

CAYMAN ISLANDS



**Statistics Act
(2016 Revision)**

CENSUS REGULATIONS

(2022 Revision)

Supplement No. 4 published with Legislation Gazette No. 2 of 14th January, 2022

PUBLISHING DETAILS

Revised under the authority of the *Law Revision Act (2020 Revision)*.

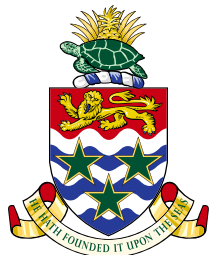
The Census (Cayman Islands) Regulations, 2010 made 17th August, 2010, as amended by the Citation of Acts of Parliament Act, 2020 [Act 56 of 2020], and consolidated with the —

Census (Cayman Islands) (Amendment) Regulations, 2021 made 13th July, 2021.

Consolidated and revised this 31st day of December, 2021.



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Arrangement of Regulations

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CAYMAN ISLANDS**Statistics Act
(2016 Revision)****CENSUS REGULATIONS
(2022 Revision)****Citation**

1. These Regulations may be cited as the *Census Regulations (2022 Revision)*.

Definitions

2. In these Regulations —

“**area supervisor**” means a person assigned as such under regulation 4(b);

“**Census Day**” means the 10th October, 2021;

“**census forms**” means written or electronic forms issued by the Director of the Economics and Statistics Office;

“**census information**” means particulars required under the *Census Order, 2021[SL 51 of 2021]* to be stated in the returns;

“**Census Manager**” means the person assigned as such under regulation 4(a);

“**electronic**” means having electrical, magnetic, optical, electromagnetic, or similar capabilities, whether digital, analogue or otherwise;

“**enumerator**” means a person assigned as such under regulation 5;

“**field supervisor**” means a person assigned as such under regulation 4(b);

“**head of the household**” means a responsible adult member of the household recognised as the head of the household by the other members of the household;

“**questionnaire**” includes a questionnaire in electronic form; and

“**resident**” means a person who has lived in the Islands for at least six consecutive months, and includes

- (a) a person in the Islands on Census Day who intends to remain in the Islands for at least six months; and
- (b) a person who is a member of a resident household but living abroad for the purpose of study.

Early returns

3. Residents who will not be in the Islands on Census Day but who intend to return not later than six months after leaving the Islands may complete returns one week before Census Day and send the completed returns by registered mail to the Economics and Statistics Office.

Census Manager, area supervisors and field supervisors

4. The Director of the Economics and Statistics Office shall assign —
 - (a) a person to be the Census Manager; and
 - (b) such other persons as the said Director deems fit to be area supervisors and field supervisors.

Enumerators

5. The Director of the Economics and Statistics Office shall assign such number of persons as are necessary to be enumerators.

Instructions and arrangements

6. The Director of the Economics and Statistics Office shall —
 - (a) give such instructions and make such arrangements as are necessary for the Census Manager to carry out the Census Manager’s duties under regulation 7; and
 - (b) make other arrangements for the purpose of taking the census.

Duties of Census Manager

7. A Census Manager shall perform the following duties —
 - (a) divide the Cayman Islands districts into enumeration areas and prepare a map delineating every enumeration area;
 - (b) specify the details of —
 - (i) census forms and visitation records;
 - (ii) all necessary steps in collecting and recording the required census information; and



- (iii) all necessary steps in interviewing the members of each household in the assigned enumeration area, through manuals, training materials and training programs;
- (c) make all arrangements and give instructions for area supervisors, field supervisors and enumerators to carry out their duties under these Regulations;
- (d) specify the details of report forms to be submitted by area supervisors and field supervisors and give instructions on their completion;
- (e) specify the details of field supervisors' control forms to be prepared by field supervisors under regulation 9(c) and reviewed by area supervisors under regulation 8(g) and give instructions on their completion;
- (f) make recommendations to the Director of the Economics and Statistics Office regarding the replacement of area supervisors, field supervisors and enumerators who may not be able to carry out their duties;
- (g) receive all completed census forms and reports from area supervisors;
- (h) prepare and submit reports on the progress and completion of the census to the Director of the Economics and Statistics Office; and
- (i) prepare the Census Report for the Cayman Islands 2021 comprising the administrative report on the conduct of the census including lessons learned, and the census results presented in tables and other forms.

Duties of area supervisor

8. An area supervisor shall perform the following duties —

- (a) receive and carry out instructions from the Census Manager;
- (b) prepare work schedules and assignments for all field supervisors and enumerators in their assigned areas;
- (c) assist with the training of field supervisors and enumerators;
- (d) distribute census forms and supplies to field supervisors;
- (e) monitor and submit weekly reports on the progress of the census in that area supervisor's assigned areas;
- (f) arrange meetings with field supervisors and enumerators to discuss work schedules and assignments;
- (g) review field supervisors' control forms as specified by the Census Manager;
- (h) receive all completed census forms and submit these to the Census Manager;
- (i) make recommendations to the Census Manager regarding the replacement of field supervisors and enumerators who may not be able to carry out their duties;

- (j) review all recommendations from field supervisors regarding the replacement of enumerators who may not be able to carry out their duties;
- (k) hold weekly progress report discussions with the Census Manager; and
- (l) carry out such instructions of the Census Manager as may be issued for the purpose of taking the census.

Duties of field supervisor

9. A field supervisor shall perform the following duties —

- (a) receive and carry out instructions from area supervisors;
- (b) distribute all necessary census forms and other materials to enumerators;
- (c) prepare field supervisors' control forms as specified by the Census Manager;
- (d) arrange meetings with each of the enumerators to check on their fieldwork;
- (e) conduct re-interviews of randomly selected households for each enumerator;
- (f) accompany interviewers to households as necessary and seek to persuade respondents to participate in the interviews;
- (g) examine the results of all questionnaires, verify all interviews that are not fully complete and provide details on the date and time verification was done;
- (h) examine all completed questionnaires for errors and omissions, and require enumerators to take appropriate steps to correct errors and supply the omitted information;
- (i) submit all completed census forms and required documents to the area supervisors;
- (j) make recommendations to the area supervisor regarding the replacement of enumerators who may not be able to carry out their duties;
- (k) hold weekly progress report discussions with the area supervisors; and
- (l) carry out such instructions of the area supervisors as may be issued for the purpose of taking the census.

Duties of enumerator

10. The enumerator shall perform the following duties —

- (a) meet the enumerator's field supervisor to receive assignments and instructions specified by the Census Manager;
- (b) receive all census forms for the enumerator's assigned enumeration area and preserve these until they are completed and returned to the enumerator's field supervisor;



- (c) canvass and list all buildings in the assigned enumeration area in the visitation record as specified by the Census Manager, and submit these to the enumerator's field supervisor;
- (d) take all steps specified by the Census Manager to interview the members of each household in the assigned enumeration area;
- (e) complete all census forms in a manner specified by the Census Manager and submit these to the enumerator's field supervisor;
- (f) take all necessary steps to make corrections or complete all information required in census forms that are found by field supervisors to be in error or to have omissions;
- (g) hold weekly progress report discussions with field supervisors;
- (h) submit all completed documentation; and
- (i) carry out all instructions of the field supervisor for the purpose of taking the census.

Duty to give information with respect to oneself

- 11.** (1) A person with respect to whom census information is required to be furnished by these Regulations shall, upon demand by an enumerator, give to the enumerator such information.
- (2) A person who contravenes paragraph (1) commits an offence and is liable on summary conviction to a fine of five thousand dollars.

Duty of responsible adult or person in charge to give information

- 12.** (1) Returns containing census information with respect to all persons who passed the Census Day in a private dwelling shall be made by a responsible adult member of the household or the head of the household.
- (2) The person in charge of an institution including a boarding house, hospital, rest home, prison or any other communal establishment, or the captain or other person in charge of a ship or boat within the territorial waters of the Islands shall submit census information in respect of all persons who are residents of the Islands who passed Census Day at the institution.
- (3) A person, with respect to whom it is the duty of a responsible adult referred to in paragraph (1) or a person in charge in paragraph (2) to submit census information, shall, upon demand, give such census information to the responsible adult or the person in charge, as the case may be.
- (4) A person who contravenes this regulation commits an offence and is liable on summary conviction to a fine of five thousand dollars.

Publication in consolidated and revised form authorised by the Cabinet this 11th day of January, 2022.

Kim Bullings
Clerk of the Cabinet



ENDNOTES

Table of Legislation history:

SL #	Law/Act #	Legislation	Commencement	Gazette
51/2021		Census (Cayman Islands) (Amendment) Regulations, 2021	14-Jul-2021	LG39/2021/s2
	56/2020	Citation of Acts of Parliament Act, 2020	3-Dec-2020	LG89/2020/s1
27/2010		Census (Cayman Islands) Regulations, 2010	30-Aug-2010	G18/2010/s6

(Price: \$2.40)

