |
| 60 | Azerbaijan | Baku | Asia | 3003 |
| 61 | Bahrain | Manama | Asia | 3004 |
| 62 | Bangladesh | Dhaka | Asia | 3005 |
| 63 | Bhutan | Thimphu | Asia | 3006 |
| 64 | Brunei | Bandar Seri Begawan | Asia | 3007 |
| 65 | Burma | Naypyidaw | Asia | 3008 |
| 66 | Cambodia | Phnom Penh | Asia | 3009 |
| 67 | China | Beinjing | Asia | 3010 |
| 68 | Christmas Island | Flying Fish Cove | Asia | 3011 |
| 69 | Cocos (Keeling) Islands | West Island, Cocos (Keeling) Islands | Asia | 3012 |
| 70 | Gaza Strip | Gaza City | Asia | 3013 |
| 71 | Georgia | Tbilisi | Asia | 3014 |
| 72 | Hong Kong | Victoria City | Asia | 3015 |
| 73 | India | New Delhi | Asia | 3016 |
| 74 | Indonesia | Jakarta | Asia | 3017 |
| 75 | Iran | Tehran | Asia | 3018 |
| 76 | Iraq | Baghdad | Asia | 3019 |
| 77 | Israel | Jerusalem | Asia | 3020 |
| 78 | Japan | Tokyo | Asia | 3021 |
| 79 | Jordan | Amman | Asia | 3022 |
| 80 | Kazakhstan | Astana | Asia | 3023 |
| 81 | Korea, North | Pyongyang | Asia | 3024 |

| S/N | COUNTRY | CAPITAL | CONTINENT | CODE |
|-----|--|--|--------------------|------|
| 82 | Korea, South | Seoul | Asia | 3025 |
| 83 | Kuwait | Kuwait City | Asia | 3026 |
| 84 | Kyrgyzstan | Bishkek | Asia | 3027 |
| 85 | Laos | Vientiane | Asia | 3028 |
| 86 | Lebanon | Beirut | Asia | 3029 |
| 87 | Macau | Macau (Macao) | Asia | 3030 |
| 88 | Malaysia | Kuala Lumpur | Asia | 3031 |
| 89 | Maldives | Male | Asia | 3032 |
| 90 | Mongolia | Ulaanbaatar | Asia | 3033 |
| 91 | Nepal | Kathmandu | Asia | 3034 |
| 92 | Oman | Muscat | Asia | 3035 |
| 93 | Pakistan | Islamabad | Asia | 3036 |
| 94 | Paracel Islands | Woody Island | Asia | 3037 |
| 95 | Philippines | Manila | Asia | 3038 |
| 96 | Qatar | Doha | Asia | 3039 |
| 97 | Saudi Arabia | Riyadh | Asia | 3040 |
| 98 | Singapore | Singapore | Asia | 3041 |
| 99 | South Georgia and the South Sandwich Islands | King Edward Point | Asia | 3042 |
| 100 | Sri Lanka | Colombo; Sri Jayewardenepura Kotte (legislative) | Asia | 3043 |
| 101 | Syria | Damascus | Asia | 3044 |
| 102 | Taiwan | Taipei | Asia | 3045 |
| 103 | Tajikistan | Dushanbe | Asia | 3046 |
| 104 | Thailand | Bangkok | Asia | 3047 |
| 105 | Timor-Leste | Dili | Asia | 3048 |
| 106 | Turkey | Ankara | Asia | 3049 |
| 107 | Turkmenistan | Ashgabat | Asia | 3050 |
| 108 | United Arab Emirates | Abu Dhabi | Asia | 3051 |
| 109 | Uzbekistan | Tashkent | Asia | 3052 |
| 110 | Vietnam | Hanoi | Asia | 3053 |
| 111 | West Bank | East Jerusalem | Asia | 3054 |
| 112 | Yemen | Sanaa | Asia | 3055 |
| 113 | American Samoa | Pago Pago | Australia/ Oceania | 4001 |
| 114 | Australia | Canberra | Australia/ Oceania | 4002 |
| 115 | Cook Islands | Avarua | Australia/ Oceania | 4003 |
| 116 | Coral Sea Islands | Cato Island | Australia/ Oceania | 4004 |
| 117 | Fiji | Suva | Australia/ Oceania | 4005 |
| 118 | Guam | Hagåtña | Australia/ Oceania | 4006 |
| 119 | Kiribati | Tarawa Atoll | Australia/ Oceania | 4007 |
| 120 | Marshall Islands | Majuro | Australia/ Oceania | 4008 |
| 121 | Micronesia, Federated States of | Palikir | Australia/ Oceania | 4009 |

| S/N | COUNTRY | CAPITAL | CONTINENT | CODE |
|-----|--------------------------------|--------------------------------------|--------------------|------|
| 122 | Nauru | government offices in Yaren District | Australia/ Oceania | 4010 |
| 123 | New Caledonia | Nouméa | Australia/ Oceania | 4011 |
| 124 | New Zealand | Wellington | Australia/ Oceania | 4012 |
| 125 | Niue | Alofi | Australia/ Oceania | 4013 |
| 126 | Norfolk Island | Kingston | Australia/ Oceania | 4014 |
| 127 | Northern Mariana Islands | Capitol Hill, Saipan | Australia/ Oceania | 4015 |
| 128 | Palau | Melekeok | Australia/ Oceania | 4016 |
| 129 | Papua New Guinea | Port Moresby | Australia/ Oceania | 4017 |
| 130 | Pitcairn Islands | Adamstown | Australia/ Oceania | 4018 |
| 131 | Solomon Islands | Honiara | Australia/ Oceania | 4019 |
| 132 | Tokelau | Atafu | Australia/ Oceania | 4020 |
| 133 | Tonga | Nuku'alofa | Australia/ Oceania | 4021 |
| 134 | Tuvalu | Vaiaku village, Funafuti province | Australia/ Oceania | 4022 |
| 135 | Vanuatu | Port-Vila | Australia/ Oceania | 4023 |
| 136 | Wallis and Futuna | Mata Utu | Australia/ Oceania | 4024 |
| 137 | Akrotiri | Episkopi Cantonment | Europe | 5001 |
| 138 | Albania | Tirana | Europe | 5002 |
| 139 | Andorra | Andorra la Vella | Europe | 5003 |
| 140 | Austria | Vienna | Europe | 5004 |
| 141 | Belarus | Minsk | Europe | 5005 |
| 142 | Belgium | Brussels | Europe | 5006 |
| 143 | Bosnia and Herzegovina | Sarajevo | Europe | 5007 |
| 144 | British Indian Ocean Territory | Camp Justice | Europe | 5008 |
| 145 | British Virgin Islands | Road Town | Europe | 5009 |
| 146 | Bulgaria | Sofia | Europe | 5010 |
| 147 | Croatia | Zagreb | Europe | 5011 |
| 148 | Cyprus | Nicosia | Europe | 5012 |
| 149 | Czech Republic | Prague | Europe | 5013 |
| 150 | Denmark | Copenhagen | Europe | 5014 |
| 151 | Dhekelia | Episkopi | Europe | 5015 |
| 152 | Estonia | Tallinn | Europe | 5016 |
| 153 | Faroe Islands | Tórshavn | Europe | 5017 |
| 154 | Finland | Helsinki | Europe | 5018 |
| 155 | France | Paris | Europe | 5019 |
| 156 | French Guiana | Cayenne | Europe | 5020 |
| 157 | French Polynesia | Papeete | Europe | 5021 |
| 158 | Germany | Berlin | Europe | 5022 |
| 159 | Greece | Athens | Europe | 5023 |
| 160 | Guernsey | Saint Peter Port | Europe | 5024 |
| 161 | Holy See (Vatican City) | Vatican City | Europe | 5025 |
| 162 | Hungary | Budapest | Europe | 5026 |

| S/N | COUNTRY | CAPITAL | CONTINENT | CODE |
|-----|----------------------|---|---------------|------|
| 163 | Iceland | Reykjavik | Europe | 5027 |
| 164 | Ireland | Dublin | Europe | 5028 |
| 165 | Isle of Man | Douglas | Europe | 5029 |
| 166 | Italy | Rome | Europe | 5030 |
| 167 | Jan Mayen | Longyearbyen | Europe | 5031 |
| 168 | Jersey | Saint Helier | Europe | 5032 |
| 169 | Latvia | Riga | Europe | 5033 |
| 170 | Liechtenstein | Vaduz | Europe | 5034 |
| 171 | Lithuania | Vilnius | Europe | 5035 |
| 172 | Luxembourg | Luxembourg | Europe | 5036 |
| 173 | Macedonia | Skopje | Europe | 5037 |
| 174 | Malta | Valletta | Europe | 5038 |
| 175 | Moldova | Chisinau | Europe | 5039 |
| 176 | Monaco | Monaco | Europe | 5040 |
| 177 | Netherlands | Amsterdam; The Hague (seat of government) | Europe | 5041 |
| 178 | Netherlands Antilles | Willemstad | Europe | 5042 |
| 179 | Norway | Oslo | Europe | 5043 |
| 180 | Poland | Warsaw | Europe | 5044 |
| 181 | Portugal | Lisbon | Europe | 5045 |
| 182 | Romania | Bucharest | Europe | 5046 |
| 183 | Russia | Moscow | Europe | 5047 |
| 184 | Samoa | Apia | Europe | 5048 |
| 185 | San Marino | San Marino | Europe | 5049 |
| 186 | Montenegro | Podgorica | Europe | 5050 |
| 187 | Serbia | Belgrade | Europe | 5051 |
| 188 | Slovakia | Bratislava | Europe | 5052 |
| 189 | Slovenia | Ljubljana | Europe | 5053 |
| 190 | Spain | Madrid | Europe | 5054 |
| 191 | Sweden | Stockholm | Europe | 5055 |
| 192 | Switzerland | Bern | Europe | 5056 |
| 193 | Ukraine | Kyiv | Europe | 5057 |
| 194 | United Kingdom | London | Europe | 5058 |
| 195 | Anguilla | The Valley | North America | 6001 |
| 196 | Antigua and Barbuda | Saint John's | North America | 6002 |
| 197 | Bahamas | Nassau | North America | 6003 |
| 198 | Barbados | Bridgetown | North America | 6004 |
| 199 | Belize | Belmopan | North America | 6005 |
| 200 | Bermuda | Hamilton | North America | 6006 |
| 201 | Canada | Ottawa | North America | 6007 |
| 202 | Cayman Islands | George Town | North America | 6008 |
| 203 | Costa Rica | San Jose | North America | 6009 |
| 204 | Cuba | Havana | North America | 6010 |

| S/N | COUNTRY | CAPITAL | CONTINENT | CODE |
|-----|-----------------------------------|---|---------------|------|
| 205 | Dominica | Roseau | North America | 6011 |
| 206 | Dominican Republic | Santo Domingo | North America | 6012 |
| 207 | El Salvador | San Salvador | North America | 6013 |
| 208 | Greenland | Nuuk | North America | 6014 |
| 209 | Grenada | Saint George's | North America | 6015 |
| 210 | Guadeloupe | Basse-Terre | North America | 6016 |
| 211 | Guatemala | Guatemala City | North America | 6017 |
| 212 | Haiti | Port-au-Prince | North America | 6018 |
| 213 | Honduras | Tegucigalpa | North America | 6019 |
| 214 | Jamaica | Kingston | North America | 6020 |
| 215 | Martinique | Fort-de-France | North America | 6021 |
| 216 | Mexico | Mexico City | North America | 6022 |
| 217 | Montserrat | Plymouth | North America | 6023 |
| 218 | Nicaragua | Managua | North America | 6024 |
| 219 | Panama | Panama City | North America | 6025 |
| 220 | Puerto Rico | San Juan | North America | 6026 |
| 221 | Saint Kitts and Nevis | Basseterre | North America | 6027 |
| 222 | Saint Lucia | Castries | North America | 6028 |
| 223 | Saint Pierre and Miquelon | Saint-Pierre | North America | 6029 |
| 224 | Saint Vincent and the Grenadines | Kingstown | North America | 6030 |
| 225 | Trinidad and Tobago | Port-of-Spain | North America | 6031 |
| 226 | Turks and Caicos Islands | Cockburn Town | North America | 6032 |
| 227 | United States of America (USA) | Washington, D.C. | North America | 6033 |
| 228 | Argentina | Buenos Aires | South America | 7001 |
| 229 | Aruba | Oranjestad | South America | 7002 |
| 230 | Bolivia | La Paz (administrative); Sucre (judicial) | South America | 7003 |
| 231 | Brazil | Brasilia | South America | 7004 |
| 232 | Chile | Santiago | South America | 7005 |
| 233 | Colombia | Bogota | South America | 7006 |
| 234 | Ecuador | Quito | South America | 7007 |
| 235 | Falkland Islands (Islas Malvinas) | Stanley | South America | 7008 |
| 236 | Guyana | Georgetown | South America | 7009 |
| 237 | Paraguay | Asuncion | South America | 7010 |
| 238 | Peru | Lima | South America | 7011 |
| 239 | Suriname | Paramaribo | South America | 7012 |
| 240 | Uruguay | Montevideo | South America | 7013 |
| 241 | Venezuela | Caracas | South America | 7014 |
| 242 | Statelessness | | Stateless | 8888 |

TABLE 4: ETHNIC GROUPS AND THEIR ETHNICITY CODES

| MAJOR ETHNIC GROUP | CODE | VARIOUS ETHNIC GROUPS |
|--------------------|------|---|
| 1. AKAN | 101 | Agona |
| | 102 | Ahafo |
| | 103 | Ahanta |
| | 104 | Akuapem |
| | 105 | Akwamu |
| | 106 | Akyem |
| | 107 | Aowin |
| | 108 | Asante |
| | 109 | Asen (Assin) |
| | 110 | Boron (Brong) (including Banda) |
| | 111 | Chokosi (Anufor) |
| | 112 | Denkyira / Twifo |
| | 113 | Evalue |
| | 114 | Fante (Gomoa, etc.) |
| | 115 | Kwahu |
| | 116 | Nzema |
| | 117 | Sefwi |
| | 118 | Wasa |
| | 119 | Bawle |
| 2. GA-DANGME | 201 | Ga |
| | 202 | Dangme (Ada, Shai, Krobo, Osudoku, Ningo, Prampram) |
| 3. EWE | 301 | Ewe |
| 4. GUAN | 401 | Nkomi, Wiase, Dwan |
| | 402 | Akpafu, Lolobi, Likpe, Bowiri, Buem, Santrokofi, Akposo |
| | 403 | Avatime, Nyagbo, Tafi, Logba |
| | 404 | Awutu, Efutu, Senya, Breku |
| | 405 | Cherepong, Larteh, Anum-Boso |
| | 406 | Gonja |
| | 407 | Nkonya |
| | 408 | Yeji, Nchumuru, Krachi, Nawuri, Bassa Achode, Adele |
| | 409 | Other Guans |
| 5. GURMA | 501 | Bimoba |
| | 502 | Kokomba |
| | 503 | Bassare (Bassari) |
| | 504 | Salfalba (Sabulaba) |
| | 505 | Kotokoli (Tem) |
| | 506 | Chamba (Kyamba) |
| | 507 | Challa |

| | | |
|-----------------|-----|---|
| | 508 | Ntrubo |
| | 509 | Other Gurmas |
| 6. MOLE-DAGBANI | 601 | Dagomba |
| | 602 | Kusasi |
| | 603 | Mamprusi |
| | 604 | Nanumba |
| | 605 | Builsa (Kangyaga or Kanjaga) |
| | 606 | Dagarte (Dagaba), Lobi , Wali (Wala) |
| | 607 | Namnam (Nabdom) |
| | 608 | Nankansi, Talensi & Gurense (Frafra) |
| | 609 | Other Mole-Dagbani |
| 7. GRUSI | 701 | Grusi |
| | 702 | Kasena |
| | 703 | Mo |
| | 704 | Sisala |
| | 705 | Vagala |
| | 706 | Nankana |
| | 707 | Other Grusi (e.g. Lela, Templensi, Birifor, Yangala, Miwo) |
| 8. MANDE | 801 | Mande |
| | 802 | Busanga |
| | 803 | Wangara (Bambara, Madingo & Dyula) |
| 9. ALL OTHERS | 901 | ALL OTHER ETHNIC GROUP |

TABLE 5: HISTORICAL EVENTS – FOR ESTIMATING AGES

NATIONAL EVENTS

| EVENT | YEAR | NO. OF YEARS UP TO 2021 |
|--|------|-------------------------|
| King Prempeh removed from Sierra Leone to the Seychelles Island | 1900 | 121 |
| Yaa Asantewaa War | 1900 | 121 |
| Capture of Yaa Asantewaa | 1901 | 120 |
| First World War | 1914 | 107 |
| West African Currency Notes introduced | 1918 | 103 |
| Armistice Day (End of 1st World War) | 1918 | 103 |
| Prince of Wales visited Gold Coast | 1925 | 96 |
| First Aeroplane arrived in Accra | 1926 | 95 |
| Dr. J.E. Kwagyir Aggrey died | 1927 | 94 |
| Takoradi Harbour opened | 1928 | 93 |
| Introduction of Basic Rate | 1936 | 85 |
| Cocoa Hold-up | 1938 | 83 |
| Earthquake | 1939 | 82 |
| Second World War Started | 1939 | 82 |
| Eclipse of the Sun | 1947 | 74 |
| Looting in Various parts of the Country resulting from the Shooting of Sergeant Adjetej and Others | 1948 | 73 |
| Arrest of Six Leaders of the United Gold Coast Convention | 1948 | 73 |
| Founding of CPP by Kwame Nkrumah | 1949 | 72 |
| Positive Action Declared | 1950 | 71 |
| Kwame Nkrumah made Leader of Government Business | 1951 | 70 |
| Kwame Nkrumah made first Prime Minister of the Gold Coast | 1952 | 69 |
| Ghana's Independence Declared | 1957 | 64 |
| R.R. Amponsah and M.K. Apaloo (both opposition members arrested) | 1958 | 63 |
| Preventive Detention Act came into force | 1958 | 63 |
| French Togoland became Independent State | 1960 | 61 |
| Ghana Became a Republic | 1960 | 61 |
| Queen Elizabeth II visited Ghana | 1961 | 60 |
| Murder of former Congo Premier Patrice Lumumba | 1961 | 60 |
| Railway Employees at Takoradi went on strike | 1961 | 60 |
| The Kulungugu bomb explosion | 1962 | 59 |
| Tema Harbour opened | 1962 | 59 |
| Detention of Ako Adjei, Tawiah Adamafio and H. Coffie Crabbe | 1962 | 59 |
| President Nkrumah dismissed Sir Arku Korsah from his Post as Chief Justice | 1963 | 58 |
| Flagstaff House shooting incident involving Ametewee | 1964 | 57 |
| Death of Dr. J.B. Danquah | 1965 | 56 |
| Formal Opening of Akosombo Dam | 1965 | 56 |

| EVENT | YEAR | NO. OF YEARS UP TO 2021 |
|---|------|-------------------------|
| O.A.U Summit Conference in Accra | 1965 | 56 |
| Introduction of Decimal Currency in Ghana (the Old Cedi and Old Pesewa) | 1965 | 56 |
| Military coup d'etat in Nigeria | 1966 | 55 |
| Overthrow of President Nkrumah by the Army and the Police | 1966 | 55 |
| Introduction of the New Cedis and New Pesewas | 1967 | 54 |
| Death of Lieutenant-General E.K. Kotoka | 1967 | 54 |
| Lifting of Ban on Political Activity in Ghana after the 1966 Coup | 1969 | 52 |
| Dr. K.A. Busia made Prime Minister of Ghana | 1969 | 52 |
| Death of Asantehene Nana Sir Osei Agyeman Prempeh II | 1970 | 51 |
| Formation of "Justice Party" by a merger of National Alliance of Liberals and three other Opposition Parties | 1970 | 51 |
| Overthrow of Dr. K.A Busia's Progress Party Government by Colonel I.K. Acheampong | 1972 | 49 |
| Students harvest Sugar Cane at Asutsuare and Komenda | 1972 | 49 |
| Operation Feed Yourself Programme launched | 1972 | 49 |
| Death of Dr. Kwame Nkrumah in Romania | 1972 | 49 |
| Arrival of Dr. Kwame Nkrumah corpse in Ghana from Guinea | 1972 | 49 |
| Ghana broke Diplomatic Relations with Israel | 1973 | 48 |
| Introduction of Right Hand Traffic | 1974 | 47 |
| J.H. Mensah and Two others Arrested on Sedition Charge | 1975 | 46 |
| Creation of Supreme Military Council (SMC I) | 1975 | 46 |
| Appointment of Dr. Koranteng Addo's Adhoc Committee to gather information on how to implement a Union Government for Ghana | 1977 | 44 |
| Closure of the three Universities following demonstration by the Students against High Prices of Food | 1977 | 44 |
| Strike Action by members of Ghana Medical Association Demanding early re-opening of the closed Universities | 1977 | 44 |
| The Ghana Bar Association called on the SMC I Government to handover power to a Presidential Commission Pending a Return to Civilian rule | 1977 | 44 |
| Discovery of Oil In commercial quantities offshore Saltpond by Agric-Petco Ghana Incorporated | 1978 | 43 |
| Referendum on Union Government | 1978 | 43 |
| Strike Action by the Ghana Bar Association | 1978 | 43 |
| Demonstration by University Students again the Union Government concept and the invasion of Legon Campus by Police armoured Cars | 1978 | 43 |
| Formation of People's Movement for Freedom and Justice (PPMFJ) led by K.A. Gbedema, A. A. Afrifa and William Ofori-Atta | 1978 | 43 |
| Banning of PMFJ, the Front for the Prevention of Dictatorship and the Third Force by General Acheampong | 1978 | 43 |

| EVENT | YEAR | NO. OF YEARS UP TO 2021 |
|--|------|-------------------------|
| General Acheampong removed from Office and Lt.-General FWK Akuffo became Chairman of the reconstituted Supreme Military Council (SMC II) | 1978 | 43 |
| Dr. K. A. Busia died in London | 1978 | 43 |
| Appointment of Mr. Justice Amissah and Mrs Gloria Amon-Nikoi as Attorney General and Commissioner for Foreign Affairs respectively | 1979 | 43 |
| Currency Change Exercise | 1979 | 42 |
| An abortive uprising in which Flt. Lt. J.J. Rawlings was Arrested | 1979 | 42 |
| The Revolution that overthrew SMC II lead by J.J. Rawlings as Chairman of the Armed Forces Revolutionary Council (AFRC) | 1979 | 42 |
| Execution of General Acheampong, General Akuffo, Lt. General A.A. Afrifa, Maj. General Utuka and four other Senior Military Officers | 1979 | 42 |
| General Elections | 1979 | 42 |
| Major General Odartey Wellington given a state Burial | 1979 | 42 |
| Demolition of Makola No.1 Market | 1979 | 42 |
| Mr. Justice Akuffo-Addo died and was buried at Akropong | 1979 | 42 |
| Second Round of Presidential Election | 1979 | 42 |
| Handing Over of Power to the People's National Party (PNP) Administration by the AFRC | 1979 | 42 |
| Usher Fort Jail Break By Captain Koda, Captain Okaikoi and Three other military Personnel | 1979 | 42 |
| Pope John Paul II visited Ghana | 1980 | 41 |
| Head of Ahmadiyya Muslim visited Ghana | 1980 | 41 |
| Visit to Ghana by Archbishop of Canterbury (Head of the Anglican church) | 1980 | 41 |
| Commissioning of Ghana's first Satellite earth station at Nkuntunse | 1981 | 40 |
| Overthrow of PNP Administration by J.J. Rawlings as Chairman of PNDC | 1981 | 40 |
| Draught, Bush fires and Hunger (Rawlings chain) | 1983 | 38 |
| Voters Registration Exercise | 1987 | 34 |
| District Level Elections | 1989 | 32 |
| Constitution for 4 th Republic | 1992 | 29 |
| Election of JJ Rawlings as President of Ghana | 1992 | 29 |
| An elephant wandered into Navrongo | 1993 | 28 |
| J.J. Rawlings elected President for a second term | 1996 | 25 |
| Visit of the American President (Bill Clinton) | 1998 | 23 |
| Death of Dr. Hilla Limann (in February) | 1998 | 23 |
| Election of President John Agyekum Kufour (Fourth Republic) | 2000 | 21 |
| Second visit of Queen Elizabeth to Ghana | 2000 | 21 |

| EVENT | YEAR | NO. OF YEARS UP TO 2021 |
|--|------|-------------------------|
| Accra Sports Stadium Disaster (on May 9 th) | 2001 | 20 |
| First mass cancellation of JSS results in Ghana | 2002 | 19 |
| Ghana Celebrates 50 years of independence from Britain (March) | 2007 | 14 |
| Major off-shore oil discovery announced (in June) | 2007 | 14 |
| Worst floods in over 30 years cause widespread devastation and destroys much of harvest (in September) | 2007 | 14 |
| Election of President John Evans Atta Mills (in December) | 2008 | 13 |
| US President Barack Obama visits Ghana (in July) | 2009 | 12 |
| Death of Professor John Evans Atta Mills (in June) | 2012 | 9 |
| B—REGIONAL EVENTS | | |
| CENTRAL AND WESTERN REGIONS | | YEAR |
| First Train from Sekondi arrived at Kumasi | 1903 | 118 |
| Rev. Attoh-Ahuma died | 1921 | 100 |
| Nana Attafua, Omanhene of Akim Kotoku died | 1927 | 94 |
| Govenor Guggisberg died | 1930 | 91 |
| Nana Mbra Ansa died | 1933 | 88 |
| First Section of Sese Oil Palm Plantation started | 1934 | 87 |
| Secondary Schools in Cape Coast went on strike | 1948 | 73 |
| Ahanta/Dixcove Local Council was established | 1952 | 69 |
| Opening of St. Mary's Training College at Apowa | 1954 | 67 |
| Nana Baidoo Bonsoe XIII died | 1954 | 67 |
| Tarkwa and Aboso Mines closed | 1956 | 65 |
| Opening of Busua Pleasure Beach | 1963 | 58 |
| Aboso Glass Factory started operation | 1963 | 58 |
| Nana Hima Dekyi XII (KC), Omanhene of Upper Dixcove died | 1963 | 58 |
| Nana Aboayisa II, chief of Ewusijoe died | 1964 | 57 |
| Enstoolment of Nana Hima Dekyi XIII of Upper Dixcove | 1964 | 57 |
| Plane crash at Phillip Quarcoo Boy's School (on 18 th February) | 1966 | 55 |
| Death of Most Rev. John Kodwo Amissah, Catholic Bishop of Cape Coast | 1992 | 29 |
| Death of Nana Osabarima Kojo Mmrah V, Omanhene of Oguaa Traditional Area | 1997 | 24 |
| GREATER ACCRA, EASTERN AND VOLTA REGIONS | | YEAR |
| Execution of Sotordugbe of Aflao Viefe at Viefe | 1902 | 119 |
| Rev. A.W. Clerk of Basel Mission Church died at Aburi | 1906 | 115 |
| Dedication of Larteh Basel Mission Church | 1907 | 114 |
| Bubonic Plague (Akpornabu) | 1908 | 113 |
| Rev. Theophilus Opoku died at Akropong | 1913 | 108 |
| Major Agricultural show took place at Krobo Odumase | 1913 | 108 |
| Motor Car first Climbed Aburi Hill | 1913 | 108 |
| Anum-Peki Political Unrest | 1920 | 101 |
| Korle Bu Hospital Foundation laid | 1921 | 100 |
| Death of Odikro Anakwa of Mamfe | 1925 | 96 |
| Achimota School opened | 1927 | 94 |

| EVENT | YEAR | NO. OF YEARS UP TO 2021 |
|--|-------------|-------------------------|
| Opening of the joint Provincial Council at Dodowa | 1938 | 83 |
| Governor Allan Burns visited Anum | 1946 | 75 |
| Adomi Bridge (Volta) opened | 1957 | 64 |
| The Golden Jubilee of Nana Kumi VII | 1960 | 61 |
| Cutting of "Aryee Canal" at Kedzi near Keta | 1963 | 58 |
| Major Floods hit Accra causing several deaths and forcing thousands of people to flee from their homes (in June) | 2001 | 20 |
| Area canal commission at Kezi near Keta | 2001 | 20 |
| A boat capsizes on lake Volta reservoir and many passengers feared drowned | 2006 | 15 |
| Ghana Celebrates 50 years of independence from Britain (in March) | 2007 | 14 |
| Major off-shore oil discovery announced (in June) | 2007 | 14 |
| Worst floods in over 30 years cause widespread devastation (in September) | 2007 | 14 |
| ASHANTI AND BRONG AHAFO REGIONS | | |
| First Train Arrived in Kumasi | 1903 | 118 |
| Lt. Lionel Henry Trafford Martin of the 1st Gold Coast Regiment Died at Sampa | 1905 | 116 |
| Basel Missionaries arrived at Sampa | 1919 | 102 |
| King Prempeh I return from exile | 1925 | 96 |
| Ashanti Tekyiman killed their Omanhene Yao Kramo | 1927 | 94 |
| Muslims led by Malam Halidu, left Atebubu and settled at Prang | 1927 | 94 |
| Installation of King Prempeh II | 1931 | 90 |
| Kumasi Fort destroyed accidentally by fire | 1932 | 89 |
| Restoration of Ashanti Confederacy | 1935 | 86 |
| Suma became a member of the Ashanti Confederacy | 1935 | 86 |
| Telephone extension to Berekum | 1946 | 75 |
| Telephone service extended to Domaa-Ahenkro | 1948 | 73 |
| Telephone service extended to Nsoatre | 1954 | 67 |
| Kwame Nkrumah visited Yeji | 1955 | 66 |
| Creation of the Brong-Ahafo Region | 1959 | 62 |
| Foundation of Atebubu Training College laid | 1965 | 56 |
| NORTHERN, NORTH EAST, SAVANNAH, UPPER EAST AND UPPER WEST REGIONS | | |
| | YEAR | |
| First chiefs meeting at Yapei | 1923 | 98 |
| First Aeroplane to Northern Territories | 1934 | 87 |
| Construction of Wa/Tamale road | 1940 | 81 |
| The initial operation of the Gonja Development Company in Damongo (GDC) | 1948 | 73 |
| Gonja Development Company established | 1950 | 71 |
| Chiefs from the Northern Region visited Accra | 1956 | 65 |
| Epidemic known as "Accra Zukogli". | 1957 | 64 |
| Opening of Notre Dam Seminary and Navrongo Secondary School | 1960 | 61 |
| Construction of Tono Irrigation Dam started | 1975 | 46 |

| EVENT | YEAR | NO. OF YEARS UP TO 2021 |
|---|------|-------------------------|
| Shooting of Colonel Felli and Others by Fring Squad | 1979 | 42 |
| Fighting between Saboro and Wusungu | 1985 | 36 |
| Start of Mamprusi/Kusasi War in Bawku | 1985 | 36 |
| Major Dust storm | 1985 | 36 |
| Start of Army worm invasion | 1985 | 36 |
| Establishment of the University for Development Studies | 1992 | 29 |
| Violent ethnic clashes between the Nanumba and Kokomba over land ownership | 1994 | 27 |
| Seven ethnic groups involved in violence in Northern Region sign peace agreement | 1994 | 27 |
| Government imposes curfew in Northern Region as a result of renewed ethnic violence | 1995 | 26 |
| Opening of a University Campus in Navrongo | 1995 | 26 |
| Reconstruction of the Tamale-Paga Road | 1997 | 24 |
| Death of Yaa Naa, Chief of Dagbon (on 26 th March) | 2002 | 19 |

TABLE 6: LEVEL OF EDUCATION

| LEVEL OF EDUCATION | GRADE/CODE |
|---|-------------------|
| No formal Education | 01 |
| Basic Education (Pre-school/Primary/JSS) | 02 |
| Secondary/ High Education | 03 |
| Special School (Vocational, Skill training, Teacher training, Agric schools, | 04 |
| Tertiary | 05 |
| | |
| | |