

GHANA STATISTICAL SERVICE



2023 DOMESTIC AND OUTBOUND TOURISM SURVEY (DOTS)

FIELD OFFICER'S MANUAL

JANUARY, 2023

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CHAPTER ONE

INTRODUCTION

1.1 Background

Tourism now plays an integral role in the global economy. According to the United Nations World Tourism Organization, the sector in 2019 generated USD 1.7 trillion in revenues and employed one out of every 10 workers globally. Although the ensuing year (2020) saw a decline owing to the Covid-19 pandemic the subsequent years 2021 and 2022 have witnessed a strong rebound.

The developmental ability of tourism has not been lost on governments as they continue to invest in exploring ways to optimize benefits from their existing tourism resources with a view of enhancing their economic fortunes. Tourism when properly planned and developed can be used as a vehicle to achieve many of the sustainable development goals directly and indirectly. For example, tourism has been empirically known to contribute to poverty reduction (SDG1), reduced hunger (SDG2), created decent work and economic growth (SDG8), and contributed to conserving the environment and sustainability (SDGs 11 & 13).

Tourism like any other economic sector, is heavily reliant on the availability of rich data that will inform monitoring as well as policy making. In Ghana, various governments over the years have committed resources to developing the country's tourism potential. However, these efforts are difficult to monitor because the country lacks reliable, accurate and timely domestic and outbound tourism statistical information on key aspects of tourism. Concerns have variously been raised about the validity of the existing data as well as the actual importance of tourism to the Gross Domestic Product. As government seeks to implement its existing 15-year Tourism Development Plan (2013-2027) the need for a vibrant data base is imperative.

It is to this end that Domestic and Outbound Tourism Survey (DOTS) is being implemented by the government of Ghana with the aim of collecting, compiling, analysing, and disseminating information on the travel characteristics, behaviour and expenditure of persons who are resident in Ghana (Ghanaian and non-Ghanaian). Alongside the Ghana International Travellers' Survey (GITS), DOTS is also intended to provide detailed information and statistical data for the compilation of Tourism Satellite Account (TSA).

The survey will collect information on among other details, domestic and outbound tourism trips, number of visitors, number of bed-nights, length of stay and accommodation. It will also gather information on expenditure made by domestic and outbound visitors and the breakdown of total expenditure by its major components, such as accommodation, food and beverages, local transport, recreation, culture and sporting activities, shopping and other expenses.

The execution and completion of the DOTS will ensure the availability of reliable timely and quality primary baseline (benchmark) data in the form of domestic and outbound tourism statistics to support future estimations. Such information will provide valuable support for planning and formulation of strategies and policies to guide policy makers and investors in making informed decisions towards the achievements of the Sustainable Development Goals (SDGs) on tourism.

1.2 Objectives of the Survey

The main objective of DOTS is to obtain baseline data on domestic and outbound tourism for effective development of the country's tourism sector.

The specific objectives of the survey are to:

1. Provide input into the development of Tourism Satellite Account (TSA) for Ghana;
2. Provide baseline data to measure the volume and value of domestic and outbound tourism;
3. Determine the profile and travel characteristics of domestic and outbound visitors;
4. Estimate the expenditure by domestic and outbound tourists;
5. Develop baseline data to be used as a benchmark for future estimations;
6. Explore the use of ICT for domestic and outbound tourism; and
7. Examine visitors' satisfaction with different goods and services.

To be able to achieve these objectives, data will be collected on the following:

- i. Domestic same-day visitors (excursionists);
- ii. Domestic overnight tourists;
- iii. Outbound same-day visitors; and
- iv. Outbound overnight tourists.

1.3 Justification for the Survey

The main justifications for the survey include the following:

- Providing input into the compilation of Tourism Satellite Accounts which is necessary for the Gross Domestic Product (GDP) compilation;
- Compiling GDP in the various sub-sectors such as tourism is important for targeted intervention; and
- Obtaining critical baseline information on Ghana's tourism for planning and policy purposes.

The implementation of the 2022 DOTS and the subsequent construction of the Tourism Satellite Accounts in 2024 is the first of its kind in the country and all efforts will be put in place to make it successful. It will provide a quantitative benchmark of domestic and outbound tourism data to address most of the constraints and challenges that confront the tourism industry and in the compilation of GDP.

1.4 Scope

The survey will cover Ghanaian and non-Ghanaian residents in Ghana who travel within and outside the country for tourism activities or purposes for not more than 12 months.

1.5 Expected Output

Data obtained from DOTS will be used to produce the following publications :

- a. Domestic Tourism Report;
- b. Outbound Tourism Report; and
- c. Domestic and Outbound Tourism Report.

1.6 Methodology of the Survey

1.6.1 UNWTO Recommended Methodological Framework

DOTS will be carried out using the 2008 Tourism Satellite Accounts: Recommended Methodological Framework by the United Nations Statistical Division (UNSD), 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 System of National Accounts (SNA 2008) as a guide.

A two-stage sampling design will be used; the first stage will involve the selection of Enumeration Areas (EAs), and the second stage the selection of households. At the first stage, 740 EAs will be selected with probability proportional to size (number of households in each EA). In the second stage, 25 households will be selected from each EA. Listing of households will be conducted in the selected EAs to constitute the sampling frame for the second stage.

In order to increase precision, the EAs will be sorted in order of their geographic locations and stratified into the 16 administrative regions. The survey will involve 32 strata; made up of the sixteen administrative regions and each of these regions further decomposed into urban and rural localities.

To achieve the survey objectives, a total of 18,500 households in 740 EAs, consisting of 422 (57%) urban and 318 (43%) rural households would be studied due to the prevalence of domestic and outbound tourism in Ghana. These households from the 740 EAs will be drawn from the 2021 Population and Housing Census listing frame to form the Secondary Sampling Units. A random sampling methodology will then be adopted to select twenty-five (25) households from each selected EA in all regions to form the full sample for the fieldwork. The summary of the proposed sample design is shown in Tables 1 and 2, respectively.

Table 1: Regional Distribution of Enumeration Areas by Locality and Type

Region Name	No. of Districts	Enumeration Areas (EAs)					
		Urban	Rural	Type 1	Type 2	Type 3	Sub-total
Western	16	27	21	2	,36	10	48
Central	21	32	18	5	38	7	50
Greater Accra	24	50	4	1	51	2	54
Volta	15	24	22	4	31	11	46
Eastern	29	29	21	5	39	6	50
Ashanti	35	35	19	3	49	2	54
Western North	7	20	23	2	29	12	43
Ahafo	6	24	18	1	32	9	42
Bono	11	28	17	0	41	4	45
Bono East	11	25	20	1	38	6	45
Oti	9	25	17	2	33	7	42
Northern	16	42	6	1	45	2	48
Savannah	7	16	26	10	26	6	42
North East	6	17	26	8	31	4	43
Upper East	15	14	31	7	31	7	45
Upper West	11	14	29	6	33	4	43
Grand-total	239	422	318	58	583	99	740

Table 2: Regional Distribution of Enumeration Areas and Households

No.	Region	Enumeration Areas (EAs)	Households
1	Western	48	1,200
2	Western North	43	1,075
3	Central	50	1,250
4	Greater Accra	54	1,350
5	Volta	46	1,150
6	Eastern	50	1,250
7	Ashanti	54	1,350
8	Ahafo	42	1,050
9	Bono	45	1,125
10	Bono East	45	1,125
11	Oti	42	1,050
12	Northern	48	1,200
13	Savannah	42	1,050
14	North East	43	1,075
15	Upper East	45	1,125
16	Upper West	43	1,075
Total		740	18,500

1.7 Survey Type and Duration

1.7.1 Survey Design

The DOTS will adopt a nation-wide panel study design to collect information using the same questions on the same households at different points in time. The domestic and outbound tourism survey is designed to take accounts of both the memory and seasonality effects. The memory effect, involves households' inability to recollect the number of tourism trips made and expenditure incurred on domestic and outbound tourism activities if the time lag between the expenditure and the survey interview is longer than three (3) months. The seasonality effect refers to variations in both human and natural phenomena, such as culture, climate, weather and seasons of the year. In order to reduce these two effects, the DOTS will be conducted on quarterly basis.

For the first, second, third and fourth quarters of data collection, interviewers are to administer the DOTS questionnaire to the 18,500 selected households. This will allow the study to determine how household expenditure patterns, number of visitors, tourism trips and bed-nights change over time.

1.7.2 Duration

DOTS will span for twelve (12) months as indicated in **Table 3**. Field work will commence from February 1, 2023 and end on October 31, 2023. Forty-five days will be spent in quarter one due to list-and-enumerate procedure, while thirty-five (35) days will be spent in each quarter for the data collection for the remaining three quarters. The data collection schedule is detailed in **Table 3**.

Table 3: Data Collection Schedule

Quarters	Reference Period	Data Collection Period
1	October – December, 2022	February - March 15, 2023
2	January – March, 2023	April, 2023
3	April – June, 2023	July, 2023
4	July – September, 2023	October, 2023

1.8 Team Composition

Each team will consist of seven (7) members with the composition below:

Supervisor	1
Interviewers	5
Driver	1
Total	7

1.9 Interviewer Workload

A team of five (5) interviewers will work in twenty-nine (29) EAs in each quarter. Each interviewer will thus cover six (6) EAs in each quarter. In both rural and urban areas, each interviewer will conduct 5 households per day for 35 days.

1.10 Daily Trips, Bed-nights and Expenditure Records

Tourism households will be encouraged to use the diary method as far as possible to record daily domestic and outbound household tourism trips, bed-nights and expenditures to ease quarterly data collection.

1.11 Legal Authority and Right to Enter Premises for the DOTS

The 2021 DOTS 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 DOTS official, the law allows you (the interviewer) access to any premises, compound, or house to interview persons living in these structures. Any person authorized by the Government Statistician in writing is empowered to enter any premises within reasonable hours (e.g., between the hours of 6 a.m. and 6 p.m.) 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. It allows that you only ask such questions as 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 DOTS 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 DOTS

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).

1.12 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 DOTS. 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”.

1.13 Confidentiality of DOTS 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 DOTS 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 DOTS forms. All the DOTS 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.

1.14 Taking of Oath of Secrecy

To enforce this confidentiality, you will be required to take an oath of secrecy (see Appendix). 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 DOTS.

CHAPTER TWO

CONDUCT, ROLE AND RESPONSIBILITIES OF AN INTERVIEWER

2.1 Your behaviour is important

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

2.2 How to approach the people

Whenever you are about to enter a house for the interview, remember that you are a stranger to the house and must, therefore, observe all the rules and customs governing visits to other people's houses:

- a) Knock or ring the bell and wait for a response to usher you in;
- b) Greet the people in a customary way;
- c) Look cheerful;
- d) Ask for an elderly person in the house and explain to him/her briefly the reason for your visit.

Example:

“Good morning, Sir/Madam, I am sure you have already heard about the Domestic and Outbound Tourism Survey (DOTS) which is now taking place in the country. I am a DOTS Officer (**SHOW YOUR ID CARD**) and my work is to interview every person in some selected households in this area. 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 people you will visit may already be aware of the nature of the work you are engaged in. If some of the people you visit do not appear to know anything about the DOTS, you must proceed to explain briefly the nature of the DOTS operation to them. You must emphasize that the operation will help in making realistic tourism development plans such as the provision of hotels and similar establishments, restaurants, car hiring establishments, travel agencies, tour operators, etc. and the restructure of all tourist sites across the country. However, you must desist from promising any developmental projects. You must also stress that the DOTS 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, Agency 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 person or group of persons as this may delay your work within the interviews period. Be mindful of the following:

- a) Do not act overly aggressive or too sociable. Maintain a pleasant and business-like personality; and
- b) When leaving the household, remember to thank the head and the 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 person who is answering the questions. Occasionally, you will come across individuals who do not understand any of the languages you speak. If a substantial proportion of persons in your E.A. do not understand your language, you must, with the approval of your Supervisor, engage a regular interpreter.

In certain cases, you may find somebody in the same house or a neighbouring house to translate your questions. This person must be told that he must not add anything to the questions you have asked nor must he volunteer any explanations. Before a person from the same or neighbouring house is asked to do your interpretation, make sure that such a person 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 people 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 person**. Avoid wearing provocative dresses that would expose parts of your body especially females. The golden rule is: *dress to blend into the environment of the interview*.

Remember to wear your DOTS 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 DOTS Interviewers

As an Interviewer, you play an important role in the DOTS 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 DOTS. The quality of the DOTS 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 DOTS results will be based. **You must make every effort to obtain complete and accurate answers and to record them carefully and correctly.** The DOTS results cannot be better than the data you obtain. The success of the DOTS largely depends upon the public's 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 a reason of sickness. In case you become ill or incapacitated while working on the DOTS, 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 DOTS 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 household member in the Enumeration Area (EA) assigned to you.

2.6.5 You are a member of a team

The DOTS operation is teamwork. Interviewing is not complete until work in the whole EAs 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 people who show a suspicious or uncooperative attitude. In such cases:

- a) You may obtain help from neighbours whom you have already interviewed. You should try to find another person known to the uncooperative respondents to help you in explaining the purpose of your visit. This may help you obtain a favourable response.
- b) You may also obtain help from the local Chief or Headman or Assemblyman/woman or a Unit Committee member. For this reason, it is always advisable to pay a courtesy call on the Chief or Headman or Assemblyman/ woman of any town, village or hamlet you visit before you start your work. You must explain your mission to him/her and let him/her know the important part he/she can play to ensure that your mission is successfully carried out.
- c) If you cannot get help from any of the above-mentioned persons, 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 DOTS;
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. Visit again and again, households where the interview has not been completed;
7. 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 DOTS 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 household members in a group except when the questions are to the household;
3. Do not permit any unauthorized person to accompany you on your visits. If, in an exceptional case, you have to depend on a guide to locate a hamlet or house, do not allow him/her to interfere with the interview;
4. Never discuss issues relating to politics or religion, nor must you allow yourself to be involved in any controversial arguments while engaged in interviews;
5. Do not argue with your respondents;
6. Do not disclose to anyone, except to DOTS Officials, any of the information you receive in the course of your duties as an Interviewer;
7. Do not permit any unauthorized person, not even a member of your family, to see the information entered on the Tablet;
8. Do not delegate your work as an Interviewer to another person;
9. Do not combine your DOTS work with any canvassing for personal gain, your church, mosque, political party or any other organization.

2.10 The success of the DOTS depends on you

The success of the DOTS 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.

The supervisor as a field officer has a role to play in the success of the DOTS. He/she is the head of the team is to work with the interviewers to achieve the desired results in collecting tourism data. The following are the expectations from you as a supervisor:

1. Assist Interviewers to identify EAs and trace the boundaries;
2. Supervise the interviews in the EAs;
3. Re-interview and editing of interviewer's work;
4. Ensure that data collected are synched to HQ daily; and
5. Collect tablets, accessories and all other returnable items from interviewers at the end of the survey

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 DOTS. Primarily, the training will include the concepts, definitions and procedures of the DOTS 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 domestic and outbound 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, know how to locate selected or sampled households within the EA, interview household members 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 in the district of the selected EA;
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. EA Maps;
4. Field Bag;
5. DOTS Jacket;
6. Identity Card;
7. Raincoat; and
8. Wellington Boots (in rural and marshy areas only).

Some of the items like the Tablet, Power bank, EA maps and ID card should be returned at the end of interviews. The DOTS 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 Contact opinion leaders and introduce yourself (Community entry)

Community entry refers to the process of initiating, nurturing, and sustaining a desirable relationship to secure and sustain the locality members' interest in all aspects of the DOTS. It involves recognizing the locality, its leadership and people, and adopting the most appropriate process in the meeting, interacting, and working with them to enhance the cooperation of the members in responding to the DOTS questions. Community, as used here, refers to a locality(ies) or part of a locality.

In both rural and urban areas, it is necessary to contact the Chief or “Odikro” and opinion leaders such as Assemblymen/women, Unit Committee members and inform them of your mission before you start your fieldwork. Briefly explain to them the objectives of the DOTS. In organising such meetings:

- Teams should as much as possible visit all localities within their jurisdiction where the selected EA is found and meet with the power brokers (Chief and Elders, Assemblyman/woman, etc.).
- Introduce the team and the Interviewer who is likely to be working in that EA/locality.
- Talk about the importance of the exercise.
- Communicate the need to encourage their subjects and residents in the selected households to make themselves available and provide accurate data.

Advantages of community entry

You must note that:

- It helps to observe protocols;
- It helps to gain support;
- It ensures the establishment of a good working relationship; and
- It ensures that objectives are achieved.

There will be no need for the entire membership of the locality but when the opinion leaders request for such a gathering, the team leader (s) should not hesitate to speak on the subject to the entire locality. Field officers need to be tactful in this regard and be prepared to answer all questions accurately in order not to create any ambiguity in the minds of the people.

Skills and attitudes required in undertaking effective community entry

- Maintain good eye contact
- Talk about only things you can substantiate
- Listen and show interest in their questions and comments
- Be tactful and straightforward in your responses

3.5 Planning your itinerary

The team must draw up an itinerary and submit this to DOTS PIT for discussion and approval. An itinerary is a schedule of events relating to planned travel, generally including the EA where each interviewer will be working in during each quarter of the year. The purpose of this itinerary is for the DOTS team to know at any point in time which interviewer is in which EA to help in monitoring the data collection process.

CHAPTER FOUR

USE OF MAPS, LISTING STRUCTURES AND COMPLETION OF LISTING QUESTIONNAIRE

USE OF MAPS

4.1 Introduction

Maps are essential for identifying the accurate boundaries of selected Enumeration Areas (EAs). Field Officers need to be conversant with the procedures for using maps to accurately identify assigned EAs. In the case of the DOTS, Enumeration Maps serve as the secondary sampling unit where the primary sampling unit (Households) are expected to be located.

4.2 Definition of a Map

A map can be defined as the representation of either an entire earth surface or a part of it in a reduced form on a suitably chosen on a flat surface (e.g., paper) showing natural and/or man-made features. Maps can display political boundaries, population, physical features, natural resources, roads, the climate, economic activities, etc. Maps may be drawn to scale or not.

4.3 Enumeration Area (EA) Maps

There are many different types of maps that attempt to represent specific things. However, for purpose of the 2022 DOTS, only the Enumeration Area (EA) Map will be used. An Enumeration Area (EA) map is the map of the smallest geographical area with a well-defined boundary and features that are assigned to an Interviewer which can easily be canvassed and enumerated during the data collection period. Each EA map has a description form (PHC 2) attached which describes the boundaries and other relevant characteristics of the EA. Remember that the EA map is simply an image of land, water and other features that are unique to a particular part of the country.

The EA map shows the area the Interviewer has to cover. It also shows the boundaries and names of all sides of the EA. Again, the EA map shows localities, roads, streets, rivers, streams, railways, houses and other major features within the boundaries of the EA.

The following information is usually found on an EA map irrespective of type:

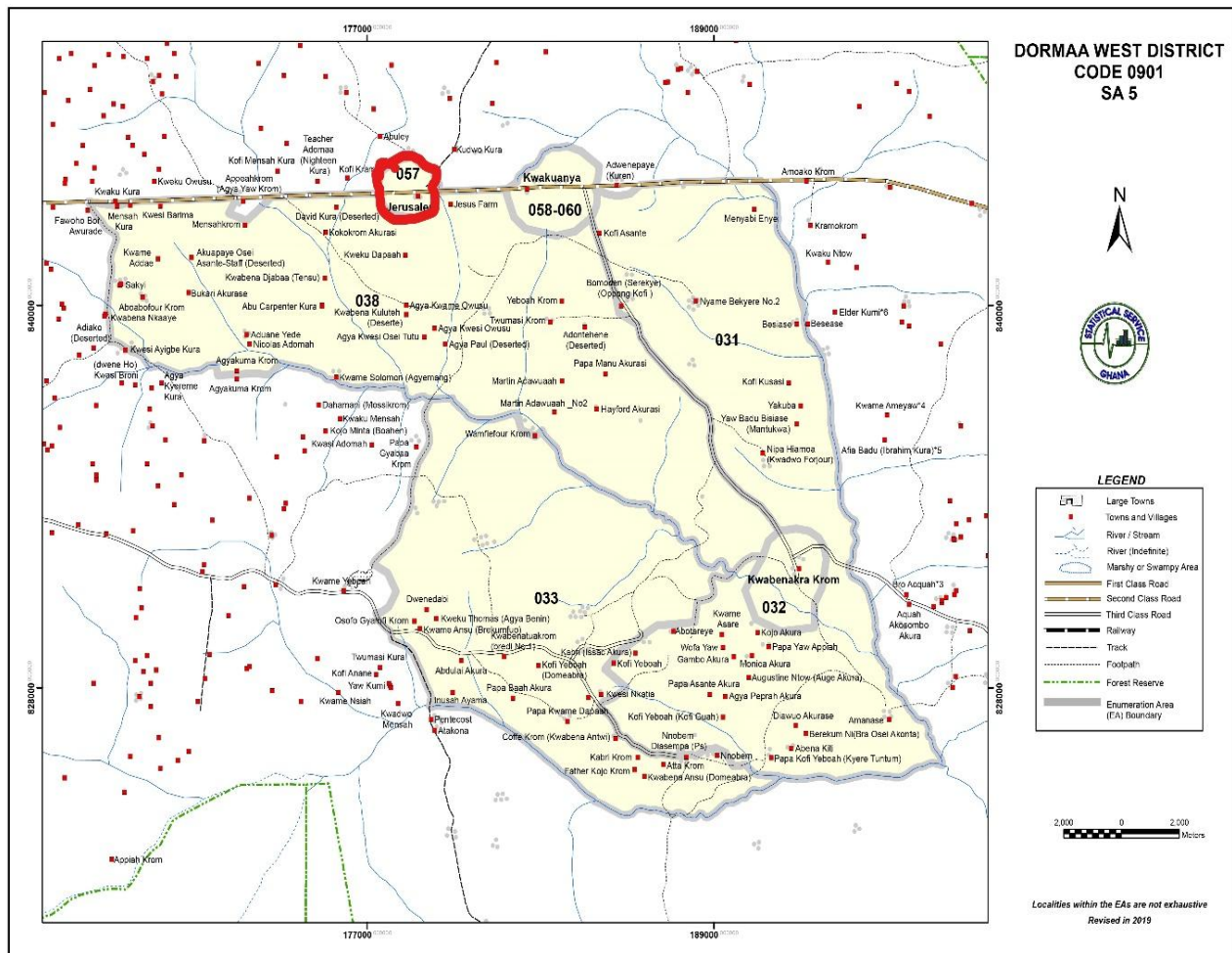
1. Locality Name and Code;
2. Region and District name and their codes;
3. Name and number of Supervision Area (SA);
4. Name/Base of Enumeration Area;
5. Enumeration Area Number;

4.3.1 Type 1 Enumeration Area (EA) Map

Type 1 EA map represents an entire locality (one EA to one locality). This type of enumeration area is formed out of one locality (i.e., One Locality = One EA). This type of EA is normally referred to as an island and is found in a rural area (See Figure 4.1).

A locality is defined as an inhabited geographical area with a distinct name and defined boundaries. It could be a hamlet, mining camp, ranch, farm, village, town, city or part of a town or city. A locality may contain one or multiple EAs.

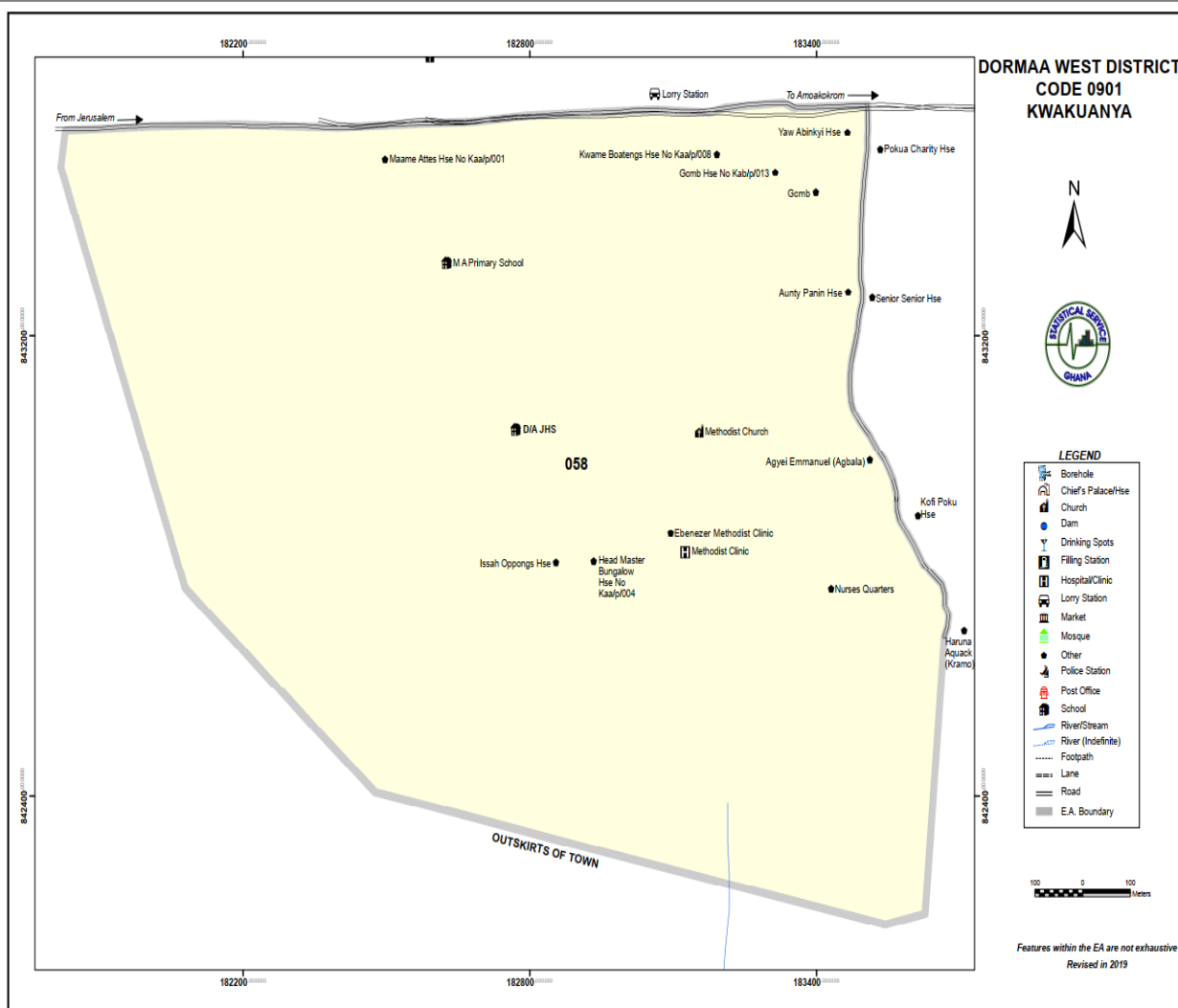
Figure 4.1: Example of Type 1 EA (EA numbers 057)



4.3.2 Type 2 Enumeration Area (EA) Map

Type 2 EA map represents a part of a locality. Here, one locality is divided into two or more EAs (i.e. two or more EAs in one locality). The Type 2 EA map below (Figure 4.2) shows names of points of interest including Pentecost Church, Presby Church, Lorry Station, etc. In Type 2 EAs, boundaries are mostly formed by features like streets, buildings, lanes, drains, railway lines, etc.

Figure 4.2: Example of Type 2 EA (EA numbers 058, 059 and 060)

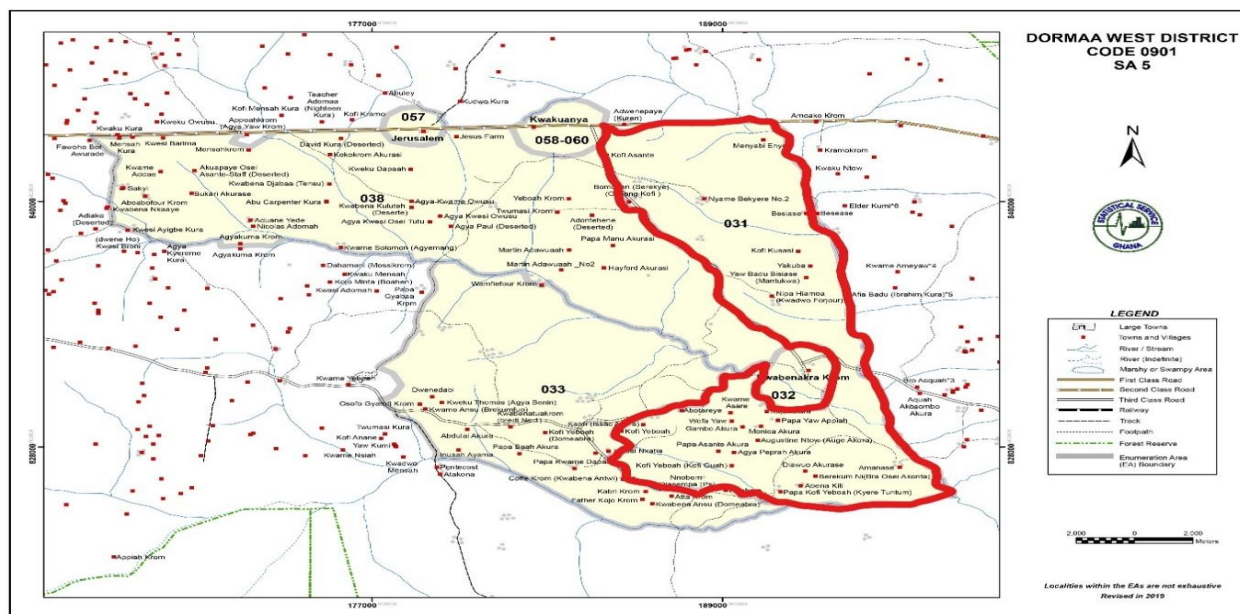


4.3.3 Type 3 Enumeration Area (EA) Map

Type 3 EA map represents two or more localities put together to form one EA (one EA for many localities).

These EAs are the rural type. A type 3 EA is usually made up of two or more localities and its boundaries are marked mostly by natural and artificial features such as streams, rivers, mountains, roads, and foot paths (See Figure 4.3).

Figure 4.3: Example of Type 3 EA (EA numbers 031)



4.4 EA Boundary Description (PHC 2)

The boundary description of the EA assigned to you will be attached to your map and is called EA Boundary Description (also referred to as PHC 2). The following details are provided on all the EA maps:

- | | |
|--|------------------------------|
| 1. Name of Region | Region Code |
| 2. Name of District | District Code |
| 3. District Type | District Type Code |
| 4. Sub-District | Sub-District Code |
| 5. Base locality Name | Base locality code |
| 6. Locality Type | Locality Code |
| 7. 2010 EA Number | 2021 EA Number (provisional) |
| 8. Ghana Post Digital Address | |
| 9. EA Name | |
| 10. Other settlements in the EA, their estimated population and code | |
| 11. Boundary Description | |

4.4.1 General steps in reading the EA map

1. Understand and acquaint yourself with the map symbols;
2. Use the EA description alongside the landmarks / localities on the map as a guide to locate the assigned EA;

3. Locate the EA name (base) for Type 2 EA and Type 3 EA, look for the base locality
4. Orient your map correctly with the help of the north arrow symbol on the map;
5. Identify the starting point of the EA as indicated on the PHC 2.
6. With the aid of the PHC 2, use the map to trace the EA boundary;
7. Canvass the EA for Types 1 & 2 by systematically moving within and around the entire EA segment by segment;
8. For Type 3 EAs, canvass the base locality by systematically moving from one locality to the other based on proximity;
9. Familiarize yourself with the EA and identify key features that will help facilitate the process of identifying selected households.

4.4.2 How to read Type 1 EA Map and locate Type 1 EA


Type 1 EA map represents the entire locality. This means that the Interviewer is supposed to cover the whole locality including the outskirts. The Interviewer must:

1. Check the PHC2/ Description form to ensure that it matches with the map.
2. Locate the EA with the help of the locality name on the map and other information on PHC2.
3. Canvass (move within and around) the EA to identify the boundary, major landmarks, and positioning of structures.
4. Start the listing at one corner to the end of the EA.

Figure 4.4: Example of PHC 2 - Description Form for Type 1 EA (057)

18-Oct-19

GHANA STATISTICAL SERVICE


 REPUBLIC OF GHANA
 PHC2
 2020 POPULATION AND HOUSING CENSUS
 GHANA AUTOMATED ENUMERATION AREA INFORMATION SYSTEM [GAEA-INFO]

GPS: 0.0
0.0

1a. Region BONO 2a. District DORMAA WEST 3b. District Type District 4a. Sub District DORMAA WEST 5a. Base Locality Name JERUSALEM 6a. Locality Type RURAL 7a. 2010 EA Code 0724100028 GhanaPostGPS - EA Type 1	1b. Region No. 09 2b. District No. 0901 3b. District Type No. 1 4b. Sub District No. 00 5b. Base Locality No. 01 6b. Locality No. 2 EA Number 057 EA Base JERUSALEM
--	--

2020 EA Code (Prov.).....: 0901100057

No. Localities	2010 PHC		2010 GCA		2020 Estimated		2020 Enumerated	
	Enum.Pop	Enum.HseHd	Enum.Pop	Enum.HseHd	Est.Pop	Est.HseHd	Enum.Pop	Enum.HseHd
01 JERUSALEM								

Boundary Description

The entire locality of Jerusalem constitutes the enumeration area.

4.4.3 How to read Type 2 EA Map and locate Type 2 EA

The locality consists of two or more EAs. This means that the Interviewer is supposed to cover the assigned EA which is a segment of the locality by following the steps below:


1. In order to locate a type 2 EA, the map user must first locate the EA Name. The EA has been named after a prominent feature within the EA such as Churches, Mosques, Schools, Police Stations, Chief's Palaces, etc., called the **EA Base**. In a few instances where no such prominent features could be found in the area, house numbers (may come with the owners' name) are used as the EA Name.

2. The first step is to lay/hold the map flat so that the features on the map and those on the ground are clearly visible and in alignment (map orientation). It is usually preferable to begin the orientation at a major street or road intersection as this can be easily located both on the map and on the ground.
3. The map should be held in such a way that major features are lined up (or oriented) parallel with the ground features, then the map and ground features will be in their correct relative positions.
4. The other nearby features such as houses, churches, railways, roads, rivers and other physical features should be checked against the symbols shown on the map. Take note of the fact that certain man-made features might have sprung up or no longer still exist. Despite any such changes, the map should still be useful.
5. Canvass the EA (move along the boundaries of the EA) to familiarize yourself with the features within the EA. Trace the EA boundaries using features provided on the map. Do this activity using the description form (PHC 2) attached the EA Map.
6. Start locating the selected households whiles you ensure that you are working within the boundaries of the selected EA.

Figure 4.5: Example of PHC 2 - Description Form for Type 2 EA (060)

16-Oct-19

GHANA STATISTICAL SERVICE


 REPUBLIC OF GHANA
 PHC2
 2020 POPULATION AND HOUSING CENSUS
 GHANA AUTOMATED ENUMERATION AREA INFORMATION SYSTEM [GAEA-INFO]

GPS: 8.8
8.8

1a. Region	BONO	1b. Region No.	09
2a. District	DORMAA WEST	2b. District No.	0901
3b. District Type	District	3b. District Type No.	1
4a. Sub District	DORMAA WEST	4b. Sub District No.	00
5a. Base Locality Name	KWAKUANYA	5b. Base Locality No.	04
6a. Locality Type	RURAL	6b. Locality No.	2
7a. 2010 EA Code	0724100031	EA Number	060
GhanaPostGPS	-	EA Base	PRESBY CHURCH
EA Type	2		

2020 EA Code (Prov.).....: 0901100060

No. Localities	2010 PHC		2018 GCA		2020 Estimated		2020 Enumerated	
	Enum.Pop	Enum.HseHd	Enum.Pop	Enum.HseHd	Est.Pop	Est.HseHd	Enum.Pop	Enum.HseHd
04 KWAKUANYA	492				603			

Boundary Description

Start from the Presby Church (Incl) and Maame Atta (Excl). Proceed along the Amoakokrom road by-passing the lorry station (Incl). Yaw Abinkyi and Gcmb (Both Excl). Move further along the road to by-past Elder Ayamba Commili (Incl) and Dwankobea Church (Excl). Confidence Academy (Also excl). Turn left and proceed along the outskirt by-passing Sister Hawa and Pentecost Church (Both Incl). Move further along the outskirt to by-past a refuse dump and Asante Kwabena (Amajaro) (Both incl) to meet Jerusalem .road. Turn left finally and move towards the road to meet Presby Church (Incl), your starting point.

4.4.4 How to read Type 3 EA Map and locate Type 3 EA

Several localities constitute the EA. This means that the Interviewer is supposed to cover all the localities that make up the EA by following the steps below:

1. Because of the large area usually covered by Type 3 EAs, tracing the boundary can be challenging. And so it is not advisable to canvass this type of EA.
2. Identify the EA boundary on the map using the landmarks such as streams, footpaths, roads, localities, etc.
3. Check the number of localities constituting the EA on the PHC 2.

4. Visit all localities.
5. Additional information can be obtained from the local people.
6. Start locating the selected households by moving from one locality to another while you ensure that you working within the boundaries of the selected EA.

Figure 4.6: Example of PHC 2 - Description Form for Type 3 EA (031)

5/11/2020

GHANA STATISTICAL SERVICE



GPS:

REPUBLIC OF GHANA
PHC2

2020 POPULATION AND HOUSING CENSUS
GHANA AUTOMATED ENUMERATION AREA INFORMATION SYSTEM [GAEA-INFO]

1a. Region	Greater Accra Region	1b. Region No.	03
2a. District	GA SOUTH	2b. District No.	0301
3b. District Type	MUNICIPAL	3b. District Type No.	2
4a. Sub District	GA SOUTH	4b. Sub District No.	00
5a. Base Locality Name	OCLOOKOPE	5b. Base Locality No.	01
6a. Locality Type	RURAL	6b. Locality No.	2
7a. 2010 EA Code	03012006311	EA Number	330
GhanaPostGPS	.	EA Base	OCLOOKOPE
EA Type	3		

2020 EA Code (Prov.).....: 0301200330

No. Localities	2010 PHC		2018 GCA		2020 Estimated.		2020 Enumerated	
	Enum.Pop	Enum.HseHd	Enum.Pop	Enum.HseHd	Est.Pop	Est.HseHd	Enum.Pop	Enum.HseHd
01 OCLOOKOPE					46			
02 TOGBE OCLOO					10			
03 THOMAS OCLOO					5			
04 GABESHIEKOPE					8			
05 OBED ASAMOAH FARMS					12			
06 GANNAT FARMS					12			
07 KUMA APALOOKOPE					12			
08 APALOO KWESIKOPE					20			
09 APALOO STEPHENKOPE					13			
10 KEY FARMS					12			
11 PEPPERKOPE					15			
12 KABU					10			
13 OKYEAME AKROWA					12			
14 KWAMI DZOLO (ZORO)					18			
15 AYIGBE KOFIKOPE								
17 GAPEKOPE (TAATA PAPA)					20			
18 GADRI AKWAKU					15			

Boundary Description

START FROM THE OUTSKIRTS OF DOMIABRA AND FOLLOW THE DOMIABRA - DANCHIRA ROAD ROAD PAST OCLOOKOPE (INCL) TO MEET RIVER LARANU. TURN RIGHT AND FOLLOW THE RIVER TO MEET THE DENSU RIVER. TURN RIGHT AND MOVE ALONG THE DENSU TO MEET A STREAM. TURN RIGHT AND FOLLOW THE STREAM TO MEET TOGAHKOPE (EXCL). FROM TOGAHKOPE MOVE ALONG THE TOGAHKOPE - DOMIABRA ROAD TO MEET THE OUTSKIRTS OF DOMIABRA, THE STARTING POINT.

Things to know about your Enumeration Area

1. Always work within the EA Map that is given to you. Never enumerate any population that falls outside your EA.
2. Always start with the base of your EA (Type 3 EA) which is the largest locality in your EA or the most prominent feature in your EA, then proceed to the other localities or structures in your EA.
3. You are not required to go around the boundary of your EA if you have an EA Map with many localities (Type 3 EA).
4. Make use of the boundaries and ask the local people of the settlements already listed in the EA and about others which may not be listed but are still found within the EA.
5. For type 1 and 2 EAs canvass your boundary before starting your enumeration. Consult opinion leaders for information on localities within your EA. Rely on the information provided by your Supervisor.
6. The estimated population for an EA is only a guide; it could be more or less. The actual population could only be determined after enumeration. If the workload happens to be too much for you, contact your Field Supervisor.
7. The boundary of the two localities should only be determined using the maps that have been provided. Do not rely on opinion leaders to determine them. If in doubt consult your Supervisor.
8. The individual EA Maps and the Descriptions (PHC 2) complement one another; hence Interviewers should use them together. If the boundary descriptions or maps are not clear, consult your supervisors who will also have to communicate to the project directorate for redress.

4.5 Deserted or Collapsed Localities

If a selected household in a locality listed on the PHC 2 is deserted or collapsed, confirm with the neighbouring localities if indeed the locality is deserted and then report to your supervisor who will also report to the project directorate.

4.6 Geographic Identification Codes (Geo-Codes)

Enumeration Areas (EAs) have been assigned consecutive numbers within the administrative division and in conformity with the geographic coding of the country that uniquely identifies each EA. It is a ten (10) digit code system which contains geographic identification codes of each administrative area and EA numbers associated with them (Table 4.1).

Table 4.1: Geographic codes

Geographical Area	Digit Location	Code	Range	Remarks
Region	First Two	2-Digits	01-16	From Western = 01 to Upper West =16
District	3 rd and 4 th	2-Digits	01- 43	Ashanti has the Highest = 43
District Type	5 th	1-Digit	1- 3	District=1, Municipal = 2, Metropolitan = 3
Sub-Metro	6 th and 7 th	2-Digits	01- 05	KMA has the highest = 5
EA Number	8 th , 9 th & 10 th	3-Digits	001-999	To be numbered sequentially within district/municipal/sub-metro

1. **Region name:** There are 16 regions in Ghana. Each region has its own code, based on the serpentine ordering recommended by the United Nations for listing.
2. **District:** Within these Administrative Regions are districts (MMDAs) and there are 260 Administrative districts in Ghana.
3. **Statistical District:** For purposes of the Census, 272 Statistical Districts have been created, including all the existing Metropolitan, Municipal and District Assemblies in Ghana.
4. **District Type:** Refers to the existing administrative District, Municipal or Metropolitan Area.
5. **Sub-Metro:** A geographically defined urban jurisdiction or centre performing governance and administrative functions at the sub-metropolitan level. It is represented by a 2-digit code. Kumasi Metropolitan Assembly has the highest number of 5 sub-metros.

Table 4.2: List of Sub-metros within the Metropolitan Assemblies

Metropolitan Assembly	Name of Sub Metros	Number of Sub Metros
STMA	Takoradi, Sekondi and Esikado-Ketan	3
Cape Coast	Cape Coast North and Cape Coast South	2
AMA	Ablekuma South, Ashiedu Keteke and Okaikoi South	3
TMA	Tema Central and Tema East	2
KMA	Nhyiaeso, Subin, Manhyia South, Manhyia North and Bantama	5
Tamale	Tamale South and Tamale Central	2
Total		17

1. **EA Number:** EA number is a 3-digit number assigned to each Enumeration Area in the district.
2. **Locality Code:** This is a three-digit code for localities listed on PHC 2
3. **Point of Interest (POI)** It is a specific point location that someone may find useful or interesting. It is a feature on a map (or in a geo dataset) that occupies a particular point. An example is a point on the map used to represent a school or a church, etc

4. **Map Orientation:** For using any map, it is important to know how to align it on the ground correctly to be able to identify and locate certain features on the ground that are shown on the map in relation to ground features. The process of aligning a map with ground features is known as “map orientation”
5. **Legend** - In cartography, the information on a map explains which symbols are used for the features and variables that are represented on the map. This includes the symbol key required to interpret the map, for example, the shade colours and corresponding value ranges of a population density map.
6. **Administrative unit** – It is a geographic area that serves administrative and governmental functions. They are usually defined and established by legal action.
7. **Boundary** - a line that defines the extent of an area unit or the location where two areas meet. A boundary is represented in a GIS as a line feature, which may define a side of a polygon. The boundary may or may not be visible on the ground; i.e., it can follow real-world features such as roads and rivers, or can be defined solely by geographic coordinates.
8. **Contiguity** - if two or more geographical features are neighbours or adjacent.
9. **Geographic code** - a unique alphanumeric identifier that is assigned to a legal, administration, statistical reporting unit. This is a unique numeric identifier that is assigned to a legal administrative, statistical reporting unit.
10. **Outskirts** - It is the outer part of a locality. The concept of outskirts must be clearly understood by all users of EA maps. In most cases, outskirts apply to Type 1 and Type 2 EAs. It is usually the uninhabited area of the locality after the last structure/dwelling. It should be noted that when 2 or more localities are contiguous and are almost joined together, this concept of outskirts no more holds.

LISTING OF STRUCTURES

4.7 Introduction

Serial numbers would be assigned to each structure in every Enumeration Area (EA) for the purpose of identifying the structures and taking the detailed information. This is aimed at ensuring complete coverage of all structures as well as the households in the structures. The listing of structures will be conducted as the first phase of the Domestic and Outbound Tourism Survey (DOTS) and the administration of the questionnaire will subsequently follow after the sampling of the households. The listing involves visiting every structure in your EA and assigning a 4-digit serial number to the structure. This 4-digit number, together with other information, must then be taken and recorded on the questionnaire (CAPI).

4.7.1 Listing of structures in the EA

You must list all structures irrespective of material used for construction (e.g. block houses, mud houses, containers and kiosks, huts, etc). You must identify each structure as a separate unit and for each, assign a separate 4-digit serial number.

In localities where the houses are numbered, you must regard each house number as identifying a separate house or compound and assign each a separate 4-digit serial number. However, if two structurally separate houses bear the same house number, you must regard them as two separate houses and give them two different 4-digit serial numbers. In addition, give some other description to distinguish one house/structure from the other, e.g., House No. B 48, owned by Kwasi Adomako and House No. B 48, occupied by Mr. Kodjo Amedume.

A four-digit serial number should be assigned to a compound house irrespective of the number of structures that are found on the compound. A compound need not be surrounded by a wall, fence or a hedge. For example, a house, kitchen and toilet may constitute one compound whether or not they are surrounded by a wall, etc. In the same way, a group of huts walled or not walled may constitute one compound and listed as such. However, two or more structurally separate houses/structures found on the same compound but are owned by different people should be given separate four-digit serial numbers. Note that a house or compound may contain one or more households.

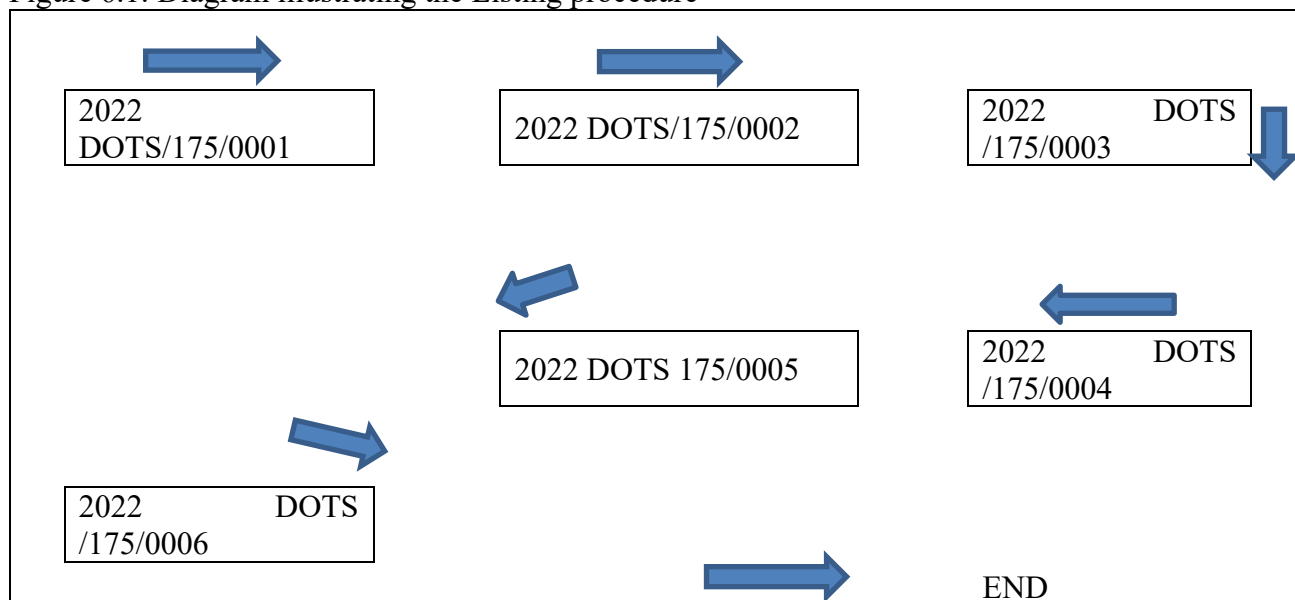
Semi-detached houses bearing the same house number, must be regarded as two separate houses and be given two different 4-digit serial numbers. In addition, give some other descriptions to distinguish one structure from the other, e.g., House No. B 48, owned by Kwasi Adomako and House No. B 48, occupied by Mr. Kodjo Amedume.

4.7.2 Listing procedures

During the listing exercise, interviewers/supervisors should visit every structure in their EAs and write a 4-digit serial number on the front door or on the wall near the front door or at any conspicuous spot on the building.

The 4-digit number must be preceded by 2022 DOTS (Domestic and Outbound Tourism Survey), EA number and the structure number. Example, 2022 DOTS/175/0001, 2022 DOTS/175/0002, 2022 DOTS/175/0003. The four-digit numbers are serially assigned to the structures in the EA. An arrow should be indicated to show the direction of movement. The listed structures will be assigned to interviewers to administer the listing questions.

Figure 6.1: Diagram illustrating the Listing procedure



2022 /175/0007	DOTS	2022 /175/0008	DOTS
-------------------	------	-------------------	------

4.7.3 Listing of kiosks, containers and other makeshift structures

Due to the increasing number of **kiosks, containers and other such makeshift structures** being used as sleeping places and for other purposes, it is important that information is gathered about these structures. In order to ensure that these structures are captured during the exercise, there is a need to have guidelines for listing them. Note that Lotto kiosks, table top shops, show your neck bathrooms, household toilet, hen coop, barn, etc and all other structures without any form of roof should not be listed.

- a) If a kiosk or container is placed inside the compound of a house with access (a door or window) through the wall of the main house, same 4-digit serial numbers should be assigned to cover both the house and the kiosk/container. The structure and the kiosk should be numbered as follows:
 - i. 2022 DOTS/044/0006 : Main structure on the compound
 - ii. 2022 DOTS /044/0006 : Kiosk placed on the compound
- b) If a kiosk or container is placed in front of the structure and it is not attached to the structure (or the kiosk is separated but within the compound), you should assign separate 4-digit serial numbers to the structure and the kiosk/container. The structure and the kiosk should be numbered as follows:
 - iii. 2022 DOTS/044/0007 : Main structure on the compound
 - iv. 2022 DOTS/044/0008 : First kiosk
 - v. 2022 DOTS/044/0019 : Second kiosk
 - vi. 2022 DOTS/044/0010 : Third kiosk
- c) In situations where a lot of kiosks or containers are lined up or placed haphazardly, on a plot or compound, each kiosk is treated as if they are sitting on a separate compound and so you should assign each kiosk or container a separate 4-digit serial number. The kiosks and containers should be numbered as follows:
 - i. 2022 DOTS/044/0011 : First kiosk on plot or compound
 - ii. 2022 DOTS/044/0012 : Second kiosk on plot or compound
 - iii. 2022 DOTS/044/0013 : First container on plot or compound
 - iv. 2022 DOTS/044/0014 : Third kiosk on plot or compound
 - v. 2022 DOTS/044/0015 : Second container on plot or compound

6.3.1 Listing in EAs with several localities

In rural EAs which have two or more localities (i.e. Type 3 EAs), Listing should be completed in one locality before moving to another locality. Serial numbers assigned to structures should continue from one locality to another within the EA. For instance, if locality 'A' ended with serial number 2022 DOTS/044/0016, locality 'B' should start with 2022 DOTS/044/0017 and the numbering should continue till the last structure is assigned (e.g. 2022 DOTS /044/0045). Serial numbering then continues in locality 'C' and should start with serial number 2022 DOTS /044/0046. Ask from the opinion leaders in the base locality, how the other localities within the EA could easily be reached to

help draw your itinerary and movements.

4.7.4 Listing of institutional buildings

For purposes of this exercise, institutional buildings are structures that house group quarter population such as hospitals, boarding houses in educational institutions, prisons, etc. The population found in these structures are not related but are organized as one unit. These institutional buildings would also be listed alongside the structures used by households. You should assign each block with a 4-digit number and continue listing until all blocks have been listed.

In the case of group quarter institutions, such as Korle Bu Teaching Hospital, University of Ghana and Nsawam Prison, the individual blocks (e.g. Block A, Block B, Block C, etc.) which make up the various Wards or Halls (e.g. Commonwealth Hall, Legon Hall, Atlantic Hall, Oguua Hall, etc.) should each be given a separate 4-digit serial number for effective control. However, you should remember that structures which are houses or flats for doctors, nurses, teachers, lecturers, etc. of these institutions and are separate from the blocks should also be listed separately and treated as non-institutional population because these are household populations.

4.7.5 Listing in serpentine order

The Listing operation must be carried out systematically. You must be extra careful in areas where houses are built haphazardly so you do not miss any house. The best way to list houses/structures in such cases is to **divide your area into segments**, then proceed to assign 4-digit serial numbers to each house/structure in an orderly manner. Finish with one segment and move on to the next segment until all segments are completed.

Similarly, in congested urban areas you can, for example, take a small area bounded on all sides by streets and starting from one corner, proceed to list all the houses on one side of the street until you come to the end of that street. Start again from the other end of the street and then proceed to list the houses adjacent to the first row of houses you have listed inside your EA. Continue in this manner until you have covered the whole area. This procedure is generally referred to as the "Serpentine Order" of Listing.

If after the listing if you come across houses/structures which were missed, you must list these "new" houses/structures at the end of your list for the locality.

Note: In case an un-demarcated area is discovered, report to your Field Supervisor for directives.

4.7.5 Avoiding duplicates and gaps during listing

Duplicates can occur in different situations:

- a. When one structure number is repeated by the person assigning the serial numbers to the structures in the course of listing in an EA.
- b. When two or more interviewers assign the same serial numbers to structures in an EA.
- c. Where interviewers/supervisors fail to close an EA before going to work in another EA.

Gaps can also occur in situations:

- a. When a structure is not given a serial number by the supervisor in the course of listing in an EA.
- b. When a structure number is omitted in the CAPI by an interviewer.

Steps to correct gaps and duplicates on the field •

- If a structure is found to be omitted, assign the serial number after the last structure number.
- If you moved into a new EA, ensure that you switch to the new EA on your CAPI.

Field officers should ensure that all structures are listed serially to avoid duplicates and gaps. The following steps should be taken:

COMPLETION OF THE LISTING QUESTIONNAIRE

4.8 Introduction

The questionnaire is the document which will be used to collect the required information on the structures in the Enumeration Area (EA) i.e. the serial number of the structure, the detailed address of each structure, the use of the structure, the type of structure, the name of the household head, the household size etc.

4.9 How to complete the questionnaire

4.9.1 Region Name: There are 16 regions in Ghana. You are to write the name of the region in which you are doing the Listing. In the case of using CAPI the information will be pre-loaded on your tablet and available for you to select. For example, assuming your EA is located in Ashanti region, select or write “Ashanti” in the space provided.

4.9.2 District Name: There are a number of districts in each region and you are to select or write the name of the district in which you are doing the listing. For example, assuming your EA is located in Abura-Asebu-Kwamankese, write “Abura-Asebu-Kwamankese” in the space provided or select from the options provided on the tablet.

4.9.3 Name of Locality (Town/Village): Locality refers to town or village in which you are collecting the data. A locality is defined as a distinct population cluster (also designated as inhabited place, populated centre, settlement) which has a **NAME or LOCALLY RECOGNISED STATUS**. It includes fishing hamlets, mining camps, ranches, farms, villages, towns, cities and many other types of population clusters, which meet the above criteria. In writing names of localities, you must not suffix No. 1, No. 2, except where the inhabitants themselves call it that way, e.g. Pakyi No.1, Pakyi No.2. In short never put down any name, which is not known in the area. Write the name of the locality in which you are doing the Listing.

4.9.4 Enumeration Area (EA) Code: EAs are assigned numbers in conformity with the geographic coding of the country that uniquely identifies each EA. It is a ten (10)-digit code system which contains geographic identification codes of each administrative area with associated numbers.

Region Code: The list of the regions with their codes as assigned by the Ghana Statistical Service (GSS) is provided below:

Table 0.1: The regions in Ghana and their respective codes

S/N	Region	Code		S/N	Region	Code
1.	Western	01		9.	Bono	09
2.	Central	02		10.	Bono East	10
3.	Greater Accra	03		11.	Oti	11
4.	Volta	04		12.	Northern	12

5.	Eastern	05		13.	Savannah	13
6.	Ashanti	06		14.	North East	14
7.	Western North	07		15.	Upper East	15
8.	Ahafo	08		16.	Upper West	16

District Code: The list of Districts together with codes can be found in Appendix 1 of this manual. When using the tablet, select from the dropdown menu.

Table 0.2: Positions of various digits during coding

Geographical Area	Digit Location	Code	Range	Remarks
Region	1 st & 2 nd	2-Digits	01-16	From Western 01 to Upper West 16
District	3 rd and 4 th	2-Digits	01-47	Ashanti has the Highest number of districts: 47
District Type	5 th	1-Digit	1-3	District=1 Municipal=2, Metropolitan=3.
Sub-Metro	6 th & 7 th	2-Digit	1 and 2	
EA Number	8 th , 9 th & 10 th	3-Digits	001-999	To be numbered sequentially within district/municipal/sub-metro
Locality code	11 th , 12 th & 13 th	3-digits	001-999	numbered sequentially within type 3 EAs

Other information to be included in the identification are:

SA NUMBER: A supervisory area constitutes more than one Enumeration Area (EA) which is assigned to a number of Listers with one supervisor. Supervisory areas are assigned with a two-digit number.

EA TYPE: There are three types of EA and each type is assigned a one-digit number.

INTERVIEW DATES

Start date: Refers to the date the Listing of the structures in a particular EA actually started or begun.

End date: Refers to the date the Listing of the structures in a particular EA actually ended.

4.10 Questions on the questionnaire

S01. Serial number of structure: This is the four-digit number assigned to the structure during the Listing exercise in the EA. This number helps to identify the structures in the EA. You should record this number in column **S01**.

S02. Address of Structure/ Compound or Location of Structure (e.g. Name of owner, H/No., Street Name, etc.): This refers to a description that will help locate the structure in the EA. The description should include information such as official house numbers or any other number assigned by ECG, NHIS, VRA, etc. If the streets are named and the houses numbered, you must write the House Number and the name of the street e.g. C49/2 Accra Road, Tamale. Otherwise write a precise description of the location of the house or compound/group quarters. In addition, describe the location of the structure, using identifiable landmarks e.g. near, behind, opposite, besides, adjacent to or in front of L/A Primary School. In some cases, popular names to locate the structures can be used.

Take note of the following:

1. Give a precise description of the location of the structure.
2. Description must include at least three (3) of the following indicators:
 - i. Name of house owner, popular person in structure - (required field)

- ii. Proximity to popular landmark (e.g. churches, mosque, schools, health facilities, market and communication mast, police station, bus stops, water bodies, forest reserves, Chief palace, name of a house) – (required field)
- iii. House numbers or any nationally recognized identification number on the wall e.g. ECG, Ghana water, VRA, etc.
- iv. Street names
- v. Suburb/Estate names
- vi. Proximity to popular locality name (if village or hamlet)

Examples of good descriptions:

1. Mrs. Osabutey Bukari's house, 200 metres from the Trotro Last Stop, House Number 21, Ashie Loop (street), Trotro Last Stop
2. Commonwealth Hall, 50 metres from Great Hall, G Block, E.A. Boateng Road, University of Ghana.
3. Afia Adoma's House, Opposite Agya Ato Corn Mill, House Number AB 38, Wesleyan mission street
4. Abeiku Mensah Akura, on the Boundary of Krokosua Forest Reserve, 1 km from Opanyin Boadi Krom

S03. Ghana Post Digital Address of Structure: Record the Ghana Post Digital Address for the structure if embossed on the structure, otherwise obtain from the residents. Leave S03 blank if the address is not available. The address consists of 11 or 12 alphanumeric characters, including the hyphen (-). Example of a Ghana Post Digital Address is GA-398-9594 or XW-0214-2312.

S04: GPS coordinates of structure: The Global Positioning System (GPS) coordinates will be taken for each structure using the Tablet. The readings of the coordinates are made up of longitudes and latitudes, observed in decimal degrees and in meters. The GPS coordinates should not more be more than 5 meters.

Note: When taking the GPS, the reading must be within 5 metres or less. If the GPS reading is over 5 metres, then the Enumerator must re-take the reading again until it is within the acceptable range.

S05: Indicate the use of the structure. You are required to find out whether the structure listed is Residential or Non Residential. Record 1 if the structure is Residential. Record 2 if the structure is Non Residential.

S06: Type of residence: Select the type of residence that is applicable for each structure. Record 1 if the structure is occupied or 2 if the structure is vacant.

H01: Serial number of households in the structure

Here you are required to assign serial numbers to households found in the structures listed.

This is the serial number assigned to each dwelling unit or household found in the structure. There can be more than one dwelling units in a structure. The first dwelling unit in the structure will always have a number "1". If there is a second dwelling unit in the structure, then this dwelling unit should be recorded on the next line, a "2" till the last household information is recorded in the structure.

H02: Name of head of household

The name of head of household identified should be recorded. Write the name of the head of the household. There can only be one head per household. If no one is home ask neighbours for the name

of the head of the household. Note that it is not the name of the landlord or owner of the structure that is needed, but the name of the head of the household that lives there.

H03: Popular name of head of household

The popular name of head of household identified should be recorded.

H04: Sex of head of household

Indicate the sex of the household head by coding '1' for male and '2' for female.

H05. Number of persons in household/Household size

For each household, record the number of persons in the household disaggregated by sex (male and female) and total.

H06: Contact number of the head of household/institution

The contact numbers of any of the household member(s) could be taken if the head has no telephone number. Collect both the main and alternative contact numbers of the head. The contact numbers should most of the time, be available to the head.

If the respondent cannot retrieve his/her contact number and the phone is available in the household, the following SHORT CODES could be applied to get the number.

MTN = *156#

AIRTEL/TIGO = *703#

VODAFONE = *127#

GLO = *777#

H07: Observation/Comment on Household

This space is provided for any special remarks or comments about the household. This might help the interviewing team locate the structure or identify

CHAPTER FIVE

TABLET BASICS AND SAFETY HANDLING

5.1 Introduction

Advancements in Information and Communication Technology (ICT) have brought up new approaches for data collection which are faster and of higher quality than the traditional paper-based method. 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. In order to achieve this objective, the use of CAPI technology is employed where tablet will be used as the main electronic tool for the data collection. GSS has been conducting surveys and censuses using this mobile device in an android environment.

5.2 Overview of the DOTS Tablets and Accessories

A tablet is a wireless, portable, smart mobile device with a touchscreen as a primary input/output interface. Tablets use Android, Windows or iOS operating systems. The DOTS tablets use an Android operating system and is typically smaller than a notebook computer, but larger than a smartphone.

Features of a Tablet



5.2 Key Tablet Features Needed for DOTS Fieldwork

Features of the android tablet to be used for DOTS field data collection are:

- Bluetooth
- Wi-Fi
- Mobile Data (Hotspot)
- Date and Time
- Battery & Charging

Tablet Accessories



5.3 Rules governing tablet use for DOTS during training and fieldwork

- ❖ The tablet and its accessories are properties of GSS, and it is your responsibility to take good care of them.
- ❖ The purpose of the tablet is for DOTS field data collection. Using the tablet for any other purpose is **strictly prohibited**.
- ❖ Each tablet has been prepared for **one Interviewer only**, and should be used by that Interviewer alone. Sharing the tablet with unauthorized persons is **strictly prohibited**.
- ❖ **Never** create a password to lock the tablet screen.
- ❖ Do not attempt to **upgrade, update, or download and install** any application on the tablet.
- ❖ Supervisors/Interviewers 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 or the Management Team.
- ❖ Do not copy data off the device since it is a breach of the Data Protection Law.
- ❖ Ensure confidentiality at all times.

5.4 Best practices for handling tablets and accessories

- ❖ **DO NOT** expose the tablet to any liquid substance; e.g., water, cooking oil, petrol, kerosene, etc.

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 IT.

5.5 DO NOT:

- ❖ 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).

- ❖ Throw or slide the tablet when putting it down.
- ❖ Do not at same time hold the tablet while having other item in your hand (eg. phones, water, food etc.)
- ❖ 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 station, fuel pumps, or chemical plant.*
- ❖ During thunderstorms, put off the tablet and remove or disconnect it from the plug if charging to prevent it from getting damaged.

5.6 Check List Before Fieldwork

- ❖ Battery is fully charged
- ❖ The tablet can be powered on
- ❖ There is a functional charger that can charge the tablet.
- ❖ Date and time are current (correct)
- ❖ DOTS CAPI Applications are installed and running

5.7 Steps for manually setting date and time

1. Swipe from the bottom to the top of the screen and tap **Settings**.
2. Scroll down and tap **General management**.
3. Tap **Date and time**.
4. Tap **Automatic date and time** to allow manual setting of the date and time.
5. Tap the **Set date** to set it to current date.
6. Tap **Set time** to set it to current time.

CAPI Application and Use

5.8 Introduction

The 2022 Domestic and Outbound Survey (DOTS) is set up to employ Computer-Assisted Personal Interviewing (CAPI) as a technique in which field officers will use an electronic device to administer a questionnaire and record responses from the respondent. The CAPI application runs on CSEntry which is an android version of the Census and Survey Processing System (CSPro). It is a user-friendly application that is being controlled by a menu system. Its features and navigations can also be easily manipulated by the field officer or the user.

2022 DOTS will use two applications for the fieldwork exercise in the first quarter. These are *2022 Domestic and Outbound Tourism Listing Application* and *2022 Domestic and Outbound Tourism Survey Application for the enumeration*. However, every user (trainee or field officer) is required to be trained in this DOTS CAPI application to be more equipped with the requisite knowledge and skills to effectively use the app by appropriately use all the features for a successful field data collection.

The 2022 DOTS CAPI application has four main components and these are the *Login controls, navigations and features, menu system and data sharing or transmission*.

5.9 CAPI Concept and Definitions

- **Navigation:** It is the movement between pages and features of the CAPI application with the help of the directional keys (arrow).
- **Features:** These are attributes or objects of the CAPI Application which make it user-friendly for the field data collection. These features include: *Radio button; Check box; User bar; Text boxes; alphanumeric keypad; Search icon; Question mark icon.*
- **Skip patterns:** These are conditional and consistency checks included in the app to ensure field data collected make logical sense. *E.g. If a person has never been to school then the person cannot respond to a question on highest level of education.*
- **Filters:** These conditional checks allow a household member to answer particular questions leaving out other members who are not eligible to answer these questions. *E.g. Economic activity module is for household members 15 years or older.*

5.10 Login ID Composition

In 2022 DOTS application usage, login is required to get access to the main system or application. The login ID is a unique identification number of a field officer that makes reference to the Team and the role of the field officer. It is made up of 4 digits. Both Supervisor and Interviewer is assigned a unique login ID, a 4-digit code which is required before proceeding to use the CAPI Application. This is to control the actions of the field officers in a designated working area and ensure accountability.

Composition of the Login ID

Team = **01 – 25** [Where (01) is team 1.]
Role = **00 – 05** [Where (00) indicates **Supervisors Role**] and (01) is **First Interviewer.**]

Supervisor's Login ID

This shows a login ID of **0400**.
04 means Team four(4) and **00** means the Supervisor status in the team.

2023 Domestic & Outbound Tourism Survey...

TLOGIN
Login.

0400

Interviewer's Login ID

Shows a login ID of **0401**. **04** which means Team four (4) and **01** which is first interviewer.

35

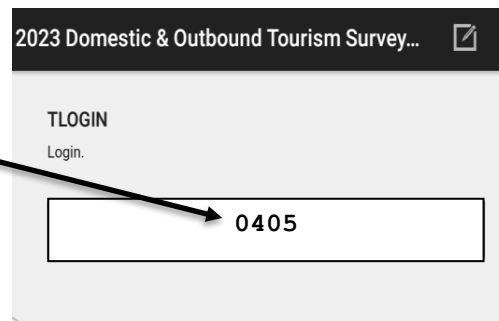
2023 Domestic & Outbound Tourism Survey...

TLOGIN
Login.

0401

Interviewer's Login ID

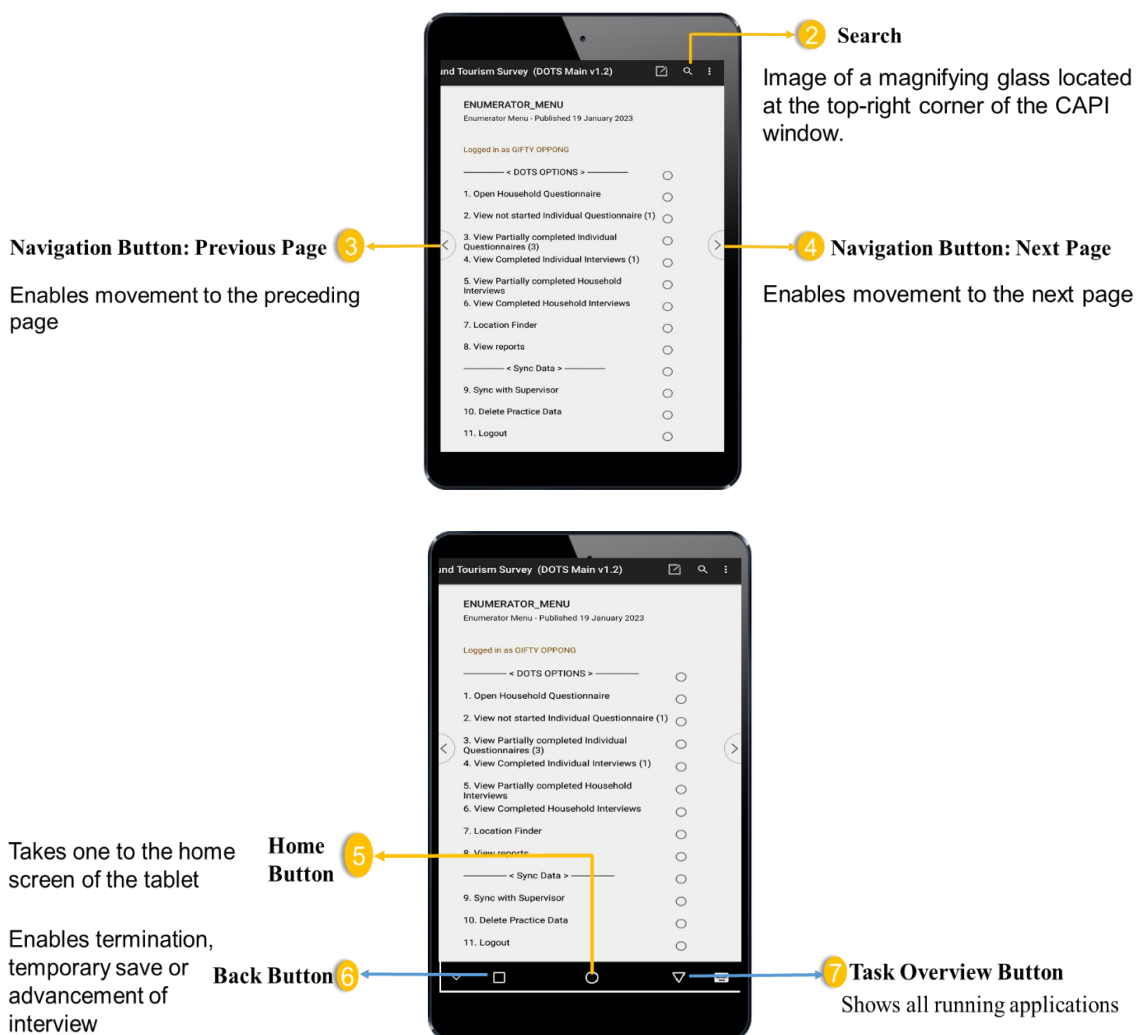
Figure 5.2 shows a login ID of **0405. 04** which means Team four(4) and **05** which is fifth interviewer in the team.



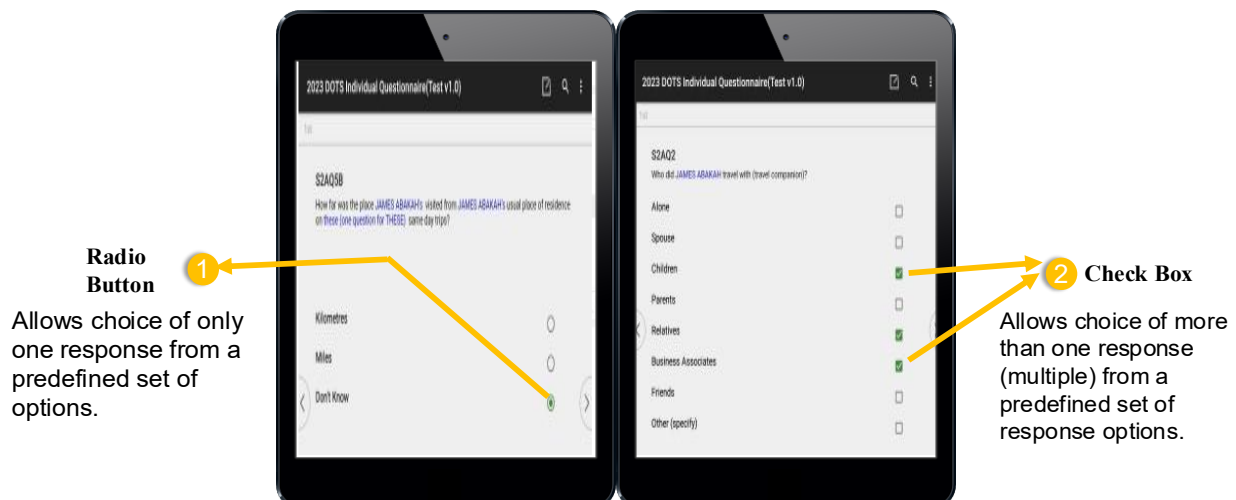
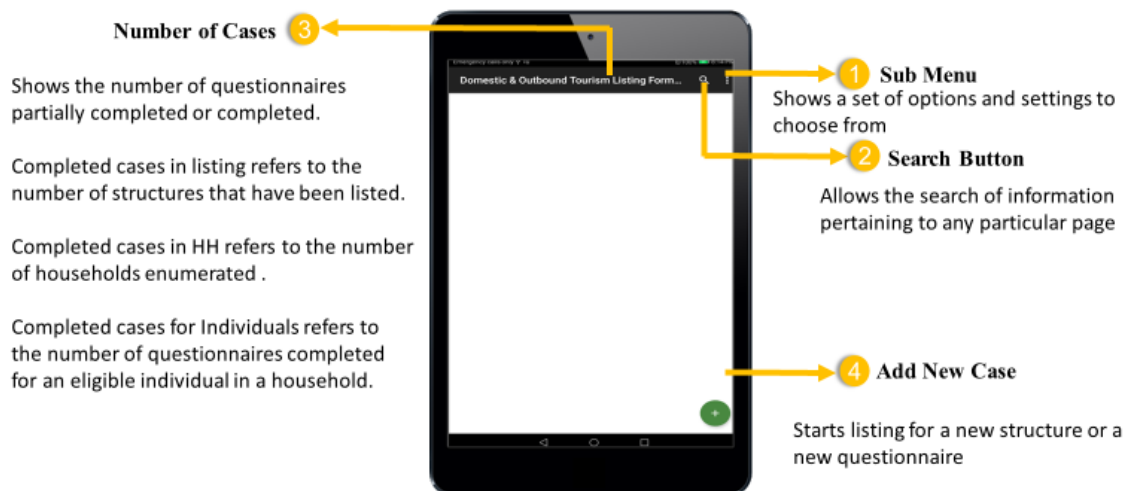
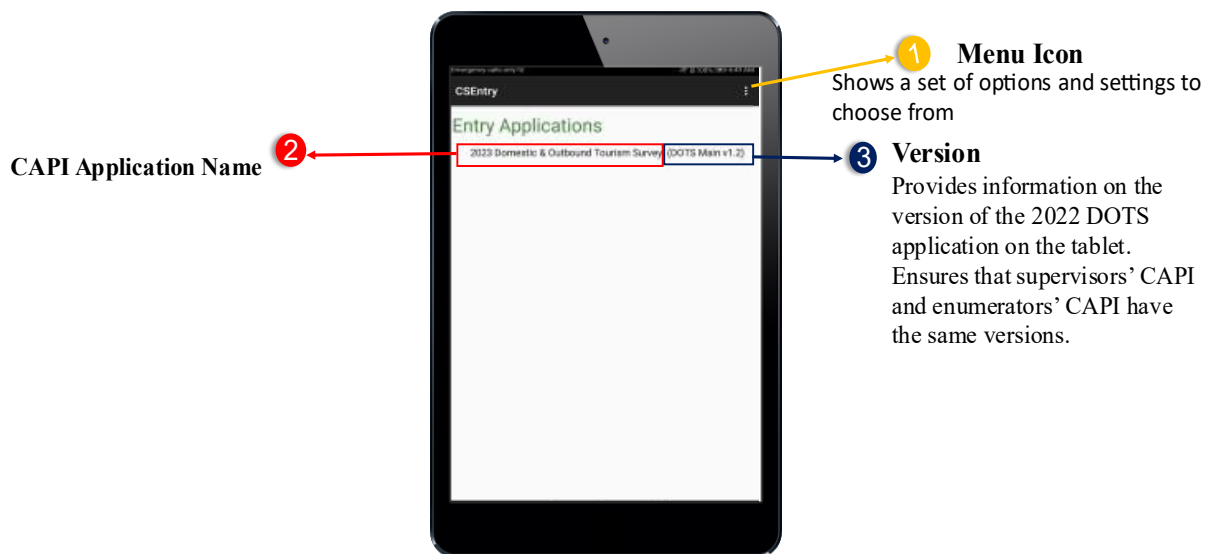
5.11 CAPI Navigation and features

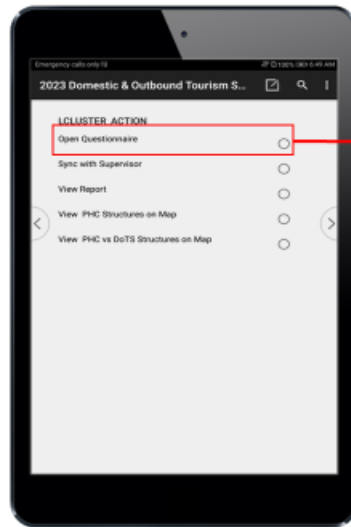
It is the movement between pages and features of the CAPI application with the help of the directional keys (arrow). The features are attributes or objects of the CAPI Application which make it user-friendly for the field data collection. These features include: *Radio button; Check box; User bar; Text boxes; alphanumeric keypad, Search icon; Question mark icon.*

5.11.1 CAPI Navigation



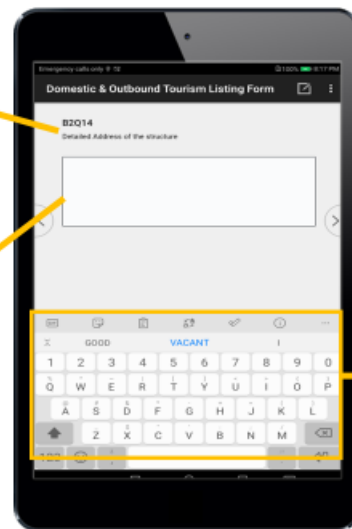
5.11.2 2022 DOTS 5.12 CAPI Feature





Open Questionnaires

This is the button to use to start the Listing Form



CAPI Question 2

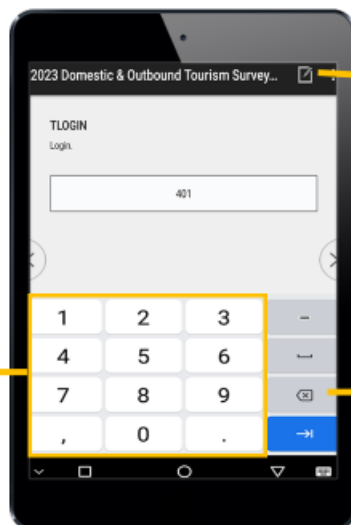
Displays the question to be answered

Textbox 3

Allows an enumerator to type text such as name of a person, numbers such as age of a person or both numbers and alphabets (alpha-numeric) such as an address

4 Alphanumeric Keypad

CAPI brings up alpha-numeric keys for textboxes that require both alphabets and numbers.



1 Take Note

Allows one to type in observations or make notes

Numeric Keypad 2

Used for typing in numbers only

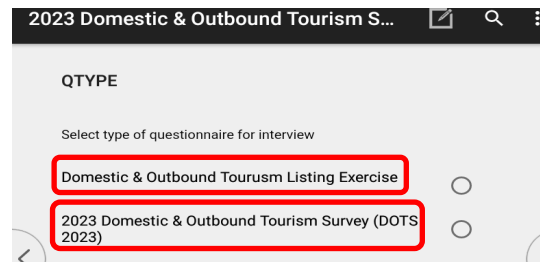
3 Delete

Clears inputs or characters in the textbox

2022 DOTS CAPI Menu System

CAPI menu option is the only “KEY” to access all other actions of the DOTS application. The menu interface allows either Supervisor or interviewer to perform certain functions uniquely to their roles as field officers. The Supervisor logs in with the ID to access the Menu. An example of a supervisors’ login ID is 0400.

There are two applications to select from and each has their own menu. These are *Domestic & Outbound Tourism Listing Application* and *2022 Domestic & Outbound Tourism Survey*.

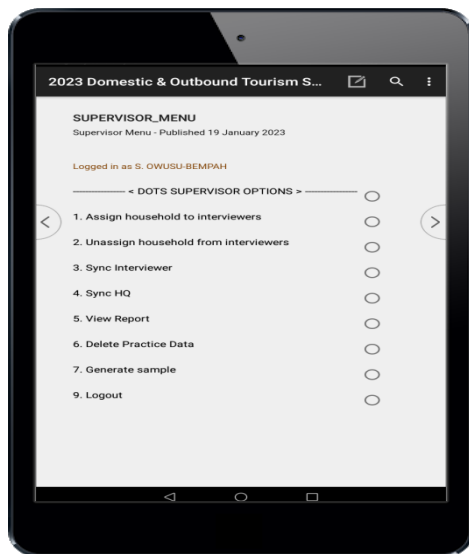


5.13 Supervisors’ Listing Menu:

Review Listing Questionnaire: Supervisors are to review data received from interviewers to ensure completeness, consistency and accuracy. This allows supervisors to review the listing data collected by interviewers.

Receive Listing Data: Supervisors are supposed to receive listing data from Interviewers in order to assign and enumerate households. This function allows supervisors to receive data from interviewers through syncing.

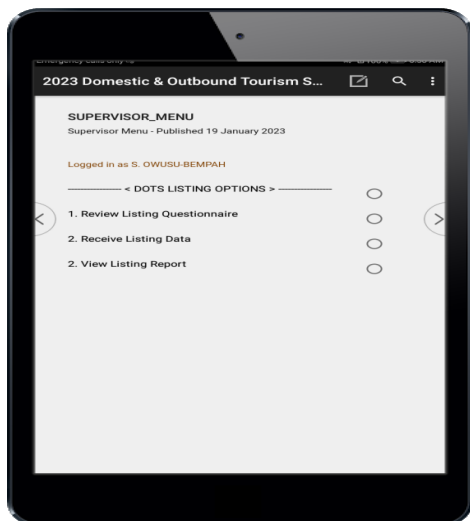
View Listing Report: Supervisors are to view the progress of work and ensure all gaps and duplicates are corrected before assignment of households.



Supervisors’ Menu - Main

Assign household to interviewers: Households will have to be assigned before enumeration begins. This is to ensure equal distribution of work and accountability. This function allows the Supervisor to assign these households interviewers.

Unassign household from interviewer: Allows supervisor to unassigned HH from interviewers.



Sync interviewer: Supervisors must transfer households assigned to interviewers and receive data from interviewers. This function allows supervisor to perform this activity.

Sync HQ: Allows supervisor to send data to central office.

View report: Supervisors are to view the progress of work and ensure all households and eligible individuals are interviewed within each cluster.

Delete Practice Data: Trainees are to delete all training and practice data from the device to prepare the tablet for the main field work. This is to prevent training data mixing up with main field work data.

Generate sample: A sample will be generated for each cluster before assigning household and this item allows supervisor to perform this activity.

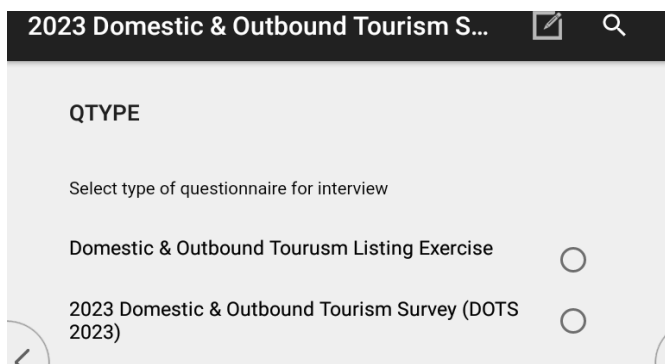
Logout: Interviewers can logout to change ID.

Sync HQ.

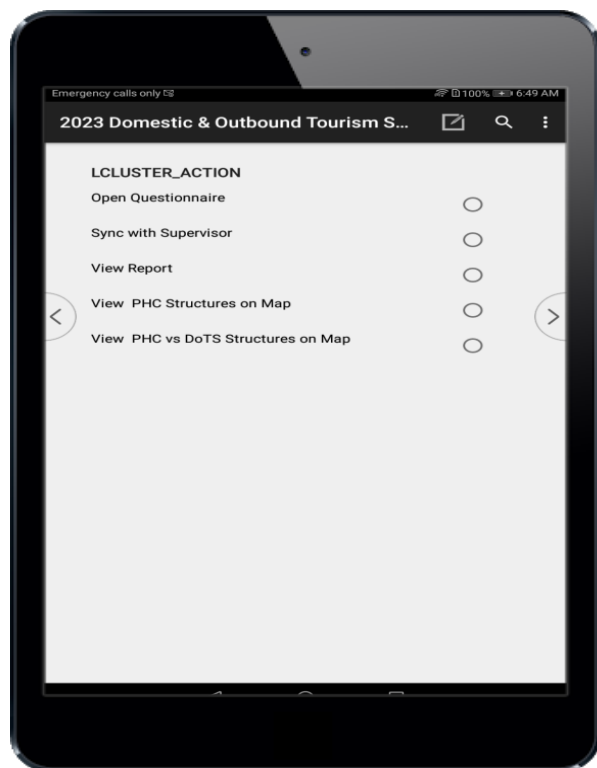
This allows the Supervisor to sync data to HQ server each day after close of work or early morning before work starts.

Interviewers' Menu - Main

The Interviewer logs in with the ID to access the Menu. An example of an Interviewer's login ID is 0401. There are two applications to select from and each has its own menu. These are 2022 Domestic & Outbound Tourism Survey Listing Application and 2022 Domestic & Outbound Tourism Survey (DOTS 2022).



5.14 Interviewers' Listing Menu:



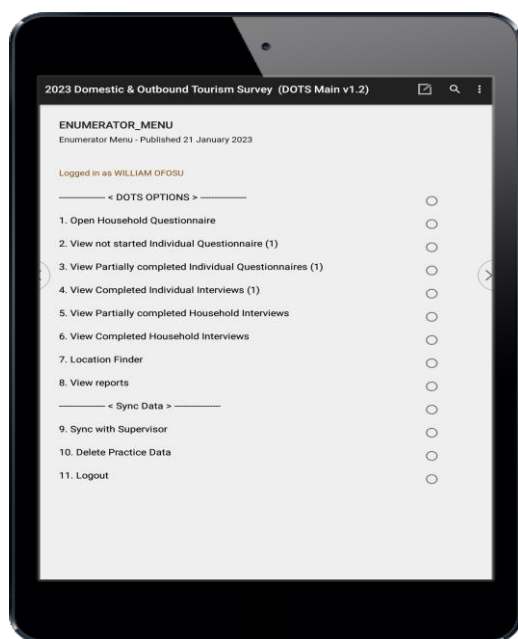
Open Questionnaire: This opens the listing application to collect listing data.

Sync with Supervisor: This allows interviewers to transfer listing data to supervisor via Bluetooth.

View Report: Gives the Interviewer access to items to run report on progress of work (completion report), Structure numbers skipped (Structure Number Gaps report) and report on structure numbers that are repeated in the EA (Duplicates reports). **Note** that the CAPI Application will prevent an Interviewer from recording a structure number more than once on the same tablet. CAPI automatically records household numbers in a structure serially.

View PHC structure on map: This is used to view the map for the cluster assigned to the team.

5.15 Interviewers' Main Menu:



Open Household Questionnaire: This opens the HH application to conduct the HH interview.

View not started individual Questionnaire: This opens the individual application, this only shows on the menu when an eligible individual is found in the household.

View Partially Completed Individual Questionnaire: This shows partial saved cases of individual interviews and only appears when there is a partial saved case.

View Completed Individual Interviews: This shows all completed individual interviews; this shows when a case is completed.

View partially completed Household interviews: This shows all partial saved cases of HH interviews.

View Completed Household Interviews: This shows all completed individual interviews.

Location Finder: This helps interviewers to locate households.

View Report: This shows the progress of the work, completed cases, partial saves and not started interviews.

Sync with Supervisor: This allows interviewers to transfer data to supervisors through Bluetooth.

Delete Practice Data: Trainees are to delete all training and practice data from the device to prepare the tablet for the main field work. This is to prevent training data mixing up with main field work data.

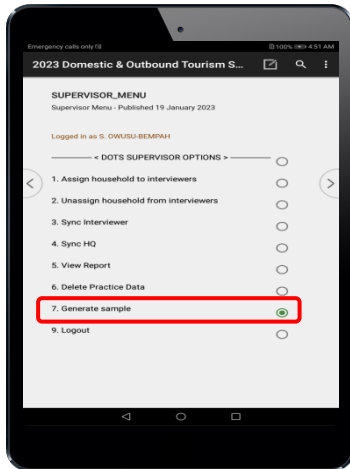
Logout: Interviewers can logout to change ID.

5.16 Household Assignment

Household assignment is the sharing and transfer of sampled households to interviewers via Bluetooth from supervisors. This activity is the beginning of the household enumeration and is to ensure equal distribution of work and accountability. It involves the receiving of listing data and generating of household as sampled. The households selected after the sampling becomes the households to be assigned to interview visited throughout the entire survey.

5.17 Generating Sample Household

This involves random selection of households from the list of households listed during listing phase of DOTS fieldwork exercise for a particular EA. Twenty-five (25) households will automatically randomly be sampled for each EA and these will be the households to be assigned and enumerated throughout the exercise. Sampling must be done and must be done ones for each cluster. Once all listing data have been received by supervisor, the following steps should be followed:

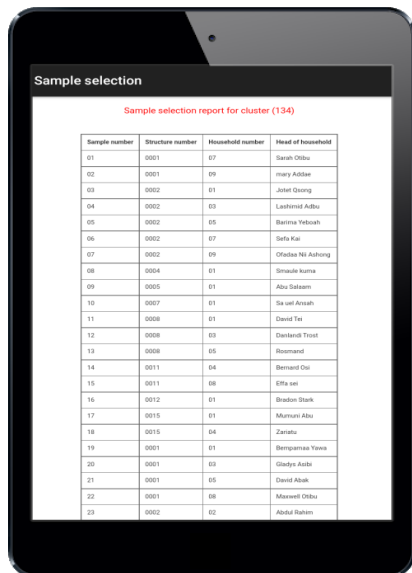
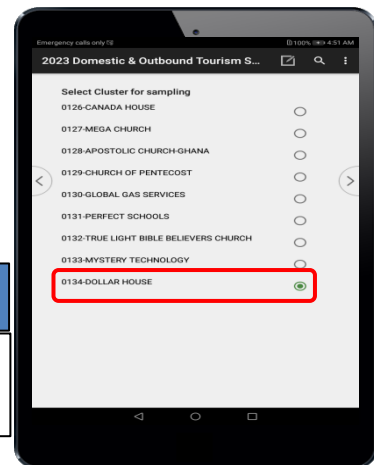


Supervisors' main menu

Select Create (option 7)
Generate sample.

Supervisors' main menu

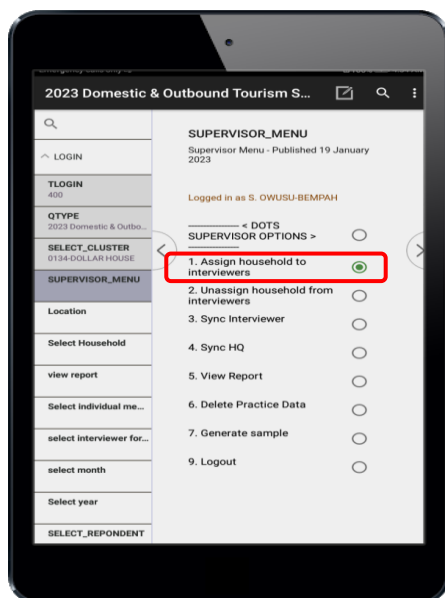
Select the cluster you are
generating the sample for.



Supervisors' main menu

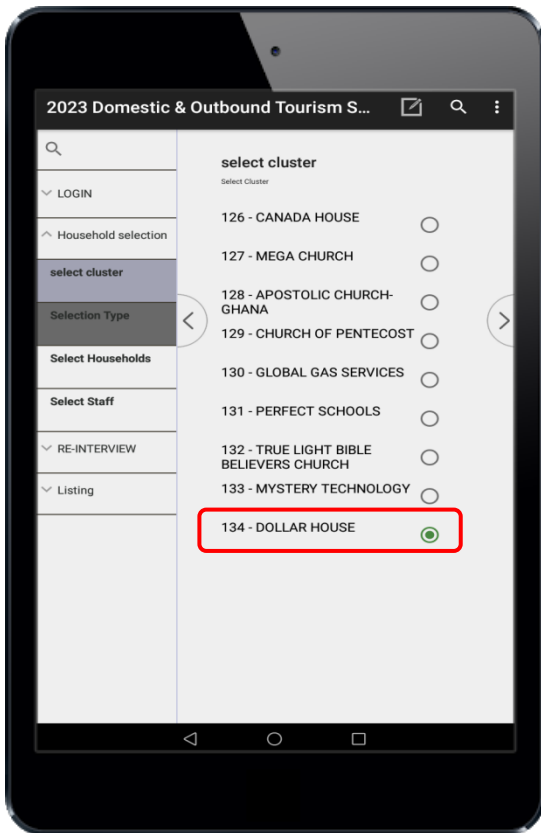
This shows a successful screen of household sample
for cluster (134).

5.18 Steps in Assigning Household



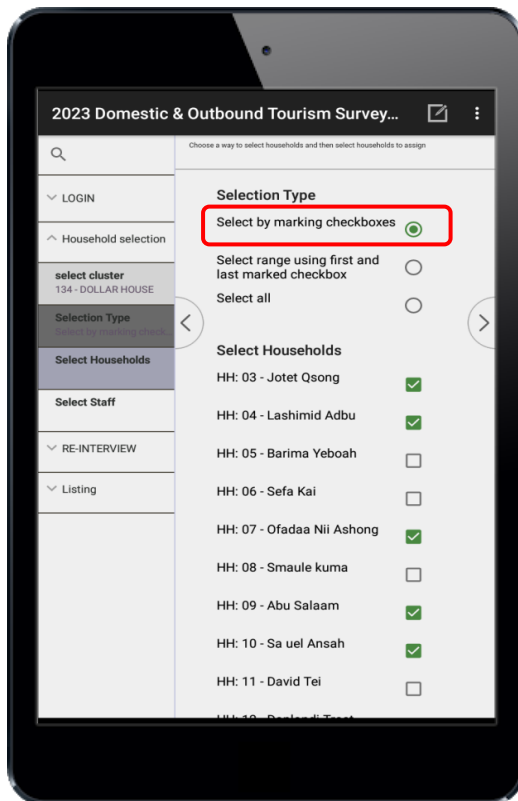
Supervisors' main menu

Select Create Assign household to interviewers.
Only supervisors can assign households and
unassign households. No interviewer should
login with their supervisors' ID to access the
supervisors' menu.



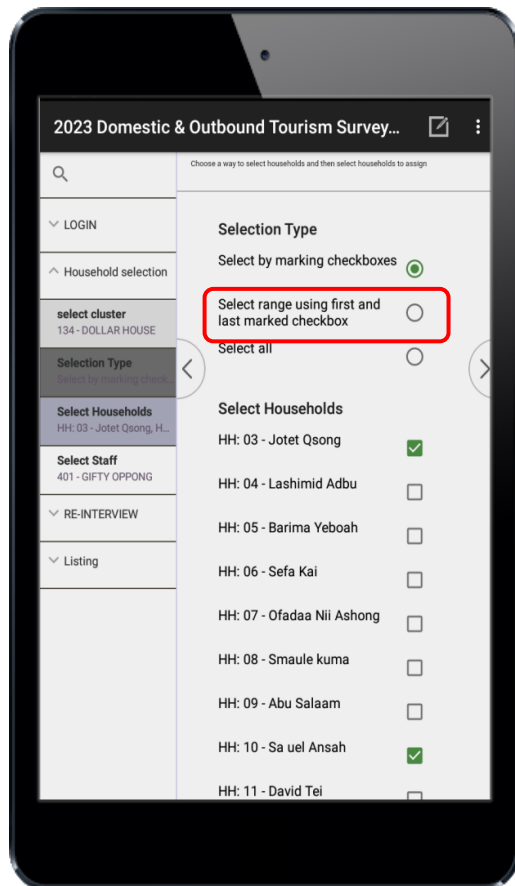
Supervisors' main menu

Select the cluster you are assigning the households from. This must be done for each cluster. The right cluster in which the team is working must be selected to avoid collecting the right data into the wrong cluster. In this case cluster 134 is selected.



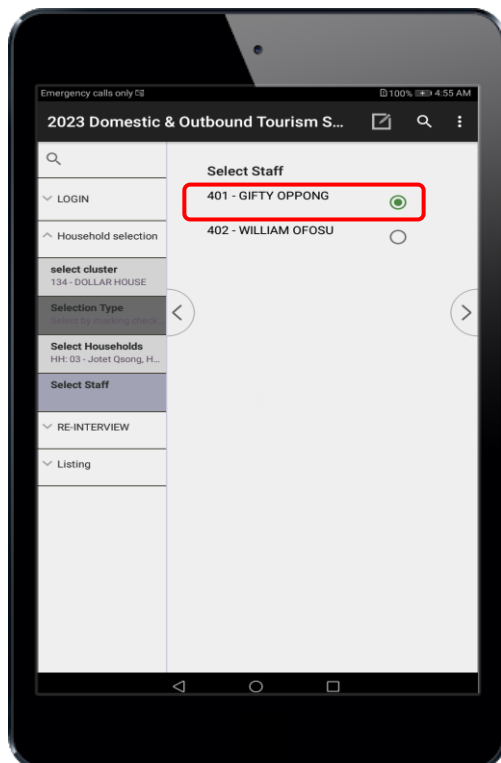
Supervisors' main menu

You can select by checking the households you want to assign one after the other. That is option 1.



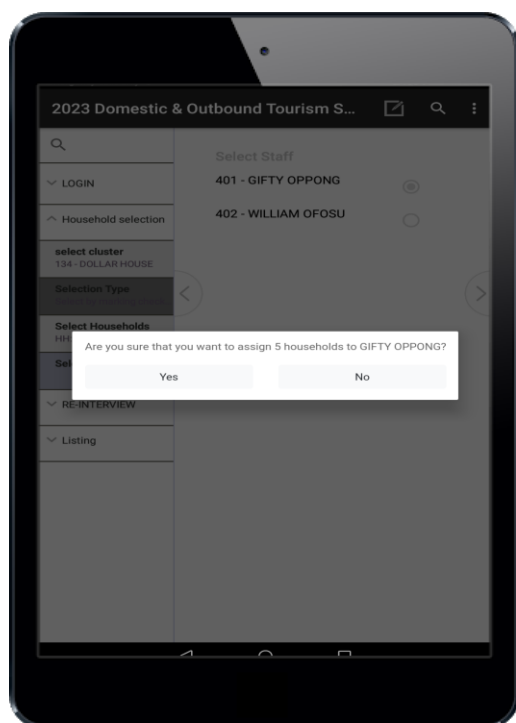
Supervisors' main menu

You can select in ranges by checking the first household and the last household you want to assign to move the range of household to an interviewer. That is option 2



Supervisors' main menu

Once the households to assign are selected, supervisor must select which interviewer he/she is assigning the households to.



Supervisors' main menu

Confirm this is the interviewer you are assigning the households to.

5.19 Data Transmission (Synchronization)

Data transmission is the transfer of data and other resources from one electronic device to another. It involves the **synchronization** of assigned households, data collected and receiving of an update by the supervisor and interviewers respectively

Levels of data transmission

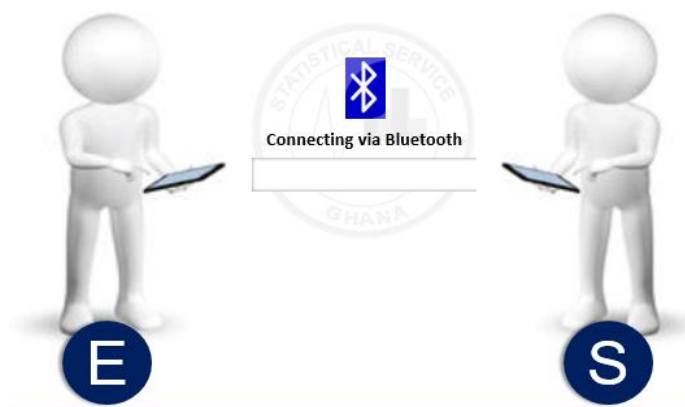
In 2022 DOTS Application, there are two level of data transmission;

1. Between Supervisor and Interviewer (Peer-to-peer)
2. Between Supervisor to a Central Server (Peer-to-HQ).

Data Transmission - Supervisor and Interviewer

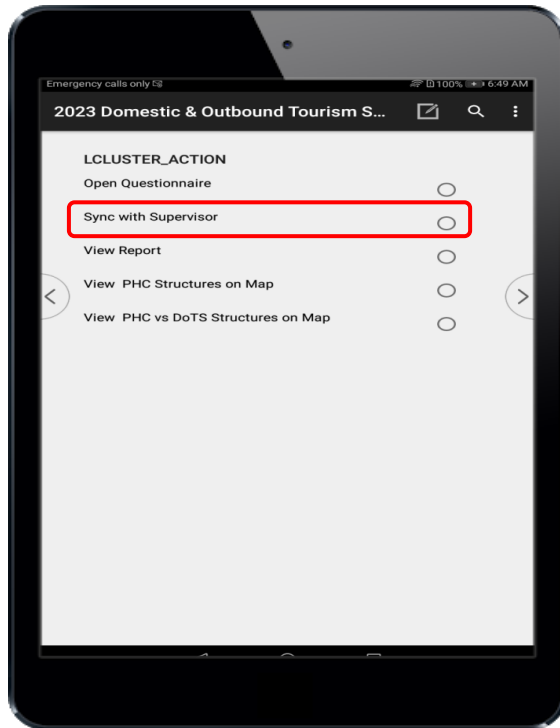
This transfer happens between field officers whiles on the field. This form of data transfer is done via Bluetooth which automatically activates the two devices when the functions in the application are selected. Data that is being synchronised includes assigned households from supervisor to interviewers and the transfer of data from interviewers to supervisors.

Field Officers Syncing with each via Bluetooth



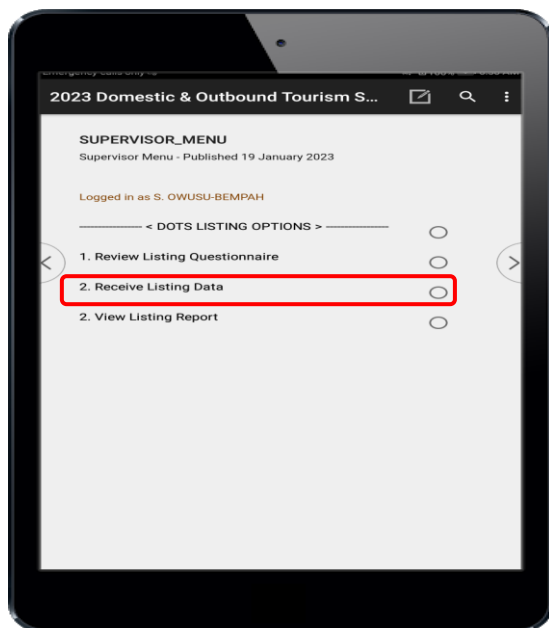
During Listing Exercise.

During listing supervisors use the function **Receive Listing Data** on their menu while interviewers use the function **Sync with Supervisor** to perform this activity. This allows the transfer of data from supervisor to interviewer and vice versa.



Interviewers' Listing menu

Interviewers will use **Sync with supervisor** to activate the transfer process. This activates the Bluetooth of the device to be ready to send or receive data.



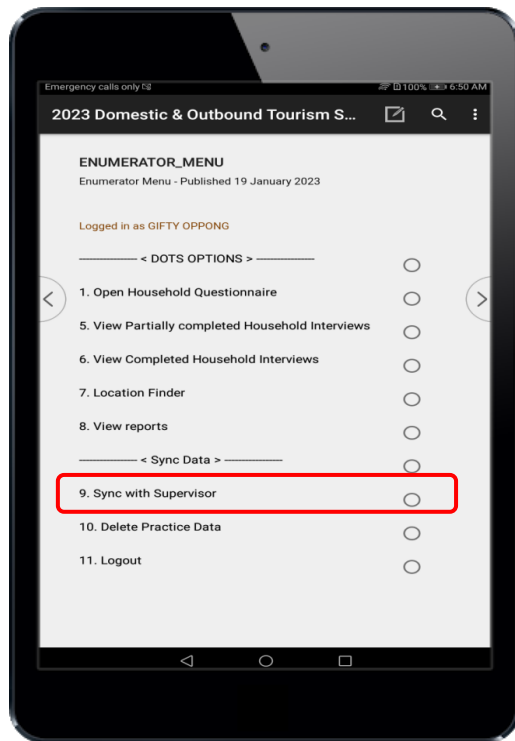
Supervisors' Listing menu

Supervisors will use **Receive Listing Data** to activate the syncing process. This activates the Bluetooth the device to be ready to receive the data.

During Household Enumeration

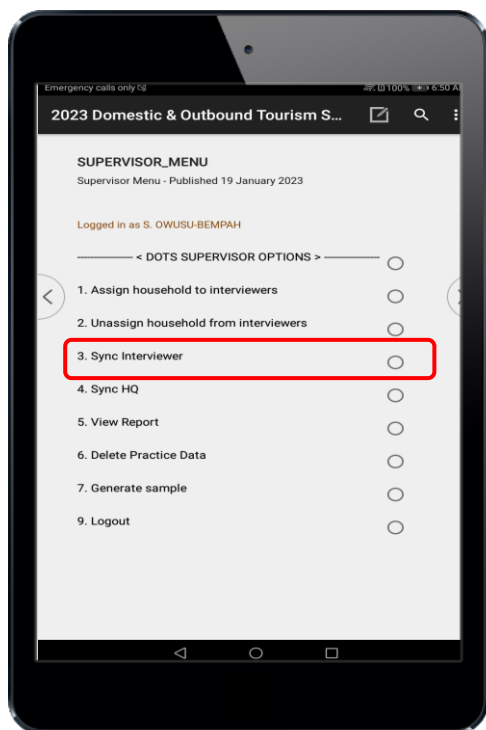
During household enumeration, supervisors use **Sync Interviewer** on their menu and interviewers use **Sync with Supervisor** to perform this activity. This allows the transfer of assigned households and data from supervisor to interviewer and vice versa.

+



Interviewers' household menu

Interviewers will use **Sync with supervisor** to activate the transfer process. This activates the Bluetooth of the device to be ready to send or receive data and also to receive assigned households.



Supervisors' Household menu

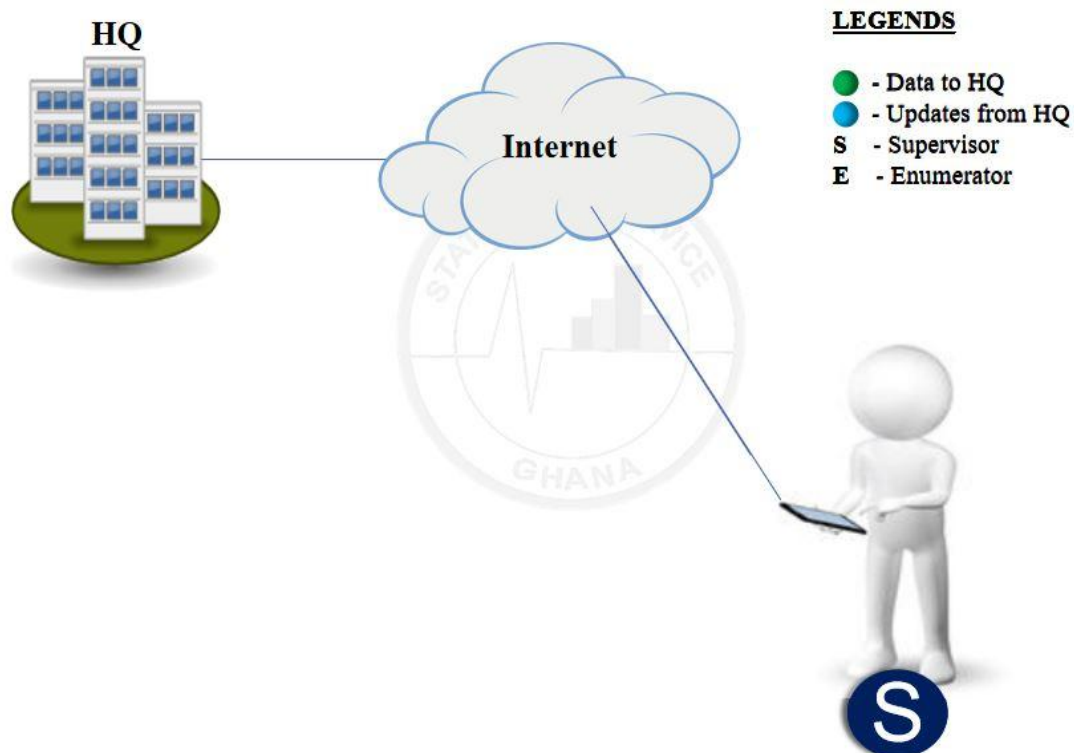
Supervisors will use **Sync Interviewer** to activate the syncing process. This activates the Bluetooth the device to be ready to receive the data and send assigned households to interviewers.

Data Transmission - Supervisor to Central Server

This form of data transfer happens between Supervisor and the Central Server (HQ). This is done via internet connectivity and is always done by supervisors or using a supervisor's tablet. It includes the transfer of data from supervisors to central server (HQ) and also receiving an update from HQ. Supervisors are required to sync data to HQ each day after close of work or early morning before work starts. **NB:** No Sync No Sleep (NSNS).

Supervisor syncing data to HQ via internet

Once the device is connected to the internet, supervisors select the option **Sync HQ** to transfer the data received from interviewers to HQ for analysis.



5.20 Application versioning

A particular release of the CAPI application that is slightly different from other forms of the same CAPI App. Or a copy of CAPI Application that has been changed so that it is slightly different from the current one. The version helps you to know if there is a new upgrade or changes in the application.

CHAPTER SIX

CONCEPTS AND DEFINITIONS

6.1 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 (see 6.6.1)* and *other purposes not related to the exercise of an activity remunerated* from within the place visited.

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 outside their normal place of residence or usual environment 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.

Same-day visitor: A visitor who does not spend any night in a collective or private accommodation and whose main purpose of visit is other than the exercise of an activity remunerated from within the place or country visited.

Traveler: A person who moves between different geographic locations for any purpose and any duration.

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.

Domestic tourism: Is the tourism of resident visitors within the economic territory of the country of reference.

Domestic visitors: Visitors whose country of residence is the country visited; they can be nationals or foreigners.

Trips, bed- nights and expenditure

Trips are movements from the usual environment to a place or region which involves at least one overnight stay or not, taken by adults aged 15 years or more, including children of age 0-14.

Bed nights are overnights spent away from the usual environment on trip(s) by both adults and children aged 0 and above. Every night spent by adults aged 15 years or more, including children of age 0-14 is considered as a night. Therefore, a party of 2 adults and 3 children taking 3 overnight trips away from the usual environment (home) will count as 15 bed-nights.

Expenditure/Spending is the domestic tourism expenditure incurred by visitors for tourism trips. Three different expenditures are considered. These are pre-trip expenditure (expenditure incurred before the trip, on-trip expenditure (expenditure incurred during the trip) and post-trip expenditure (expenditure incurred after the trip).

Tourism Expenditure: is the expenditure incurred for purchasing tourism goods or services for the direct satisfaction of visitors. The domestic tourism expenditure is measured in purchasers' prices. (UNWTO Definition).

The survey is designed to measure the number of visitors, trips, bed-nights and expenditure of domestic and outbound visitors resident in Ghana who travel for tourism purposes. These four measurements are associated and of great value and are needed from the survey for effective tourism data analysis.

Household income

For the purpose of this study, the household annual income is the total income earned by the members of the household, without remittances during the preceding year, are considered to be the annual income of the household (World Bank, 2000).

What is a Loan?

A loan is money borrowed from a lender with an agreement that it will be repaid with interest over a certain period of time.

- The borrower is responsible for paying back the loan, typically with a set payment schedule. Loans are often used to purchase items of high value such as a car or a house.
- Loans can also be used for small items such as a laptop or a mobile phone.
- Personal loans can be loans made by a bank, an employer, or through peer-to-peer lending networks, and because they must be repaid, they are not taxable income.

What is taxable Income?

- In general, income includes any salaries, wages, freelance earnings, tips, and potential bonuses a person may receive.
- Some income such as scholarships, child support, tax returns, and more are non-taxable forms of income.

Because income is classified as money that you earn, whether through a job or investments, loans are not considered income.

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.

‘Usual Environment’ in Relation to Domestic Tourism Data Collection

The survey will use the combination of the following criteria to define the “usual environment” of an individual or a household:

- The geographical boundaries within which the basic routine of life takes place (place of residence, work, study and trade): it includes places frequently visited (approximately on a weekly basis) other than vacation homes;
- Distance travelled from departure to return;
- Duration of the trip from departure to return; and
- The crossing of an administrative border: Districts, Municipalities and Metropolitan Areas to decide which trips have been made inside the ‘usual environment’ (so that those trips will be excluded from the purview of tourism). (UNWTO Definition).

Frequency: Places which are frequently visited by a person (on a routine basis) are considered to be part of his or her usual environment even though these places may be located at considerable distance of his or her place of residence. Example, if you travel outside your District/Municipality/Metropolis frequently for other Districts/Municipalities/Metropolises, your new place becomes part of your usual environment.

Distance: Places located close to the place of residence of a person are also part of his or her usual environment even if the actual spots are rarely visited. An example is the Cape Coast Castle and visitors residing in the Cape Coast Municipality, i.e. if you are staying in the Municipality, your visit to the Cape Coast Castle is not considered as a tourism activity.

The ‘Usual environment’ and second homes

The survey considers the dwelling of individuals or each household as the primary home, while rented family or owned dwellings inhabited by an individual or household during tourism trips are regarded as private home or second home. Every individual or household which occupies dwellings owned by relatives or friends is considered as relative’s or friend’s residence.

Note: Commuting to work according to UN/WTO definition is travelling but not considered as tourism activity.

Note: The place where an individual works is clearly part of his/her usual environment but not necessarily his/her place of residence.

Outbound Tourism: The activities of residents of Ghana travelling to and staying in places outside their usual environment for a period not more than 365 days and whose main purpose of the trip is other than employment.

The following are not considered as an outbound visitor:

- Persons leaving the country as migrants, including dependents accompanying or joining them,

- Persons, known as border workers, residing near the border in Ghana but working in Togo, Cote D'Ivoire or Burkina Faso.
- Diplomats, consular officers and members of the armed forces when travelling outside of Ghana on assignment. This includes dependents and household employees accompanying or joining them.

Criteria to qualify as an outbound visitor:

- Frequency- less than once a week (four visits in a month); and
- Duration is less than 24 hours (Applies only to outbound same-day visitor).

Trip: Travel between two or more places (from the point of origin to point of destination and back).

Units of selection

- The selection unit is the household and individual.
- The collection unit is the individual, trip or visit.
- The analysis unit is the individual, trip or visit.

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

Domestic tourism consumption:

Is the consumption incurred as a direct result of resident visitors travelling within their place of residence? These purchases might include goods or even services produced abroad or by non-residence but sold within the domestic economy (imported goods and services).

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

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

6.1.1 Eco-Tourism

The World Tourism Organization defines ecotourism as: all nature-based forms of tourism in which the main motivation of the tourists is the observation and appreciation of nature as well as the traditional cultures prevailing in natural areas (UNWTO, July, 2022)

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).

Ecotourism encompasses nature-based activities that increase visitor appreciation and understanding of natural and cultural values. They are experiences that are managed to ensure they are ecologically, economically and socially sustainable, contributing to the wellbeing and conservation of the natural areas and local communities where they operate.

Ecotourism: The Principles Behind It

The International Ecotourism Society (TIES) highlights some principles associated with what ecotourism stands for: more than minimizing physical, social, behavioral, and psychological impacts, ecotourism is also about building a culture of environmental respect and protection while providing positive experiences to visitors and hosts. On the host's side, an ecotourism mindset is one generating value for local people and the industry, and they should help deliver remarkable experiences to visitors while raising their sensitivity to local environmental, political or social issues.

6.1.2 Eco-Tourism sites

- **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**

Tourism geography studies the relations between places, landscapes and people, describing travel and tourism as an economic, social and cultural activity. More concisely, it is all about the spatial and temporal dynamics, as well as the interactions between the tourism resources, e.g. Mountain Afadjato.

- **Beaches/Lagoons/Lakes:** Refers to beaches, lagoons and lakes.

6.1.2 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.
- **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 artefacts.
- **Religious sites:** Sites meant for worship. Example, Atwea Mountains in the Eastern region, etc.

6.2 Before the trip, on/during the trip and after the trip

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.

- **On/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 the 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.

6.3 Classification of domestic and outbound 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 drinks;
4. Transport;
5. Recreation, culture and sporting activities;
6. Shopping;
7. Travel agencies, tour operation and other related services; and
8. Others.

6.3.1 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.

6.3.2 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”.

6.3.3 Food and beverages

Item 6.3.3, “Food and beverages” is made up of the following expenditure incurred in eating places such as chop bars, eating and fast-food joints, eateries, 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 drinks, 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.

6.3.4 Transport

Expenditure on item 6.3.4, “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 6.3.3, “food and beverages”.

(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 6.3.2, “accommodation”.

6.3.5 Recreation, culture and sporting activities

Item 6.3.5 “recreation, culture and sporting activities” includes the expenditure of the following activities. These include:

- Admission fees to museums, historical sites, Eco-tourism sites, parks of all types (e.g., amusement parks, theme parks);

- Cultural services aim at satisfying cultural interests or needs. They do not represent cultural material goods in themselves but facilitate their production and distribution. For example, cultural services include licensing activities and other copyright-related services, audio-visual distribution activities, promotion of performing arts and cultural events, as well as cultural information services and the preservation of books, recordings and artefacts (in libraries, documentation centers, museums).

Attending theatres for live band or drama

- Fees paid for using recreational and sports facilities and equipment;
- 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 6.3.3, “food and beverages”;
- Purchase, repair and maintenance costs of small recreational and sporting goods while on a trip;
- Fuel and other running costs for visitor’s own recreation and sporting equipment (excluding costs relating to transport);
- Fees paid, pre-trip and on trip, for instruction required to enable the visitor to undertake particular sporting and recreational activities while on the trip (e.g. skiing, diving); and,
- Expenditure on short excursion and hired guides (excluding transport expenses).

The term “recreational activities” is any physical or mental endeavor undertaken in the great outdoors to relieve stress, increase fitness, or elicit pure enjoyment. The important thing about leisure time is having fun and enjoying every moment. The very thought of spending time on these activities should make you happy and excited.

Examples of recreational activities: skiing, sailing, ice skating, swimming, parachuting, hiking, fishing, going for a morning walk, outdoor photography, visit an amusement park, online gaming and viewing other amusements.

6.3.6 Shopping

Item 6.3.6, “shopping:” is made of expenditure on goods (but not services) for or during the trip, other than the following exclusions:

- Food and beverages, which are included in item 6.3.3, “food and beverages.
- Transport related items, which are included in item 6.3.4, “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.

6.3.7 Travel agencies, tour operation and related services

Expenditure incurred on travel agencies, tour operators, and related services. Related services include tourist guides activities, tourism promotion activities, making travelling arrangement, etc. Commissions and fees paid to businesses for travel-related services.

6.3.8 Other services

Item 6.3.8 “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, and Vodafone credits.

6.4 Exclusion from domestic and outbound tourism expenditure

The following types of expenditure are excluded from domestic and outbound 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.

6.5 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 domestic and outbound 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*.

6.6 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 the place without any specific purpose or reason other than being en route to another destination. There are two types; one type is within the airport and the other type goes outside the airport.
 - *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”.

6.6.1 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, purchasing, selling or buying goods or services on behalf of non-resident producers of the place visited.

6.6.2 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.

6.7 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 include rail, road and, water transport. The means of transport refers to the means used by a visitor to displace from his/her place of residence to 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. Mode of transport is often referred to as the main form of transport and it is the one with the longest distance.

6.8 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 are 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, he/she should be considered as such.
- An individual or a household that travels for any religious or pilgrimage reasons either within Ghana or outside Ghana.
- It should however be noted that, police, military personnel on active duty assigned to a base other than their resident place are not tourists/visitors. Diplomats and their entourage are not to be considered as 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.

6.9 Tourist accommodation

1. **Tourist Household:** a household in which at least one member engaged in tourism activity during the reference period.
2. **Hotels (1 to 5 star):** A hotel (1 to 5star) is an establishment that provides paid lodging on a short-term basis.
3. **Budget hotels:** are usually considered to be 1 Star hotels because they provide lodging at cheaper price: some may offer 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. **Relative's or friend's residence.**
- Every individual or each household who occupies dwellings owned by relatives or friends during tourism trips are considered as **relative's or friend's residence**.
14. **Other:** Any accommodation not included in the ones provided.

CHAPTER SEVEN

HOW TO RECORD INFORMATION ON HOUSEHOLD AND BACKGROUND CHARACTERISTICS

7.1 Introduction

This section seeks to describe the background characteristics of the household, such as headship and household structure, family ties and relationships. It seeks to collect data on socio-cultural characteristics such as marital status, religious affiliation, having difficulty in performing activities such as seeing, even if wearing glasses; hearing, even if using a hearing aid; walking or climbing stairs; self-care such as washing all over the body or dressing; remembering or concentrating or communicating in terms of the population. The section is also interested in data on employment, status of employment, occupation, and the industry of all the eligible household members.

7.2 Purpose

The purpose of this section is to collect information on household members' demographic characteristics such as sex, marital status, ethnicity, religion, nationality, among others. It is also to gather information on households with difficulty in performing activities and education.

7.3 Respondents

For the Household Roster, the respondent should preferably be the head of the household. If he/she is away or will be away, the next person who is acting as head of household should be interviewed. The person selected must be a member of the household and capable of giving all the necessary information on all household members. You must ask questions to discover who this person is. Other members of the household can help to answer questions by adding information or details especially when the questions are about them.

7.4 Definitions

7.4.1 The concept of a household

As an interviewer, you are expected to identify what a household is and who forms part of the household.

A household consists of a person or group of related or unrelated persons, who live together in the same housing unit, who acknowledge one adult male or female as the head of the household, who share the same housekeeping and cooking arrangements, and are considered as one unit. In some cases, one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Remember that not all related persons living in a house form one household, and that more than one household may live in the same house but one household cannot live in two different houses. Probe well to put every person in the right household.

A household may be either:

a) A one-person household: a person who makes provision for his or her own food or other essentials for living without combining with any other person to form part of a multi-person household or;

b) A multi-person household: a group of two or more persons living together who make common provisions for food or other essentials for living? The persons in the group may pool their incomes and may, to a greater or lesser extent, have a common budget; they may be related or unrelated persons or constitute a combination of persons both related and unrelated (OECD).

Three important criteria should help you to identify a household.

These are that the individual(s) must:

- Live alone or together and catered for as one unit;
- Make common provision for food and other essentials;
- Acknowledge one person as the head of the household.

The persons in the group may be related by blood or marriage, unrelated, or a combination of persons both related and unrelated. It is important to emphasize that not all related persons. Living in the same house or compound are necessarily members of the same household. For example, two brothers who live in the same house with their wives and children may or may not form separate households depending on their catering arrangements. The same applies to a father/mother and his/her married children. Thus, in many cases, a house or compound may be divided into separate households.

Note that a household may also consist of one or more 'homeless' people. These include persons living in the streets without a shelter.

7.4.2 Dividing a house into households

Dividing a house or compound into households may require a lot of probing. The following examples must guide you to identify a household:

1. In large family houses where you have more than two generations of people living in the same house, first, find out which members share common catering arrangements and regard each unit as a household. A parent may, for example, have four sons, each of whom has a separate arrangement for the preparation of food for their own "family". Each of these units must be treated as a household. If the father shares meals with one of his married children, he must be classified as part of that household. An exception to the above principle is where in a house or compound, a man has several wives with each wife and her children occupying their own set of rooms in the house. The man eats successively with each of his wives. In such a case, the man, his wives, their children, etc. must be treated as one household.
2. A lodger who sleeps and eats at least one meal a day with the household must be considered a member of that household.
3. A house-help and his/her family who live in a house or an out-house on the same compound as the employer but prepare their own food and eat separately must not be considered as members of the employer's household. They must be classified as forming a separate household. However, a house-help who eats and sleeps with the family of the employer must be considered as a member of the employer's household.
4. If two or more unrelated persons live together in one flat or one room, they may or may not be regarded as one household depending on whether or not they have a common catering arrangement. Probe to find out.

5. Two or more friends who share accommodation but have separate catering arrangements should be classified as separate households. However, if they have common catering arrangements then they should be treated as one household. In this case, one of them should be identified as the head.
6. One person may constitute a household if that person lives alone in a house or part of a house. If the person lives with others in one room but prepares and eats his/her meals separately, he/she forms a one-member household.

7.4.3 Dwelling

The *dwelling* is the structure or group of structures (rooms or buildings), separate or contiguous, occupied by the members of the household. It can be:

1. A single-family house/hut,
2. A flat/apartment (self-contained);
3. Rooms (compound house);
4. Several huts/buildings (same compound);
5. Several huts/buildings (different compounds).

7.4.4 Who is the head of a household?

The head of a household is generally the person who is recognized and acknowledged by the other members of the household. The head of the household has the primary responsibility for making major decisions on the household's living arrangements. The person (could be either a male or female), may or may not be the main income earner of the household. He/she is not necessarily the oldest person in the household. Your main guide as to who is the head is the one who will be pointed out to you as such based on the above criteria.

7.4.5 How are other household members related to the head?

The relationship among household members can be used to determine the family structure and the existence of households composed, partially or completely, of unrelated persons. In identifying the members of a household, it is useful to identify first the household head and then the remaining members of the household according to their relationship to the head. After identification of the household head, each of the remaining members of the household should be distinguished in relation to that person, as appropriate, as one of the following:

a] spouse (either wife, husband or cohabiting partner); b] child (either son or daughter); c] parent (either mother or father); d] parent-in-law (either father or mother of spouse); e] son in-law; f] daughter in-law; g] grandchild; h] great-grandchild (either great grandson or great granddaughter); i] brother or sister; j] step child; k] foster child; l] adopted child; m] other relative (such as an uncle, auntie, cousin, etc.); n] non-relative (such as a friend, friend's daughter, etc.); o] house-help (persons engaged purposefully as such).

SECTION 1A

HOUSEHOLD ROSTER AND BACKGROUND CHARACTERISTICS

Question 1: Household I. D.

Write the household members identification number in this column.

Question 2: Name of household member

Write the name of all household members in the boxes provided under **question 2**, starting with the head of the household. Criteria for identification of the household members are well explained under 7.4.2 (Dividing a house into households).

Question 3: What is (NAME'S) Sex?

It is important to ask for the sex of the person when information is being given to you by a third person. Do not infer the sex from the name or names of the person. Bear in mind that some names can be misleading in this respect e.g. Kafui, Sena, Kakra, Panyin, Agyeman, Konadu, Afriyie, etc. Some people also use George as a short form of Georgina and Ben for Benedicta.

Question 4: What is the relationship of (NAME) to head of household?

The relationship among household members can be used to determine the family structure and the existence of households composed, partially or completely, of unrelated persons. In identifying the members of a household, it is useful to identify first the household head and then the remaining members of the household according to their relationship to the head. After identification of the household head, each of the remaining members of the household should be distinguished in relation to that person, as appropriate, as one of the following:

a] spouse (either wife, husband or cohabiting partner); b] child (either son or daughter); c] parent (either mother or father); d] parent in-law (either father or mother of spouse); e] son in law; f] daughter in-law; g] grandchild; h] great-grandchild (either great grandson or great granddaughter); i] brother or sister; j] step child; k] foster child; l] adopted child; m] other relative (such as uncle, auntie, cousin, etc.); n] non-relative (such as friend, friend's daughter, etc.); o] house-help (persons engaged purposefully as such).

Note that the relationship must always be written as if it were defined by the head himself/herself. For example, if the person who has been identified as household head says:

1. Akrofi is my son - select SON
2. Borketey is my brother - select BROTHER
3. Cecelia is my wife - select WIFE
4. Daniel is my father - select PARENT

On the other hand, if a member of the household other than the head is responding to the questions then, you must reverse the relationship before recording. E.g. a household member says:

1. The head is my father - select SON or DAUGHTER (as applicable)
2. The head is my mother's brother - select OTHER RELATIVE
3. The head is my son - select PARENT

4. The head is my in-law - select SON IN-LAW or DAUGHTER IN-LAW (as applicable)

5. The head is a friend to my mother - select NON-RELATIVE

Most relationships are established either by blood (descent) or by marriage (affinal). This means that your brother and sister's son are blood relatives whilst your wife, wife's mother or wife's sister are relatives by marriage. Interviewer must be able to distinguish between:

- Biological, step, foster and adopted children.
 1. Biological child is born to the head (blood child)
 2. Stepchild is born to a spouse with another partner
 3. Adopted child is non-biological but legal child of the head
- Relative child and non-relative
 1. Relatives are related by blood and marriage
 2. Non-relatives are persons not related to the head by blood or marriage

Note that there is a difference between a foster child and an adopted child. A foster child is raised by the head and not his/her natural or adoptive parents, with no legal backing. However, an adopted child of another becomes his/her after going through all the legal processes.

Make sure that the blood relationships specified are true biological relationships. A son must mean the head's own true son and not his brother's son, etc. Half-brothers, e.g. persons having one mother but different fathers, or one father but different mothers must be recorded as brothers. Similarly, half-sisters must be recorded as sisters. Adopted Son/Daughter must be classified as Son/Daughter. Adopted Child is a child of not more than sixteen years of age neither of whose parents is a citizen of Ghana who is adopted by a Ghanaian.

Any other relationships must be clearly stated e.g. Parent/Parent-in-law, Grandchild, etc. Other household members, who are not related to the head of the household such as lodgers, guest, friend, etc. must be classified as non-relatives. Paid unrelated house help(s) must also be classified as non-relative(s).

Always remember to avoid such vague terms as nephew, cousin, uncle, etc., which do not denote exact relationships. Nephew may mean brother's son or sister's son.

Questions: 5 & 6: Date of Birth and Age

Age and exact date of birth are among the most important pieces of information for the survey. If the exact date of birth can be determined from memory recall, official documents, such as a birth certificate, affidavit of birth, national identity card or passport. Completed years means the age of a person's last birthday. If, for instance, the respondent's eighteenth birthday falls on the following day, you must enter 17 as the answer. If a person does not know the day, month, year or either, enter (code) in its place '99'. Example, Akua Manu says she was born in June 1980. Enter (code) '99' for day and record '06' for the month and '1980' for the year. You must then ask the respondent's age and record the reply as the answer to Question 5. Cross-check to ensure that the answers given for questions 5 and 6 agree.

If the person does not know his/her age refer to events that have taken place in his/her life or in the Community (village, town, country) or the world such as the independence day of Ghana, World Wars,

Earthquakes etc. as shown in the Calendar of Events.

What to do when a person does not know his/her age.

- (i) For such a person, use the following method to estimate his/her age:
 - 1) Ask him/her to name any historical event (preferably a local one), which occurred around the time of his/her birth.
 - 2) Ask him/her to give you an indication of how old he/she was when that event occurred or how many years elapsed before his/her birth.
 - 3) Then use this information to work out his/her age. For example, if a respondent tells you that he/she was about 15 years when Ghana attained her independence this person must be $15 + 55$ (i.e. 6th March 1957 to May 2012) = 70 years.
- (ii) If this approach does not elicit the required information, then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old however small she may look. You may then try to work out her age by the following method:
 - (a) Ask her, at what age she had her first child.
 - (b) Determine the age of her oldest child.
 - (c) Then assume that the average woman in Ghana gives birth to her first child at about 18. Without further probing, you must not base your assumption on the oldest living child. There is the likelihood that in certain cases the first child died later on or that the woman had miscarriages or stillborn children before the oldest living child was born. Therefore, if the woman tells you that she had one miscarriage or stillbirth before the oldest living child was born you must make your estimation from the year of the first miscarriage, stillbirth or live birth.

Note also that some women do not have children early in life while others have children earlier than what generally pertains in the community. Therefore, in every case you must find out whether she had her first child, miscarriage or stillbirth at the usual age before you assume she was 18 years at her first pregnancy.

 - (d) Then use the information obtained by means of 'a' and 'b' above to estimate her age.
- (iii) If you are obtaining information about an absent person from a third person, then obviously you have to rely on the information supplied by the third person in estimating the age in respect of the person who is absent. Under NO circumstance must you leave the age column blank.

Question 7: What is [NAME's] current marital status?

Question 7 is to be asked of persons who are 12 years and older. Nine (9) categories have been provided. The answer that is given must refer to the respondent's current marital status.

1. Informal/Consensual union/Living together: Relationship contracted by two adults who are living together without civil or traditional recognition.

2. Married (civil/ordinance): A civil marriage is a marriage contracted between two parties of the opposite sex under the Marriage Act. It could be a religious or non-religious legal marriage ceremony performed by a government official or functionary normally called a Registrar or a Gazetted Minister. Select Code '2' for persons who, at the reference time have married partners whether they were staying in the same house or not.

3. Married (Customary/traditional): Customary marriage is a kind of marriage between a man and a woman, which involves the performance of certain local customs. The customary rite performed differs from one ethnic group to another. However, the gathering of the extended families of the couples and payment of a bride price to the bride's parents are common to the various ethnic groups. Marriages that fall under this category are usually registered under customary marriage and divorce registration laws (PNDCL112).

4. Married (Islamic): Is a marriage that is contracted in accordance with Islamic rules regarding marriage. It is celebrated by couples who profess the Islamic faith. The ceremony is officiated by an Imam, a Sheikh, or Kadhi.

5. Married (Other type): Any marriage type which is different from what is described above.

6. Separated - Enter code '6' for all persons who because of a dispute or other reasons are no longer staying as "married partners" but whose marriage has not been declared customarily or legally dissolved. Note that the fact that the two married partners are not staying in the same house does not necessarily mean that the two are separated. Normally, a "Separated" person has his/her case before the "elders of one of the families" or before a law court. Separation need not lead to a divorce.

7. Divorced: Enter code '7' for all persons who at the reference time have had their marriage formally annulled or dissolved either in court or by custom and have not remarried.

8. Widowed - Select code '8' for persons who at the reference time had lost their marriage partners through death and had not remarried. If a man who is into polygamous marriage tells you that he has lost one of his wives, do not consider him as 'widowed', rather, he is to be considered 'married'.

9. Never Married: Select code '9' in the box for persons who have never been married.
Note: Occasionally, you may come across a respondent who has been divorced or widowed before his or her present marriage. You must treat such a person as married.

Question 8: What is (NAME)'s religious affiliation?

Ask the religious affiliation of each person 12 years and older. Do not assume that every household member, particularly the children, belong to the same religion as the head or the head's spouse. Do not use respondents' names to determine their religious affiliation. For example, Yaw Owusu may be a Muslim whilst Yakubu Fuseini may be a Catholic. It is, therefore, very important to ask for the religious affiliation of every respondent.

Record or select the code corresponding to the respondent's religious affiliation provided.

1. Catholic - Christians who belong to the Catholic faith religion.

2. Protestant - These are made up of mainly the Churches that belong to Christian Council and include; Anglican, Methodist, Presbyterian, AME Zion, Lutheran, E.P. Church, Baptist church, Seventh Day Adventist (SDA), etc.

3. Pentecostal/Charismatic - These include the Apostolic Church, Foursquare Gospel Church, Christ Apostolic Church, Assemblies of God, Church of Pentecost, International Central Gospel Church (ICGC), Action Chapel, Praise Valley Temple, Rhema Christian Centre, Word Miracle Church International, International Bible Worship Centre, Global Evangelical Church, Victory Bible Church, Jubilee International Church, Light House Chapel, Harvest Chapel Int., Perez Chapel, Salvation Army, etc.

4. Other Christian - Other Christians include members of the Mosama Disco Christo Church, Church of Christ, Kristo Asafo, Odifo Nkansah/Awoyo, Church of Jesus Christ of Latter-Day Saints, Jehovah's Witness, Church Universal and Triumphant, etc.

5. Islam - These are made up of people who mainly use the Holy Qur'an and the Hadith as their books of instruction. They include the following denominations: Al-Suna/Tijaniya (orthodox), Ahmadis, Shia and other Islamic denominations.

6. Traditional Religion - These are made of people who worship gods such as “*abosom*”/”*tro*”/”*wo*”, “Africana mission and other forms of ancestral worship. Examples of some of the gods are “*akoned*”, “*antoa nyama*”, “*tigare*”, etc.

7. No Religion - Some people do not have any religious beliefs and thus do not belong to any

8. Other (specify) - These include Eckankar, Bahai, Hinduism, Buddhism, Hare-Khrisna, Yoga and all other Transcendental Meditation. Those whose religious affiliation is unknown should also be put under this category.

Question 9: In which country was [NAME] born?

The question is to find out from the respondent, the country in which he/she was born. This question aims at soliciting information from household members who had made a trip in the past three months to declare the country in which they were born. Please, SEE COUNTRY CODE.

Question 10: In which district was [NAME] born?

The import of this question is to find out from the respondent, the district in which he/she was born. There are 265 districts in the country. Therefore, select the district in which the respondent was born. Thus, see the DISTRICT CODE.

Question 11: What is [NAME]'s nationality? Is name a....

You are required to differentiate between a Ghanaian by birth and a Ghanaian by naturalization as well as all other nationals.

(1) Ghanaian by birth:

- a) A person born in or outside Ghana, one of whose parents is a Ghanaian citizen.
 - b) A child of not more than seven (7) years of age found in Ghana whose parents are not known.
- Note that the choice of this option will skip you to 14 (ethnicity). Go To 10

(2) Ghanaian by naturalization: For the purpose of this survey, a Ghanaian by naturalization includes

the following:

a) Naturalization: A person who acquired Ghanaian citizenship by application and approval by Ministry of Interior.

b) Adopted Child: A child of not more than sixteen years of age neither of whose parents is a citizen of Ghana who is adopted by a Ghanaian.

c) Citizenship by Registration: A person who acquired citizenship by registration through marriage.

(3) Dual Nationality: (Ghanaian and other): This relates to a citizen of Ghana who holds the citizenship of another country in addition to his/her Ghanaian citizenship.

(4) Non-Ghanaian: This relates to all persons who do not originate from Ghana. For these persons, they may have citizenship of a different country other than Ghana or have dual citizenship of other countries; none of which is Ghana. This group will also include stateless persons.

Stateless persons: Note that it is possible to find a person who does not have any nationality, otherwise called a “stateless person”. A stateless person is a person residing in the Republic of Ghana, who does not hold the citizenship of the Republic of Ghana and has no proof of holding the citizenship of another State. Such persons do not possess the nationality of any State granted either automatically or under an individual executive order adopted according to the law. For such stateless individuals assign code ‘8888’. REFER TO MANUAL FOR COUNTRY CODE LIST.

Question 12: What is [NAME]’s nationality? (For non-Ghanaians only)

You are required to differentiate between a Ghanaian by birth and a non - Ghanaian by naturalization as well as all other nationals.

(1) Ghanaian by birth:

a) A person born in or outside Ghana, one of whose parents is a Ghanaian citizen.

b) A child of not more than seven (7) years of age found in Ghana whose parents are not known.

Note that the choice of this option will skip you to 14(ethnicity). Go To 10.

(2) Ghanaian by naturalization: For the purpose of this survey, a Ghanaian by naturalization includes the following:

a) Naturalization: A person who acquired Ghanaian citizenship by application and approval by Ministry of Interior.

b) Adopted Child: A child of not more than sixteen years of age neither of whose parents is a citizen of Ghana who is adopted by a Ghanaian.

c) Citizenship by Registration: A person who acquired citizenship by registration through marriage.

Note: that the choice of this option will skip you to Section 2 (Education).

(3) Dual Nationality: (Ghanaian and other): This relates to a citizen of Ghana who holds the citizenship of another country in addition to his/her Ghanaian citizenship.

(4) Non-Ghanaian: This relates to all persons who do not originate from Ghana. For these persons, they may have citizenship of a different country other than Ghana or have dual citizenship of other

countries; none of which is Ghana. This group will also include stateless persons.

Stateless persons: Note that it is possible to find a person who does not have any nationality, otherwise called a “stateless person”. A stateless person is a person residing in the Republic of Ghana, who does not hold the citizenship of the Republic of Ghana and has no proof of holding the citizenship of another State. Such persons do not possess the nationality of any State granted either automatically or under an individual executive order adopted according to the law. For such stateless individuals assign code ‘999’. Refer to Manual for Country Code List

Question 13: What is [NAME]’s other nationality?

If the respondent is Ghanaian with dual citizenship

This question is to be asked of Ghanaians with dual nationality. For example, a Ghanaian who has British citizenship. The other nationality in this case is British. Select the appropriate country and its code from the list of countries and their codes in Appendix 3. On the other hand, If Nationality is non-Ghanaian (11=4) then ask;

If the respondent is Non-Ghanaian

Select the appropriate code from the list of countries and their codes in Appendix 3. If (NAME) is stateless, assign code ‘8888’, after which you should go to question P04, ethnicity.

Question 14: To which ethnic group(s) does (NAME) belong?

This question relates only to Ghanaians by birth and Ghanaians with dual nationality. Obtain from each of these persons what his/her ethnic group is and write it together with their corresponding codes in the boxes provided. A list of ethnic groups in alphabetical order and their codes has been provided in the Appendix. Note that this question does not seek the broad categories of the ethnic groupings. If for example a respondent indicates that he/she is an Akan, probe to find out which of the Akan groupings he/she belongs, whether he/she is Akuapem, Ahanta, Nzema, Sefwi, Akwamu, etc.

Example: If the respondent is a Ga, you must enter code **201** in the boxes provided as shown.

General Education

This question refers to full-time education in an educational institution such as, Nursery, Kindergarten (Pre-school), Primary, Junior Secondary, Junior High School, Middle, Senior Secondary, Senior High School, Secondary (O' and A'-Levels), Vocational, Commercial or Technical, Teacher Training College, University or similar type of school where a person spends or has spent at least four (4) hours a day receiving general education in which the emphasis is not on trade training.

Formal Education here refers to the process of giving and receiving standardized systematic instruction from a recognized and accredited institution to individuals for knowledge acquisition and skill development. In this context, education is conceptualized as formal. The mode of instruction could be full-time or part-time. This definition excludes night schools and trade schools such as Catering schools, Floral schools, etc. It also excludes on-the-job training establishments like National Productivity Institute, Auditor-General's Training School, Accountant-General Training School, Labour College, Commercial Bank Training School, etc. It includes schools where Arabic and other subjects are taught. It, however, excludes Arabic schools where only reading and writing of the Quran are taught, for example, Makaranta. School attendance is defined as regular attendance at an accredited educational institution or programme for organized learning at any level.

This part covers general information related to education in the past 12 months. Questions are asked on the highest level, grade, qualifications attained. Household members 3 years and older are required to respond to these questions.

Secondary, Senior High School, Secondary (O' and A'-Levels), Vocational, Commercial or Technical, Teacher Training College, University or similar type of school where a person spends or has spent at least four (4) hours a day receiving general education in which the emphasis is not on trade training.

Formal Education here refers to the process of giving and receiving standardised systematic instruction from a recognized and accredited institution to individuals for knowledge acquisition and skill development. In this context, education is conceptualized as formal. The mode of instruction could be full-time or part-time. This definition excludes night schools and trade schools such as Catering schools, Floral schools, etc. It also excludes on-the-job training establishments like National Productivity Institute, Auditor-General's Training School, Accountant-General Training School, Labour College, Commercial Bank Training School, etc. It includes schools where Arabic and other subjects are taught. It, however, excludes Arabic schools where only reading and writing of the Quran are taught, for example, Makaranta. School attendance is defined as regular attendance at an accredited educational institution or programme for organized learning at any level.

**Question 15: Has [NAME] ever attended school or is [NAME]
Attending school now?**

Never attended.....1 (>>19)
Attending now.....2
Attended in the past.....3

This question refers to full-time education in an educational institution such as, Nursery, Kindergarten (Pre-school), Primary, Junior Secondary, Junior High School, Middle, Senior Secondary, Senior High School, Secondary (O' and A'-Levels), Vocational, Commercial or Technical, Teacher Training College, University or similar type of school where a person spends or has spent at least four (4) hours

a day receiving general education in which the emphasis is not on trade training.

Formal Education here refers to the process of giving and receiving standardised systematic instruction from a recognized and accredited institution to individuals for knowledge acquisition and skill development. In this context, education is conceptualized as formal. The mode of instruction could be full-time or part-time. This definition excludes night schools and trade schools such as Catering schools, Floral schools, etc. It also excludes on-the-job training establishments like National Productivity Institute, Auditor-General's Training School, Accountant-General Training School, Labour College, Commercial Bank Training School, etc. It includes schools where Arabic and other subjects are taught. It, however, excludes Arabic schools where only reading and writing of the Qur'an are taught, for example, Makaranta. School attendance is defined as regular attendance at an accredited educational institution or programme for organized learning at any level.

Three Options: **NEVER ATTENDED, ATTENDING NOW and ATTENDED IN THE PAST** has been provided for this question and you must select **ONLY ONE** of them:

1. Never attended– Select the option ‘Never attended’ if the respondent has never at any time received full-time education. If you select the option ‘Never attended’, skip to Q19.

2. Attending now – Select the option ‘attending now’ if the person is still receiving full-time Education. This includes those who are on vacation at the time of the interview and would be going back to school.

Note: probe further to ensure respondents working full-time and studying as well are recorded as Attending now...2, especially those doing distance learning and PhD.

3. Attended in the past – Select the option ‘Attended in the past’ if the person received full-time education in the past and is no longer receiving it as at the time of interview.

**Question 16: What is the highest level of schooling [NAME]
is attending now/attended in the past?**

This question seeks to elicit information on the highest level of formal school respondents attended. Note that the interest here is to find the highest level of formal school respondents ever attended or attending and NOT the level completed. If a respondent dropped out of school at a level it means he/she has attended that level. Also, note that the first degree includes undergraduates who are still in the Universities and Polytechnics and those who attended university but dropped out before completing the bachelor degree in addition to those who have completed their bachelor degree.

Similarly, the Post Graduate category includes those who have completed post-graduate diploma, masters’ degree and PhD. It also includes those who are currently doing a postgraduate course and those who started postgraduate course but dropped out before completion.

Enter the code applicable to the person. You will also come across people who through distant, sandwich course or adult education have attained some level of schooling. In such cases, find the equivalent level of schooling and record the appropriate code. However, in situations where the response is not found among the 15 response categories, “Other Specify” i.e. code ‘16’ must be selected.

Question 17: Is the school (NAME) attending Public or Private?

This question refers to whether the school they attend/attended is/was public or private.

Public.....1

These schools programs and activities are under the control of the government or its agencies. They are supported by public funds. Fees and levies could either be wholly free or subsidized.

Private religious.....2

These private schools are religious-affiliated, also known as faith-based schools, are associated with a specific religion. The most common religious-affiliated schools are Christians; examples are Catholic, SDA, among others but there are also Islamic schools.

Private non-religious.....3

These private schools have no affiliation to any religion.

Question 18: What is the highest educational qualification (NAME) has obtained?

This question seeks to elicit information on the highest level of formal school respondents has obtained. Note that the interest here is to find the highest level of formal school.

Question 19: Does (NAME) belong to any form of association?

Yes.....1

No.....2 (>> 21a)

Question 20: What associations does (NAME) belong to?

Professional.....A

Religious groups.....B

Old students association....C

Workplace.....D

School-based club.....E

Other (specify).....F

Note: Probe further to be able to know whether the respondent belongs to an association(s).

(Multiple selection)

Question 20a: Does (NAME) have difficulty in seeing, hearing, walking, self-care, remembering, concentrating or communicating?

The question seeks to know the difficulty the respondent is going through. Two options, 'Yes' and 'No' are provided. If respondent is going through any of the conditions listed above, choose 'Yes', else choose 'No'.

Yes.....1

Questions 21a, 21b, 21c, 21d, 21e, 21f: Does (NAME) have difficulty in performing any of the following activities:

This module seeks to obtain information about difficulties faced by the respondent in doing certain activities. It includes persons who are unable to, or are restricted in the performance of specific tasks/activities due to loss of function of any part of the body as a result of impairment or malformation. It includes difficulties that occur within a health context, rather than those caused by a lack of resources. It also includes specific problems such as a disease or chronic condition, a missing limb, or physical or psychological symptoms. The questions on difficulties in performing activities cover six core domains: seeing, hearing, walking, or climbing stairs, remembering or concentrating, self-care, and communicating. The challenges are:

21a Does (NAME) have difficulty seeing, even if wearing glasses. Will you say that (NAME) has no difficulty, some difficulty, a lot of difficulty or cannot see at all?

21b Does (NAME) have difficulty hearing, even if wearing hearing aid. Will you say that (NAME) has no difficulty, some difficulty, a lot of difficulty or cannot hear at all?

21c Does (NAME) have difficulty walking or climbing stairs. Will you say that (NAME) has no difficulty, some difficulty, a lot of difficulty or cannot do at all?

21d Does (NAME) have difficulty walking or climbing stairs. Will you say that (NAME) has no difficulty, some difficulty, a lot of difficulty or cannot do at all?

21e Does (NAME) have difficulty in self-care. Will you say that (NAME) has no difficulty, some difficulty, a lot of difficulty or cannot do at all?

21f Using (his/her) usual language, does (NAME) have difficulty communicating (e.g. understanding others or being understood by others)? Will you say that (NAME) has no difficulty, some difficulty, a lot of difficulty or cannot communicate at all?

Difficulty seeing, even if wearing glasses?

The purpose of this question on the difficulty in seeing is to identify persons who have challenges seeing even when wearing glasses or contact lenses. This question should be asked to persons whether or not they wear glasses. Difficulty in seeing refers to the use of one's eyes to perceive or observe what is happening around them. Difficulty in seeing then includes challenges seeing things close up or far away; problems seeing out of one eye or only seeing directly in front but not to the side.

Difficulty hearing, even if using a hearing aid?

The purpose of this question is to identify persons who have some hearing limitations or problems of any kind with their hearing, even when using a hearing aid. Difficulty in hearing refers to challenges encountered by an individual while using his/her ears and auditory (or hearing) capacity to know what is being said to them or the sounds of activity, including the danger that is happening around them. Included are problems hearing in a noisy or quiet environment; problems distinguishing sounds from different sources; and problems hearing in one or both ears.

Difficulty walking or climbing stairs?

The purpose of this question is to identify persons who have some limitations or problems of any kind getting around on foot. Walking refers to the use of the lower limbs (legs) in such a way as to propel one's self over the ground to get from one point to another. The capacity to walk should be without the assistance of any device (wheelchair, crutches, walker, etc.) or human. If such assistance is needed, the person has difficulties walking. Included are problems walking short (about 100 yards/meters) or long (about 500 yards/meters) distances. Difficulties walking can include those resulting from impairments in balance, endurance, or other non-musculoskeletal systems, including problems walking up or downstairs.

Difficulty remembering or concentrating?

It refers to the use of memory to recall incidents or events. It means the individual cannot bring to mind or think again about something that has taken place in the immediate past. Remembering should not be equated with memorizing. Concentrating refers to the use of mental ability to accomplish some tasks such as reading, calculating numbers or learning something. It is associated with focusing on the task at hand in order to complete it. Included are problems finding one's way around, being unable to concentrate on an activity, or forgetting one's where about. Also included are problems remembering what someone just said, or becoming confused or frightened about most things.

Difficulty with self-care such as washing all over the body or dressing?

The purpose of this item is to identify persons who have problems taking care of themselves independently including washing and dressing. Washing all over refers to the process of cleaning one's entire body (usually with soap and water) in the usual manner for the culture. This includes cleaning hair, feet, and brushing of teeth, as well as gathering any necessary items for bathing, such as soap or shampoo, a sponge, towel, or water. Dressing refers to all aspects of putting clothing or garments on the upper and lower body, including the feet. Included are the acts of gathering clothing from storage areas (i.e. closet, dressers), securing buttons, tying knots, zipping, etc. Washing and dressing represent tasks that occur on daily basis and are considered basic, universal activities. This excludes persons unwilling to perform these activities because of culture or other concerns.

Difficulty communicating (e.g. understanding others or being understood by others)?

The purpose of this item is to identify persons who have challenges with talking, listening, or understanding speech such that it contributes to difficulty in making themselves understood by others or understand others. Communicating refers to a person exchanging information or ideas with other people using language. Communication difficulties can originate in numerous places in the exchange process. It may involve mechanical problems such as hearing impairment or speech impairment, or it may be related to the inability of the mind to interpret the sounds that the auditory system is gathering and to recognize the words that are being used. Included is the use of the voice for the exchange or using signs (including sign language) or writing the information to be conveyed. Included are problems making oneself understood, or problems understanding other people when they speak, to try to communicate in other ways.

Question 22: Is [NAME] currently working or engaged in any economic activity?

The import of this question is to ascertain from the household members who are currently working.

Two responses, 'Yes' and 'No' are provided. Write '1' for household members who are currently working. Write '2' for members who respond otherwise for the past three (3) months. If 'No', skip to **SECTION 1B**.

Question 22a: What is (NAME's) sector of employment?

Employment sectors are areas of the economy which have various occupations, however, the occupations found in each sector are usually related to each other in some aspect.

This question relates to the sector of employment in which (Name) is working. The following explanations of employment sectors have been given to guide you choose the appropriate option:

1. **Government Sector**- Code '1' if respondent works or worked in the public sector which is made up of establishments that are largely regulated, owned or controlled by the central or local government e.g. Ministries, other Government Departments and Agencies, District Assemblies, National Mobilization Programme, etc.
2. **Semi-Public/Parastatal** – Code '2' These are institutions (Corporations, companies, etc.) that are partly or fully owned by the government. These do not, however, depend on the consolidated fund or government funds. They normally generate their own income and have some autonomy e.g. ECG, VRA, Ghana Water Company, Ghana Broadcasting Corporation, Graphic Communications Group Limited, etc. Record '2' in the appropriate box if the person works in any of such institutions.
3. **Local NGOs/CSOs** – Enter code '3' for respondents who work in non-profit making organizations which aim at providing services/ facilities/ assistance to the government and communities. It is referred to as local NGO/CSO because the source (headquarters) is in Ghana. Examples of local NGOs/CSOs are STAR-Ghana, Association of Church-Based Development (ACDEP), West Africa Programme to Combat AIDS and STIs (WAPCAS), Ghana Society for the Blind, etc.

International NGO /CSO – Enter code '3' for respondents who work in non-profit making organisations which aim at providing services/facilities/assistance to the government and communities. It is referred to as an international NGO/CSO because the source (headquarters) is in a country other than Ghana. Examples of international NGO's/CSOs are the Save the Children Fund, International Needs, Water Aid, Help Age, World Vision International, ADRA, Care International, etc.
4. **Cooperatives**
A cooperative is an association of persons (organization) that is owned and controlled by the people to meet their common economic, social, and/or cultural needs and aspirations through a jointly-owned and democratically controlled business (enterprise).
5. **International Organizations/Diplomatic** - Record code '5' for persons who work in international organizations. This includes UNDP, UNICEF, UNHCR, FAO, UNFPA, WHO, ILO, World Bank, USAID, UKAID, etc.
6. **Private Formal** - Record '6' for persons who work in establishments owned and controlled by a private person(s). This covers both big and small establishments like UNILEVER, Japan Motors, Nestle, etc.

Private Informal - Record '6' for persons who work in small establishments owned and controlled by a private person(s) and those who do their own small business like the hawkers, tabletop shops, buying and selling at market places, etc. Also included are persons working in establishments like Kumasi Magazine Garages, Abossey Okai Spare Parts Shops in Accra, etc.

Question 22b: What was [NAME]'s employment status in that establishment /business/industry?

Eleven pre-coded responses have been provided for this question and where the answer corresponds to one of these you must indicate the appropriate code. It is important to probe, especially women and children for their activities in order to be sure of their statuses as to whether they worked for themselves or in a household member's enterprise.

Eleven (11) responses Code '1' to '11' have been provided. Choose the right code.

Employee.....	1
Self-employed without employees	2
Self-employed with employees.....	3
Casual worker.....	4
Contributing family worker	5
Paid apprentice.....	6
Unpaid apprentice.....	7
Domestic worker (house help, garden boy, etc.)	8
Pensioner.....	9 (>>SECTION 1B)
Student.....	10 (>>SECTION 1B)
Other (Specify).....	11

Question 23: What is (NAME's) occupation?

Occupation is a visitor's habitual or principal work or business by which a visitor earns a living or an activity by which a visitor is engaged. The aim of this question is to find out from respondents their occupation. Ten (10) responses from code '1' to '0' have been provided. Interviewers are to elicit the response from the respondent and select the appropriate response and code.

- 1 . **Managers:** plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations.
- 2 . **Professionals:** increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner or engage in any combination of these activities.
- 3 . **Technicians and associate professionals:** perform technical and related tasks connected with research and the application of scientific and artistic concepts and operational methods, and government or business regulations.
- 4 . **Clerical support workers:** are supporting staff in every office environment who perform a variety of essential day-to- day basic administrative tasks to assist in the functioning of an enterprise or business.
- 5 . **Service and sales workers:** provide personal and protective services related to travel, housekeeping, catering, personal care, protection against fire and unlawful acts; or demonstrate and sell goods in wholesale and retail shops and similar establishments, as well as at stalls and on markets,
- 6 . **Skilled agricultural, forestry and fishery workers:** they grow and harvest field or tree and shrub crops; gather wild fruits and plants; breed, tend or hunt animals; produce a variety of animal husbandry products; cultivate, conserve and exploit forests; breed or catch fish to produce food and income for themselves and their households.
- 7 . **Craft and related trades workers:** are persons who work by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tools.
- 8 . **Plant and machine operators, and assemblers:** includes stationary machine operators in factories, mines, timber firms, printing presses etc., as well as persons who assemble, bring or put together a machine or its parts, and skilled manual workers who drive and operate motor vehicles, trains, industrial and agricultural machinery or steer and execute deck duties on ships.
- 9 . **Elementary occupations:** involve the performance of simple and routine tasks which may require the use of hand-held tools and considerable physical effort. Includes cleaning, digging, lifting and carrying materials by hand, sorting or assembling goods by hand, picking fruits and vegetables and provision of other farm hand services as well as operating non-motorized vehicles like animal drawn carts and bicycle-drawn carts.

0. **Armed forces occupations:** are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment and subject to military discipline. Included are regular members of the army, navy, air force and other military services enrolled for military training or other service for a specified period.

Question 24: What is (NAMES's) industry?

An industry is made up of all the activities involved in providing a particular good or service. The aim of this question is to find out from respondents their industry of work. Twenty-one (21) responses from code '1' to '21' have been provided. Interviewers are to elicit the response from the respondent and select the appropriate response and code.

Agriculture, forestry and fishing.....	1
Mining and quarrying.....	2
Manufacturing.....	3
Electricity, gas, steam and air conditioning supply.....	4
Water supply; sewerage, waste management and remediation activities.....	5
Construction.....	6
Wholesale and retail trade; repair of motor vehicles and motorcycles.....	7
Transportation and storage (air, land, water, rail transport, postal and courier activities, warehousing and support activities)	8
Accommodation and food service activities.....	9
Information and communication (publishing activities, motion picture, video and television programme, sound recording, broadcasting activities, telecommunications, computer programming, consultancy and related activities)	10
Financial and insurance activities (financial, insurance, re-insurance and pension funding).....	11
Real estate activities.....	12
Professional, scientific and technical activities.....	13
Administrative and support service activities (rental and leasing activities, employment activities, travel agency, tour operator, reservation service and related activities).....	14
Public administration and defense; compulsory social security.....	15
Education.....	16
Human health and social work activities.....	17
Arts, entertainment and recreation (creative, arts, and entertainment activities, libraries, archives, museums and other cultural activities, and betting activities, sports activities, gambling, and amusement and recreational activities).....	18
Other service activities (membership organizations, repair of computers and personal and household goods and other personal service activities).....	19
Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use.....	20
Activities of extraterritorial organizations and bodies.....	21

SECTION 1B

HOUSEHOLD EXPENDITURE, ASSETS AND LIABILITIES (15 YEARS AND OLDER)

1. Introduction

This section aims at eliciting information on expenditure, assets that are owned by the household and their liabilities. The purpose of this section is to collect information on income and expenditures of households who are same-day visitors and other household assets such as transport and liabilities (loans) owed by household members in the past three months.

2. Respondent

The respondent for this section is all the household members who are 15 years and older and have made same day travel for tourism purposes.

Question 1: What was (NAME's) combined income for the past 3 months?

This question seeks to know the income of the household by combining the income earned by each member of the household 15 years and older. To properly estimate the proportion of tourism expenditure in relation to the household income, we need to have the combined income that members have earned in the past three months prior to the interview date. Since such information is sensitive, you need to assure the respondent of confidentiality and stress on the importance of this survey to gain the respondent or the household's buy-in. As an interviewer, carefully assist the respondent or the eligible household member to give a careful estimate in case it is difficult to obtain the exact amount. Record the combined income for the past three months. Example, if income is given in weeks estimate to get the three months income earned in Ghana Cedis and write in the cell provided.

Question 2: What was (NAME's) combined expenditure for the past 3 months?

The question elicits the expenditure made on all visitors on tourism activities. Thus, this question seeks to collect information from eligible household members' expenditure for the past three months from the day of interview. As an interviewer, assist the respondent to carefully list all expenditures made for that period. Could be monthly, weekly or daily basis, as deemed convenient and easy for the respondent to recollect. Sum all the expenditures and put the total expenditure made in the cell provided. In case it is a foreign currency, you are to state the amount and the name of the currency

Question 3a: Did (NAME) set aside some of (NAME's) income for tourism purposes over the past 3 months?

This question requires you as an interviewer to find out from the respondent or household member whether a portion of his/her income is set aside or reserved for tourism purposes. Two responses, **Yes** and **No have been provided**. Select '1' for Yes response or select '2' if the response given by the respondent is No.

Yes.....1

No.....2(>>4)

Question 3b: How much did (NAME) set aside for tourism purposes, over the past 3 months?

Should the response to question 3a be **Yes**, a follow-up question is to find out from the respondent, the amount of money that is set aside for tourism purpose by the respondent or the household member. Record the amount (Ghana Cedis) that household members set aside out of their income for tourism purposes in the cell provided.

Question 4: Does (NAME) own a means of transport?

This question seeks to find out whether the household or any member of the household owns any means of transport by which the household travels with. Find out from the respondent if such an asset is owned by any of the household members. If he/she says 'Yes', eight options {(A. Bicycle, B. Tricycle, C. Motorbike, D. Salon, E. SUV, F. Minivan (8 to 23), G. Bus (24+), H. Boat/ Canoe, I. Donkey/ Horse, J. Other (specify))} will pop up, then select the appropriate option per the respondent's response and choose the type of means of transport owned, otherwise select option '2' if he/she says 'No'.

Yes.....1

No.....2

Question 5: Has (NAME) or any member of the household contracted a loan?

The wealth of a household is determined by its assets and liabilities. Loans are liabilities that are taken from either a financial institution or a third party with the hope of paying at a later date. This question therefore seeks to find out if the household or any of the member has contracted a loan. Select option one if the respondent says 'Yes' to the question. Select option 2 if he/she says 'No'

Yes.....1

No.....2

Don't know.....3

SECTION 1C

HOUSEHOLD TOURISM RELATED TRAVEL ROSTER

**Question 1: Has (NAME) visited any place outside his/her usual environment
(Place of residence/work/trade/study) within Ghana in the past 3 months?**

Yes, Domestic same day only.....1

(>> 3a)

Yes, Domestic overnight only.....2

(>>3a)

Yes, both Domestic same day and Domestic overnight...3

(>>3a)

No.....4

**Question 2: What was (NAME's) reason for not undertaking
trip(s) in the last 3 months?**

No specific motivation.....1

Economic reasons.....2

Lack of free time due to work/school.....3

Family commitments.....4

Health reasons.....5

Security reasons.....6

Lack of awareness on travel possibilities.....7

Other (specify)8

Question 3a: Is there any plan for (NAME) to undertake trip(s) in the next 3 months?

Yes1

No.....2

(If q1 is =1 or 2 or 3 and q3a = 2 >>5a)

Question 3b: What will be the intended purpose of travel in the next 3 months?

Funeral.....A

Marriage ceremony.....B

Birthday parties.....C

Graduation ceremonies.....D

Business.....E

Professional.....F

Holidays, Leisure, Recreation.....G

Visiting friends & relatives.....H

Conventions/ conference/ workshop.....I

Government affairs.....J

Culture/ Festivals.....K

Education/TrainingL

Health Treatment.....M

Sporting activity.....N
 Religion/pilgrimage.....O
 Transit.....P
 Shopping
 Other (specify).....Q
 None.....R

- 1) **Funeral:** attending funerals of relatives, friends and others.
- 2) **Marriage ceremony:** attending marriage ceremonies of relatives, friends and others.
- 3) **Birthday parties:** attending birthday parties and ceremonies of relations, friends and others.
- 4) **Graduation ceremonies:** attending graduation ceremonies of wards, pupils and students in schools, universities, etc.
- 5) **Business:** travelling as a business man or woman but costs of goods and services dealt in will not be considered as tourism expenditures.
- 6) **Professional:** a worker or professional who travels due to his work to places outside his/ her usual environment.
- 7) **Holidays, Leisure and recreation:** travelling for leisure, holidays and recreation.
- 8) **Visiting friends and relatives:** visiting friends and relations to assist in childbirth, sickness, for holidays, etc.
- 9) **Conventions/Conference/workshop:** attending conventions of churches and conferences of all kinds in Ghana without working.
- 10) **Government Affairs:** travelling for government business.
- 11) **Culture/Festival:** making trips to watch or partake in festivals and cultural events.
- 12) **Education and training:** travelling to places to acquire knowledge for a short period without working.
- 13) **Health treatment:** attending hospitals of all kinds to receive medical care.
- 14) **Sporting activity:** travelling to places within Ghana to watch sporting activities Funerals: attending funerals of relatives, friends and others.
- 15) **Religion/ Pilgrimage:** for religious and pilgrimage purposes.
- 16) **Transit:** this category focuses on stopping at the place without any specific purpose or reason other than being en route to another destination. There are two types; one type is within the airport and the other type goes outside the airport.
- 17) **Shopping:** travelling to places for shopping.
- 18) **Other (specify):** purposes not stated or mentioned above.

Question 4: Which destination/ region in Ghana would (NAME) like to visit?

(SEE TABLE 2 FOR REGIONAL CODES)

Question 5a: How many domestic same day/ overnight visits/trips did (NAME) make in the past 3 months?

ENTER

NUMBER

OF TRIPS (Domestic same-day or domestic overnight visitors)

If trips are more than four in each case, chose the most current trips and answer questions on them.)
(With reference to q1)

Question 5b: What was the length of stay (IN HOURS) of the Same Day trips made by (NAME)?

(ENTER NUMBER OF HOURS)

CHECK

If the number of hours is greater than 24 then consider trip as overnight visit.

If q1 =2 >>5c

Question 5c: What was the length of stay (IN DAYS AND MONTHS) of the overnight trips made by (NAME) in Ghana?

(Enter number of days and months)

Days ||

.

Months||.....

CHECK

If length of stay is less than 24 hours then consider trip as same day

Question 6: How many destinations did (NAME) visit in each *same day* trips?

Note: This the number destinations visited in each same-day trips.

Question 7: How many destinations did (NAME) visit in each *overnight* tourism related trips?

Note: This is the number of destinations visited in each domestic overnight trips.

CHAPTER EIGHT

HOW TO RECORD INFORMATION ON DOMESTIC SAME-DAY VISITORS

8.1 Introduction 1

This chapter is concerned with the collection of information on household members who have undertaken same-day tourism trips away from their usual environment (residence, place of work, trade, study etc.) in the past three months which is the reference period. The information that will be collected shall include : sex, age, nationality at birth, purpose of travel, duration of visit, among others. The expenditure on food and beverages, transport (air, sea/lake/river and rail) recreation, cultural and sporting activities, shopping and other expenses will also be collected. In addition, the number of visits, place of destination, sponsorship, tour type, length of stay, source of information, intention to repeat visit, reasons for not undertaking any trip, tourist sites visited, and others will be part of the data to be collected.

8.2 Purpose

The purpose is to estimate the total number of domestic same-day visitors and their trips by different purposes of travel, as well as the estimate of their expenditure on goods and services in the last three (3) months.

8.3 Respondents

Respondents shall be any member of the household 15 years and older who has undertaken a same day trip.

SECTION 2A: DOMESTIC SAME-DAY VISITORS (All household individual members)

1. Introduction

This section seeks information on individual household members' travel status and characteristics of the main trips that have been undertaken. Select the ID of the person interviewed in the cell provided. Often times, not all members eligible to be interviewed are around during the time of visit. In such instances of this nature make reference to the household roster and write the ID of the person providing the responses to the questions (Respondent) and not the ID of the absentee household member supposed to be interviewed.

Question 1: How many people were on the same day trip(s) with you?

The interviewer is to collect information from the respondents on the number of persons who were on board or made the trip with the respondent during the **same day (less than 24 hours) travel**. Record the number of people who were present on the trip in the cell provided.

Question 2: Who did you travel with (travel companion)?

The purpose of this question is to collect information from individual household members who had undertaken travels, the kind of persons/companion(s) that he/she went with. Seven (7) responses, Code 'A' to 'H' have been provided. Record 'code A' when respondent says he/she went alone on the trip, Select option 'B' if he respondent travelled with his spouse (i.e wife/husband), code 'C' when the trip was made with the respondent's children, code 'D' when trip was made with parents', select code E, for relatives other than children or parents, select code F for business Associates or working partner/employee or select G' for trip made with friends of the respondent. **Select H if you travel with school mates whether current or old.** Otherwise select "Other (specify)" that is option I, for a response other than the response categories provided. This question is multi-response category, select all that apply, except option 'A' which allows for **only one** response.

Alone.....A
Spouse.....B
Children.....C
Parents.....D
Relatives.....E
Business Associates.....F
Friends.....G
School mates.....H
Other (specify).....I

Question 3: In which month(s) did you make these same day trip(s)?

Interviewers must find out from household members who have made a trip for the past three months. Twelve responses from January to December have been provided in Alphabetical order 'A' to 'L', a multi-response category in which the interviewer is to select the applicable month within which travel(s) have been undertaken by household members.

Question 4a: Which region(s) in Ghana did you visit on these same day trips?

There are 16 administrative regions in Ghana. Each region has its own code based on serpentine ordering recommended by the United Nations for listing. These 16 regions starts from Western Region (01) to Upper West (16) Refer to Appendix 2 of this manual for selection of region code which corresponds to the region that the household member has made the same day visit.

Question 4b: Which district(s) in Ghana did you visit on these same day trips?

There are 16 regions with 261 administrative districts within Ghana, including the existing Metropolitan, Municipal and District Assemblies. Refer to the Appendix 2 of the manual for the district codes and select the appropriate code for the district or districts that the respondent made the same-day visits.

Question 5a: What is the name of the town within the district that you visited on these same day trips?

This question seeks to collect information from the respondent who had made a same day visit to a locality or town within the district he/she visited. As an interviewer you are required to ask the respondent the name of the town and select the name per the respondent's answer.

Question 5b: How far was the place you visited from your usual place of residence on these same day trips?

The aim of this question is to find out from the respondent the distance in kilometres or miles between their usual place of abode and the destination/place visited by the member of the household. The distance is very useful in the classification of whether the trip is a tourism trip or otherwise. As a field officer you are required to find out the distance from opinion leaders of that community in case the respondent is unable to give the distance, find out from Google search, how far the place visited is from their usual place of residence in kilometres or miles and record in the cell provided. Select the range of distance per the response given by the respondent. Record option 7, if the respondent says he/she does not know the distance.

Kilometres||.....1

Miles||.....2

(Enter distance in appropriate units)

Don't know.....3

Question 5c: What was the length of stay in hours?

This refers to the time spent from your usual environment (where you stay) to the destination and back

Question 6: What was your main mode of travel?

This question seeks to elicit information from the respondent on the main mode or medium (Road, Sea/Lake, Air, Rail and Foot) by which the same day trip was made. It may be possible for the

respondent to have used more than one mode, example if the trip was made by road from his/her residence to an airport and took a flight to trip destination. The main mode will be the one that took more hours. Five (5) responses from '1' to '5' are provided. Select the appropriate code for the response given by the respondent

Road.....1

Air2

Sea /Lake.....3

Rail.....4

Foot.....5(>>8a)

Question 7a: What was your **main** means of travel in this trip?

The interviewer is to ask the respondent the means of transport for the same-day trip made. This includes scheduled flight, non-scheduled flight, bus, railway, private vehicle, public road transport, among others. Eighteen responses in from '1' to '18' have been provided. Select all that apply to the same-day trip made as given by the respondent.

Road

Saloon (up to 5).....1

(to include taxi)

SUVs (up to 7).....2

Bus/Minivan (8 to 23).....3

Large Bus (24+).....4

Shared saloon rides (Bolts, Yango, Uber, Feenix, Taxi, etc)....5

Motorbikes..... 6

Tricycle.....7

Bicycle.....8

Other (Specify).....9

Air

Scheduled flight.....10

Non-scheduled flight.....11

Other (specify).....12

Sea /Lake

Ferry.....13

Canoe.....14

Ship.....15

Yacht.....16

Other (specify).....17

Rail.....18

A **saloon** vehicle is a four-door car where the body is easily seen as being split into three sections:

- Front – usually containing the engine

Sports Utility Vehicle (SUV): refers to a type of car that sits high off the ground and which often has four-wheel drive and handles rugged terrain (a typical 4x4 capability). SUVs come in any size – small. Midsize or large.

Scheduled flight: means a flight in an aircraft where the airline is listed in the Official Airline guide or equivalent and the air carrier holds a certificate, licence or similar authorization for scheduled air transportation issued by the relevant authorities in the country in which the aircraft is registered.

Non-scheduled flight: means all flights using the Aircraft which are not Scheduled Flights or Charter Flights.

Ferry: a boat or ship for conveying passengers and goods, especially over a relatively short distance and as a regular service.

Canoe: a light, narrow boat with pointed ends and no keel, propelled with a paddle or paddles.

Ship: a large boat for transporting people or goods by sea.

Yacht: a sailing or power vessel used for pleasure, cruising, or racing.

Railway: a permanent track composed of a line of parallel metal rails fixed to sleepers, for transport of passengers and goods in trains.

Shared saloon rides:

Uber is a transportation company with an app that allows passengers to hail a ride and drivers to charge fares and get paid. More specifically, Uber is a ridesharing company that hires independent contractors as drivers.

Bolts Drive is a low-cost, safe and convenient car-sharing solution that brings you all the benefits of owning a car, without any of the hassle.

Yango is a ride-hailing service that gets people where they want to go quickly, safely, and affordably.

Feenix is the first and only charitable ride-hailing service that supports charity with every trip you book.

Bus is a large motor vehicle carrying passengers by road, typically one serving the public on a fixed route and for a fare.

Tricycle: a vehicle similar to a bicycle, but having three wheels, two at the back and one at the front.

Bicycle: a vehicle consisting of two wheels held in a frame one behind the other, propelled by pedals and steered with handlebars attached to the front wheel.

Minivan: is a large, family car whose seats can be moved or removed, for example, so that it can carry large loads.

Question 7b: Is the main mean in q7a private or public?

The intent of the question is to find out from the respondent whether the main mean of travel was private or public. Mr Asuman who travelled to Kumasi, started the journey by going with his own private saloon car and parked his car at the STC transport yard and picked an STC bus he had booked for his destination. The main means of travel would be the STC bus, (option 4). Public here refers to government vehicle for commercial use.

Question 7c: Was the means rented?

The import of the question is to find out from respondent whether the main means of travel was rented. Two responses, Yes and No have been provided, Select 1, if respondent says 'Yes' and choose option 2 if the answer given by the respondent is 'No'.

Yes.....1

No.....2(>>8a)

Question 8a: What was your main purpose of visit in these same day trips in Ghana?

The main purpose of a trip is defined as the purpose in the absence of which the trip would not have taken place (see IRTS 2008, para. 3.10). The main purpose of a trip is one of the criteria used to determine whether a trip qualifies as a tourism trip and the traveller qualifies as a visitor. For instance, as long as it is incidental to the trip, a visitor might earn some income during his/her stay (for example, managers taking small jobs during their trip in order to generate income and partly finance their expenses. Nevertheless, if the main purpose is to be employed and earn some income, then the trip cannot be a tourism trip and the individual taking the trip cannot be considered as a visitor but as an 'other traveller' (see IRTS 2008, Para. 3.11).

Information on the purpose of the tourism trip is useful for characterizing tourism expenditure patterns. It is also important in identifying key segments of tourism demand for planning, marketing and promotion purposes (see IRTS 2008, para 3.12).

The import of this question is to find out from the respondent, the intended purpose of the visit whether is personal, household related, business or professional purpose for which the visit was made. Eighteen responses are provided with the corresponding codes from '1' to '18' with code '18' being other (specify). Select the response given by the respondent and code appropriately.

- **Funeral:** attending funerals of relatives, friends and others.
- **Marriage ceremony:** attending marriage ceremonies of relatives, friends and others.

- **Birthday party:** attending birthday parties and ceremonies of relations, friends and others.
- **Graduation ceremony:** attending graduation ceremonies of wards, pupils and students in schools, universities, etc.
- **Business:** travelling as a business man or woman but costs of goods and services dealt in will not be considered as tourism expenditures.
- **Professional:** a worker or professional who travels due to his work to places outside his/ her usual environment.
- **Holidays, Leisure and recreation:** travelling for leisure, holidays and recreation.
- **Visiting friends and relatives:** visiting friends and relations to assist in childbirth, sickness, for holidays, etc.
- **Conventions/Conference/workshop:** attending conventions of churches and conferences of all kinds in Ghana without working.
- **Government Affairs:** travelling for government business.
- **Culture/Festival:** making trips to watch or partake in festivals and cultural events.
- **Education and training:** travelling to places to acquire knowledge for a short period without working.
- **Health treatment:** attending hospitals of all kinds to receive medical care.
- **Sporting activity:** travelling to places within Ghana to watch sporting activities Funerals: attending funerals of relatives, friends and others.
- **Religion/ Pilgrimage:** for religious and pilgrimage purposes.
- **Transit:** this category focuses on stopping at the place without any specific purpose or reason other than being en route to another destination. There are two types; one type is within the airport and the other type goes outside the airport.
- **Shopping:** travelling to places for shopping.
- **Other (specify):** purposes not stated or mentioned above.

Question 8b: What was your other purpose of visit in Ghana?

This question seeks to elicit information on the secondary purpose for which the same day visitor undertook the trip. The visitor may have an intended purpose for embarking on the trip without which he/she will not make the trip. For instance the respondent may make a trip for a business purpose but may have the opportunity to attend a funeral that same day. In that case, the other purpose for the respondent is funeral. This is a multi-response question and so more than one response may be given

by the respondent.

Question 9: Was the visit a package tour or self-arranged?

This question seeks to find out from respondent whether the trip undertaken was a package travel which involves a travel reservation containing at least two or more of major travel components (flight, 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.

Self-arranged travel involves an independent arrangement made by the visitor with an agency 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 self-arranged tour.

Question 10: How was your trip funded?

Interviewers are required to find out from respondent or the household member who had made a travel, as to whether the cost of travel was fully or partially funded by the respondent or was sponsored by others. Three (3) responses have been provided. Enter code '1' if all the cost incurred was funded by himself/herself. In that case skip to question 12 of this section. Code '2' if the cost of for the trip was partially borne by the respondent and select code 3, if the same day visitor (respondent) had the cost of the trip sponsored by others, such as individuals, institutions, business associates etc. Skip to q12 if "Fully Funded by self"

Question 11: Who paid the largest share of the cost of the trip?

You are to find out from the respondent who bore the largest proportion of the cost of the trip. Eight responses from code '1' to '9' have been provided. Choose the appropriate response given with its corresponding code. Code 7 is Non-profit institution serving household (NPISH). This category could be religious organization, political parties, among others. Code '9' if the respondent gives an answer other than the listed response categories, that is '**Other**' and **specify** who bore the largest share of the trip expenses.

Question 12: What was the main mode of payment?

As a field officer, you are to find out from the respondent the medium of payment of the trip made by the household member. Eight (8) responses are provided from which you are to select the applicable one. Select the given 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.

- 1. Cash:** paid cash and not any other form of payment.
- 2. Debit/ Credit cards:** a small plastic card issued by a bank, building society, etc., allowing the holder to purchase goods or services on credit.
- 3. Travellers' cheque:** a cheque for a fixed amount that may be cashed or used in payment abroad after holder's signature.
- 4. Personal cheque:** a paper slip from your bank, credit union or financial institution that is signed by you, the account holder.

- 5. 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.
- 6. Direct billing:** an arrangement whereby guest charges are transferred to an Accounts Receivable account for payment
- 7. Mobile Money:** payment through VodaCash, Airtel/Tigo Cash, MTN MoMo, G-Money
- 8. Other** (specify)

Question 13: What was the main source of information in relation to the travel?

This question aims at collecting information from household members who had made a same day trip in the past three month, their major source of information available to them prior to the travel. 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

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 14a: Which tourist site (s) did you visit in Ghana in these trips?

Interviewers are to find out from the respondent or household member the name of the tourist site he/she has visited in the past three months. A list of tourist sites in Ghana has been provided in the appendix. Select the site that was visited by the household member or respondent by coding the corresponding response. Note, if none of the sites was visited, write ‘00’ in the cell provided.

Question 14b: What is/are the reason(s) for your selection in 14a?

- Entertainment.....A
- Aesthetic.....B
- Educational.....C
- Spiritual.....D
- Religious.....E
- Escapist.....F
- Facilities.....G
- Other (specify).....H

Entertainment: this involves visiting the attraction mainly to enjoy oneself and for fun.

Aesthetic: visiting the attraction site for its beauty or special characteristics (e.g., a place of natural beauty such as a waterfall or lake or mountain. It could also include spectacular buildings).

Educational: this involves visiting a site to learn more about a subject (e.g., visiting the Elmina Castle to understand more about slavery).

Religious: visiting a site perceived to be religious but not necessarily for spiritual purposes.

Spiritual: people visit sites to undertake spiritual activities such as prayer, meditation etc

Escapist: people visit sites to seek escape from stress.

Facilities: some people visit a site because of its unique and or enjoyable facilities.

Other: any other reason not captured in the existing categories.

Note:

It must be noted that these are largely based on the perceptions of the respondent. Some of the responses might sound odd (for example, visiting the Cape Coast Castle for entertainment, when it is known to be a place where horrific things happened. However, this is the respondent’s opinion and it must be respected. It could be that such a respondent visited the Castle as part of a school group that was going out on a fun trip.

Question 14c: What activities did you engage in at the site?

- Game viewing.....A
- Bird watching.....B
- Nature tours.....C
- Sports.....D
- Shopping.....E
- Trekking.....F
- Hunting.....G
- Restaurant services...H
- Zoo.....I
- None.....J
- Other specify.....K (SEE THE EXPLANATION OF Q14b OPTIONS)

The survey is interested in all types of transaction that has economic value. All activities that measures the consumption and expenditures of tourists are to be captured for accurate measurement of Tourism contribution to Gross Domestic Product (GDP). The activities travellers engage in are therefore important. Select all responses that apply for the following activities that the respondent engaged in:

Game viewing...A

Game viewing hides are structures that allow you to sit in a quite location in the African bush, usually near a waterhole or river, and in areas frequented by wildlife. ... They are ideal for keen photographers who have patience to sit quietly and wait for wildlife to wander down to a waterhole or river.

Bird watching...B

Bird watching, or birding, is the observing of birds, either as a recreational activity or as a form of citizen science. A birdwatcher may observe by using their naked eye, by using a visual enhancement device like binoculars or a telescope, by listening for bird sounds, or by watching public webcams. Bird watching tourism or “avitourism” refers to travel where the main purpose is to observe birds in their natural habitat. Bird watching, or “birding”, refers to finding, observing, and identifying birds for educational and enjoyment purposes. It is very much related to nature tourism and adventure tourism.

Nature tours...C

Nature tourism – responsible travel to natural areas, which conserves the environment and improves the welfare of the local people. It is tourism based on the natural attractions of an area. Examples include bird watching, photography, stargazing, camping, hiking, hunting, fishing, and visiting parks.

Shopping.....D

Shopping Tourism is becoming an increasingly relevant component of the tourism value chain. Shopping has converted into a determinant factor affecting destination choice, an important component of the overall travel experience and, in some cases the prime travel motivation. Although it has become the main motivation to travel for some, it can also be compatible with other motivations, such as cultural interests in the destinations where they want to go shopping, so travelers can make their purchases along with visiting the destinations' places of interest. The money spent by tourists adds to the wealth of countries (economic growth).

Trekking.....E

Trekking is an outdoor activity of walking for more than a day. It is a form of walking, undertaken with the specific purpose of exploring and enjoying the scenery or **long-distance hiking** - consists of walking for several days or several weeks and being entirely or partially self-sufficient.

Hunting.....F

Hunting tourism is when somebody travels with the goal of getting involved with hunting. It can be domestic or international, and hunting is generally the main reason for travelling. Sometimes hunting tourism can be a small part of a holiday and not the sole purpose, but generally hunting tourism is narrowly focused. The most common reasons for humans to hunt are to harvest useful animal products (meat, fur/hide, bone/tusks, horn/antler, etc), for recreation/taxidermy (see trophy hunting)

Other (specify)....G

When the respondent says he/she engaged in any other tourism activity other than the 7 activities listed above, select option 8 and write the specified activity the respondent engaged in, in the cell provided.

Question 14d: Which of the sites is most satisfying to you in the last 3 months?

As a follow-up question to question 14a, this question seeks to find out from the respondent the sites, he/she found to be the most satisfying. This may be due to the facilities or the services rendered in that particular site. Refer to the appendix for the list of sites in Ghana and select the appropriate response as given by the respondent.

Question14e: What was the main reason for your selection in 14d?

- Entertainment.....1
- Aesthetic.....2
- Educational.....3
- Spiritual.....4
- Religious.....5
- Escapist.....6
- Facilities.....7
- Other (specify).....8

SEE QUESTION 14b FOR EXPLANATION

Question 15: How often did you visit the most satisfying site?

The aim of this question is for the interviewer to find out from respondents how often or frequent his/her visit to the site he/she was pleased with or had any satisfying experience. Five responses have been provided. Select '1' if respondent says the visit is the first ever, Code '2' if respondent says 'once every 3 weeks', code '3' for once a month, code '4' for once every 3 months, and code '5' for other and specify the frequency of visits that is not part of the listed responses.

Question 16a: Are there any facilities not currently available at the most satisfying site which you would like to see provided?

The aim of this question is to find out from the respondent, whether there are any facilities (e.g **Signposting in the site, information boards, car parking in the site, public toilets, visitor centre, provision of litter bins, and seating at the site etc.**) which at the time of the visit to the most satisfying site were not available or lacking but he/she would wish to see those facilities provided at the site. Two responses **Yes** and **No** have been provided. The interviewer is to code '1' if the respondent says 'Yes', otherwise code '2' if he/she says 'No'. For a **No** answer, skip to **question 17a**.

Question 16b: If there are facilities you would like to see at the most satisfying site, please provide details below

This question should be asked if the respondent's answer to question 16a is 'Yes'. In that case, the interviewer is to assist the respondent to make a detailed list of all the facilities he/she would like to see in the most satisfying site visited.

Question 17a: Are there any activities not currently available at the site which you would like to see provided?

The focus of this question is to find out from respondent whether he/she would want some activities to be available in the sites visited. Two responses **Yes** and **No** have been provided. As an interviewer you are to code '1' if the respondent says 'Yes' to the question, otherwise code '2' if he/she says 'No'. For a **No** answer, skip to question **18**.

Question 17b: If there are activities you would like to see at the site, please provide details below

This question is a follow-up to question 17a, where the respondent answers 'Yes'. In that instance the interviewer is to help the respondent to make a detailed list of all the activities he/she would like to see in site visited.

Question 18: How would you rate each of the following facilities at the most satisfying site you visited?

The aim of this question is to collect information on how the respondent would rate the facilities available at the site visited. Seven (7) facilities (**Signposting in the site, information boards, car parking in the site, public toilets, visitor centre, information desk, restaurant, public washrooms provision of litter bins, and seating at the site**) are provided on which respondents are to rate. Whether very excellent, good, average, poor, very poor and **not applicable (select or rate facilities that are not available as not applicable)**. This response category is a 'multiple response selection' of all

those facilities that are applicable per the respondent's answer given.

Question 19a: Would you recommend the most satisfying site visited to others?

The aim of the question is to find out from the respondent, the willingness to arouse the interest of others to visit the satisfying site. This recommendation may be due to how he/she enjoyed the trip and/or facilities/activities and services that were provided. Three responses have been provided. Choose option 1 when respondent spontaneously answers definitely, select option 2, when respondent indicates without certainty, that is 'perhaps' select option 3 when respondent says 'No' he/she is unwilling to recommend the site to another person.

Question 19b: What is the reason for (NAME's) response to the question in 19a?

If satisfied:

Quality customer service.....1
Prompt customer service.....2
Friendly staff.....3
Caring staff.....4
Knowledgeable staff...5
Smart staff.....6
Good information flow/ management.....7
Other (specify).....8

If not satisfied:

Poor customer service.....9
Delays in customer services.....10
Unfriendly staff....11
Staff don't care.....12
Staff not knowledgeable.....13
Staff being slow....14
Inadequate/ lack information/ management.....15
Other (specify)....16

Question 20: Is there a likelihood that you will visit this site again?

The import of this question is for the interviewer to find out from the household member who had made a visit to a site, the probability or how likely he/she would make a visit to the site given that the trip made earlier met his/her expectations. Five responses are provided to ascertain the level of likelihood for a visit to the same satisfying site in the near future. Codes 1 and 2 are affirmative and codes 3 is neutral, 4 to 5 are otherwise. Code 1 for very likely, code 2, for likely response by respondent, code 3 for uncertain, code 4, when the respondents says he/she is unlikely to visit or code 5 for very unlikely response.

Very likely.....1
Likely.....2
Uncertain.....3
Unlikely.....4
Very unlikely.....5

Question 21: How do you rate the site visited?

Excellent.....1
Good.....2
Average.....3
Poor.....4
Very poor.....5

SECTION 2B
HOW TO RECORD INFORMATION ON PRE-TRIP AND POST-TRIP
EXPENDITURES OF DOMESTIC SAME-DAY VISITORS

1. Introduction

This section guides the interviewer to record all expenses on pre-trip and post-trip tourism products purchased by domestic same-day visitors who have undertaken tourism trips. Pre-trip goods and services bought are items purchased before the trip. Post-trip tourism products are those bought after the trip.

2. Purpose

The purpose of this section is to collect information on expenses on pre-trip and post-trip tourism products purchased by domestic same-day visitors who have undertaken tourism trips.

3. Respondent

The respondents for this section are individual members who have travelled for tourism purposes.

Question 1: What was your pre-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip before the start of the trip. Examples are funeral cloth, a travelling bag, a pair of shoes, a pair of trousers, insurance, food items, assorted drinks, etc.

No.	Pre-trip Items	Expenditure in Gh Cedis
A	Personal effects (sponge, tooth brush, towel, perfume, etc.)	
B	Foot wear	
C	Swim wear	
D	Travelling bag	
E	Clothing(cap, jeans, ...	
F	Camera	
G	Internet Bundle/airtime (Data)	
H	Selfie stick	
I	Vehicle servicing	

J	Drinks, beverages and water	
K	Food	
L	Grooming(pedicure, manicure,	
M	Medicals(check-up, tests, etc)	
N	Vaccination	
O	Insurance	
P	Ticket	
Q	Passport	
R	Other(specify)	

Question 2: What was your post-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip after the trip. Examples are the development of films, repair of vehicles, repair of equipment, washing of vehicles, etc.

No.	Post-trip Items	Expenditure in Ghana Cedis
A	Internet Bundle/ airtime (Data)	
B	Vehicle servicing	
C	Printing and documentation of pictures	
D	Medical check-up (within 14 days)	
E	Mending of wears	
F	Other (specify)	

SECTION 2C

HOW TO RECORD INFORMATION ON THE TRIP EXPENDITURE OF DOMESTIC SAME- DAY VISITORS

DETAILS OF EXPENDITURES OF SAME DAY VISITORS ON TRIPS (IN GHANA CEDIS) IN THE PAST THREE (3) MONTHS.

1. Introduction

This section guides the interviewer to record all expenses made by domestic same-day visitors of who have undertaken tourism trips within the boundary of Ghana from his/her usual place of residence for three months prior to the day of the interview, and have purchased tourism goods and services during the trips.

2. Purpose

The purpose of this section is to collect information on all expenditures incurred by individual members of the household on embarking on same-day visits which are usually less than 24 hours.

3. Respondent

The respondent for this section is the individual members of the household who have travelled for tourism purposes.

NB: These questions are intended to cover all the expenditures made by the respondent, and his/her household members travelling with him or her if their ages are below 15 years. Sometimes the respondent would have difficulty in remembering expenditure made for the past three (3) months before the interview date. In that case, ask the respondent to give you approximate estimate. For example, you can ask about the number of trips made in the past three (3) months and the expenditure made on each one of them.

Question 1: How much did you spend on package tour/travel?

The essence of this question is to find out from the household member, the amount of money paid to the travel agencies for some services provided prior to the trip. Interviewers must assist the respondents to provide the exact amount paid on the package tour. Record the amount (in Ghana Cedis) in the cell provided.

Question 2: In total, how much did you spend on food and beverages?

The aim of this question is to find out from the household members who had made same-day visits, the expenditure made on food (breakfast, lunch and supper) and beverages such as drinks for the travel. The interviewer must assist the respondent to carefully provide or estimate the amount spent and record the amount (Ghana Cedis) in the cell provided.

Question 3a: In total, how much did you spend on Air transport for the entire trip?

The question seeks to find out from the respondent who had made a round trip (including domestic air

fare & rental services the amount of money he/she spent on transport. As an interviewer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided.

Question 3b: In total, how much did you spend on road transport for the entire trip?

This question aims at asking information from the respondent on how much was spent on round trip road transport fare (including amount of money he/she spent on commercial transport or fuel). As an interviewer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided.

Question 3c: In total, how much did you spend on water (sea/ lake) transport?

Expenditure made on water round trip travel (sea, river, lake) should be captured. Record the amount of money spent on water travel including the fare as given by the respondent.

Question 3d: In total, how much did you spend on rail transport for the entire trip?

The question seeks to collect expenditure made by the respondent on rail round trip (i.e. domestic rail fare). As a field officer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana cedis in the cell provided

Question 4: In total, how much did you spend on sports and recreational activities for the entire trip?

As part of expenditures incurred by tourists/ visitors, the interviewer is required to find out from the respondent if he/she made some expenses or spent some amount of money on any recreational or sporting activities within the reference period. Record the amount of money spent in Ghana Cedis in the cell provided.

Question 5: How much did you spend on shopping in total, for the entire trip?

This question seeks to find out from the respondent the amount of money he/she spent on shopping; goods, gifts to friends and relatives, etc. Record the amount spent on those items bought from supermarkets, stores or shopping malls in the cell provided.

Question 6a: How much did you spend in total on game viewing/bird watching services for the entire trip?

Visitors/ Tourists do a number of expenses on their travels. The field officer is required to elicit information from the respondent the amount if any, was spent on cultural activities (this includes gate fees paid to tourist sites, fees for attending drama, music shows, etc.). Record the amount in Ghana Cedis.

Question 6b: How much did you spend on Nature-related tour services in total?

This question seeks to collect information on tourism expenditure on ecology related products, you are required to ask the respondent to provide you with the amount of money spent on activities such as, photographing, stargazing, camping, hiking, hunting, fishing and visiting parks. Record the amount (Ghana cedis) spent as given by the respondent in the cell provided.

Question 6c: How much did you spend on hunting services in total?

This question aims at collecting expenditure incurred on hunting services. Hunting tourism is when a person travels with the goal of getting involved with hunting. Hunting tourism include among others, killing wild animals in order to conserve another species or an entire ecosystem. Expenditures may be made on such services. As an interviewer find out how much the respondent spent, if any on hunting services and record the amount (Ghana cedis) in the cell provided

Question 7: In total, how much did you spend on fuel?

Visitors/tourists make trips by means of transport such as public/private transport, e.g. private cars, motor cycles, etc. and use fuel such as petrol, diesel or gas. For those who travelled by their own means of transport you are required to find out the amount of money spent on fuel and record in the cell provided.

Question 8: How much did you spend on travel agencies/tour operators/ tour guide/ and other reservation services in total?

The aim of this question is to find out from the respondent the expenses made or cost incurred by use of travel agencies and other related services also known as intermediaries. You are to record the amount spent in the cell provided.

Question 9: How much did you spend in total, on cultural services?

The field officer is required to elicit information from the respondent the amount if any, spent on cultural activities (this includes gate fees paid to tourist sites, fees for attending drama, music shows, etc.). Record the amount in Ghana Cedis.

Question 10: How much did you spend on other services in total?

This question seeks to find out expenses incurred by the respondent on ‘other services’. Examples of other tourism services include hairdo, haircut; money transfer charges and expenditure on telephone calls (MTN, AIRTEL/TIGO, VODAFONE, etc.) and postage incurred during tourism trips within Ghana in the past 3 months. Insurance on travels within Ghana (UNWTO, 1995).

“Other services” excludes expenditure on the following: (i) accommodation services; (ii) transportation services; (iii) recreation, culture and sporting services; and food and beverages.

Record the amount of money in Ghana Cedis, if the respondent indicates additional cost incurred in the cell provided.

Question 11a: Did you use a resting place on your way to and from destination?

Household members who make a same day round trip are likely to look for a resting place to spend the day/night that may require booking a rest house to take a rest. As an interviewer this question demands that you find out from the respondent that during his/her travel, whether he/she used a resting facility (e.g. Guest house, hotel, hostel, motel, movie house) on the way to his/her destination. Two

responses **1.Yes** and **2. No** have been provided. Select option 1, if respondent indicates he/she used a resting place, else select option 2, if he/she did not use any resting place during his/her travel. If 'No', skip to **SECTION 2D**.

Question 11b: How much did you spend for the resting place?

When the respondent's answer to question 11a is **Yes**, as a follow up you are required to find out from the respondent how much was spent by using the resting facility. Record the amount spent (in Ghana Cedis) in the cell provided.

Question 11bx: What is the name of the resting place you used?

The question requires the respondents to provide the name of the resting place used.

Question 11by: What is the location of the resting place you used?

The question requires the respondents to provide the location of the resting place used.

Question 11c: What type of resting place (accommodation) did you use?

The focus of this question is collect information on the type or kind of resting place facility visited. Tourists may use such facility and the import of the question is to find out from the respondent which resting place facility he/she visited. Both commercial and non-commercial classifications have been provided. Select the appropriate response.

THE MEANING OF SOME TYPE OF ACCOMMODATION CAN BE FOUND IN CHAPTER 6.

Type of accommodation

Commercial

5-star hotel.....	1
4-star hotel	2
3-star hotel.....	3
2-star hotel.....	4
1-star hotel.....	5
Guest house.....	6
Lodge.....	7
Airbnb.....	8
Budget hotel.....	9
Hostels.....	10
Motels.....	11
Tourist camps.....	12
Apartment.....	13
Other (Specify).....	14

Non-commercial

Friends/ relatives' residence...	15
Private/ personal home.....	16
Other (Specify).....	17

What do hotel ratings mean to tourists?

One star is the lowest rating, and five stars is the highest score.

Here is a general interpretation of the hotel star ratings system:

- **One-Star:** A one-star rating often means a property has no frills and only offers basic accommodations. A one-star rating doesn't necessarily mean a hotel is dirty, unkept or in a bad location. It simply means you'll have a place to sleep, and that's pretty much it.
- **Two-Star:** Like one-star hotels, two-star properties are typically more affordable than hotels that have a higher rating — they are also usually quite comfortable.
- **Three-Star:** Three-star hotels ordinarily have some unique amenities and provide quality service.
- **Four-Star:** Four-star hotels are often noted for their upscale quality and extraordinary comfort.
- **Five-Star:** A five-star property provides flawless guest services in a state-of-the-art facility. As a five-star property, such as premium dining options and personalized services to its guests.

NOTE:

- 1 Star: The base necessities.
- Stars: Simple and basic with a few extras.
- 3 Stars: Larger upscale and comfortable.
- 4 Stars: Upscale and comfortable with many amenities.
- 5 Stars: The most luxurious hotels in the world.

Airbnb: stands for Air Bed and Breakfast, and is a residential property that hosts rent on a short term basis to travelers. It can be anything from a house, a single room, or a boat.

Motel: a roadside hotel designed primarily for motorists, typically having the rooms arranged in low blocks with parking directly outside.

Lodge: is a house or hut in the country or in the mountains where people stay on holiday, especially when they want to shoot or fish.

Apartment: is a room or set of rooms fitted especially with housekeeping facilities and usually leased as a dwelling.

Question 11d: How much did you spend on other services at the place you rested?

The import of this question is to collect information on the amount of money spent by same day visitors for other services other than the accommodation offered (E.g. laundry, catering arrangement, information etc) As an interviewer you are required to find out from the respondent, if payment was made for other services provided. Record the amount paid in Ghana cedis in the cell provided.

SECTION 2D: USE OF ICT DEVICES TO ACCESS INTERNET: SAME-DAY VISITORS – FIVE (5) YEARS AND OLDER

1. Introduction

This section aims at getting information on active mobile phone and computers or tablets together with the use of ICT devices to access Internet by same-day visitors who leave their usual place of residence for tourism purposes. To ascertain whether they own ICT assets and/or made use of any Information technology in their enquiries or in their quest for the trips undertaken. These questions will help develop new methods to analyze mobile telephony network as well as computer and cell phone usage by visitors at the household level.

2. Purpose

The purpose of this section is to collect information on same-day visitors who use ICT devices to access Internet as well as to use mobile phones for tourism activities usually for less than 24 hours.

3. Respondent

The respondents for this section are all household members who embark on same-day tourism activities

ID OF PERSON INTERVIEWED

In case some information is not known by the respondent the interviewer can resort to Computer Assisted Telephone Interview (CATI) to find out from the eligible household member who is absent for the information.

Question 1 Did you own any of these ICT devices during the trips for the past three months?

The essence of this question is to find out from the individual household members whether one or more members do own or possess any of these mobile electronic devices, such as laptops, tablets, smartphones and Personal Digital Assistants (PDAs) have proved to reduce data capture and processing time. As an interviewer you are required to find out from members of the household who are 5 years and older whether they own a personal computer, that could be a laptop, a desktop, a tablet or similar (Non GSM) device that performs such functions. Select as many as applicable to the household from the response categories. ***This question is not tied to the different trips taken.***

Yes/No, Laptop.....1
If Yes, indicate quantity.....
Yes/No, Desktop.....2
If Yes, indicate quantity.....
Yes/No, Tablet3
If Yes, indicate quantity.....

Yes/No, Mobile phone.....4
 If Yes, indicate quantity.....
 If No, move to Question 2
 None.....5
 Select None if name did not own any of the above ICT devices

Question 2: Did you use any of these ICT devices (desktop, laptop, tablet, mobile phone) for tourism purposes in the past three months?

Should the respondent indicate that the household has ownership of the ICT assets in question one, then our interest is to find out if the household ever used these devices for the purpose of their travels in the **past three months from the day of the interview**. For those who do not own computer and select ‘No’ as response to question 1, you are to find out if he/she used any of these ICT devices since a member could go to a café, use a friend or a relative’s own who is a non-household member for their tourism or travel purposes. Two (2) responses are provided. Select ‘1’ if he/she responds yes to the question, otherwise select ‘2’ if the response is No.

Yes.....1(>>4)

No.....2

Question 3: Did you have access to use mobile phone (including GSM tablet) or computer for tourism purposes in the past three months?

For households who respond ‘No’ to question 3, that they do not own a mobile phone, we want to find out whether they have some at their disposal for their tourism activities or travel purposes. It is likely households who do not own a mobile form could resort to the café, a friend, or a relative’s own when he/she needed it for tourism purposes such as enquiries, booking of flights, etc. Five (5) responses are provided, Select all that apply for usage in the three months reference period from the date of the interview.

(MULTIPLE RESPONSE)

Yes, Laptop.....1

Yes, Desktop.....2

Yes, Tablet or similar (not GSM).....3

Yes, mobile phone (include GSM tablets).....4

No.....5(>>SECTION 2E)

Question 4: How many functional mobile phones (including GSM tablets) did you own in the past 3 months?

The aim of this question is to elicit information on the number of mobile phones or Global System for Mobile communication (GSM) or tablet that are functional for household members’ usage in the past

three months prior to the day of the interview for tourism purposes. Indicate the number of mobile phones or tablets owned that are functional. For no mobile phone owned skip to question 6

Question 5: Which mobile cellular networks have you subscribed to/ registered/ used for tourism purposes for the past 3 months?

For this question we seek to find out from the members of the household the communication cellular network they are registered with or subscribed to telecom services in the past three months prior to the day of interview. Five main telecom providers are provided with the 6th option as none of them subscribed by the household. Choose as many of them that apply to the household, select '1' for MTN subscribers, select '2' for Airtel/Tigo, select '3' for Glo. Select '4' for Vodafone, select '5' for or select '6' if the household response is none for all the telecom providers.

(MULTIPLE RESPONSE)

MTN.....A
Tigo/Airtel.....B
Glo.....C
Vodafone.....D
Surflin.....E
Busy 4G.....F
None.....G
Other (specify)....H

Question 6: Before your trips in Ghana, did you use any electronic platform (e-platform) for tourism purposes?

This question aims at collecting information on household members on the use of e-platforms (whatsApp, Instagram, Twitter, Facebook, Google etc.) prior to undertaking the trips or travels. Select '1', if the household member responds 'Yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2 (>>9)

Question 7: Please specify which e-platform(s) you used.

As a follow up to question 6, if the respondent's response to question 6 is 'Yes' as an interviewer you are required to find out from him/her, which of the e-platform was mainly used. Six responses are provided. Select 'A' if the household or 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 . If the respondent used any other e-platform other than the eight already mentioned above, select 'I' and specify that e-platform.

Google.....A
Facebook.....B
Twitter.....C

WhatsApp.....D
 Instagram.....E
 Telegram.....F
 TikTok.....G
 Snapchat.....H
 Other (specify).....I

**Question 8: Please specify the type(s) of use you made of this e-platform
 (Multiple choice)**

This question aims at collecting information from the household member who indicates in question 7 that he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the household member relation to the travel.

Booking a flight.....A
 Booking accommodation.....B
 Booking transport.....C
 Booking an attraction ticket.....D
 Finding a tourist guide.....E
 Researching about the destination.....F
 Reading travelers' reviews.....G
 Sharing an experience (reviews, photographs, etc.).....H
 Other (specify).....I

Question 9: During the trip(s) in Ghana, did you use any e-platform?

This question aims at collecting information on household member on the use of e-platform (WhatsApp, Instagram, Twitter or Facebook, Google etc.) during the trips or travels. Select '1, if the household member responds 'yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2

If q9=2, then >>Sec. 2E

Question 10: Please specify which e-platform you used.

As a follow up to question 9, if the respondent's response to question 9 is 'Yes' as an interviewer you are required to find out from him/her, which of the e-platforms was mainly 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'. If the respondent has any other e-platform other than the eight already mentioned, select 'I' and specify that e-platform used in the cell provided.

Google.....A
 Facebook.....B
 Twitter.....C
 WhatsApp.....D

Instagram.....E
 Telegram.....F
 TikTok.....G
 Snapchat.....H
 Other (specify).....I

Question 11: Please specify the type(s) of *use* you made of this e-platform in relation to the same day visit
(Multiple choice)

This question seeks to collect information from the household member who indicates in question 10 that, he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the household member in relation to the travel.

Booking a flight.....A
 Booking accommodation.....B
 Booking transport.....C
 Booking an attraction ticket.....D
 Finding a tourist guide.....E
 Researching about the destination.....F
 Reading travelers' reviews.....G
 Sharing an experience (reviews, photographs, etc.).....H
 Other (specify).....I

Question 12: If response in 11 includes option 'A'

Before the trip, what was your average time of pre-booking a flight using e-platform?

The import of this question is to find out from the respondent the average length of time taken in booking a flight with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her flight.

Same day.....1
 Less than a week.....2
 A week.....3
 2 weeks4
 3 weeks.....5
 1 month.....6
 2-3 months.....7
 4-5 months.....8
 6 months+.....9
 Other (specify).....10

Question 13: If response in 11 includes option 'C'

Before the trip, what was your average time of booking a transport?

The question seeks to find out from the respondent the average length of time taken in booking transport (e.g. STC, VIP, Minivan etc.) with an e-platform prior to the same day travel. Ten responses

have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her transport.

- Same day.....1
- Less than a week.....2
- A week.....3
- 2 weeks4
- 3 weeks.....5
- 1 month.....6
- 2-3 months.....7
- 4-5 months.....8
- 6 months+.....9
- Other (specify).....10

SECTION 2E

HOW TO RECORD INFORMATION ON TRIP SATISFACTION & REASONS, DOMESTIC SAME-DAY VISITORS (15 YEARS AND OLDER)

1. Introduction

This section aims at getting information from household members who have undertaken a same-day visits within the boundaries of Ghana and their level/degree of satisfaction of the trips that had been undertaken and what informed their level of satisfaction. The questions refer to satisfaction obtained from paid food and beverages outlets, travel agencies and other reservation agencies, commercial transport experienced, customer service experienced, sense of safety, sports and recreational experienced among others.

2. Purpose

The purpose of this section is to collect information from the respondent on the extent or degree at which he/she was satisfied or not satisfied with same-day trips he/she had undertaken during the reference period.

3. Respondent

The respondent for this section is all the household members who have travelled for same-day tourism purposes and are 15 years and older. **For questions one to eleven**, you as an interviewer should find out from the respondent how satisfied he/she was with the trip that had been undertaken in the stated reference period. Five responses have been provided. Select the appropriate response per the respondent's answer. Please do not read the responses to the respondent as he/she may not give an answer that may reflect his/her true satisfaction. For each of the question that the respondent is satisfied, the reasons for the satisfaction are given. Select the appropriate reason given by the respondent.

The degrees of satisfaction that have been provided in Questions 12a and 12b, seek to measure the overall satisfaction of the trips by way of: very satisfied as option '5', satisfied, as option '4' somewhat satisfied, as option '3', option '2' as not satisfied and option '1' as Not at all satisfied. Select the appropriate response per the respondent's answer and the reason for which he/she is satisfied or not satisfied should be given in question 12b in the options provided.

Question 1a: Please rank your level of satisfaction with all travel agencies and other reservation agencies you experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 1b: what informed the satisfaction level in all travel agencies and other reservation agencies you experienced?

If satisfied:

Quality customer service.....1
Prompt customer service.....2
Friendly staff.....3
Caring staff.....4
Knowledgeable staff.....5
Smart staff.....6
Good information flow/ management...7
Other (Specify).....8

If not satisfied:

Poor customer service..... 9
Delays in customer services.....10
Unfriendly staff.....11
Staff don't care.....12
Staff not knowledgeable.....13
Staff being slow.....14
Inadequate/lack information /management15
Other (specify).....16
Not applicable.....17

Question 2a: Please rank your level of satisfaction with all the types of commercial transport you experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 2b: what informed the satisfaction level in all the types of commercial transport you experienced?

If satisfied:

Affordable.....1

Quality car renting services.....2

Quality customer services.....3

Comfortable public transportation...4

Prompt transport services.....5

Other (Specify).....6

If not satisfied:

Expensive.....	7
Poor car renting services.....	8
Poor customer service.....	9
Uncomfortable public Transportation.....	10
Delay in transport services.....	11
Other (Specify).....	12
Not applicable.....	13

Question 3a: Please rank your level of satisfaction with all the paid food and beverages outlets experienced?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1
No comment.....	0

Question 3b: what informed the satisfaction level in all the paid food and beverages outlets experienced?**If satisfied:**

Affordable food	1
Affordable drinks.....	2
Quality service	3
Wide range of options.....	4
Quality food.....	5
Adequate supply.....	6
Other.....	7

If not satisfied:

Expensive food	8
Expensive drinks including alcohol.....	9
Poor service.....	10
Limited choices.....	11
Poor food quality.....	12
Lack of supplies.....	13
Other (Specify).....	14

Question 4a: Please rank your level of satisfaction with ...with any shopping you did?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2

Not at all satisfied.....1
No comment.....0

Question 4b: what informed the satisfaction level to shopping?

If satisfied:

Good prices /value for money.....1
Good customer services.....2
Variety of good/ services.....3
Quality of good and services.....4
Well organized shopping space.....5
Secured /safe6
Other (Specify)7

If not satisfied:

High prices/ low value for money.....8
Poor standards of goods.....9
Poor customer service.....10
Disorganized shopping Space.....11
Insecurity.....12
Other (Specify).....13
Not applicable.....14

Question 5a: Please rank your level of satisfaction with ...the safety and security of the entire trip?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not at all satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 5b: what informed the satisfaction level in...Safety?

If satisfied:

Good driving standards.....1
Felt safe.....2
Good road signage.....3
Available safety barriers.....4

High police visibility.....	5
Other (Specify).....	6

If not satisfied:

Poor driving standards.....	7
Felt unsafe.....	8
Poor road signage.....	9
No safety barriers.....	10
Crime.....	11
Low police visibility.....	12
No police visibility.....	13
Other (Specify).....	14
Not applicable.....	15

Question 6a: Please rank your level of satisfaction with the physical environment (cleanliness, orderliness, landscape, greenery...etc.)?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1
No comment.....	0

Question 6b: what informed the satisfaction level in ...the physical environment (cleanliness, orderliness, landscape, greenery...etc.)?

If satisfied:

Good weather.....	1
Clean environment.....	2
Beautiful landscape.....	3
Vibrant cities.....	4
Well laid streets/ road network....	5
Other (Specify)	

If not satisfied:

Bad weather condition.....	6
Badly littered places eg. Beaches.....	7
Urban sprawl.....	8
Dull cities.....	9
Pollution (noise/ air).....	10
Other (Specify).....	11
Not applicable.....	12

Question 7a: Please rank your level of satisfaction with all the types of cultural services experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 7b: what informed the satisfaction level in ... all the types of cultural services (arts centres, libraries, see performances, seeing heritage sites etc.) experienced?

If satisfied:

Free/ Low cost/value for money.....1

Interesting performances.....2

Knowledge gained.....3

Good organization.....4

Available information.....5

Available online.....6

If not satisfied:

Fee too expensive.....7
Poor service.....8
Boring / uninteresting.....9
Poor organization.....10
Limited information.....11
Not visible online.....12
Other (Specify).....13

Question 8a: Please rank your level of satisfaction with your tour guide?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 8b: what informed the satisfaction level in relation to tour guide?

If satisfied:

Free/ Low cost / value for money.....1

Courtesy.....	2
Knowledgeable.....	3
Neat appearance.....	4
Utterance.....	5
Other (Specify).....	6

If not satisfied:

Fee too expensive.....	7
Discourteous.....	8
Inadequate knowledge of the subject matter....	9
Poor communication.....	10
Unkempt.....	11
Other (Specify).....	12

Question 9a: Please rank your level of satisfaction with ...all the types of sports and recreational activities you experienced?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1
No comment.....	0

Question 9b: what informed the satisfaction level in all the types of sports and recreational activities you experienced?

If satisfied:

Free/ Low cost / value for money.....	1
Variety of facilities.....	2
Variety of activities.....	3
Quality of activities and organization...	4
High patronage.....	5
Conducive weather.....	6
Other (Specify).....	7

If not satisfied:

High prices/ low value for money.....	8
Limited facilities.....	9
Limited activities.....	10
Low patronage.....	11
Unfavourable weather conditions.....	12
Other (Specify).....	13

Question 10a: Please rank your level of satisfaction with all the customer service you experienced?

Very satisfied.....	5
---------------------	---

Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1
No comment.....	0

Question 10b: what informed the satisfaction level in all the customer service you experienced?

If satisfied:

Quality customer service.....	1
Prompt customer service.....	2
Friendly staff.....	3
Caring staff.....	4
Knowledgeable staff.....	5
Smart staff.....	6
Good information flow/ management...	7
Other (Specify).....	8

If not satisfied:

Poor customer service.....	9
Delays in customer services.....	10
Unfriendly staff.....	11
Staff don't care.....	12
Staff not Knowledgeable.....	13
Staff being slow.....	14
Inadequate information/lack of information....	15
Other (Specify).....	16

Question 11a: Please rank your level of satisfaction with all the types of cultural activities (participation in festivals and other cultural events eg. Aboakyere, Kundum, etc) experienced?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1
No comment.....	0

Question 11b: what informed the satisfaction level in all the types of cultural activities (participation in festivals and other cultural events eg. Aboakyere, Kundum, etc.) experienced?

If satisfied

Free/ Low cost / value for money.....	1
Interesting performance.....	2
Knowledge gain.....	3
Good organization.....	4
Available information.....	5
Available online.....	6

If not satisfied

Fee too expensive	7
Boring/uninteresting.....	8
Poor organization.....	9
Limited information.....	10
Not visible online.....	11
Other (Specify).....	13

Question 12a: Please rank your level of satisfaction with what is your overall trip satisfaction?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1

Question 12b: what informed the satisfaction level in ...to all the activities you experienced?**If satisfied:**

Free/ Low cost / value for money.....	1
Variety of facilities.....	2
Variety of activities.....	3
Quality of activities and organization....	4
High patronage.....	5
Conducive weather.....	6
Good road network.....	7
Other (Specify).....	8

If not satisfied:

Too expensive.....	9
Poor service.....	10
Bad weather conditions.....	11
Bad road.....	12
Hard to find and read signage...	13
Below expectations.....	14
Not very exciting.....	15
Other (Specify).....	16

CHAPTER NINE

HOW TO RECORD INFORMATION ON DOMESTIC OVERNIGHT VISITORS

9.1 Introduction

This chapter is concerned with the collection of information on individual household members who have undertaken domestic overnight tourism trips away from their usual environment (residence, place of work, trade, study etc.) in the past three months which is the reference period. The information to be collected shall include : purpose of travel, duration of visit, among others. The expenditure on food and beverages, transport (air, sea/lake/river and rail) recreation, cultural and sporting activities, shopping and other expenses will also be collected. In addition, the number of visits, place of destination, sponsorship, tour type, length of stay, source of information, intention to repeat visit, reasons for not undertaking any trip, tourist sites visited, and others will be part of the data to be collected

9.2 Purpose

The purpose of this chapter is to estimate the total number of domestic overnight visitors/tourists and their trips by different purposes of travel as well as the estimate of their expenditure on tourism goods and services by different categories of expenditure in the past three (3) months.

9.3 Respondents

Respondents are individual household members. The household head should respond for himself/herself, taking into consideration visits he/she made with other household members and their purpose of travel on such visits. Any other member of the household who has made other visits other than with the head of the household must respond to questions personally. Members of the household who are 15 years or older have to answer the questions themselves.

SECTION 3A

DOMESTIC OVERNIGHT VISITORS/TOURISTS

This part of the section seeks information on household members' travel status and characteristics of the main trips that have been undertaken. Write down the ID of the person interviewed in the cell provided. Often times, not all members eligible to be interviewed are around during the time of visit. In such instances of this nature make reference to the household roster and write the ID of the person providing the responses to the questions (Respondent) and not the ID of the absentee household member supposed to be interviewed.

Question 1: How many people were in each of the overnight trip(s) with you?

The interviewer is to collect information from the respondents on the number of persons who were on board or made the trip with the respondent during the **overnight (more than 24 hours) travel**. Record the number of people who were present on the trip in the cell provided.

Question 2: Who did you travel with (travel companion) on the overnight trip(s)?

The purpose of this question is to collect information from the household members who had undertaken a travel, the kind of persons/ companion(s) that he/she went with. Seven (7) responses, Code 'A' to 'H' have been provided. Record 'code A' when respondent says he/she went alone on the trip, Select option 'B' if he respondent travelled with his spouse (i.e. wife/husband), code 'C' when the trip was made with the respondent's children, code 'D' when trip was made with parents ', select code E, for relatives other than children or parents, select code F for business Associates or working partner/employee or select G' for trip made with friends of the respondent. Otherwise select "Other (specify) that is option I, for a response other than the response categories provided. This question is multi-response category, select all that apply, except option 'A' which allows for **only one** response.

Alone.....A
Spouse.....B
Children.....C
Parents.....D
Relatives.....E
Business Associates.....F
Friends.....G
Other (specify).....H

Question 3: In which months did you make these overnight trip?

Interviewers must find out from household members who have travelled for the reference period, the exact month of the year that the travel was made. Twelve responses are provided in Alphabetical order 'A' to 'L, a multi-response categories in which the interviewers are to select all the months that apply within which travel(s) have been undertaken by household members. The question seeks to know the month or months in which the respondent made the trip(s). **MULTIPLE RESPONSES ARE ALLOWED:**

January.....(A)
February.....(B)
March.....(C)

April.....(D)
 May.....(E)
 June.....(F)
 July.....(G)
 August.....(H)
 September.....(I)
 October.....(J)
 November.....(K)
 December.....(L)

Question 4a: Which region in Ghana(s) did you travel to as an overnight visitor?

There are 16 administrative regions in Ghana. Each region has its own code based on serpentine ordering recommended by the United Nations for listing. These 16 regions start from Western Region (01) to Upper West (16) Refer to Appendix 2 of this manual for selection of region code which corresponds to the region that the household member has made the overnight visit to.

REGION	CODE
Western	01
Central	02
Greater Accra	03
Volta	04
Eastern	05
Ashanti	06
Western North	07
Ahafo	08
Bono	09
Bono East	10
Oti	11
Northern	12
Savannah	13
North East	14
Upper East	15
Upper West	16

Question 4b: Which district(s) in Ghana did you visit on these overnight trips?

There are 261 administrative districts within Ghana. For the purposes of this survey, 272 statistical districts were created during the census, including the existing Metropolitan, Municipal and District Assemblies in Ghana are used. Refer to the Appendix of the manual for the codes and select the appropriate code for the district visited by the member of the household. SEE CODES in APPENDIX.

Question 5a: How many bed-nights (commercial accommodation paid for) did you make in the place visited for the past three months?

This question seeks to collect information from the respondent who had made an overnight visit(s) and paid for the accommodation used at the place visited. As an interviewer you are required to ask the respondent the number of bed-nights the respondent paid for the accommodation used.

Bed nights are overnights spent away from the usual environment on trip(s) by both adults and children aged 0 and above. Every night spent by adults aged 15 years or more, including children of

age 0-14 is considered as a night. Therefore, a party of 2 adults and 3 children taking 3 overnight trips away from the usual environment (home) will count as 15 bed-nights.

Question 5b: How far was the place you visited from your usual place of residence?

The aim of this question is to find out from the respondents the distance in kilometres between their usual place of abode and the destination/place visited. The distance is very useful in the classification of whether the trip is a tourism trip or otherwise. As a field officer you are required to find out the distance from opinion leaders of that community. In case the respondent is unable to give the distance, find out from Google search, how far the place visited is from their usual place of residence in miles and kilometres and record in the cell provided.

Kilometres||XX.....1

Miles||XX.....2

Don't know.....3

Question 6: What was your main mode of travel in this overnight trip?

This question seeks to elicit information from the respondent on the main mode or medium (Road, Sea/Lake, Air, Rail and Foot) by which the same day trip was made. It may be possible for the respondent to have used more than one mode, example if the trip was made by road from his/her residence to an airport and took a flight to trip destination. The main mode will be the one that took more hours. Five (5) responses from '1' to '5' are provided. Select the appropriate code for the response given by the respondent

Road.....1

Air2

Sea /Lake.....3

Rail.....4

Foot.....5(>>8a)

Question 7a: What was your means of travel in this trip?

The interviewer is to elicit from respondent the means of travel in this trip. This includes scheduled flight, non-scheduled flight, bus, railway, private vehicle, public road transport among others. Twenty (20) responses from codes '1' to '18' have been provided. Select and code the appropriate response given by the respondent. Be informed that taxis are part of Saloon cars (up to 5passengers).

What was your **means** of travel in this trip?

Road

Saloon (up to 5).....1
(to include taxi)

SUVs (up to 7).....	2
Bus/ Minivan (8 – 23).....	3
Large Bus (24+).....	4
Shared saloon rides (Bolts, Yango, Uber, Feenix, Taxi, etc)....	5
Motorbikes.....	6
Tricycle.....	7
Bicycle.....	8
Other Specify).....	9

Air

Scheduled flight.....	10
Non-scheduled flight.....	11
Other (specify).....	12

Sea /Lake

Ferry.....	13
Canoe.....	14
Ship.....	15
Yacht.....	16
Other (specify).....	17
Railway.....	18
Foot.....	19
Other (specify).....	20

Question 7b: Is the means in q7b, private or public?

The import of the question is to find out from the respondent whether the main means of travel is private or public (commercial) vehicle. Two responses, private and public have been provided, Select 1, if respondent says it is private and choose option 2 if the answer given by the respondent is public. Public here refers to government vehicle used for commercial purposes.

Private.....1

Public.....2(>>8a)

Question 7c: Was this means rented by you?

This is a follow-up question of question 7c, when respondent says his/her main means of travel is Private, we want you to find out from the respondent whether the private transport was rented or not by the respondent. Two responses, ‘Yes’ and ‘No’, have been provided. Select the appropriate response and code per the respondent’s answer given.

Question 8a: What was your main purpose of visit of these overnight trips?

The main purpose of a trip is defined as the purpose in the absence of which the trip would not have taken place (see IRRTS 2008, para. 3.10). The main purpose of a trip is one of the criteria used to determine whether a trip qualifies as a tourism trip and the traveller qualifies as a visitor. For instance, as long as it is incidental to the trip, a visitor might earn some income during his/her stay (for example, managers taking small jobs during their trip in order to generate income and partly finance their

expenses. Nevertheless, if the main purpose is to be employed and earn some income, then the trip cannot be a tourism trip and the individual taking the trip cannot be considered as a visitor but as an 'other traveller' (see IRTS 2008, Para. 3.11).

Information on the purpose of the tourism trip is useful for characterizing tourism expenditure patterns. It is also important in identifying key segments of tourism demand for planning, marketing and promotion purposes (see IRTS 2008, para 3.12).

The import of this question is to find out from the respondent, the intended purpose of the visit whether is personal, household related, business or professional purpose for which the visit was made. Eighteen responses are provided with the corresponding codes from '1' to '18' with code '18' being other (specify). Select the response given by the respondent and code appropriately.

- 1) **Funeral:** attending funeral ceremonies of relations, friends and love ones.
- 2) **Marriage ceremony:** attending marriage ceremonies of relatives, friends and others.
- 3) **Birthday party:** attending birthday parties and ceremonies of relations, friends and others.
- 4) **Graduation ceremony:** attending graduation ceremonies of wards, pupils and students in schools, universities, etc.
- 5) **Business:** travelling as a business man or woman but goods and service dealt in will not be considered as tourism.
- 6) **Professional:** a worker or professional who travels due to his work and paid at the place visited.
- 7) **Holidays, Leisure and recreation:** travelling for leisure, holidays and recreation.
- 8) **Visiting friends and relatives:** visiting friends and relations to assist in childbirth, sickness, for holidays, etc.
- 9) **Conventions/Conference/workshop:** attending conventions of churches, conferences and workshops of all kinds in Ghana.
- 10) **Government Affairs:** travelling for government business.
- 11) **Culture/Festival:** making trips to watch or partake in festivals and cultural events.
- 12) **Education and training:** travelling to places to acquire knowledge for a short period without working.
- 13) **Health treatment:** attending hospitals of all kinds to receive medical care.
- 14) **Sporting activity:** travelling to places within Ghana to watch sporting activities Funerals: attending funerals of relatives, friends and others.

15) **Religion/pilgrimage:** religion or pilgrimage activities

16) **Shopping:** travelling to places for shopping.

17) **Transit:** this category focuses on stopping at the place without any specific purpose or reason other than being en route to another destination. There are two types; one type is within the airport and the other type goes outside the airport.

18) **Other (specify):** purposes not stated or mentioned above.

Question 8b: What was your other purpose of overnight visit in Ghana?

This question seeks to elicit information on the secondary purpose for which the same day visitor undertook the trip. The visitor may have an intended purpose for embarking on the trip without which he/she will not make the trip. For instance, the respondent may make a trip for a business purpose but may have the opportunity to attend a funeral that same day. In that case, the other purpose for the respondent is funeral. This is a multi-response question and so more than one response may be given by the respondent.

Question 9: Was the overnight trip(s) a package tour or self-arranged?

This question seeks to find out from respondent whether the trip undertaken was a package travel which involves a travel reservation containing at least two or more of major travel components (flight, 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.

Self-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 self-arranged tour.

Question 10a: How many bed nights did you spend at this place visited in the last three (3) months?

The Interviewer is required to find out from the respondent or the household member who had made a travel, the number of bed-nights spent at the destination. This is simply the number of nights slept in the destination. This refers to non-commercial accommodation services

Question 10b: How many of these bed nights were paid nights?

The interviewer is required to find out the number of bed nights paid for by the respondent in the past three (3) months. Record the number of bed-nights paid for (paid accommodation).

Question 11: How was your trip funded?

Interviewers are required to find out from respondents or the household members who had made travels, as to whether the cost of travel was fully funded by self, or partially funded or sponsored by

others. Three (3) responses are provided. Enter code ‘1’ if all the costs incurred was fully funded by self, if partially funded, code ‘2’ or sponsored by others, choose ‘3’.

- a. Fully funded means the respondent paid for the total cost of the trip.
- b. Partially funded means the respondent paid part of the total trip expenditure
- c. Sponsored by others signifies the respondent was sponsored

IF fully funded by self >>13

Question 12: Who paid the largest share of the cost of the trip?

You are to find out from the respondent who bore the largest proportion of the cost of the trip. Eight responses from code ‘1’ to ‘9’ have been provided. Choose the appropriate response given with its corresponding code. Code ‘9’ if other than the listed response categories, that is ‘**Other**’ and **specify** who bore the largest share of the trip expenses. **NPISH**, makes up an institutional sector in the context of national accounts consisting of non-profit institutions which are not mainly financed and controlled by government and which provide goods or services to households for free or at prices that are not economically significant. Examples include churches and religious societies, sports and other clubs, trade unions and political parties. NPISH are private, non-market producers which are separate legal entities.

1. **Self:** total cost paid by the respondent.....1
2. **Household member:** cost paid by a member of the household2
3. **Friends:** cost paid by friends of the respondent3
4. **Other relatives:** cost paid by other relatives.....4
5. **Private Org:** cost paid by a private organization.....5
6. **Government:** cost paid by MDAs, MMDAs, or any other government institution..... 6
7. **Non-profit Institutions Serving Households (NPISH)**.....7
(E.g. Religious org, NGOs, Political parties, etc.)
8. **International Org:** cost paid by international organizations such as World Bank, IMF, African Development Bank, etc.....8
9. **Other (specify)**.....9

Question 13: What was the main mode of payment of the trip?

As a field officer, you are to find out from the respondent the medium of payment of the trip made by the household member. 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.

Debit/ 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 13x: What is the name of the resting place you used?

The question requires the respondents to provide the name of the resting place used.

Question 13y: What is the location of the resting place you used?

The question requires the respondents to provide the location of the resting place used.

Question 14: What was the main type of accommodation establishment you used during the trip in the past 3 months?

Interviewers are required to find out from respondents or individual household members who had made travels, as to the type of accommodation the respondents used during their travel. This is to discover the type of accommodation the respondent stayed in, either alone or with other members of his/her household during the visit(s) he/she made in the past three months as an overnight visitor in Ghana.

THE MEANING OF SOME TYPE OF ACCOMMODATION CAN BE FOUND IN CHAPTER 6.

Type of accommodation

Commercial

5-star hotel.....	1
4-star hotel	2
3-star hotel.....	3
2-star hotel.....	4
1-star hotel.....	5
Guest house.....	6
Lodge.....	7
Airbnb.....	8
Budget hotel.....	9
Hostels.....	10
Motels.....	11
Tourist camps.....	12
Apartment.....	13
Other (Specify).....	14

Non-commercial

Friends/ relatives' residence...	15
Private/ personal home.....	16
Other (Specify).....	17

What do hotel ratings mean to tourists?

One star is the lowest rating, and five stars is the highest score.

Here is a general interpretation of the hotel star ratings system:

- **One-Star:** A one-star rating often means a property has no frills and only offers basic accommodations. A one-star rating doesn't necessarily mean a hotel is dirty, unkept or in a bad location. It simply means you'll have a place to sleep, and that's pretty much it.
- **Two-Star:** Like one-star hotels, two-star properties are typically more affordable than hotels that have a higher rating — they are also usually quite comfortable.
- **Three-Star:** Three-star hotels ordinarily have some unique amenities and provide quality service.
- **Four-Star:** Four-star hotels are often noted for their upscale quality and extraordinary comfort.
- **Five-Star:** A five-star property provides flawless guest services in a state-of-the-art facility. As a five-star property, such as premium dining options and personalized services to its guests.

NOTE:

- 1 Star: The base necessities.
- Stars: Simple and basic with a few extras.
- 3 Stars: Larger upscale and comfortable.
- 4 Stars: Upscale and comfortable with many amenities.
- 5 Stars: The most luxurious hotels in the world.

Airbnb: stands for Air Bed and Breakfast, and is a residential property that hosts rent on a short term basis to travelers. It can be anything from a house, a single room, or a boat.

Motel: a roadside hotel designed primarily for motorists, typically having the rooms arranged in low blocks with parking directly outside.

Lodge: is a house or hut in the country or in the mountains where people stay on holiday, especially when they want to shoot or fish.

Apartment: is a room or set of rooms fitted especially with housekeeping facilities and usually leased as a dwelling.

Question 15: What type of service did you choose from the accommodation used?

You are to find out from the respondent the kind of service he/she chose from the accommodation facility. Selecting room only means he/she chose only room service. Choosing bed and breakfast means that he/she chose only bed and breakfast services. Selecting half board indicates that the respondent chose bed/breakfast/lunch services. Choosing full board refers to selecting bed/breakfast/lunch/dinner services.

Room only.....1
Bed and breakfast.....2
Half board.....3
Full board.....4

Question 16: What was the main source of information of your travel?

This question aims at soliciting information from household members who had made trips in the past three months, and their major source of information available to them prior to the travel. 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

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 17: Which tourist site (s) did you visit in these trips?

Interviewers are to find out from a respondent or household member who has made a visit to a tourist site in the past three months. A list of tourist sites in Ghana has been provided in the codebook. Select the site that was visited by the household member or respondent by coding the corresponding response. Note if none of the sites was visited, write ‘00’ in the cell provided.

Question 18: Which of the sites was most satisfying to you for each trip?

The aim of this question is for the interviewer to find out from respondent the sites visited in the past three (3) months which of them is the most satisfying?

Question 19: How often did you visit the most satisfying site in the last 3 months?

The number of times a site is visited has implications for tourism expenditures, and the questions is intended to capture all expenditures that are made at this site. As an interviewer, you are to find out the frequency of the visit to the site by the respondent.

First visit ever: this is the first time to have visited the site.....	1
Once every three weeks: the respondent visits the site once in every three weeks.....	2
Once a month: the respondent visits the site once a month.....	3
Once every 3 months: the respondent visits the site once in every three months.....	4
Other (specify): any other time of visit not stated above within the reference period.....	5

Question 20a: Are there any facilities not currently available at the most satisfying site which you would like to see provided?

Yes.....1

No.....2

>>21a

The aim of this question is to find out from the respondent, whether there are facilities which at the time of the visit of the site were not available, but would wish to see those activities or facilities provided at the site. Two responses, Yes’ and ‘No’ are provided. The interviewer is to code ‘1’ if the respondent says ‘Yes’, otherwise code ‘2’ if he/she says ‘No’. For a ‘No’ answer.

Question 20b: If there are facilities you would like to see at the most satisfying site, please provide

details below

This question should be asked if the respondent's answer to question 20a is 'Yes'. In that case, the interviewer is to assist the respondent to make a detailed list of all the facilities he/she would like to see in the site visited.

Question 21a: Are there any activities not currently available at this site which you would like to see provided?

Yes.....1

No.....2

The aim of this question is to find out from the respondent, whether there are activities which at the time of the visit of the site were not available, but would wish to see those activities provided at the site. Two responses, 'Yes' and 'No' are provided. The interviewer is to code '1' if the respondent says 'Yes', otherwise code '2' if he/she says 'No', for a 'No' answer.

Question 21b: If there are activities you would like to see, please provide details below.

This question should be asked if the respondent's answer to question 21a is 'Yes'. In that case, the interviewer is to assist the respondent to make a detailed list of all the activities he/she would like to see in the site visited.

Question 22: How would you rate each of the following facilities at the most satisfying site you visited?

The aim of this question is to collect information on how the respondent would rate the facilities available at the site visited. Seven (7) facilities (**Signposting in the site, information boards, car parking in the site, public washroom, visitor centre/Info desk, provision of litter bins, and seating at the site**) are provided on which respondents are to rate. Whether very good, good, average, poor very poor. This response category is a 'multiple response selection' of all those facilities that are applicable per the respondent's answer given.

Signposting: a sign post showing the direction of the site.....A

Car parking on the site: a vehicle parking place at the site.....B

Information boards (on site): an information board located at the site.....C

Visitor centre/ Info desk: a visitor information desk or a visitor centre.....D

Restaurant: a restaurant being operated by the site.....E

Public washrooms: wash rooms being used by visitors/tourists in the site.....F

Provision of litter bins: is there a litter bin, or what is there how do you see it?.....G

Seating at the site: how neat and well-arranged or well-placed are the seating at the site?.....H

Question 23a: Would you recommend the most satisfying site visited to others?

The aim of the question is to find out from the household member who had visited a site, the willingness to arouse the interest of others to visit the site visited based on how he/she enjoyed the

trip/site and/or facilities/activities and services that were provided. Three responses have been provided. Chose option 1 when respondent spontaneously answers definitely, select option 2, when respondent indicates without certainty, that is 'perhaps' select 'No' when respondent says he/she is unwilling to recommend the site to another person.

Question 23b: What is the reason for your response to the question in 23a?

If satisfied:

Quality customer service.....1
Prompt customer service.....2
Friendly staff.....3
Caring staff.....4
Knowledgeable staff...5
Smart staff.....6
Good information flow/ management.....7
Other (specify).....8

If not satisfied:

Poor customer service.....9
Delays in customer services.....10
Unfriendly staff....11
Staff don't care.....12
Staff not knowledgeable.....13
Staff being slow....14
Inadequate/ lack information/ management.....15
Other (specify)....16

Question 24: Is there a likelihood you will visit this site again?

The import of this question is for the interviewer to find out from the household member who had made a visit to a site, the probability or how likely he/she would make a return visit given that the trip made earlier met his/her expectation. Five responses are provided to ascertain the level of likelihood for a visit to the same site in the near future. Code 1 for very likely, code 2, for likely response by respondent, code 3 for uncertain, code 4, when the respondents says he/she is unlikely to do a return visit or code 5 for very unlikely response.

Very likely.....1
Likely.....2
Uncertain.....3
Unlikely.....4
Very unlikely.....5

Question 25: How do you rate the site visited?

Excellent.....1
Good.....2
Average.....3

Poor.....4
Very poor.....5

SECTION 3B

PRE-TRIP AND POST-TRIP EXPENDITURES OF DOMESTIC OVERNIGHT VISITORS

1. Introduction

This section guides the interviewer to record all expenses on pre-trip and post-trip tourism products purchased by domestic overnight visitors of individual household members who have undertaken tourism trips. Pre-trip goods and services bought are items purchased before the trip. Post-trip tourism products are those bought after the trip.

2. Purpose

The purpose of this section is to collect information on expenses on pre-trip and post-trip tourism products purchased by domestic overnight visitors of individual household members who have undertaken tourism trips.

3. Respondent

The respondents for this section are individual household members who have travelled for tourism purposes.

Question 1: What was your pre-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip before the start of the trip. Examples are funeral cloth for funerals, a travelling bag, a pair of shoes, a pair of trousers, insurance, food items, assorted drinks, etc.

No.	Pre-trip Items	Expenditure in Gh Cedis
1	Personal effects (sponge, tooth brush, towel, perfume, etc.)	
2	Foot wear	
3	Swim wear	
4	Travelling bag	
5	Clothing(cap, jeans, ...	
6	Camera	
7	Internet Bundle/ airtime (Data)	
8	Selfie Stick	
9	Vehicle servicing	
10	Drinks, beverages and water	
11	Food	
12	Grooming(pedicure, manicure,	
13	Medicals(check-up, tests, etc)	
14	Vaccination	
15	Insurance	
16	Ticket	
17	Passport	
18	Other(specify)	

Question 2: What was your post-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip after the trip. Examples are the development of films, repair of vehicles, repair of equipment, washing of vehicles, etc.

Number	Post-trip Items	Expenditure in Ghana Cedis
1	Internet Bundle/ airtime (Data)	
2	Vehicle servicing	
3	Printing and documentation of pictures	
4	Medical check-up (within 14 days)	
5	Mending of wears	
6	Other (specify)	

SECTION 3C

EXPENDITURES OF DOMESTIC OVERNIGHT VISITORS/TOURISTS

1. Introduction

This section guides the interviewer to record all expenses made by domestic overnight visitors who have undertaken overnight tourism trips within the boundaries of Ghana, and have purchased tourism goods and services during the trips.

2. Purpose

The purpose of this section is to collect information on all expenditures incurred by members of the household on embarking on domestic overnight visits within Ghana.

3. Respondent

The respondents for this section are all individual household members who have travelled for tourism purposes.

Question 1: How much did you spend on package tour/travel

The essence of this question is to find out from the individual household member, the amount of money paid to travel agencies and tour operators for some services provided prior to the trip. Interviewers must assist the respondents to provide the exact amount paid on the package tour. Record the amount in the cell provided.

Question 2: In total, how much did you spend on accommodation?

The aim of this question is to find out from the individual household members who had made expenditures on accommodation for the travel. The interviewer must assist the respondent to carefully provide or estimate the amount spent on accommodation and record the amount in Ghana Cedis in the cell provided.

Question 3: In total, how much did you spend on food and beverages for the entire trip?

The aim of this question is to find out from the individual household members who had made overnight visits, the expenditure made on food (breakfast, lunch and supper) and beverages such as drinks for the travel. The interviewer must assist the respondent to carefully provide or estimate the amount spent and record the amount in Ghana Cedis in the cell provided.

Question 4a: In total, how much did you spend on air transport for the entire trip?

The question seeks to find out from the respondent who had made a round trip (including domestic air fare) the amount of money he/she spent on air transport. As an interviewer you are required to assist the respondent to give you the exact amount spent on air transport and record the amount in Ghana Cedis in the cell provided.

Question 4b: In total, how much did you spend on road transport for the entire trip?

The question aims to find out from the respondent who had made a round trip (including taxis fares) the amount of money he/she spent on road transport. As an interviewer you are required to assist the respondent to give you the exact amount spent on road and record the amount in Ghana Cedis in the cell provided.

Question 4c: In total, how much did you spend on sea/lake transport for the entire trip?

The question intends to find out from the respondent who had made a round trip including taxis, the amount of money he/she spent on sea/lake transport. As an interviewer you are required to assist the respondent to give you the exact amount spent on sea and river transport and record the amount in Ghana Cedis in the cell provided.

Question 4d: In total, how much did you spend on rail transport for the entire trip?

The question is aimed to find out from the respondent who had made a round trip (including taxis) the amount of money he/she spent on rail transport. As an interviewer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided.

Question 5: In total, how much did you spend on sports and recreational activities?

As part of expenditures incurred by domestic tourists, the interviewer is required to find out from the respondent if he/she made some expenses or spent some amount of money on any recreational or sports activities within the reference period. Record the amount of money spent in Ghana Cedis in the cell provided.

Question 6: How much did you spend on shopping in total?

This question seeks to find out from the respondent the amount of money he/she spent on shopping; goods, gifts to friends and relatives, etc. Record the amount spent on those items bought from supermarkets, stores or shopping malls in the cell provided. **NOT GOODS BOUGHT AND TO BE SOLD FOR PROFIT.**

Question 7a: How much did you spend in total on game viewing/bird watching services for the entire trip?

This question seeks to find out from the respondent the amount of money he/she spent on game viewing/bird watching. Record the amount spent on those items in the cell provided

Question 7b: How much did you spend on Nature-related tour services in total?

This question seeks to find out from the respondent the amount of money he/she spent on nature tours services. Record the amount spent on those items in the cell provided.

Question 7c: How much did you spend on hunting services in total?

This question seeks to find out from the respondent the amount of money he/she spent on hunting services. Record the amount spent on those items in the cell provided.

Question 8: In total, how much did you spend on fuel?

Tourists make trips by means of transport such as public/private transport, e.g. private cars, bus, mini-bus, motor cycles, etc. and use fuel such as petrol, diesel or gas. For those who travelled by their own means of transport you are required to find out the amount of money spent on fuel and record in the cell provided.

Question 9: How much did you spend on travel agencies/tour operators/ tour guide and other reservation services in total?

The aim of this question is to find out from the respondent the expenses made or cost incurred by use of travel agencies and other related services also known as intermediaries. You are to record the amount spent in the cell provided.

Question 10: How much did you spend in total, on cultural services?

The field officer is required to elicit information from the respondent the amount if any, spent on cultural activities (this includes gate fees paid to tourist sites, fees for attending drama, music shows, etc.). Record the amount in Ghana Cedis.

Question 11: How much did you spend on other services in total?

This question seeks to find out expenses incurred by the respondent on **‘other services’ and not goods**. Examples of other services include hairdo, haircut; money transfer charges and expenditure on telephone calls (MTN, AIRTEL/TIGO, VODAFONE, etc.) and postage incurred during tourism trips in Ghana for the past 3 months. Insurance on travels within Ghana, in case did not pay before trip (UNWTO, 1995).

“Other services” excludes expenditure on the following: (i) accommodation services; (ii) transportation services; (iii) recreation, culture and sporting services; and (iv) food and beverage services. Record the amount of money in Ghana Cedis if the respondent indicates additional cost incurred in the cell provided.

Question 12a: Did you use a resting place on your way to and from the destination?

Yes.....1

No.....2

This question aims to find out if respondent used any resting place during his/her journey in and out. Yes, means, he/she used a resting place. If No, select option 2.

Question 12b: How much did you pay for the resting place?

The question seeks to estimate the amount of money spent on the resting place, i.e. how much did the respondent pay for the resting place used? The amount should be in Ghana Cedis.

Question 12x: What is the name of the resting place you used?

The question requires the respondents to provide the name of the resting place used.

Question 12y: What is the location of the resting place you used?

The question requires the respondents to provide the name of the locality or town closest to the resting place used.

Question 12c: What type of resting place (accommodation) did you use?

The essence of this question is to find out from the individual household members who travelled as visitors and rested in the following type of accommodation.

THE MEANING OF THE REMAINING OPTIONS CAN BE FOUND IN CHAPTER 6.

Commercial

5-star hotel.....	1
4-star hotel	2
3-star hotel.....	3
2-star hotel.....	4
1-star hotel.....	5
Guest house.....	6
Lodge.....	7
Airbnb.....	8
Budget hotel.....	9
Hostels.....	10
Motels.....	11
Tourist camps.....	12
Apartment.....	13
Other (Specify).....	14

Non-commercial

Friends/ relatives' residence...	15
Private/ personal home.....	16
Other (Specify).....	17

What do hotel ratings mean to tourists?

One star is the lowest rating, and five stars is the highest score.

Here is a general interpretation of the hotel star ratings system:

- **One-Star:** A one-star rating often means a property has no frills and only offers basic accommodations. A one-star rating doesn't necessarily mean a hotel is dirty, unkept or in a bad location. It simply means you'll have a place to sleep, and that's pretty much it.
- **Two-Star:** Like one-star hotels, two-star properties are typically more affordable than hotels that have a higher rating — they are also usually quite comfortable.
- **Three-Star:** Three-star hotels ordinarily have some unique amenities and provide quality service.
- **Four-Star:** Four-star hotels are often noted for their upscale quality and extraordinary comfort.
- **Five-Star:** A five-star property provides flawless guest services in a state-of-the-art facility. As a five-star property, such as premium dining options and personalized services to its guests.

NOTE:

- 1 Star: The base necessities.
- Stars: Simple and basic with a few extras.
- 3 Stars: Larger upscale and comfortable.
- 4 Stars: Upscale and comfortable with many amenities.
- 5 Stars: The most luxurious hotels in the world.

Airbnb: stands for Air Bed and Breakfast, and is a residential property that hosts rent on a short term basis to travelers. It can be anything from a house, a single room, or a boat.

Motel: a roadside hotel designed primarily for motorists, typically having the rooms arranged in low blocks with parking directly outside.

Lodge: is a house or hut in the country or in the mountains where people stay on holiday, especially when they want to shoot or fish.

Apartment: is a room or set of rooms fitted especially with housekeeping facilities and usually leased as a dwelling.

Question 12d: How much did you spend on ‘other services’ at the place you rested?

The question seeks to estimate the amount of money spent on other services such as food, drinks, etc. in the place rested. Input amount in Ghana cedis in the space provided.

SECTION 3D

USE OF ICT DEVICES TO ACCESS INTERNET: DOMESTIC OVERNIGHT VISITORS – 6 YEARS AND OLDER

1. Introduction

This section aims at getting information on active mobile phone and computers or tablets together with the use of ICT devices to access Internet by domestic overnight visitors. This is to ascertain whether they own ICT assets and/or make use of any information technology devices in their enquiries or in their quest for the trips undertaken. These questions will help develop new methods to analyze mobile telephony network as well as computer and cell phone usage by visitors at the individual or household level who undertake in domestic overnight tourism.

2. Purpose

The purpose of this section is to collect information on domestic overnight visitors who use ICT devices to access Internet as well as to use mobile phones for tourism activities.

3. Respondent

The respondents for this section are individual household members who embark on domestic overnight tourism activities.

Question 1 Did you own any of these ICT devices during the trips for the past three months?

The essence of this question is to find out from the individual household members whether one or more members do own or possess any of these mobile electronic devices, such as laptops, tablets, smartphones and Personal Digital Assistants (PDAs). As an interviewer you are required to find out from members of the household who are 6 years and older whether they own a personal computer, that could be a laptop, a desktop, a tablet or similar (non-GSM) device that performs such functions. Select as many as applicable. ***This question is not tied to the different trips taken.***

Yes/No, Laptop.....1

If Yes, indicate quantity.....

Yes/No, Desktop.....2

If Yes, indicate quantity.....

Yes/No, Tablet3

If Yes, indicate quantity.....

Yes/No, Mobile phone.....4

If Yes, indicate quantity.....

If No >> Question 2

Question 2: Did you use any of these ICT devices (desktop, laptop, tablet, mobile phone) for tourism purposes in the past three months?

Should the respondent indicate that he/she has ownership of the ICT assets in question one, then our interest is to find out if he/she ever used these devices for the purpose of their travels in the **past three months from the day of the interview**. For those who do not own computer and select ‘No’ as response to question 1, you are to find out if he/she used any of these ICT devices since a member could go to a café, use a friend or a relative’s own who is a non-household member for their tourism or travel purposes. Two (2) responses are provided. Select ‘1’ if he/she responds yes to the question, otherwise select ‘2’ if the response is No.

Yes.....1(>>4)

No.....2

Question 3: Did you have access to use mobile phone (including GSM tablet) or computer for tourism purposes in the past three months?

For households who respond ‘No’ to question 3, that they do not own a mobile phone, we want to find out whether they have some at their disposal for their tourism activities or travel purposes. It is likely households who do not own a mobile form could resort to the café, a friend, or a relative’s own when he/she needed it for tourism purposes such as enquiries, booking of flights, etc. Five (5) responses are provided, Select all that apply for usage in the three months reference period from the date of the interview.

(MULTIPLE RESPONSE)

Yes, Laptop.....1

Yes, Desktop.....2

Yes, Tablet or similar (not GSM).....3

Yes, mobile phone (include GSM tablets).....4

No.....5(>>SECTION 3E)

Question 4: How many functional mobile phones (including GSM tablets) did you own in the past 3 months?

The aim of this question is to elicit information on the number of mobile phones or Global System for Mobile communication (GSM) or tablet that are functional for household members’ usage in the past three months prior to the day of the interview for tourism purposes. Indicate the number of mobile phones or tablets owned that are functional. For no mobile phone owned skip to question 6.

If no for all items in q1 >>6

Question 5: Which mobile cellular networks have you subscribed to/ registered/ used for tourism purposes for the past 3 months?

For this question we seek to find out from the individual members of the household the communication cellular network they are registered with or subscribed to telecom services in the past three months prior to the day of interview. Five main telecom providers are provided with the 6th option as none of them subscribed by the household. Choose as many of them that apply to the household, select '1' for MTN subscribers, select '2' for Airtel/Tigo, select '3' for Glo. Select '4' for Vodafone, select '5' for Surflin or select '6' if the household response is none for all the telecom providers.

(MULTIPLE RESPONSE)

MTN.....A
Tigo/Airtel.....B
Glo.....C
Vodafone.....D
Surflin.....E
Busy 4G.....F
None.....G
Other (specify)....H

Question 6: Before your trips in Ghana, did you use any electronic platform (e-platform) for tourism purposes?

This question aims at collecting information on individual household members on the use of e-platforms (whatsApp, Instagram, Twitter, Facebook, Google etc.) prior to undertaking the trips or travels. Select '1', if the household member responds 'Yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2 >>9

Question 7: Please specify which e-platform(s) you used.

As a follow up to question 6, if the respondent's response to question 6 is 'Yes' as an interviewer you are required to find out from him/her, which of the e-platform was mainly used. Six responses are provided. Select 'A' if the household or 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. If the respondent used any other e-platform other than the eight already mentioned above, select 'I' and specify that e-platform.

Google.....A
Facebook.....B
Twitter.....C
WhatsApp.....D
Instagram.....E

Telegram.....F
 TikTok.....G
 Snapchat.....H
 Other (specify).....I

Question 8: Please specify the type(s) of use you made of this e-platform (Multiple choice)

This question aims at collecting information from the individual household member who indicates in question 7 that he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the household member relation to the travel.

Booking a flight.....A
 Booking accommodation.....B
 Booking transport.....C
 Booking an attraction ticket.....D
 Finding a tour guide.....E
 Researching about the destination.....F
 Reading travelers' reviews.....G
 Sharing an experience (reviews, photographs, etc.).....H
 Other (specify).....I

Question 9: During the trip(s) in Ghana, did you use any e-platform?

This question aims at collecting information on the individual household member on the use of e-platform (WhatsApp, Instagram, Twitter or Facebook, Google etc.) during the trips or travels. Select '1, if the household member responds 'yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2

If q9=2, then >>Sec. 3E

Question 10: Please specify which e-platform you used.

As a follow up to question 9, if the respondent's response to question 9 is 'Yes', as an interviewer you are required to find out from him/her, which of the e-platforms was mainly 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'. If the respondent has any other e-platform other than the eight already mentioned, select 'I' and specify that e-platform used in the cell provided.

Google.....A
 Facebook.....B
 Twitter.....C
 WhatsApp.....D
 Instagram.....E
 Telegram.....F

TikTok.....G
 Snapchat.....H
 Other (specify).....I

**Question 11: Please specify the type(s) of *use* you made of this e-platform in relation to the same day visit
 (Multiple choice)**

This question seeks to collect information from the individual household member who indicates in question 10 that, he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the household member in relation to the travel.

Booking a flight.....A
 Booking accommodation.....B
 Booking transport.....C
 Booking an attraction ticket.....D
 Finding a tour guide.....E
 Researching about the destination.....F
 Reading travelers' reviews.....G
 Sharing an experience (reviews, photographs, etc.).....H
 Other (specify).....I

Question 12: If the response in 11 includes option 'A'

Before the trip, what was your average time of pre-booking a flight using e-platform?

The import of this question is to find out from the respondent the average length of time taken in booking a flight with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her flight.

Same day.....1
 Less than a week.....2
 A week.....3
 2 weeks4
 3 weeks.....5
 1 month.....6
 2-3 months.....7
 4-5 months.....8
 6 months+.....9
 Other (specify).....10

Question 13: If response in 11 includes option 'C'

Before the trip, what was your average time of booking a transport?

The question seeks to find out from the respondent the average length of time taken in booking transport (e.g. STC, VIP, Minivan etc.) with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length

of time spent on pre-booking of his/her transport.

Same day.....	1
Less than a week.....	2
A week.....	3
2 weeks	4
3 weeks.....	5
1 month.....	6
2-3 months.....	7
4-5 months.....	8
6 months+.....	9
Other (specify).....	10

SECTION 3E
HOW TO RECORD INFORMATION
ON TRIP SATISFACTION & REASONS: DOMESTIC OVERNIGHT
VISITORS
(15 YEARS AND OLDER)

1. Introduction

This section aims at getting information from individual household members who have undertaken domestic overnight visits within the boundaries of Ghana and their level/degree of satisfaction of the trips that had been undertaken and what informed their level of satisfaction. The questions refer to satisfaction obtained from paid food and beverages outlets, travel agencies and other reservation agencies, commercial transport experienced, customer service experienced, sense of safety, sports and recreational experienced among others.

2. Purpose

The purpose of this section is to collect information from the respondent on the extent or degree at which he/she was satisfied or not satisfied with same-day trips he/she had undertaken during the reference period.

3. Respondent

The respondents for this section are individual household members who have travelled for overnight tourism purposes and are 15 years and older. **For questions one to eleven**, you as an interviewer should find out from the respondent how satisfied he/she was with the trip that had been undertaken in the stated reference period. Some responses have been provided. Select the appropriate response per the respondent's answer. Please do not read the responses to the respondent as he/she may not give an answer that may reflect his/her true satisfaction. For each of the question that the respondent is satisfied, the reasons for the satisfaction are given. Select the appropriate reason given by the respondent.

The degrees of satisfaction that have been provided in Questions 12a and 12b, seek to measure the overall satisfaction of the trips by way of: very satisfied as option '5', satisfied, as option '4' somewhat satisfied, as option '3', option '2' as not satisfied, option '1' as Not at all satisfied and select code '0' for No comment answer. Select the appropriate response per the respondent's answer and the reason for which he/she is satisfied or not satisfied should be given in question 12b in the options provided.

Question 1a: Please rank your level of satisfaction with the paid accommodation you experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 1b: What informed the satisfaction level in the accommodation you experienced?

If satisfied:

Modern amenities.....1
Value for money.....2
Friendly staff.....3
Safety and security.....4
Good Customer service.....5
Other.....6

If not satisfied:

Old facilities.....7
Too expensive.....8
Poor customer service.....9
Poor standard of cleanliness/ dirty environment.....10
No internet connectivity.....11
No air-conditioning, heating in rooms.....12
Other (specify).....13

Question 2a: Please rank your level of satisfaction with all the paid food and beverages outlets experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 2b: What informed the satisfaction level in all the paid food and beverages outlets experienced?

If satisfied:

Affordable food1
Affordable drinks...2
Quality service....3
Wide range of options...4
Quality food.....5
Adequate supply...6
Other.....7

If not satisfied:

Expensive food.....8
Expensive drinks including alcohol....9
Poor service.....10
Limited choices.....11
Poor food quality...12
Lack of supplies....13
Other (specify).....14

Question 3a: Please rank your level of satisfaction with all the types of commercial transport you experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 3b: What informed the satisfaction level in all the types of commercial transport you experienced?

If satisfied:

Affordable.....1
Quality car renting services...2
Quality customer services...3
Comfortable public transportation.....4
Prompt transport services.....5
Other (specify)...6

If not satisfied:

expensive...7
Poor car renting services...8
Poor customer service.....9
Uncomfortable public...10
Transportation.....11
Delay in transport services.....12
Other (specify).....13

Question 4a: Please rank your level of satisfaction with all travel agencies and other reservation agencies you experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 4b: What informed the satisfaction level in all travel agencies and other reservation agencies you experienced?

If satisfied:

Quality customer service....1
Prompt customer service.....2
Friendly staff.....3
Caring staff.....4

Knowledgeable staff.....5
Smart staff.....6
Good information flow/ management.....7
Other (specify).....8

If not satisfied:

Poor customer service.....9
Delays in customer services.....10
Unfriendly staff.....11
Staff don't care.....12
Staff not knowledgeable.....13
Staff being slow.....14
Inadequate/ lack of information/ management.....15
Other (specify).....16

Question 5a: Please rank your level of satisfaction with any shopping you did?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 5b: What informed the satisfaction level to shopping?

If satisfied:

Good prices /value for money.....1

Good customer services.....2

Variety of good/ services.....3

Quality of good and services.....4

Well organized shopping space.....5

Secured /safe6

Other (Specify)7

If not satisfied:

High prices/ low value for money.....8
Poor standards of goods.....9
Poor customer service.....10
Disorganized shopping.....11
Insecurity.....12
Other (Specify).....13

Question 6a: Please rank your level of satisfaction with the safety and security of the entire trip?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not at all satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 6b: What informed the satisfaction level in...Safety?

If satisfied:

Good driving standards.....1
Felt safe.....2
Good road signage.....3
Available safety barriers.....4
High police visibility.....5
Other (Specify).....6

If not satisfied:

Poor driving standards.....7
Felt unsafe.....8
Poor road signage.....9
No safety barriers.....10
Crime.....11
Low police visibility.....12
No police visibility.....13
Other (Specify).....14

Question 7a: Please rank your level of satisfaction with the physical environment (cleanliness, orderliness, landscape, greenery...etc.)?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 7b: What informed the satisfaction level in the physical environment (cleanliness, orderliness, landscape, greenery...etc.)?

If satisfied:

Good weather.....1

Clean environment.....2

Beautiful landscape.....3

Vibrant cities.....4

Well laid streets/ road network....5

If not satisfied:

Bad weather condition.....6

Badly littered places eg. Beaches.....7

Urban sprawl.....8

Dull cities.....9

Pollution (noise/ air).....10

Other (Specify).....11

Question 8a: Please rank your level of satisfaction with all the types of cultural services experienced?

Very satisfied.....5

Satisfied.....4

Somewhat satisfied.....3

Not satisfied.....2

Not at all satisfied.....1

No comment.....0

Question 8b: What informed the satisfaction level in all the types of cultural services (arts centres, libraries, see performances, seeing heritage sites etc.) experienced?

If satisfied:

Free/ low cost/value for money.....1

Interesting performances.....2

Knowledge gained.....3

Good organization.....4

Available information.....5

Available online.....6

If not satisfied:

Fee too expensive.....7

Poor service.....8

Boring / uninteresting.....9

Poor organization.....10

Limited information.....11

Not visible online.....12

Other (Specify).....13

Question 9a: Please rank your level of satisfaction with your tour guide?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 9b: What informed the satisfaction level in to tour guide?

If satisfied:

Free/ low cost / value for money.....1
Courtesy.....2
Knowledgeable.....3
Neat appearance.....4
Utterance.....5
Other (Specify).....6

If not satisfied:

Fee too expensive.....7
Discourteous.....8
Inadequate knowledge of the subject matter....9
Poor communication.....10
Unkempt.....11
Other (Specify).....12

Question 10a: Please rank your level of satisfaction with all the types of sports and recreational activities you experienced?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1
No comment.....0

Question 10b: What informed the satisfaction level in all the types of sports and recreational activities you experienced?

If satisfied:

Free/ low cost / value for money.....1
Variety of facilities.....2
Variety of activities.....3
Quality of activities and organization...4
High patronage.....5
Conducive weather.....6
Other (Specify).....7

If not satisfied:

High prices/ low value for money.....	8
Limited facilities.....	9
Limited activities.....	10
Low patronage.....	11
Unfavourable weather conditions.....	12
Other (Specify).....	13

Question 11a: Please rank your level of satisfaction with all the customer service you experienced?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2
Not at all satisfied.....	1
No comment.....	0

Question 11b: What informed the satisfaction level in all the customer service you experienced?**If satisfied:**

Quality customer service.....	1
Prompt customer service.....	2
Friendly staff.....	3
Caring staff.....	4
Knowledgeable staff.....	5
Smart staff.....	6
Good information flow/ management...	7
Other (Specify).....	8

If not satisfied:

Poor customer service.....	9
Delays in customer services.....	10
Unfriendly staff.....	11
Staff don't care.....	12
Staff not Knowledgeable.....	13
Staff being slow.....	14
Inadequate information/lack of information....	15
Other (Specify).....	16

Question 12a: Please rank your level of satisfaction with all the types of cultural activities (participation in festivals and other cultural events eg. Aboakyere, Kundum, etc) experienced?

Very satisfied.....	5
Satisfied.....	4
Somewhat satisfied.....	3
Not satisfied.....	2

Not at all satisfied.....1
No comment.....0

Question 12b: What informed the satisfaction level in all the types of cultural activities (participation in festivals and other cultural events eg. Aboakyere, Kundum, etc) experienced?

If satisfied

Free/ low cost / value for money.....1
Interesting performance.....2
Knowledge gain.....3
Good organization.....4
Available information.....5
Available online.....6

If not satisfied

Fee too expensive7
Poor Service.....8
Boring/uninteresting.....9
Poor organization.....10
Limited information.....11
Not visible online.....12
Other (Specify).....13

Question 13a: Please rank your level of satisfaction with what is your overall trip satisfaction?

Very satisfied.....5
Satisfied.....4
Somewhat satisfied.....3
Not satisfied.....2
Not at all satisfied.....1

Question 13b: What informed the satisfaction level in ...to all the activities you experienced?

If satisfied:

Free/ Low cost / value for money.....1
Variety of facilities.....2
Variety of activities.....3
Quality of activities and organization....4
High patronage.....5
Conducive weather.....6
Good road network.....7
Other (Specify).....8

If not satisfied:

Too expensive.....9
Poor service.....10
Bad weather conditions.....11
Bad road.....12

Hard to find and read signage...	13
Below expectations.....	14
Not very exciting.....	15
Other (Specify).....	16

CHAPTER TEN

HOW TO RECORD INFORMATION ON OUTBOUND SAME-DAY VISITORS

10.1 Introduction

This chapter is concerned with the collection of information on individual household members who have undertaken outbound same day tourism trips away from their usual environment (residence, place of work, trade, study etc.). That is, trips undertaken outside Ghana for tourism purposes in different countries. The length of stay of trips **must not** be more than **twenty-four hours (less than or equal to 24 hours)**. In other words, the length of stay of trips **must be less than 24 hours**, in the past three months, which is the reference period. The information to be collected shall include : purpose of travel, duration of visit, among others. The expenditure on food and beverages, transport (air, sea/lake/river and rail) recreation, cultural and sporting activities, shopping and other expenses will also be collected. In addition, the number of visits, place of destination, sponsorship, tour type, length of stay, source of information, intention to repeat visit, reasons for not undertaking any trip, tourist sites visited, and others will be part of the data to be collected

10.2 Purpose

The purpose is to estimate the total number outbound same-day visitors and their trips by different purposes of travel, as well as the estimate of their expenditure on goods and services in the last three (3) months

10.3 Respondents

Respondents shall be any member of the household 15 years and older who has undertaken an outbound same-day trip.

SECTION 4A+

BACKGROUND CHARACTERISTICS OF OUTBOUND VISITORS

(INDIVIDUAL HOUSEHOLD MEMBERS)

1. Introduction

This sub-section seeks to gather information on visitors who have visited any place outside Ghana from his/her usual environment (residence, work, trade, study) in the past three months. Other information to be collected include: The reason for undertaking the trips. For those who did not undertake such trips, whether they have plans of making an outbound trip, what their intended purpose of their trips will be in the next three months and which countries outside Ghana, he/she would like to visit.

Question 1: Have you visited any place outside his/her usual environment (place of residence/work/trade/study) outside Ghana in the past 3 months?

Yes, outbound same day only.....1

>>3a

Yes, outbound overnight only.....2

>>3a

Yes, both outbound same day and outbound overnight.....3

>>3a

No.....4

The aim of this question is to elicit information from the respondent on visits made outside Ghana within the 3 months reference period. Such a visit could be an outbound same-day visit (round trip made for not more than 24 hours) or Outbound overnight visit (which is done a day to less than 365 days). Four response options are provided. Select option 1, for an outbound same day visit made only. Choose option 2 for only outbound overnight visit made, or select option 3 for both outbound same day and outbound overnight visits made and skip to **q3a**. Select option 4, if respondent did not make either an outbound same day or outbound overnight trip(s)

Question 2: What was your reason for not undertaking trip(s) outside Ghana in the last 3 months?

No specific motivation.....1

Economic reasons.....2

Lack of free time due to work/school.....3

Family commitments.....4

Health reasons.....5

Security reasons.....6

Lack of awareness on travel possibilities....7

Other (specify)8

The interviewer is required to collect information from the respondent for a 'No' response to question

2. As a follow up to the question, we want to find out why the respondent did not embark on any outbound trip. Eight response options have been provide. Select option 1, for no motivation, option 2 for economic reasons such as lack of finances, option 3 for lack of free time due to work or school, option 4 for family commitments, option 5 for health reasons, option 6, for security reasons and option 7, for lack of awareness on travel possibilities. if the reason for not undertaking an outbound trip is not part of the seven reasons given, in that case select option 8, Other and specify that reason

Question 3a: Is there any plan for you to undertake trip(s) in the next 3 months?

Yes1

No.....2

(If q1 is =1,2,3 and 3a=2 >> **SECTION 4a**)

This question requires that the respondents whether he/she had made a trip or not, indicates whether he has plans of making an outbound trip in the next 3 months from the date of interview. Two responses have been provided. Select option 1, if respondent says he/she has plans of making such a trip. Otherwise select option 2, if he/she has no such plans and skip to section 4a. For No in question 1, move to the next household member or end interview.

Question 3b: What will be the intended purpose of travel in the next 3 months?
(Refer to code book)

This question is to elicit information on respondent who indicates he/she has plans to travel, a follow-up question is to find out what his intended purpose of his/her future outbound travel is. Eighteen responses have been provided in the code book. Select the appropriate response per the respondent answer

Question 4: Which destination/ countries outside Ghana would you like to visit? (REFER TO APPENDIX FOR COUNTRY CODES)

(If q1 is =1>> q8

If q1= 2 >> Sec 5A q1

If q1=4 (next household member or end interview)

This question seeks to find out from the respondent the country or countries outside Ghana that he/she would like to visit if he has intention of making an outbound same-day trip in the next three months. Select the country code(s) populated, per the answer of the respondent to the question.

SECTION 4A

OUTBOUND SAME-DAY VISITORS

(INDIVIDUAL HOUSEHOLD MEMBERS)

1. Introduction

This section seeks information on individual household members' travel status and characteristics of the main trips that have been undertaken. Select the trip number of the person interviewed in the cell provided. Often times, not all members eligible to be interviewed are around during the time of visit. In such instances of this nature make reference to the household roster and write the ID of the person providing the responses to the questions (Respondent) and not the ID of the absentee household member supposed to be interviewed.

2. Purpose

The purpose of this chapter is to estimate the total number of outbound same-day visitors and their trips by different purposes of travel as well as the estimate of their expenditure on tourism goods and services by different categories of expenditure in the past three (3) months.

3. Respondents

Respondents are individual household members. The household head should respond for himself/herself, taking into consideration visits he/she made with other household members and their purpose of travel on such visits. Any other member of the household who has made other visits other than with the head of the household must respond to questions personally.

SECTION 4A OUTBOUND SAME-DAY VISITORS

(Individual household members)

Question 1a: How many visits/trips did you make in the past 3 months?

(ENTER NUMBER OF TRIPS)

Question 1b: What was the length of stay (IN HOURS) of the trips made by you?

CHECK

If 'hours' is greater than 24 then consider trip as overnight.

**Question 2a: How many destinations did you visit
in each trip?**

Note: The number of destinations visited in each outbound same-day trip.

**Question 2b: For each of the (same-day) trips made, were
the destinations in the same or different?**

Same district.....1

Different districts...2

Question 3a: Which country (ies) did you visit in each outbound same-day tourism related trips?

Note: This refers to the country/countries visited by the respondent in each outbound same-day trip. Select the appropriate country code(s).

Question 3b: Which cities/towns did you visit/stay in the past 3 months?

The interviewer is to collect information from the respondent on the main city/town visited in each trip.

Note: Write the name of the city/town in the space provided.

Question 4: How many people were on the outbound same day trip(s) with you?

The interviewer is to collect information from the respondents on the number of persons who were on board or made the trip with the respondent during the **same day (less than 24 hours) travel**. Record the number of people who were present on the trip in the cell provided.

Question 5: Who did you travel with (travel companion) in this outbound same-day trip(s)?

The purpose of this question is to collect information from the individual household members who had undertaken a travel, the kind of persons/ companion(s) that he/she went with. Nine (9) responses,

Code ‘A’ to ‘I’ have been provided. Record ‘code A’ when respondent says he/she went alone on the trip, Select option ‘B’ if he respondent travelled with his spouse (i.e wife/husband) ,code ‘C’ when the trip was made with the respondent’s children, code ‘D’ when the trip was made with parents ’, select code E, for relatives other than children or parents, select code F for business Associates or working partner/employee, select ‘G’ for trip made with friends of the respondent, select ‘H’ for school mates. Otherwise select “Other (specify) that is option I, for a response other than the response categories provided. This question is multi-response category, select all that apply, except option ‘A’ which allows for **only one** response.

Alone.....A
 Spouse.....B
 Children.....C
 Parents.....D
 Relatives.....E
 Business Associates.....F
 Friends.....G
 School mates.....H
 Other (specify).....I

Question 6: In which month(s) did you make these outbound same-day trip(s)?

Interviewers must find out from individual household members who have made a trip for the past three months. Twelve responses from January to December have been provided in Alphabetical order ‘A’ to ‘L, a multi-response category in which the interviewer is to select the applicable month within which travel(s) have been undertaken by household members.

Question 7: What was your main mode of travel in this outbound-same day travel?

This question seeks to elicit information from the respondent on the main mode or medium (Road, Sea/Lake, Air, Rail and Foot) by which the same day trip was made. It may be possible for the respondent to have used more than one mode, example if the trip was made by road from his/her residence to an airport and took a flight to trip destination. The main mode will be the one that took more hours. Five (5) responses from ‘1’ to ‘5’ are provided. Select the appropriate code for the response given by the respondent.

Road.....1
 Sea /Lake.....2
 Air.....3
 Rail.....4
 Foot.....5

Question 8a: What was the main means of travel in this outbound same day trip?

The interviewer is to ask the respondent the means of transport for the same day trip made. This includes scheduled flight, non-scheduled flight, bus, railway, private vehicle, public road transport among others. Eighteen responses in Numerical order ‘1’ to ‘18’ has been provided. Select all that apply to the outbound same-day trip made as given by the respondent.

Question 8b: Is the means in q8a, private or public?

The import of the question is to find out from respondent whether the main means of travel was private or public. Two responses, private and public have been provided, Select 1, if respondent says it is private and choose option 2 if the answer given by the respondent is public. The public here refers to government vehicle for commercial purposes.

Question 8c: Was it rented?

We want you to find out from the respondent whether the means of transport was rented or not by the respondent. Two responses, ‘Yes’ and ‘No’ have been provided. Select the appropriate response and code per the respondent’s answer given.

Question 9a: What was your main purpose of visit in these outbound same-day trips outside Ghana?

The main purpose of a trip is defined as the purpose in the absence of which the trip would not have taken place (see IRRTS 2008, para. 3.10).

Eighteen responses are provided with the corresponding codes from ‘1’ to ‘18’ with code ‘18’ being other (specify). Select the response given by the respondent and code appropriately.

Funeral.....	1
Marriage ceremony.....	2
Birthday parties.....	3
Graduation ceremonies.....	4
Business.....	5
Professional.....	6
Holidays, Leisure & Recreation	7
Visiting friends & relatives.....	8
Conventions/ conference/ workshop.....	9
Government affairs.....	10
Culture/ Festivals.....	11
Education/Training	12
Health Treatment.....	13
Sporting activity.....	14
Religion/ Pilgrimages.....	15
Transit.....	16
Shopping.....	17
Other (specify).....	18

Question 9b: What were your other purposes of the outbound same day visits?

This question seeks to ask for information on the secondary purpose for which the outbound same-day visitor undertook the trip. The visitor might have an intended purposes for embarking on the trip without which he/she would not have made the trip. For instance the respondent may make a trip for a business purpose but may have the opportunity to attend a funeral that same day. In that case, the other purpose for the respondent is funeral. This is a multi-response question and so more than one response may be given by the respondent.

Question 10: Was the outbound same day trip(s) a package tour or self-arranged?

This question seeks to find out from respondent whether the trip undertaken was a package travel which involves a travel reservation containing at least two or more of major travel components (flight, accommodation, food and beverages, car rental, etc.).

Self-arranged travel involves an independent arrangement made by the visitor. 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 self-arranged tour.

Question 11: How was your trip funded?

Interviewers are required to find out from respondent or the individual household member who had made a travel, as to whether the cost of travel was fully or partially funded by the respondent or was sponsored by others. Three (3) responses have been provided. Enter code '1' if all the cost incurred was funded by himself/herself. In that case skip to **question 13** of this section. Code '2' if the cost of for the trip was partially borne by the respondent and select code 3, if the same day visitor (respondent) had the cost of the trip sponsored by others.

Question 12: Who paid the largest share of the cost of the trip?

You are to find out from the respondent who bore the largest proportion of the cost of the trip. Nine responses from code '1' to '9' have been provided. Choose the appropriate response given with its corresponding code. Code 7 are Non-profit institution serving household (NPISH). This category could be religious organization, political parties among others. Code '9' if the respondent gives an answer other than the listed response categories, that is '**Other (specify)**' and **specify** who bore the largest share of the trip expenses.

Question 13: What was the main mode of payment?

As a field officer, you are to find out from the respondent the medium of payment of the trip made by the individual household member. Eight (8) responses are provided from which you are to select the applicable one. Select the given 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.

1. Cash
2. Debit/ Credit cards
3. Travellers' cheque
4. Personal cheque
5. Electronic transfer
6. Direct billing
7. Mobile Money (e.g., Voda Cash, Airtel/Tigo Cash, MTN MoMo, G-Money)
8. Other (Specify)

Question 14: What was the main source of information in relation to the outbound same day travel?

This question aims at collecting information from individual household members who had made a same-day trip in the past three month, and their major source of information available to them prior to the travel. 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.

1. Tourist offices & Information centre
2. Airlines
3. Travel agents and tour operators
4. Accommodation Establishment
5. Tourism literature, travel magazines & journals
6. Films and other audio-visual media
7. Print and television advertisement
8. General textbooks and magazines
9. Educational institution
10. Friends and relatives
11. Own experiences.
12. Employer
13. Organizers
14. Social media websites
15. Other (specify)

SECTION 4B
HOW TO RECORD INFORMATION ON
PRE-TRIP AND POST-TRIP
EXPENDITURES ON OUTBOUND SAME-DAY
VISITORS (INDIVIDUAL HOUSEHOLD MEMBERS)

1. Introduction

This section guides the interviewer to record all expenses on pre-trip and post-trip tourism products purchased by outbound same-day visitors of individual household members who have undertaken tourism trips. Pre-trip goods and services bought are items purchased before the trip. Post-trip tourism products are those bought after the trip.

2. Purpose

The purpose of this section is to collect information on expenses on pre-trip and post-trip tourism products purchased by domestic same-day visitors of individual household members who have undertaken tourism trips.

3. Respondent

The respondents for this section are individual household members who have travelled for tourism purposes.

Question 1: What was your pre-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip before the start of the trip. Examples are funeral cloth, a travelling bag, a pair of shoes, a pair of trousers, insurance, food items, assorted drinks, etc.

Number	Pre-trip Items	Expenditure in Gh Cedis
1	Personal effects(sponge, tooth brush, towel, perfume, etc.)	
2	Foot wear	
3	Swim wear	
4	Travelling bag	
5	Clothing(cap, jeans, ...	
6	Camera	
7	Internet Bundle/ airtime (Data)	
8	Selfie Stick	
9	Vehicle servicing	
10	Drinks, beverages and water	
11	Food	
12	Grooming(pedicure, manicure,	
13	Medicals(check-up, tests, etc)	
14	Vaccination	
15	Insurance	
16	Visa	
17	Ticket	
18	Passport	
19	Other(specify)	

Question 2: What was your post-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip after the trip. Examples are the development of films, repair of vehicles, repair of tourism equipment, washing of vehicles, etc.

Number	Post-trip Items	Expenditure in Ghana Cedis
1	Internet Bundle/ airtime (Data)	
2	Vehicle servicing	
3	Printing and documentation of pictures	
4	Medical check-up (within 14 days)	
5	Mending of wears	
6	Other (specify)	

SECTION 4C

HOW TO RECORD INFORMATION ON TRIP EXPENDITURE OF OUTBOUND SAME- DAY VISITORS

DETAILS OF EXPENDITURES OF OUTBOUND SAME-DAY VISITORS ON TRIPS (IN GHANA CEDIS)
IN THE PAST THREE (3) MONTHS.

1. Introduction

This section guides the interviewer to record all expenses made by outbound same-day visitors who had undertaken tourism trips outside Ghana from his/her usual place of residence for three months prior to the day of the interview, and have purchased tourism goods and services during the trips.

2. Purpose

The purpose of this section is to collect information on all expenditures incurred by individual members of the household for embarking on outbound same-day visits which are usually less than 24 hours.

1. Respondent

The respondent for this section is all the individual household members who have travelled for tourism purposes.

NB: These questions are intended to cover all the expenditures made by the respondent, and his/her household members travelling with him or her if any. Sometimes the respondent has difficulty in remembering expenditure made for the past three (3) months before the interview date. In that case, ask the respondent to give you approximate estimate. For example, you can ask about the number of trips made in the past three (3) months and the expenditure made on each one of them.

Question 1: How much did you spend on package tour/travel?

The essence of this question is to find out from the individual household member, the amount of money paid to the travel agencies/tour operators for some services provided prior to the trip. Interviewers must assist the respondents to provide the exact amount paid on the package tour. Record the amount (in Ghana Cedis) in the cell provided.

Question 2: In total, how much did you spend on food and beverages for the entire trip?

The aim of this question is to find out from the individual household members who had made same-day visits, the expenditure made on food (breakfast, lunch and supper) and beverages such as drinks for the travel. The interviewer must assist the respondent to carefully provide or estimate the amount spent and record the amount (Ghana Cedis) in the cell provided.

Question 3a: In total, how much did you spend on Air transport for the entire trip?

The question seeks to find out from the respondent who had made a round trip (including domestic air

fare & rental services the amount of money he/she spent on transport. As an interviewer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided.

Question 3b: In total, how much did you spend on road transport for the entire trip (including taxis)?

This question aims at eliciting information from the respondent how much was spent on round trip road transport fare (including amount of money he/she spent on commercial transport or fuel). As an interviewer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided

Question 3c: In total, how much did you spend on sea/ lake transport for the entire trip?

Expenditure made on sea/ lake round trip travel (sea, river, lake) should be captured. Record the amount of money spent on water travel including the fare as given by the respondent.

Question 3d: In total, how much did you spend on rail transport for the entire trip?

The question seeks to collect expenditure made by the respondent on rail round trip (i.e. domestic rail fare. As a field officer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana cedis in the cell provided

Question 4: In total, how much did you spend on sports and recreational activities for the entire trip?

As part of expenditures incurred by tourists/ visitors, the interviewer is required to find out from the respondent if he/she made some expenses or spent some amount of money on any recreational or sporting activities within the reference period. Record the amount of money spent in Ghana Cedis in the cell provided.

Question 5: How much did you spend on shopping in total?

This question seeks to find out from the respondent the amount of money he/she spent on shopping; goods, gifts to friends and relatives, etc. Record the amount spent on those items bought from supermarkets, stores or shopping malls in the cell provided.

Question 6a: How much did you spend in total on game viewing/ bird watching services?

Visitors/tourists do a number of expenses on their travels. The field officer is required to elicit information from the respondent the amount if any, that was spent on cultural activities (this includes gate fees paid to tourist sites, fees for attending drama, music shows, etc.). Record the amount in Ghana Cedis.

Question 6b: How much did you spend on nature-related tours services in total?

This question seeks to collect information on tourism expenditure on ecology related products, you are required to ask the respondent to provide you with the amount of money spent on activities such as, photographing, stargazing, camping, hiking, hunting, fishing and visiting parks. Record the amount

(Ghana cedis) spent as given by the respondent in the cell provided.

Question 6c: How much did you spend on hunting services in total?

This question aims at collecting expenditure incurred on hunting services. Hunting tourism is when a person travels with the goal of getting involved with hunting. Hunting tourism include among others, killing wild animals in order to conserve another species or an entire ecosystem. Expenditures may be made on such services. As an interviewer find out how much the respondent spent, if any on hunting services and record the amount (Ghana cedis) in the cell provided

Question 7: In total, how much did you spend on fuel?

Visitors/ Tourists make trips by means of transport such as public/private transport, e.g. private cars, motor cycles, etc. and use fuel such as petrol, diesel or gas. For those who travelled by their own means of transport you are required to find out the amount of money spent on fuel and record in the cell provided.

Question 8: How much did you spend on travel agencies/tour operators/ tour guide/ and other reservation services in total?

The aim of this question is to find out from the respondent the expenses made or cost incurred by use of travel agencies and other related services also known as intermediaries. You are to record the amount spent in the cell provided.

Question 9: How much did you spend in total, on cultural services?

The field officer is required to elicit information from the respondent the amount if any, spent on cultural activities (this includes gate fees paid to tourist sites, fees for attending drama, music shows, etc.). Record the amount in Ghana Cedis.

Question 10: How much did you spend on ‘other services’ in total?

This question seeks to find out expenses incurred by the respondent on ‘other services’. Examples of other tourism services include hairdo, haircut; money transfer charges and expenditure on telephone calls (MTN, AIRTEL/TIGO, VODAFONE, etc.) and postage incurred during tourism trips within Ghana in the past 3 months. Insurance on travels within Ghana (UNWTO, 1995).

“Other services” excludes expenditure on the following: (i) accommodation services; (ii) transportation services; (iii) recreation, culture and sporting services; and food and beverages.

Record the amount of money in Ghana Cedis, if the respondent indicates additional cost incurred in the cell provided.

SECTION 4D
USE OF ICT DEVICES TO ACCESS INTERNET:
OUTBOUND SAME-DAY VISITORS –
(6 YEARS AND OLDER)

1. Introduction

This section aims at getting information on active mobile phone and computers or tablets together with the use of ICT devices to access Internet by outbound same-day visitors who leave their usual place of residence (usual environment) for tourism purposes. To ascertain whether they own ICT assets and/or made use of any information technology in their enquiries or in their quest for the trips undertaken. These questions will help develop new methods to analyze mobile telephony networks as well as computer and cell phone usage by visitors at the individual household level.

2. Purpose

The purpose of this section is to collect information on outbound same-day visitors who use ICT devices to access Internet as well as to use mobile phones for tourism activities usually for less than 24 hours.

3. Respondent

The respondents for this section are all individual household members who embark on same-day tourism activities.

A PERSON TO BE INTERVIEWED

In case some information is not known by the respondent the interviewer can resort to Computer Assisted Telephone Interview (CATI) to find out from the eligible individual household member who is absent for the information.

Question 1: Did you own any of these ICT devices during the trips for the past three months?

The essence of this question is to find out from the household whether one or more members do own or possess any of these mobile electronic devices, such as laptops, tablets, smartphones and Personal Digital Assistants (PDAs) have proved to reduce data capture and processing time. As an interviewer you are required to find out from members of the household who are 5 years and older whether they own a personal computer, that could be a laptop, a desktop, a tablet or similar (Non GSM) device that performs such functions. Select as many as applicable to the household from the response categories.
This question is not tied to the different trips taken.

Yes/No, Laptop.....1
If Yes, indicate quantity.....
Yes/No, Desktop.....2
If Yes, indicate quantity.....
Yes/No, Tablet3
If Yes, indicate quantity.....
Yes/No, Mobile phone.....4
If Yes, indicate quantity.....
If No, move to Question 2

Question 2: Did you use any of these ICT devices (desktop, laptop, tablet, mobile phone) for tourism purposes in the past three months?

Should the respondent indicate that he/she has ownership of the ICT assets in question one, then our interest is to find out if he/she ever used these devices for the purpose of their travels in the **past three months from the day of the interview**. For those who do not own computer and select ‘No’ as response to question 1, you are to find out if he/she used any of these ICT devices since a member could go to a café, use a friend or a relative’s own who is a non-household member for their tourism or travel purposes. Two (2) responses are provided. Select ‘1’ if he/she responds yes to the question, otherwise select ‘2’ if the response is No.

Yes.....1(>>4)

No.....2

Question 3: Did you have access to use mobile phone (including GSM tablet) or computer for tourism purposes in the past three months?

For individual household members who respond ‘No’ to question 3, that they do not own a mobile phone, we want to find out whether they have some at their disposal for their tourism activities or travel purposes. It is likely households who do not own a mobile form could resort to the café, a friend, or a relative’s own when he/she needed it for tourism purposes such as enquiries, booking of flights, etc. Five (5) responses are provided, Select all that apply for usage in the three months reference period from the date of the interview.

(MULTIPLE RESPONSE)

Yes, Laptop.....1

Yes, Desktop.....2

Yes, Tablet or similar (not GSM).....3

Yes, mobile phone (include GSM tablets).....4

No.....5(>>SECTION 5)

Question 4: How many functional mobile phones (including GSM tablets) did you own in the past 3 months?

The aim of this question is to elicit information on the number of mobile phones or Global System for Mobile communication (GSM) or tablet that are functional for household members’ usage in the past three months prior to the day of the interview for tourism purposes. Indicate the number of mobile phones or tablets owned that are functional. For no mobile phone owned skip to **question 6**.

Question 5: Which mobile cellular networks have you subscribed to/ registered/ used for tourism purposes for the past 3 months?

For this question we seek to find out from individual members of the household the communication cellular network they are registered with or subscribed to telecom services in the past three months prior to the day of interview. Six main telecom providers are provided with the 7th option as none of them subscribed by the visitor. Choose as many of them that apply to the individual household member, select '1' for MTN subscribers, select '2' for Airtel/Tigo, select '3' for Glo. Select '4' for Vodafone, select '5' for or select '7' if the household response is none for all the telecom providers.

(MULTIPLE RESPONSE)

MTN.....A
 Tigo/Airtel.....B
 Glo.....C
 Vodafone.....D
 Surflin.....E
 Busy 4G.....F
 None.....G
 Other (specify)....H

Question 6: Before your trips, did you use any electronic platform (e-platform) for tourism purposes?

This question aims at collecting information on individual household members on the use of e-platforms (whatsApp, Instagram, Twitter, Facebook, Google etc.) prior to undertaking the trips or travels. Select '1', if the individual household member responds 'Yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2 (>>9)

Question 7: Please specify which e-platform(s) you used.

As a follow up to question 6, if the respondent's response to question 6 is 'Yes' as an interviewer you are required to find out from him/her, which of the e-platform was mainly used. Eight responses are provided. Select 'A' if the household or 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. If the respondent used any other e-platform other than the eight already mentioned above, select 'I' and specify that e-platform.

Google.....A
 Facebook.....B
 Twitter.....C
 WhatsApp.....D
 Instagram.....E
 Telegram.....F
 TikTok.....G
 Snapchat.....H
 Other (specify)....I

**Question 8: Please specify the type(s) of use you made of this e-platform
(Multiple choice)**

This question aims at collecting information from the individual household member who indicates in question 7 that he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the individual household member in relation to the travel.

Booking a flight.....A
Booking accommodation.....B
Booking transport.....C
Booking an attraction ticket.....D
Finding a tour guide.....E
Researching about the destination.....F
Reading travelers' reviews.....G
Sharing an experience (reviews, photographs, etc.).....H
Other (specify).....I

Question 9: During the trip(s), did you use any e-platform?

This question aims at collecting information on individual household member on the use of e-platform (WhatsApp, Instagram, Twitter or Facebook, Google etc.) during the trips or travels. Select '1, if the individual household member responds 'yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2

If q9=2, then >>Sec. 5A

Question 10: Please specify which e-platform you used.

As a follow up to question 9, if the respondent's response to question 9 is 'Yes', as an interviewer you are required to find out from him/her, which of the e-platforms was mainly 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'. If the respondent has any other e-platform other than the eight already mentioned, select 'I' and specify the e-platform used in the cell provided.

Google.....A
Facebook.....B
Twitter.....C
WhatsApp.....D
Instagram.....E
Telegram.....F
TikTok.....G
Snapchat.....H
Other (specify).....I

Question 11: Please specify the type(s) of *use* you made of this e-platform in relation to the same-day visit
(Multiple choice)

This question seeks to collect information from the household member who indicates in question 10 that, he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the household member in relation to the travel.

- Booking a flight.....A
- Booking accommodation.....B
- Booking transport.....C
- Booking an attraction ticket.....D
- Finding a tour guide.....E
- Researching about the destination.....F
- Reading travelers' reviews.....G
- Sharing an experience (reviews, photographs, etc.).....H
- Other (specify).....I

Question 12: If the response in 11 includes option 'A'

Before the trip, what was your average time of pre-booking a flight using e-platform?

The import of this question is to find out from the respondent the average length of time taken in booking a flight with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her flight.

- Same day.....1
- Less than a week.....2
- A week.....3
- 2 weeks4
- 3 weeks.....5
- 1 month.....6
- 2-3 months.....7
- 4-5 months.....8
- 6 months+.....9
- Other (specify).....10

Question 13: If the response in 11 includes option 'C'

Before the trip, what was your average time of booking a transport?

The question seeks to find out from the respondent the average length of time taken in booking transport (e.g., STC, VIP, Minivan etc.) with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her transport.

- Same day.....1
- Less than a week.....2

A week.....	3
2 weeks	4
3 weeks.....	5
1 month.....	6
2-3 months.....	7
4-5 months.....	8
6 months+.....	9
Other (specify).....	10

CHAPTER ELEVEN

HOW TO RECORD INFORMATION ON OUTBOUND OVERNIGHT VISITORS

11.1 Introduction

This chapter is concerned with the collection of information on individual household members who had undertaken outbound overnight tourism trips away from their usual environment (residence, place of work, trade, study etc.). Trips undertaken outside Ghana for tourism purposes in different countries for more than one (1) day and less than one year, in the past three months. The information to be collected shall include: purpose of travel, duration of visit, among others. The expenditure on food and beverages, transport (air, sea/lake/river and rail) recreation, cultural and sporting activities, shopping and other expenses will also be collected. In addition, the number of visits, place of destination, sponsorship, tour type, length of stay, source of information, intention to repeat visit, reasons for not undertaking any trip, tourist sites visited, and others will be part of the data to be collected.

11.2 Purpose

The purpose of this chapter is to estimate the total number of outbound overnight visitors and their trips by different purposes of travel as well as the estimate of their expenditure on tourism goods and services by different categories of expenditure in the last three (3) months.

11.3 Respondents

Respondents are individual household members. The household head should respond for himself/herself, taking into consideration visits he/she made with other household members and their purpose of travel on such visits. Any other member of the household who has made other visits other than with the head of the household must respond to questions personally or individually.

SECTION 5A
OUTBOUND OVERNIGHT VISITORS/
TOURISTS
(INDIVIDUAL HOUSEHOLD MEMBERS)

1. Introduction

This part of the section seeks information on individual household members who have travelled outside Ghana for tourism purposes for not more than one year.

Question 1. Which country (ies) outside Ghana did you visit in the past 3 months?
(Refer to country codes)

The question seeks to know the country (ies) the respondent visited in the last three (3) months.
(REFER COUNTRY CODE IN THE APPENDICES AND SELECT APPROPRIATELY)

Question 2. How many people were on the overnight trip(s) with you?

The interviewer is to collect information from the respondents on the number of persons who were on the trip with the respondent during the **overnight (more than 24 hours) travel**. Record the number of people who were present on the trip in the cell provided.

Question 3. Who did you travel with (travel companion) on the overnight trip(s)?

The purpose of this question is to collect information from individual household members who had undertaken a travel, the kind of persons/companion(s) that he/she went with. Eight (8) responses, Code 'A' to 'I' have been provided. Record 'code A' when respondent says he/she went alone on the trip, Select option 'B' if he respondent travelled with his spouse (i.e. wife/husband), code 'C' when the trip was made with the respondent's children, code 'D' when trip was made with parents ', select code E, for relatives other than children or parents, select code F for business Associates or working partner/employee or select G' for trip made with friends of the respondent. Otherwise select "Other (specify) that is option I, for a response other than the response categories provided. This question is multi-response category, select all that apply, except option 'A' which allows for **only one** response.

Alone.....A
Spouse.....B
Children.....C
Parents.....D
Relatives.....E
Business Associates.....F
Friends.....G
School mates.....H

Other (specify).....I

Question 4. In which month(s) did you make these overnight trip(s) in the past 3 months?

Interviewers must find out from individual household members who had travelled during the reference period, the exact month of the year that the travel was made. Twelve responses are provided in alphabetical order 'A' to 'L', a multi-response categories in which the interviewers are to select all the months that apply within which travel(s) had been undertaken by individual household members. The question seeks to know the month or months in which the respondent made the trip(s). MULTIPLE RESPONSES ARE ALLOWED.

January.....(A)
February.....(B)
March.....(C)
April..... (D)
May.....(E)
June.....(F)
July.....(G)
August.....(H)
September.....(I)
October.....(J)
November.....(K)
December.....(L)

Question 5. What was your main mode of travel in this overnight trip?

This question seeks to elicit information from the respondent on the main mode or medium (Road, Sea/Lake, Air, Rail and Foot) by which the overnight trip was made. It may be possible for the respondent to have used more than one mode, example, if the trip was made by road from his/her residence to an airport and took a flight to the destination. The main mode will be the one that took more hours. Five (5) responses from '1' to '5' are provided. Select the appropriate code for the response given by the respondent.

Road.....1
Sea /Lake.....2
Air.....3
Rail.....4
Foot.....5

Question 6a. What was your main means of travel in this trip?

The interviewer is to elicit from respondent the means of travel in this trip. This includes scheduled flight, non-scheduled flight, bus, railway, private vehicle, public road transport among others. Twenty (20) responses from codes 'A' to 'T' have been provided. Select and code the appropriate response given by the respondent. Be informed that taxis are part of Saloon cars (up to 5passengers).

What was your **means** of travel in this trip?

Road

Saloon (up to 5).....1
(to include taxi)

SUVs (up to 7).....	2
Bus/ Minivan (8 to 23).....	3
Large Bus (24+)....	4
Shared saloon rides (Bolts, Yango, Uber, Feenix, Taxi, etc)....	5
Motorbikes.....	6
Tricycle.....	7
Bicycle.....	8
Other (Specify).....	9

Air

Scheduled flight.....	10
Non-scheduled flight.....	11
Other (specify).....	12

Sea /Lake

Ferry.....	13
Canoe.....	14
Ship.....	15
Yacht.....	16
Railway.....	17
Other (specify).....	18

Question 6b. Is the main means in q6a Private or Public?

The import of this question is to find out from the respondent whether the main means of transport used was private or public. If you choose option '1', then the vehicle was private, otherwise it was public. Public here refers to government vehicles used for commercial purposes.

Question 6c. Was this means rented?

The aim of this question is to find out from the respondent whether the main means of transport used was rented. If you choose option '1', then the vehicle was rented, otherwise it was not rented.

Question 7a. What was your main purpose of visit of these overnight trips outside Ghana?

The main purpose of a trip is defined as the purpose in the absence of which the trip would not have taken place (see IRTS 2008, para. 3.10). The main purpose of a trip is one of the criteria used to determine whether a trip qualifies as a tourism trip and the traveller qualifies as a visitor. Nevertheless, if the main purpose is to be employed and earn some income, then the trip cannot be a tourism trip and the individual taking the trip cannot be considered as a visitor but as an 'other traveller' (see IRTS 2008, Para. 3.11).

The import of this question is to find out from the respondent, the main purpose of the visit. Eighteen responses are provided with the corresponding codes from '1' to '18' with code '18' being other (specify). Select the response given by the respondent and code appropriately.

1. **Funeral:** attending funerals of relatives, friends and others.
2. **Marriage ceremony:** attending marriage ceremonies of relatives, friends and others.
3. **Birthday party:** attending birthday parties and ceremonies of relations, friends and others.
4. **Graduation ceremony:** attending graduation ceremonies of wards, pupils and students in schools, universities, etc.
5. **Business:** travelling as a business man or woman but goods and service dealt in will not be considered as tourism.
6. **Professional:** a worker or professional who travels due to his work and paid at the place visited.
7. **Holidays, Leisure and recreation:** travelling for leisure, holidays and vacation.
8. **Visiting friends and relatives:** visiting friends and relations to assist in childbirth, sickness, for holidays, etc.
9. **Convention/Conference/workshop:** attending conventions of churches and conferences of all kinds in Ghana without working
10. **Government Affairs:** travelling for government business.
11. **Culture/Festival:** making trips to watch or partake in festivals and cultural events.
12. **Education and training:** travelling to places to acquire knowledge for a short period without working
13. **Health treatment:** attending hospitals of all kinds to receive medical treatment
14. **Sporting activity:** travelling to places within Ghana to watch sporting activities
15. **Religion/Pilgrimage:** travelling for religious or pilgrimage purposes
16. **Transit:** this category focuses on stopping at the place without any specific purpose or reason other than being en route to another destination. There are two types; one type is within the airport and the other type goes outside the airport.
17. **Shopping:** travelling to places for shopping.
18. **Other (specify):** purposes not stated or mentioned above.

Question 7b. What were your other purposes of the overnight visits outside Ghana?

Information on the other purposes of tourism trip is useful for characterizing tourism expenditure patterns. It is also important in identifying key segments of tourism demand for planning, marketing and promotion purposes (see IRTS 2008, para 3.12).

The import of this question is to find out from the respondent, the other purposes of the visit. It is

MULTIPLE CHOICE. Choose as you can. If there were no other purposes, choose option 'R'; None.

A package tour comprises a number of tourism products which are purchased by the visitor as a single entity.

Self-arranged tour

Self-arranged travel involves an independent arrangement made by the visitor for the travel.

Question 8. Was/ Were the overnight trip(s) a package tour or self-arranged?

This question seeks to find out from respondent whether the trip undertaken was a package travel which involves a travel reservation containing at least two or more of major travel components (flight, 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.

Self-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 self-arranged tour.

Package tour.....1

Self-arranged.....2

***Question 9. How many overnight visits/ trips did you make in the last 3 months?
(Enter number of trips).***

The aim of this question is to provide the number of visits that individual household member had made within the past three (3) months preceding the time of interview. The Interviewer is required to find out from the respondent or the individual household member who had made a travel, the number of visits. Record the number of trips made by each household member for the specified reference period in the cell provided.

Length of trip

The length of a trip refers to the number of days or months made during the trip.

An outbound visitor is classified as a tourist (or overnight visitor), if his/her trip includes an overnight stay, otherwise (see IRTS 2008, para. 2.13. Consumption by outbound overnight visitors may constitute an important component of tourism consumption. Hence the volume of tourism can be characterized not only on the number of trips but also by the number of overnight stays. The duration or length of a trip is an important variable in assessing the level of demand for tourism services, such as overnight accommodation services as well as estimating total expenditure associated with a trip.

Question 10. What was the length of stay (IN DAYS/ MONTHS) of trips made by you in the overnight trip(s) outside Ghana in the last 3 months?

This question aims at eliciting information from the respondent the number of days spent by the household member who had made outbound overnight visit.

The interviewer is required to help the respondent give the exact number of days spent. Record the

number of days given in the cell provided.

Days ||.....

Months||.....

(Enter number of days/ months)

Question 11a. How many bed nights did you make at this place in the last 3 months outside Ghana?

The Interviewer is required to find out from the respondent or the individual household member who had made a travel, the number of bed-nights made at the destination. This is simply the number of bed-nights at the destination. This refers to non-commercial accommodation.

Question 11b. How many of these bed nights (commercial accommodation paid) were paid nights?

The interviewer is required to find out the number of bed nights paid for by the respondent in the past three (3) months. Record the number of bed-nights paid for at the destination.

Question 12. How was your trip funded?

Interviewers are required to find out from respondents or the household members who had made travels, as to whether the cost of travel was fully funded by self, or partially funded or sponsored by others. Three (3) responses are provided. Enter code '1' if all the costs incurred was fully funded by self, if partially funded, code '2' or sponsored by others, choose '3'.

1. Fully funded means the respondent paid for the total cost of the trip.
2. Partially funded means the respondent paid part of the total trip expenditure
3. Sponsored by others signifies the respondent was sponsored

If fully funded by self, skip to **question 14**

Question 13. Who paid the largest share of the cost of the trip?

You are to find out from the respondent who bore the largest proportion of the cost of the trip. Eight responses from code '1' to '9' have been provided. Choose the appropriate response given with its corresponding code. Code '9' if other than the listed response categories, that is '**Other**' and **specify** who bore the largest share of the trip expenses. **NPISH**, make up an institutional sector in the context of national accounts consisting of non-profit institutions which are not mainly financed and controlled by government and which provide goods or services to households for free or at prices that are not economically significant. Examples include churches and religious societies, sports and other clubs, trade unions and political parties. NPISH are private, non-market producers which are separate legal entities.

1. **Self:** total cost paid by the respondent.....1
2. **Household member:** cost paid by a member of the household2
3. **Friends:** cost paid by friends of the respondent3
4. **Other relatives:** cost paid by other relatives.....4
5. **Private Org:** cost paid by a private organization.....5

6. Government: cost paid by MDAs, MMDAs, or any other government institution.....	6
7. Non-profit Institutions Serving Households (NPISH) (E.g. Religious org, NGOs, Political parties, etc.)	7
8. International Org: cost paid by international organizations such as World Bank, IMF, African Development Bank, etc.....	8
9. Other (specify)	9

Question 14. What was the main mode of payment?

As a field officer, you are to find out from the respondent the medium of payment of the trip made by the household member. 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.

Debit/ 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

Mobile money: payment through VodaCash, Airtel/Tigo Cash, MTN MoMo, G-Money

Other (specify)

Question 15. What was the main type of accommodation you stayed in during the trip in the past 3 months?

Interviewers are required to find out from respondents or the household members who had made travels, as to the type of accommodation the respondent used during their travel. This is to discover the type of accommodation respondent stayed in, either alone or with other members of his/her household during the visit(s) he/she made in the past three months as an overnight visitor in Ghana. A flat, typically one that is well appointed or used for holidays. *APARTMENT* is a room or set of rooms fitted especially with housekeeping facilities and usually leased as a dwelling. A roadside hotel designed primarily for motorists, typically having the rooms arranged in low blocks with parking directly outside. SEE CHAPTER SEVEN of the manual

Type of accommodation in Ghana

Commercial

5-star hotel.....	1
4-star hotel	2
3-star hotel.....	3

2-star hotel.....	4
1-star hotel.....	5
Guest house.....	6
Lodge.....	7
Airbnb.....	8
Budget hotel.....	9
Hostels.....	10
Motels.....	11
Tourist camps.....	12
Apartment.....	13
Other (Specify).....	14

Non-commercial

Friends/ relatives' residence...	15
Private/ personal home.....	16
Other (Specify).....	17

If 15-17 >>q17

Question 16. What type of service did you choose from the accommodation stayed in?

You are to find out from the respondent the kind of service he/she chose from the accommodation facility. Selecting room only means he/she chose only room service. Choosing bed and breakfast means that he/she chose only bed and breakfast services. Selecting half board indicates that the respondent chose bed + breakfast + lunch services. Choosing full board refers to selecting bed + breakfast + lunch + dinner services.

Room only.....	1
Bed and breakfast.....	2
Half board.....	3
Full board.....	4

Question 17. What was the main source of information in relation to the travel?

This question aims at soliciting information from individual household members who had made trips in the past three months, and their major source of information available to them prior to the travel. 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

SECTION 5B
HOW TO RECORD INFORMATION ON PRE-TRIP AND POST-TRIP
EXPENDITURES OF OUTBOUND OVERNIGHT VISITORS
(INDIVIDUAL HOUSEHOLD MEMBERS)

1. Introduction

This section guides the interviewer to record all expenses on pre-trip and post-trip tourism products purchased by outbound overnight visitors of individual household members who had undertaken tourism trips outside Ghana. Pre-trip goods and services bought are items purchased before the trip. Post-trip tourism products are those bought after the trip.

2. Purpose

The purpose of this section is to collect information on expenses on pre-trip and post-trip tourism products purchased by domestic overnight visitors of individual household members who had undertaken tourism trips.

3. Respondent

The respondents for this section are the individual household members who had travelled for tourism purposes.

Question 1: What was your pre-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip before the start of the trip. Examples are funeral cloth for funerals, a travelling bag, a pair of shoes, a pair of trousers, insurance, food items, assorted drinks, etc.

Number	Pre-trip Items	Expenditure in Gh Cedis
1	Personal effects(sponge, tooth brush, towel, perfume, etc.)	
2	Foot wear	
3	Swim wear	
4	Travelling bag	
5	Clothing(cap, jeans, ...	
6	Camera	
7	Internet Bundle/ airtime (Data)	
8	Selfie Stick	
9	Vehicle servicing	
10	Drinks, beverages and water	
11	Food	
12	Grooming(pedicure, manicure,	
13	Medicals(check-up, tests, etc.)	
14	Vaccination	
15	Insurance	
16	Visa	
17	Ticket	
18	Passport	
19	Other(specify)	

Question 2: What was your post-trip expenditure for the past three (3) months?

The question intends to collect expenditures on all goods and services purchased in connection with the trip after the trip. Examples are the development of films, repair of vehicles, repair of equipment, washing of vehicles, etc.

Number	Post-trip Items	Expenditure in Ghana Cedis
1	Internet Bundle/ airtime (Data)	
2	Vehicle servicing	
3	Printing and documentation of pictures	
4	Medical check-up (within 14 days)	
5	Mending of wears	
6	Other (specify)	

SECTION 5C

HOW TO RECORD INFORMATION ON TRIP EXPENDITURES OF OUTBOUND OVERNIGHT VISITORS

1. Introduction

This section guides the interviewer to record all expenses made by outbound overnight visitors of individual household members who had undertaken tourism trips out of Ghana, and had purchased tourism goods and services during the trips.

2. Purpose

The purpose of this section is to collect information on all expenditures incurred by individual members of the household for embarking on outbound overnight trips.

3. Respondent

The respondents for this section are all individual household members who had travelled for tourism purposes.

NB: These questions are intended to cover all the expenditures made by the respondent, and his/her household members travelling with him or her if any. Sometimes the respondent has difficulty in remembering expenditure made for the past three (3) months before the interview date. In that case, ask the respondent to give you approximate figures. For example, you can ask about the number of trips made in the past three (3) months and the expenditure made on each one of them.

Question 1: How much did you spend on package tour/travel?

The essence of this question is to find out from the household member, the amount of money paid to travel agencies for a package tour. Interviewers must assist the respondents to provide the exact amount paid on the package tour. Record the amount (in Ghana Cedis) in the cell provided.

Question 2: In total, how much did you spend on accommodation?

The aim of this question is to find out from the individual household members who had made expenditures on accommodation for the travel. The interviewer must assist the respondent to carefully provide or estimate the amount spent on accommodation and record the amount in Ghana Cedis in the cell provided

Question 3: In total, how much did you spend on food and beverages for the entire trip?

The aim of this question is to find out from the individual household members who had made outbound visit outside the country, and the expenditure made on food (breakfast, lunch and supper) and beverages such as drinks for the travel. The interviewer must assist the respondent to carefully provide or estimate the amount spent and record the amount (Ghana Cedis) in the cell provided.

Question 4a: In total, how much did you spend on air transport for the entire trip?

The question seeks to find out from the respondent who had made a round trip (including domestic air fare & rental services) the amount of money he/she spent on transport. As an interviewer you are

required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided.

Question 4b: In total, how much did you spend on road transport for the entire trip (including taxis etc)?

This question aims at eliciting information from the respondent how much was spent on road transport (including amount of money he/she spent on commercial transport). As an interviewer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided

Question 4c: In total, how much did you spend on river/ lake/ sea transport for the entire trip?

Expenditure made on river/ lake/ sea round trip travel should be captured. Record the amount of money spent on water travel as given by the respondent.

Question 4d: In total, how much did you spend on rail transport for the entire trip?

The question seeks to collect expenditure made by the respondent on rail transport. As a field officer you are required to assist the respondent to give you the exact amount spent and record the amount in Ghana Cedis in the cell provided.

Question 5a: In total, how much did you spend on sports and recreational activities for the entire trip?

As part of expenditures incurred by tourists/visitors, the interviewer is required to find out from the respondent if he/she made some expenses or spent some amount of money on any recreational or sporting activities. Record the amount of money spent in Ghana Cedis in the cell provided.

Question 5b: How much did you spend on shopping, in total?

This question seeks to find out from the respondent the amount of money he/she spent on shopping; goods, gifts to friends and relatives, etc. Record the amount spent on those items bought from supermarkets, stores or shopping malls in the cell provided.

Question 6: How much did you spend on cultural services, in total?

The field officer is required to elicit information from the respondent the amount if any, spent on cultural activities (this includes gate fees paid to tourist sites, fees for attending drama, music shows, etc.). Record the amount in Ghana Cedis.

Question 7: How much did you spend on fuel, in total?

Visitors/tourists make trips by means of transport such as public/private transport, e.g., private cars, motor cycles, etc. and use fuel such as petrol, diesel or gas. For those who travelled by their own means of transport you are required to find out the amount of money spent on fuel and record in the cell provided.

Question 8: How much did you spend in total on travel agencies/tour operators/ tour guide and other reservation services?

The aim of this question is to find out from the respondent the expenses made or cost incurred by use of travel agencies and other related services also known as intermediaries. You are to record the amount spent in the cell provided.

Question 9: How much did you spend on ‘other services’ in total?

This question seeks to find out expenses incurred by the respondent on ‘other services’. Examples of other tourism services include hairdo, haircut; money transfer charges and expenditure on telephone calls (MTN, AIRTEL/TIGO, VODAFONE, etc.) and postage incurred during tourism trips outside Ghana in the past 3 months. Insurance on travels within Ghana (UNWTO, 1995).

“Other services” excludes expenditure on the following: (i) accommodation services; (ii) transportation services; (iii) recreation, culture and sporting services; and (iv) food and beverage services. Record the amount of money in Ghana Cedis if the respondent indicates additional cost incurred in the cell provided.

SECTION 5D
USE OF ICT DEVICES TO ACCESS INTERNET:
OUTBOUND OVERNIGHT VISITORS –
6 YEARS AND OLDER

1. Introduction

This section aims at getting information on active mobile phone and computers or tablets together with the use of ICT devices to access Internet by outbound overnight visitors. This is to ascertain whether they own ICT assets and/or make use of any information technology devices in their enquiries or in their quest for the trips undertaken. These questions will help develop new methods to analyze mobile telephony network as well as computer and cell phone usage by visitors at the household level who indulge in outbound overnight tourism.

2. Purpose

The purpose of this section is to collect information on outbound overnight visitors who use ICT devices to access Internet as well as to use mobile phones for tourism activities.

3. Respondent

The respondents for this section are individual household members who embark on outbound overnight tourism activities.

Question 1: Did you own any of these ICT devices during the trips for the past three months?

The essence of this question is to find out from the household whether one or more members do own or possess any of these obile electronic devices, such as laptops, tablets, smartphones and Personal Digital Assistants (PDAs) have proved to reduce data capture and processing time. As an interviewer you are required to find out from members of the household who are 5 years and older whether they own a personal computer, that could be a laptop, a desktop, a tablet or similar (non-GSM) device that performs such functions. Select as many as applicable to the household from the response categories.

This question is not tied to the different trips taken.

Yes/No, Laptop.....1
If Yes, indicate quantity.....
Yes/No, Desktop.....2
If Yes, indicate quantity.....
Yes/No, Tablet3
If Yes, indicate quantity.....
Yes/No, Mobile phone.....4
If Yes, indicate quantity.....
If No, move to Question 2

Question 2: Did you use any of these ICT devices (desktop, laptop, tablet, mobile phone) for tourism purposes in the past three months?

Should the respondent indicate that he/she has ownership of the ICT assets in question one, then our interest is to find out if the individual ever used these devices for the purpose of their travels in the **past three months from the day of the interview**. For those who do not own computer and select **‘No’ as response to question 1, you are to find out if he/she used any of these ICT devices** since a member could go to a café, use a friend or a relative’s own who is a non-household member for their tourism or travel purposes. Two (2) responses are provided. Select ‘1’ if he/she responds ‘Yes’ to the question, otherwise select ‘2’ if the response is ‘No’.

Yes.....1(>>4)

No.....2

Question 3: Did you have access to use mobile phone (including GSM tablet) or computer for tourism purposes in the past three months?

For individuals who respond ‘No’ to question 3, that they do not own a mobile phone, we want to find out whether they have some at their disposal for their tourism activities or travel purposes. It is likely individuals who did not own a mobile phone could resort to the café, a friend, or a relative’s own when he/she needed it for tourism purposes such as enquiries, booking of flights, etc. Five (5) responses are provided, Select all that apply for usage in the three months reference period from the date of the interview.

(MULTIPLE RESPONSE)

Yes, Laptop.....1

Yes, Desktop.....2

Yes, Tablet or similar (not GSM).....3

Yes, mobile phone (include GSM tablets).....4

No.....5 (>> NEXT RESPONDENT / END INTERVIEW)

Question 4: How many functional mobile phones (including GSM tablets) did you own in the past 3 months?

The aim of this question is to elicit information on the number of mobile phones or Global System for Mobile communication (GSM) or tablet that are functional for individual household members’ usage in the past three months prior to the day of the interview for tourism purposes. Indicate the number of mobile phones or tablets owned that are functional. For no mobile phone owned skip to question 6

Question 5: Which mobile cellular networks have you subscribed to/ registered/ used for tourism purposes for the past 3 months?

For this question we seek to find out from individuals of the household the communication cellular network they are registered with or subscribed to telecom services in the past three months prior to the day of interview. Seven main telecom providers are provided with the 7th option as none of them subscribed by the individual. Choose as many of them that apply to the individual, select '1' for MTN subscribers, select '2' for Airtel/Tigo, select '3' for Glo. Select '4' for Vodafone, select '5' for or select '6' if the household response is none for all the telecom providers.

(MULTIPLE RESPONSE)

MTN.....A
Tigo/Airtel.....B
Glo.....C
Vodafone.....D
Surflin.....E
Busy 4G.....F
None.....G
Other (specify)....H

Question 6: Before your trips, did you use any electronic platform (e-platform) for tourism purposes?

This question aims at collecting information on individual household members on the use of e-platforms (whatsApp, Instagram, Twitter, Facebook, Google etc.) prior to undertaking the trips or travels. Select '1', if the household member responds 'Yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2 >>9

Question 7: Please specify which e-platform(s) you used.

As a follow up to question 6, if the respondent's response to question 6 is 'Yes' as an interviewer you are required to find out from him/her, which of the e-platforms was mainly used. Nine responses are provided. Select 'A' if the individual or 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 . If the respondent used any other e-platform other than the eight already mentioned above, select 'I' and specify that e-platform.

Google.....A
Facebook.....B
Twitter.....C
WhatsApp.....D
Instagram.....E
Telegram.....F
TikTok.....G
Snapchat.....H
Other (specify)....I

**Question 8: Please specify the type(s) of use you made of this e-platform
(Multiple choice)**

This question aims at collecting information from the individual household member who indicates in question 7 that he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the individual household member in relation to the travel.

Booking a flight.....A
Booking accommodation.....B
Booking transport.....C
Booking an attraction ticket.....D
Finding a tour guide.....E
Researching about the destination.....F
Reading travelers' reviews.....G
Sharing an experience (reviews, photographs, etc.).....H
Other (specify).....I

Question 9: During the trip(s), did you use any e-platform?

This question aims at collecting information on individual household member on the use of e-platform (WhatsApp, Instagram, Twitter or Facebook, Google etc.) during the trips or travels. Select '1, if the household member responds 'yes' or select '2' if he/she responds 'No' to the question.

Yes.....1

No.....2

If q9=2, then >> NEXT RESPONDENT/ END INTERVIEW

Question 10: Please specify which e-platform you used.

As a follow up to question 9, if the respondent's response to question 9 is 'Yes' as an interviewer you are required to find out from him/her, which of the e-platforms was mainly 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'. If the respondent has any other e-platform other than the eight already mentioned, select 'I' and specify that e-platform used in the cell provided.

Google.....A
Facebook.....B
Twitter.....C
WhatsApp.....D
Instagram.....E
Telegram.....F
TikTok.....G
Snapchat.....H
Other (specify).....I

Question 11: Please specify the type(s) of *use* you made of this e-platform in relation to the same day visit
(Multiple choice)

This question seeks to collect information from the individual household member who indicates in question 10 that, he/she made use of any of the e-platform as to whether, the usage was done for tourism purposes. Nine (9) responses have been provided. Choose as many as apply to the individual household members in relation to the travel.

- Booking a flight.....A
- Booking accommodation.....B
- Booking transport.....C
- Booking an attraction ticket.....D
- Finding a tour guide.....E
- Researching about the destination.....F
- Reading travelers' reviews.....G
- Sharing an experience (reviews, photographs, etc.).....H
- Other (specify).....I

Question 12: If the response in 11 includes option 'A'

Before the trip, what was your average time of pre-booking a flight using e-platform?

The import of this question is to find out from the respondent the average length of time taken in booking a flight with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for a respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her flight.

- Same day.....1
- Less than a week.....2
- A week.....3
- 2 weeks4
- 3 weeks.....5
- 1 month.....6
- 2-3 months.....7
- 4-5 months.....8
- 6 months+.....9
- Other (specify).....10

Question 13: If the response in 11 includes option 'C'

Before the trip, what was your average time of booking a transport?

The question seeks to find out from the respondent the average length of time taken in booking transport (e.g., STC, VIP, Minivan etc.) with an e-platform prior to the same day travel. Ten responses have been provided, the first nine being the time frame used for that purpose. Select option 10, for respondent that gives an answer other than the nine already mentioned and specify that average length of time spent on pre-booking of his/her transport.

- Same day.....1
- Less than a week.....2

A week.....	3
2 weeks	4
3 weeks.....	5
1 month.....	6
2-3 months.....	7
4-5 months.....	8
6 months+.....	9
Other (specify).....	10

SECTION 6: PREPARING HOUSEHOLDS FOR SUBSEQUENT VISITS

THANK YOU AT THIS STAGE FOR GIVING ME THE OPPORTUNITY TO INTERACT WITH THE HOUSEHOLD. AS I HAD ALREADY INFORMED YOU DURING MY FIRST CONTACT WITH YOUR HOUSEHOLD, A COLLEAGUE OR I WOULD BE COMING BACK IN THE NEXT THREE MONTHS TO ASK SIMILAR SET OF QUESTIONS. THE RETURN IS NECESSARY BECAUSE IT WILL ALLOW FOR THE STUDY OF HOW DOMESTIC AND OUTBOUND TOURISM TRIPS, BED-NIGHTS AND EXPENDITURES CHANGE OVER TIME. IT IS THE HOPE OF GHANA STATISTICAL SERVICE THAT YOUR HOUSEHOLD WOULD CONTINUE TO COOPERATE DURING THE SUBSEQUENT VISITS.

APPENDICES

APPENDIX 1

Table 1: Selected Tourist Sites to be visited by Visitors

Code Number	Site	Region
001	Ankasa Forest Reserve	Western
002	Nzulezu	Western
003	Cape Three Points	Western
004	Osagyefo Dr. Kwame Nkrumah Sanctuary	Western
005	Assin Manso Slave Camp	Central
006	Cape Coast Castle	Central
007	Elmina Castle	Central
008	Kakum National Park	Central
009	Kwame Nkrumah Memorial Park	Greater Accra
010	Dubois Center	Greater Accra
011	National Museum	Greater Accra
012	Shai Hills Resource Reserve	Greater Accra
013	Tafi Atome Monkey Sanctuary	Volta
014	Liati Wote	Volta
015	Mt Gemi Amedzofe	Volta
016	Xavi Bird Sanctuary	Volta
017	Wli Wildlife Sanctuary	Volta
018	Kalakpa Resource Reserve	Volta
019	Kyabobo National Park	Oti
020	Aburi Botanical Gardens	Eastern
021	Boti Falls	Eastern
022	Bunso Arboretum	Eastern
023	Bobiri Forest and Butterfly Sanctuary	Ashanti
024	Prempeh I Jubilee Museum	Ashanti
025	Manhyia Palace Museum	Ashanti
026	Kumasi Armed Forces Military Museum	Ashanti
027	Kumasi Zoological Gardens	Ashanti
028	Kumasi Centre for National Culture	Ashanti
029	Obuasi Mine Tour	Ashanti
030	Komfo Anokye Sword	Ashanti
031	Prempeh II Museum	Ashanti
032	Adanwomase	Ashanti

Table 1: Selected Tourist Sites to be visited by Visitors (Cont'd)

Code Number	Site	Region
033	Lake Bosomtwe	Ashanti
034	Buabeng-Fiema Monkey Sanctuary	Bono
035	Digya National Park	Bono
036	Bui National Park	Bono
037	Duasidan Monkey Sanctuary	Bono
038	Hani Archaeological Site	Bono
039	Nchiraa Water Falls	Bono
040	Manji Crocodile Pond	Bono
041	Mim Buo	Bono
042	Asumura White Necked Rockfowl Conservation	Bono
043	Wassa Domama	Western North
044	Tano Boase	Bono East
045	Kintampo Waterfalls	Bono East
046	Mole National Park	Savannah
047	Sirigu Womens' Organization for Pottery & Art	Upper East
048	Tongo Hills/Tengzug Shrines	Upper East
049	Paga Zenga Crocodile Pond	Upper East
050	Pikworo Slave Camp	Upper East
051	Chief Crocodile Pond	Upper East
052	Wechiau Community Hippo Sanctuary	Upper West
053	Nokore Mosque	Upper West
054	Mole National Park	Savannah
055	Larabanga	Savannah
056	Gambaga Escarpment	North East

Table 2: Regions in Ghana and their Codes

<u>REGION</u>	<u>CODE</u>
Western	01
Central	02
Greater Accra	03
Volta	04
Eastern	05
Ashanti	06
Western North	07
Ahafo	08
Bono	09
Bono East	10
Oti	11
Northern	12
Savannah	13
North East	14
Upper East	15
<u>Upper West</u>	<u>16</u>

APPENDIX 2: DISTRICT CODES

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
WESTERN				
WR	Jomoro	Half-Assini	2	0101
WR	Ellembelle	Nkroful	1	0102
WR	Nzema East Municipal	Axim	2	0103
WR	Ahanta West	Agona Nkwanta	2	0104
WR	Effia Kwesimintsim Municipal	Kwesimintsim	2	0105
WR	Sekondi Takoradi Municipal (STMA)		3	0106
WR	Takoradi			01
WR	Sekondi			02
WR	Essikado-Ketan			03
WR	Shama	Shama	1	0107
WR	Wassa East	Daboase	1	0108
WR	Mpohor	Mpohor	1	0109
WR	Tarkwa-Nsuaem Municipal	Tarkwa	2	0110
WR	Prestea/Huni Valley	Bogoso	2	0111
WR	Wassa Amenfi East	Wassa Akropong	2	0112
WR	Wassa Amenfi Central	Manso Amenfi	1	0113
WR	Wassa Amenfi West	Asankragua	2	0114
CENTRAL				
CR	Komenda Edina Eguafo Abirem Municipal	Elmina	2	0201
CR	Cape Coast Metro		3	0202
CR	Cape Coast South			01
CR	Cape Coast North			02
CR	Abura Asebu Kwamankese	Abura-Dunkwa	1	0203
CR	Mfantsiman Municipal	Saltpond	2	0204
CR	Ekumfi	Essakyir	1	0205
CR	Gomoa West	Apam	1	0206
CR	Effutu Municipal	Winneba	2	0207

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
CR	Gomoa Central	Gomoa Afransi	1	0208
CR	Gomoa East	Potsin	1	0209
CR	Awutu Senya East Municipal	Kasoa	2	0210
CR	Awutu Senya West	Breku	1	0211
CR	Agona East	Nsaba	1	0212
CR	Agona West Municipal	Swedru	2	0213
CR	Asikuma Odoben Brakwa	Asikuma	1	0214
CR	Ajumaku Enyan Essiam	Ajumako	1	0215
CR	Assin South	Nsuaem-Kyekyawere	1	0216
CR	Twifo Heman Lower Denkyira	Hemang	1	0217
CR	Twifo Ati Morkwa	Twifo Praso	1	0218
CR	Assin Central Municipal	Assin Fosu	2	0219
CR	Assin North Municipal	Assin Breku	1	0220
CR	Upper Denkyira East Municipal	Dunkwa-On-Offin	2	0221
CR	Upper Denkyira West	Diaso	1	0222
GREATER ACCRA				
GAR	Ga South	Ngleshie Amanfro	2	0301
GAR	Weija Gbawe Municipal	Weija	2	0302
GAR	Ga Central Municipal	Sowutuom	2	0303
GAR	Ablekuma North	Darkuman	2	0304
GAR	Ablekuma West Municipal	Dansoman	2	0305
GAR	Ablekuma Central	Lartebiokorshie	2	0306
GAR	Accra Metro Assembly (AMA)		3	0307
GAR	Ablekuma South			01
GAR	Ashiedu Keteke			02
GAR	Okai Koi South			03
GAR	Korle Klotey	Adabraka	2	0308
GAR	Ayawaso Central	Kokomlemle	2	0309
GAR	Ayawaso East Municipal	Nima	2	0310
GAR	Ayawaso North Municipal	Accra New Town	2	0311
GAR	La Dadekotopon Municipal	La	2	0312
GAR	Ledzokuku	Teshie	2	0313
GAR	Krowor	Nungua	2	0314
GAR	Adentan Municipal	Adentan	2	0315

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
GAR	Ayawaso West Municipal	Dzorwulu	2	0316
GAR	Okai Koi North	Tesano	2	0317
GAR	Ga North	Ofankor	2	0318
GAR	Ga West	Amasaman	2	0319
GAR	Ga East	Abokobi	2	0320
GAR	La Nkwantanang-Madina Municipal	Madina	2	0321
GAR	Kpone Katamanso	Kpone	2	0322
GAR	Ashaiman	Ashaiman	2	0323
GAR	Tema West	Tema Community 18	2	0324
GAR	Tema Metro Assembly (TMA)		3	0325
	Tema East			01
GAR	Tema Central			02
GAR	Ningo Prampram	Prampram	1	0326
GAR	Shai Osudoku	Dodowa	1	0327
GAR	Ada West	Sege	1	0328
GAR	Ada East	Ada-Foah	1	0329
VOLTA				
VR	South Tongu	Sogakope	1	0401
VR	Anloga	Anloga	1	0402
VR	Keta Municipal	Keta	2	0403
VR	Ketu South	Denu	2	0404
VR	Ketu North	Dzodze	2	0405
VR	Akatsi North	Ave Dakpa	1	0406
VR	Akatsi South	Akatsi	1	0407
VR	Central Tongu	Adidome	1	0408
VR	North Tongu	Battor Dugame	1	0409
VR	Ho West	Dzodokpuita	1	0410
VR	Adaklu	Adaklu Waya	1	0411
VR	Agortime-Ziope	Agortime-Kpetoe	1	0412
VR	Ho Municipal	Ho	2	0413
VR	South Dayi	Kpeve	1	0414
VR	Afadzato South	Ve Golokwati	1	0415
VR	North Dayi	Amfoega	1	0416
VR	Kpando Municipal	Kpando	2	0417

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
VR	Hohoe Municipal	Hohoe	2	0418
EASTERN				
ER	Birim South	Akim Swedru	1	0501
ER	Birim Central Municipal	Akim Oda	2	0502
ER	Achiase	Achiase	1	0503
ER	Asene Manso Akroso	Manso	1	0504
ER	West Akim Municipal	Asamankese	2	0505
ER	Upper West Akim	Adeiso	1	0506
ER	Ayensuano	Coaltar	1	0507
ER	Nsawam Adoagyiri Municipal	Nsawam	2	0508
ER	Akwapim South	Aburi	1	0509
ER	Akwapim North Municipal	Akropong Akwapim	2	0510
ER	Okere	Adukrom	1	0511
ER	New Juaben South Municipal	Koforidua	2	0512
ER	New Juaben North	Effiduase	2	0513
ER	Suhum Municipal	Suhum	2	0514
ER	Abuakwa North	Kukurantumi	2	0515
ER	Abuakwa South	Kibi	2	0516
ER	Denkyembuor	Akwatia	1	0517
ER	Akyemansa	Ofoase	1	0518
ER	Kwaebibirem	Kade	2	0519
ER	Birim North	New Abirem	1	0520
ER	Atiwa West	Kwabeng	1	0521
ER	Atiwa East	Anyinam	1	0522
ER	Fanteakwa South	Osino	1	0523
ER	Yilo Krobo Municipal	Somanya	2	0524
ER	Lower Manya Krobo Municipal	Odumasi-Krobo	2	0525
ER	Asuogyaman	Atimpoku	1	0526
ER	Upper Manya Krobo	Asesewa	1	0527
ER	Fanteakwa North	Begoro	1	0528
ER	Kwahu South	Mpraeso	1	0529
ER	Kwahu West Municipal	Nkawkaw	2	0530
ER	Kwahu East	Abetifi	1	0531
ER	Kwahu Afram Plains South	Tease	1	0532
ER	Kwahu Afram Plains North	Donkorkrom	1	0533

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
ASHANTI				
AR	Amansie South District	Manso Adubia	1	0601
AR	Amansie Central	Jacobu	1	0602
AR	Akrofuom District	Akrofuom	1	0603
AR	Adansi South	New Edubiase	1	0604
AR	Adansi Asokwa District	Adansi Asokwa	1	0605
AR	Obuasi East District	Tutuka	1	0606
AR	Obuasi Municipal	Obuasi	2	0607
AR	Adansi North	Fomena	1	0608
AR	Bekwai Municipal	Bekwai	2	0609
AR	Amansie West	Manso Nkwanta	1	0610
AR	Atwima Kwanwoma	Foase	1	0611
AR	Bosomtwe	Kuntanase	1	0612
AR	Bosome Freho	Asiwa	1	0613
AR	Asante Akim Central Municipal	Konongo	2	0614
AR	Asante Akim South	Juaso	2	0615
AR	Asante Akim North	Agogo	1	0616
AR	Sekyeri Kumawu	Kumawu	1	0617
AR	Sekyeri East	Effiduase	1	0618
AR	Juaben Municipal	Juaben	2	0619
AR	Ejisu Juaben Municipal	Ejisu	2	0620
AR	Oforikrom Municipal	Oforikrom	2	0621
AR	Asokwa Municipal	Asokwa	2	0622
AR	Kumasi Metro Assembly (KMA)		3	0623
AR	Nhyiaeso			01
AR	Subin			02
AR	Manhyia South			03
AR	Manhyia North			04
AR	Bantama			05
AR	Kwadaso Municipal	Kwadaso	2	0624
AR	Suame Municipal	Suame	2	0625
AR	Old Tafo Municipal	Old Tafo	2	0626
AR	Asokore Mampong Municipal	Asokore	2	0627
AR	Kwabre East	Mampong	1	0628
AR	Afigya Kwabre South	Kodie	1	0629
AR	Atwima Nwabiagya North District	Barekese	1	0630
AR	Atwima Nwabiagya South	Nkawie Kuma	2	0631
AR	Atwima Mponua	Nyinahin	1	0632
AR	Ahafo Ano South West	Mankranso	1	0633

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
AR	Ahafo Ano North	Tepa	1	0634
AR	Ahafo Ano South East District	Adugyama	1	0635
AR	Offinso North	Akomadan	1	0636
AR	Offinso Municipal	Offinso	2	0637
AR	Afigya Kwabre North District	Boamang	1	0638
AR	Sekyere South	Agona	1	0639
AR	Mampong Municipal	Mampong	2	0640
AR	Ejura Sekyedumase Municipal	Ejura	2	0641
AR	Sekyere Central	Nsuta	1	0642
AR	Sekyere Afram Plains	Drobonso	1	0643
WESTERN NORTH				
WNR	Aowin	Enchi	2	0701
WNR	Sefwi Akontombra	Akontombra	1	0702
WNR	Suaman	Dadieso	1	0703
WNR	Bodi	Bodie	1	0704
WNR	Sefwi Wiawso Municipal	Wiawso	1	0705
WNR	Sefwi Bibiani Ahwiaso Bekwai	Bibiani	2	0706
WNR	Juaboso	Juaboso	1	0707
WNR	Bia West	Essam-Debiso	1	0708
WNR	Bia East	Adabokrom	1	0709
AHAFO				
AHR	Asunafo South	Kukuom	1	0801
AHR	Asunafo North Municipal	Goaso	2	0802
AHR	Asutifi South	Hwidiem	1	0803
AHR	Asutifi North	Kenyasi	1	0804
AHR	Tano North	Duayaw Nkwanta	2	0805
AHR	Tano South	Bechem	2	0806
BONO				
BR	Dormaa West	Nkran Nkwanta	1	0901
BR	Dormaa Central Municipal	Dormaa Ahenkro	2	0902
BR	Dormaa East	Wamfie	1	0903
BR	Sunyani Municipal	Sunyani	2	0904
BR	Sunyani West	Odumasi	1	0905
BR	Berekum East Municipal	Berekum	2	0906

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
BR	Berekum West District	Jinijini	1	0907
BR	Jaman South	Drobo	1	0908
BR	Jaman North	Sampa	1	0909
BR	Tain	Nsawkaw	1	0910
BR	Wenchi Municipal	Wenchi	2	0911
BR	Banda	Banda Ahenkro	1	0912
BONO EAST				
BER	Nkoranza South Municipal	Nkoranza	2	1001
BER	Techiman Municipal	Techiman	2	1002
BER	Nkoranza North	Busunya	1	1003
BER	Techiman North	Tuobodom	1	1004
BER	Atebubu Amantin	Atebubu	2	1005
BER	Sene West	Kwame Danso	1	1006
BER	Sene East	Kajaji	1	1007
BER	Pru West District	Prang	1	1008
BER	Pru East District	Yeji	1	1009
BER	Kintampo South	Jema	1	1010
BER	Kintampo North Municipal	Kintampo	2	1011
OTI				
OR	Biakoye	Nkonya-Ahenkro	1	1101
OR	Jasikan	Jasikan	1	1102
OR	Kadjebi	Kadjebi	1	1103
OR	Krachi East	Dambai	2	1104
OR	Krachi West	Kete-Krachi	1	1105
OR	Krachi Nchumuru	Chinderi	1	1106
OR	Nkwanta South	Nkwanta	2	1107
OR	Nkwanta North	Kpassa	1	1108
OR	Guan	Likpe Mate	1	1109
NORTHERN				
NR	Kpandai District	Kpandai	1	1201
NR	Nanumba South District	Wulensi	1	1202
NR	Nanumba North Municipal	Bimbilla	2	1203
NR	Zabzugu District	Zabzugu	1	1204
NR	Tatale/Sanguli District	Tatale	1	1205
NR	Saboba District	Saboba	1	1206
NR	Yendi Municipal	Yendi	2	1207
NR	Mion District	Sang	1	1208
NR	Nanton District	Nanton	1	1209

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
NR	Tamale Metropolitan Assembly		3	1210
NR	Tamale South			01
NR	Tamale Central			02
NR	Sagnarigu Municipal	Sagnarigu	2	1211
NR	Tolon District	Tolon	1	1212
NR	Kumbungu District	Kumbungu	1	1213
NR	Savelugu Municipal	Savelugu	2	1214
NR	Karaga District	Karaga	1	1215
NR	Gushegu Municipal	Gushegu	2	1216
SAVANNAH				
SR	Bole District	Bole	1	1301
SR	Sawla-Tuna-Kalba District	Sawla	1	1302
SR	North Gonja District	Daboya	1	1303
SR	West Gonja District	Damango	1	1304
SR	Central Gonja District	Buipe	1	1305
SR	East Gonja Municipal	Salaga	2	1306
SR	North East Gonja	Kpalbe	1	1307
NORTH EAST				
NER	Mamprugu Moagduri District	Yagaba	1	1401
NER	West Mamprusi Municipal	Walewale	2	1402
NER	East Mamprusi Municipal	Gambaga	2	1403
NER	Bunkpurugu Nankpanduri District	Bunkpurugu	1	1404
NER	Yunyoo-Nasuan District	Yunyoo	1	1405
NER	Chereponi District	Chereponi	1	1406
UPPER EAST				
UER	Builsa South District	Fumbisi	1	1501
UER	Builsa North Municipal	Sandema	2	1502
UER	Kassena Nankana East Municipal	Navrongo	2	1503
UER	Kassena Nankana West District	Paga	1	1504
UER	Bolgatanga Municipal	Bolgatanga	2	1505
UER	Talensi District	Tongo	1	1506
UER	Bolgatanga East	Zuarugu	1	1507
UER	Bongo District	Bongo	1	1508
UER	Nabdam District	Nangodi	1	1509
UER	Bawku West District	Zebilla	1	1510

APPENDIX 2: DISTRICT CODES (CONT'D)

REGION	DISTRICT NAME	DISTRICT CAPITAL	DISTRICT TYPE	DISTRICT CODE
UER	Binduri District	Binduri	1	1511
UER	Bawku Municipal	Bawku	2	1512
UER	Garu District	Garu	1	1513
UER	Tempane District	Tempane	1	1514
UER	Pusiga District	Pusiga	1	1515
UPPER WEST				
UWR	Wa West District	Weichiau	1	1601
UWR	Wa East District	Funsi	1	1602
UWR	Wa Municipal	Wa	2	1603
UWR	Nadowli Kaleo District	Nadowli	1	1604
UWR	Daffiama Bussie Issa District	Issa	1	1605
UWR	Sissala East Municipal	Tumu	2	1606
UWR	Sissala West District	Gwollu	1	1607
UWR	Jirapa Municipal	Jirapa	2	1608
UWR	Lawra Municipal	Lawra	2	1609
UWR	Lambussie Karni District	Lambussie	1	1610
UWR	Nandom District	Nandom	1	1611

APPENDIX 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

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
41	Namibia	Windhoek	Africa	2041

APPENDIX 3: COUNTRY CODES (CONT'D)

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	Beijing	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

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
77	Israel	Jerusalem	Asia	3020
78	Japan	Tokyo	Asia	3021

APPENDIX 3: COUNTRY CODES (CONT'D)

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
79	Jordan	Amman	Asia	3022
80	Kazakhstan	Astana	Asia	3023
81	Korea, North	Pyongyang	Asia	3024
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

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
79	Jordan	Amman	Asia	3022
115	Cook Islands	Avarua	Australia/ Oceania	4003
116	Coral Sea Islands	Cato Island	Australia/ Oceania	4004
117	Fiji	Suva	Australia/ Oceania	4005

APPENDIX 3: COUNTRY CODES (CONT'D)

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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
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

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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

APPENDIX 3: COUNTRY CODES (CONT'D)

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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
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

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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

APPENDIX 3: COUNTRY CODES (CONT'D)

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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
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

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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

APPENDIX 3: COUNTRY CODES (CONT'D)

S/N	COUNTRY	CAPITAL	CONTINENT	CODE
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

APPENDIX 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

APPENDIX 4: ETHNIC GROUPS AND THEIR ETHNICITY CODES (CONT'D)

	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

APPENDIX 6: HISTORICAL EVENTS – FOR ESTIMATING AGES

A - NATIONAL EVENTS

EVENT	YEAR	NO. YEARS TO 2021	OF UP
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 Adjetey 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	

APPENDIX 6: HISTORICAL EVENTS – FOR ESTIMATING AGES (CONT'D)

Formal Opening of Akosombo Dam	1965	56
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

APPENDIX 6: HISTORICAL EVENTS – FOR ESTIMATING AGES (CONT'D)

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
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APPENDIX 6: HISTORICAL EVENTS – FOR ESTIMATING AGES (CONT'D)

Second visit of Queen Elizabeth to Ghana	2000	21
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 Ewusiajoe 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
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APPENDIX 6: HISTORICAL EVENTS – FOR ESTIMATING AGES (CONT'D)

Achimota School opened	1927	94
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		
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
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APPENDIX 6: HISTORICAL EVENTS – FOR ESTIMATING AGES (CONT'D)

Opening of Notre Dam Seminary and Navrongo Secondary School	1960	61
Construction of Tono Irrigation Dam started	1975	46
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

APPENDIX 7: GRADING SYSTEM

Primary school has Lower primary and Upper primary. Lower primary is from primary one (P1) to Primary three (P3), while Upper Primary starts from P4 to P6. In the olden days, Upper primary was considered as STANDARD (corrupted to read “SAN”) and started with standard one (San 1). The grading system have been as follows:

APPENDIX 7: GRADING SYSTEM

LEVEL OF EDUCATION	GRADE/CODE
Primary School	
Primary One	Year 1
Primary Two	Year 2
Primary Three	Year 3
Primary Four	Standard One (San 1)
Primary Five	Standard Two (San 2)
Primary Six	Standard Three (San 3)
Middle Form 1	Standard Four (San 4)
Middle Form 2	Standard Five (San 5)
Middle Form 3	Standard Six (San 6)
Middle Form 4	Standard Seven (San 7)
Junior Secondary/ High School (JSS/JHS)	
JHS/JSS 1	Form 1
JHS/JSS 2	Form 2
JHS/JSS 3	Form 3
Secondary Education (ORDINARY & ADVANCED LEVEL)	
Form 1	Year 1
Form 2	Year 2
Form 3	Year 3
Form 4	Year 4
Form 5	Year 5
Lower-6	Year 6
Upper-6	Year 7
Senior Secondary or High School (Verify if 3 or 4 years)	
SHS/ SSS 1	1
SHS/SSS 2	2
SHS/SSS 3	3
* SHS 4	4
Post Middle Teacher Training Certificate A	
Post Middle- PM Cert A1	1
Post Middle Cert A- PM2	2
Post Middle Cert A- PM33	3
Post Middle Cert A- PM44	4
Post Middle Teacher Training Certificate B	
Post Middle Cert B1	1
Post Middle Cert B2	2
Post Middle Nursing Training	
Post Middle Nursing 1	1

APPENDIX 6: GRADING SYSTEM (CONT'D)

LEVEL OF EDUCATION	GRADE/CODE
Post Middle Nursing 2	2
Post Middle Nursing 3	3
Post Middle Agric Training	
Post Middle Agric 1	1
Post Middle Agric 2	2
Post Middle Agric 3	3
Post-Secondary	
Post-Secondary- PS 1	1
Post-Secondary- PS 2	2
Post-Secondary- PS 3	3
<i>* At some point between 2007 and 2009, SHS was completed in 4 years. For those who attended SHS, verify whether he/she did it in 3 or 4 years</i>	