Compendium of Statistical Concepts and Definitions

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National Statistical System

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Foreword and Acknowledgement

The need for comparable statistics reflecting Malawi realities, produced and disseminated regularly is increasingly pressing. The implementation of national and international development frameworks requires not only reliable and real time statistics but also statistics that can be comparable across time and space. In collaboration with development partners, Malawi can not design and implement policies relying on statistics that are defined differently.

In its effort to ensure coordination and harmonization of statistics between data producers and users, the National Statistical Office (NSO) developed this compendium to be used across the National Statistical System (NSS) in Malawi. The compendium outlines a list of statistical concepts and definitions that are central in the design, implementation and evaluation of development frameworks. Use of this compendium by all stakeholders will ensure adherence to common standards such as SHaSA, AFRISTAT, AfSC and UNFPOS in data processes and use, and enhanced comparability.

I would like to extend my appreciation to NSO members of staff, specifically, Shelton Kanyanda (NSS Coordinator), Clement Mtengula, Yosefe Simeon, Gelyda Tsirizani, and Innocent Pangapanga Phiri for the development of this compendium. I am also grateful to all stakeholders that contributed in the development of this compendium. This work has also been possible due to financial support from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

Charles Machinjili
Commissioner of Statistics
### Abbreviations

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<tr>
<td>AEI</td>
<td>Acute Respiratory Infection</td>
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<td>AfCS</td>
<td>African Charter on Statistics</td>
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<td>AFRISTAT</td>
<td>Economic and Statistical Observatory of Sub-Sahara Africa</td>
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<td>BDM</td>
<td>Broadcasting Digital Migration</td>
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<td>BEC</td>
<td>Broad Economic Category</td>
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<td>BIR</td>
<td>Business Information Register</td>
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<td>BOR</td>
<td>Bed Occupancy Rate</td>
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<td>CEF</td>
<td>Common External Tariff</td>
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<td>CPI</td>
<td>Consumer Price Index</td>
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<td>DPI</td>
<td>Decomposable Poverty Index</td>
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<td>EA</td>
<td>Enumeration Area</td>
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<td>ECD</td>
<td>Early Child Development</td>
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<td>EGR</td>
<td>Expenditure Gap Ratio</td>
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<td>EIA</td>
<td>Environment Impact Assessment</td>
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<td>GIS</td>
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<td>GIZ</td>
<td>Deutsche Gesellschaft für Internationale Zusammenarbeit</td>
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<td>GPS</td>
<td>Geographical Position System</td>
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<td>HS</td>
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<td>Net Enrolment Ratio</td>
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<td>NGO</td>
<td>Non Governmental Organization</td>
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<td>National Statistical System</td>
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<td>OPD</td>
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<td>Pay As You Earn</td>
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<td>PRA</td>
<td>Participatory Rural Appraisals</td>
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<td>RRA</td>
<td>Rapid Rural Appraisal</td>
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<td>SHaSA</td>
<td>Strategy for Harmonization of Statistics in Africa</td>
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<td>SITC</td>
<td>Standardized International Trade Classification</td>
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<td>SRS</td>
<td>Simple Random Sampling</td>
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<td>TT</td>
<td>Tetanus Toxoid</td>
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<td>UNFPOS</td>
<td>United Nations Fundamental Principles of Official Statistics</td>
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<td>UPE</td>
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<td>VAT</td>
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Chapter One
General Statistical Concepts and Definitions

This chapter highlights general statistical concepts and definitions that are used in the National Statistical System (NSS) such as population, census, surveys, questionnaires, sampling, enumeration areas, households and others.

1.1 Population
The totality of all persons/units of interest in a study or investigation at a given time in a given area.

1.1.1 Population Size
The total number of persons/units of interest in a specified area at a specified point in time.

1.1.2 Population Distribution
The spreading/pattern of the population at a given time by geographical or socio-economic characteristics.

1.1.3 Population Structure
The population distribution by sex and age groups at a given time.

1.1.4 Population Pyramid
A graphical illustration that compares distribution of population by sex and age at a given time. It typically consists of a pair of back to back bar graphs with population plotted on the x-axis and age on the y-axis.

1.1.5 Population Change
The increase or decrease of the total population or one of its structural units within a given time interval. The components of change in total population are births, deaths and migration.

1.2 Census
The total count of units of interest at a given time in a given area or territory. Examples of these include Population and Housing Census, Agricultural Census and Census of Business Establishments.

1.2.1 Population Census
The collection of basic, social, demographic and economic data for the entire population of the country. It normally takes place every 10 years. In Malawi, like other countries, participation in a census is mandatory and required by law.
1.2.2 Defacto Population Census
The collection of basic social, demographic and economic data for all people who will have spent a specified night in the area. It is like taking a snapshot of the people in the area on that census night.

Practically, the enumeration of people is done at household level or institution level (like a dormitory in a school, a ward in a hospital, a cell in a prison, etc.). At this level a de facto census involves counting people who will have spent a specified night in a household or an institution.

Special categories of people like those who will have spent the night fishing or working as watchmen are assumed to have spent the specified night in their respective households. Care is taken to cover people who neither live in households nor institutions like street children, vagrants, people in hotels, people in transit at airports and those who will have been travelling at night.

1.2.3 Dejure Population Census
The collection of basic social, demographic and economic data for all the people who normally reside in the country. It will exclude visitors from other countries and include residents who will be outside the country at the time of enumeration.

At household or institution level the dejure census includes only the usual members. The problem with the dejure census is to define the “usual member” of a household or an institution. A common definition of a “usual member” of a household as used in the Malawi National Household Survey Programme and the 2002 Population and Housing census is “a person who has continuously stayed in the household for 6 or more months, during the last 12 months”.

1.2.4 Housing Census
The collection of information on the housing conditions for the entire household population.

1.2.5 Census Night
The night preceding the population census.

1.3 Sample
The statistically selected portion of a population drawn to provide information on the population as a whole or units of interest.

1.3.1 Sampling
The process of obtaining a representative sample from a given population.
1.3.2 **Sample Size**
The number of sampling units which are to be included in the sample. In the case of a multi-stage sample this number refers to the number of units at the final stage in the sampling.

1.3.3 **Sampling Unit**
An element or group of elements of a population, which is considered for selection in some stage of sampling. A sampling unit can be a group of persons, households or administrative areas.

1.3.4 **Observation Unit**
An element or aggregation of elements from which information is collected.

1.3.5 **Unit of Analysis**
The lowest level at which analysis observation is done. For example, family income is a unit of analysis.

1.3.6 **Sample space**
The set of all units from which a sample can be drawn.

1.4 **Sample Survey**
The study that collects planned information from a sample of individuals in order to infer particular population characteristics.

1.4.1 **Longitudinal data**
The data arising when each member of subjects or units gives rise to repeated measurements representing the same variable observed at a number of different time points.

1.4.2 **Longitudinal (Panel) Survey**
Study where subjects are measured repeatedly over time in order to study the trend of behavior of such variable.

1.4.3 **Cross-Sectional Survey**
A survey that collects data on variables of interest at a particular point in time, for example, National Household Surveys.

1.5 **Questionnaire**
Data collection tool comprising of a group or sequence of questions designed to elicit information from a respondent.
1.6 **Survey**  
The study that collects planned information from a sample of individuals in order to infer particular population characteristics. It is also called a sample survey.

1.7 **Sampling Frame**  
A comprehensive list of distinct and distinguishable units within a population from which a sample is selected.

1.8 **Sampling Design**  
The mechanism used to select a sample. The sampling designs are divided into two broad categories: the random and non-random sampling design.

1.8.1 **Random Sampling**  
The unbiased process of selecting members of a population.

1.8.2 **Simple Random Sampling (SRS)**  
The process of selecting a sample from a population where each element in the population has an equal and known chance of being selected/chosen.

1.8.3 **Systematic Sampling**  
A selection of a sample from a list of sampling frame where the first member of the sample is chosen randomly and the rest of the sampled members are chosen such that every member is at equal intervals from the list. The sampling interval is obtained by dividing the number of members in the sampling frame by the sample size.

For example to select a sample of n units, we take a unit at random from the first k units and every k\(^{th}\) unit thereafter. If s is 15 and the first unit drawn is number 20, the subsequent units are numbered 35, 50, 65 etc.

1.8.4 **Random Sampling without Replacement**  
The process of selecting members of a population such that the drawn/selected member is removed from the population for subsequent draws.

1.8.5 **Random Sampling with Replacement**  
The process of selecting members of a population such that any drawn member is put back in a population and can be reselected at any subsequent draws.

1.8.6 **Cluster Sampling**  
A random sampling of groups in a population which is naturally subdivided so that there is small variability within groups and large variability between groups.
Then the required information is collected from individuals within each selected group.

1.8.7 Strata
These are partitions of a population with distinct characteristics such that there is no overlap between the partitions.

1.8.8 Stratified Sampling
In Stratified Sampling, the population is divided into homogeneous sets or strata with respect to the characteristics being studied and a random sample is selected from each stratum independently.

1.8.9 Quota Sampling
It is a method of selecting individuals from a population which has been segmented into mutually exclusive subgroups. Usually, this is a process of sampling human beings, in which each investigator is instructed to collect information from an assigned number of individuals (the quota) but the selection of these individuals is left to the investigator's choice.

In practice this choice is severely limited by “controls”, e.g. s/he is instructed to secure certain numbers in assigned age groups, equal numbers of the two sexes, certain numbers in particular social classes and so forth.

1.8.10 Multi-stage Sampling
A method of sampling where selection of the sample is carried out in several stages, i.e. primary units are regarded as a population from which sub-samples of secondary units are selected. It is a kind of sampling procedure in which two or more levels of units are embedded in one another. For example, districts are sampled and then Traditional Authorities (TA), Group Villages, Villages, e.t.c.

1.9 Estimate
The approximate value of the true population parameter obtained from a sample.

1.10 Statistical Error
The variance/difference between the true population parameters and the estimated parameters using a sample.

1.10.1 Systematic Error
Error reported consistently over time and/or between responding units (generally undetectable by editing). This is a phenomenon caused either by the consistent misunderstanding of a question on the survey questionnaire during
the collection of data or by consistent misinterpretation of certain answers in the course of coding.

1.10.2 Sampling Error
It is an error caused by observing a sample instead of the whole population.

1.10.3 Non Sampling Error
It is a deviation from a true value that is not a function of a sample chosen. It may arise from misinterpretation of questionnaires or failure to record the correct answers by interviewers and giving wrong answers by respondents.

1.11 Indicator
A pointer used specifically to measure a change in a variable of interest. This variable may be demographic, social, economic or political.

1.11.1 Ratio
It is a mathematical relationship indicating the relative size of two numbers. It shows the magnitude of one quantity relative to the magnitude of another.

1.11.2 Rate
It is a specific kind of ratio that indicates change in a variable of interest over two different periods of time. It shows the growth or decline in such variables. For instance Gross Domestic Product (GDP) growth rates, rate of inflation, population growth rates etc. It may also mean the amount of one variable considered in relation to one unit of another variable. For example, the speed is given as kilometre per hour, the exchange rate in Kwacha per one US Dollar.

1.11.3 Proportion
It is a ratio which shows a quantity in a particular group relative to its total. For example proportion can be reported for females in the population of Malawi.

1.11.4 Parameter
It is a numerical value describing a characteristic of a population. An example of a parameter is the mode or population mean (average). The mode is the value in the population that occurs most frequently. Arithmetic mean is obtained by adding the values of the items and dividing by the number of items and a Median is a value which divides a series so that one-half of the items are equal to or less than it and one-half or more of the items are equal or greater than it.

1.11.5 Statistic
It is a numerical value describing a characteristic of the sample.
1.11.6 Variable
It is a symbolic name of a unit being observed that may assume more than one of a set of values to which a numerical measure or a category from a classification can be assigned (e.g. income, age, weight, etc., and “occupation”, “industry”, “disease”, etc.

1.11.7 Independent Variable
A variable that is believed to influence an outcome measure. This might be a variable that can be controlled, like education which can influence income levels.

1.11.8 Dependent Variable
This is a variable that is believed to be influenced. For example income which is influenced by education.

1.12 Time Series
It is a collection of the same type of data repeated over a certain period of time to give a trend of such variables. It may be monthly, yearly etc. For example Consumer Price Index (CPI), etc.

1.13 Sex Ratio
The ratio of the number of males to the number of females usually expressed as a percentage.

1.14 Household
It is a unit consisting one or more persons related or unrelated who normally live together and makes common provision for food.

If two or more groups of persons, each of which has its own separate eating and housekeeping arrangements, live in the same dwelling, they are treated as separate households i.e., cooking and eating together takes precedence over living together in the definition of the household. People who live together but each of them buys food from a restaurant using his/her own money are regarded as separate households.

1.15 Head of Household
The person in the household acknowledged as the main decision maker by the other members either by virtue of his age or social standing in the household. The head has primary authority and responsibility for household affairs. However, in cases where such authority and responsibility are not vested in one person, it may be necessary to try and identify the head of the household.
1.15.1 Child Headed Household
A household whose main decision maker or source of livelihood is below the age of 18 years.

1.15.2 Male Headed Household
A household whose primary decision-maker or source of livelihood (income) is a man.

1.15.3 Female Headed Household
A household whose primary decision-maker or source of livelihood (income) is a woman. Some examples include:

a) **Defacto female headed:** household where the husband is not present and the wife becomes the main decision maker in his absence.

b) **Dejure female headed:** Is the household where the main decision maker is a female who has never been married or is divorced or widowed.

1.16 Household Member
A person who normally lives in a household and is either present or temporarily away from the household for a period of less than six months at the time of enumeration. This excludes visitors.

1.17 Respondent
A respondent is the person who provides answers to the interviewer or the person who provides answers in a self-administered questionnaire.

1.18 Response
An answer provided by the respondent during an interview/inquiry.

1.19 Enumeration Area (EA)
The smallest ground area, mapped with definite boundaries within which a study or interview has to be carried out. It can be a local administrative unit, part, whole or a combination of villages or census enumeration areas. An EA should conveniently be covered by one enumerator in a given time period.

1.20 Enumerator
A person who collects the required data from the enumeration area through interviews or any other method of obtaining data.

1.21 Vulnerability
It is a susceptibility of a person, community, individuals, structure and service to physical, socio-economic, emotional injury or attack.
1.22 Natural Disaster
A sudden, calamitous event such as earthquake, floods, volcanic eruptions, cyclones or landslides, or an on-going misfortune such as drought or desertification not brought about by acts of human being.

1.23 Risk Assessment
Qualitative or quantitative evaluation of the danger posed to human health and/or the environment by the actual or potential presence of and exposure to particular disasters.
Chapter Two
Demographic and Social Statistical Concepts and Definitions

This chapter presents and define concepts used in demography, education, health, housing, gender, migration, law and order and traffics.

2.1 Demographic Concepts

2.1.1 Age
The difference between date of birth and any other date of reference commonly expressed in complete years. For example, a person who is 22 years and 11 months is recorded as having an age of 22 and not 23.

2.1.2 Sex
The category in which a person is grouped in reference to their reproductive functions. However, care should be taken when determining the sex of a person from either the physical appearance or attire or both especially children.

2.1.3 Marital Status
The term describes whether an adult person is married or not. If not married, it describes whether the person was married before. Categories under marital status include single, married, divorced, separated and widowed.

2.1.4 Marriage
A union or bond between a woman and a man, who become husband and wife under the laws governing marriage. In Malawi, these laws include: The Customary Marriage (Registration decree 1973); The Marriage and Divorce of Mohammedans Act; The Marriage of Africans Act; and The Hindu Marriage and Divorce Act. However, where a man and a woman are co-habiting, they should be regarded as married if they regard themselves to be so.

2.1.5 Monogamous Marriage
A situation where couples live together in a one to one ratio (i.e. one man one woman).

2.1.6 Levirate Marriage
A situation where widows are inherited.

2.1.7 Polygamous Marriage
A situation where a man is living together with to or more women that he regards as wives.

2.1.8 Cohabiting
A man and woman are not related but are living together
2.1.9 **Consensual Union**
A situation where a man and a woman staying together illegally do not regard themselves as married.

2.1.10 **Single**
A man or woman who has never been married or never been in a consensual union.

2.1.11 **Divorced**
A situation where legally married couples legally separate for life, and each stays alone thereafter. However either of the two (man or woman) can re-marry.

2.1.12 **Separated**
A situation where married couples separate from each other without legalizing the separation, and hence can re-unite after some time. However they are still regarded as married from the legal point of view.

2.1.13 **Widowed**
A situation where one partner in a marriage is dead. It applies to both monogamous and polygamous marriages. In case of polygamous marriages where the man is dead, the women are referred to as widows. However, where a man loses one of his many wives, he cannot be referred to as a widower.

2.1.14 **Child**
Legally (as per the Children’s Statute 1997), a child is a person below 18 years of age.

2.1.15 **Infant**
A newborn baby who has not attained his/her first birthday as per the reference period.

2.1.16 **Adolescent**
A person between puberty and below 18 years of age.

2.1.17 **Orphan**
A person (child) below the age of 18 years who has lost either one or both biological parents. Single orphans are those children who have lost one parent while double orphans are those who have lost both parents.

2.1.18 **Youth**
Any person aged between 18 and 30 years (As per the National Youth Council Statute 1993).
2.1.19 Adult
A person aged 18 years and above, as per the Constitution of the Republic of Malawi.

2.1.20 Older Person
A person aged 60 years and above. Previously such people used to be referred to as “the Elderly”

2.2 Education Concepts

2.2.1 Education System
The overall network of institutions and programmes through which education of all types and/or all levels is provided to the population.

2.2.2 Formal Education
The education attained in schools and institutions that follow a given Government approved curricula such as primary, secondary, tertiary.

2.2.5 Education Programme
A set of organized and purposeful learning activities with a minimum duration of one school or academic calendar, usually offered in an educational institution.

2.2.6 Course
A planned series of learning experiences in a particular subject matter.

2.2.7 Education Level
The education stages an individual would reach upon attending a certain education program(s). In Malawi there are three levels of formal education namely primary, secondary, and tertiary.

2.2.8 Pre Primary Education
Programmes at the initial stage of organized instruction, which are designed mainly to introduce groups of very young children, usually from age zero to five to provide a bridge between the home and primary education. Such programmes are variously referred to as infant education, pre-school education, or early childhood education.

2.2.9 Primary Education
Education programmes that are normally designed to give pupils basic formal education. The entry age for primary education is six years and covers eight years of full-time schooling.
2.2.10 **Secondary Education**
Education programmes immediately after the primary school level. This covers four years of instruction.

2.2.11 **Tertiary**
Education programmes at the third level after attaining secondary education such as universities, and other professional and technical colleges.

2.2.12 **Universal Primary Education (UPE)**
This is a situation where the Government allows all children in the Primary School-going age to attend primary school. This may lead to compulsory education.

2.2.13 **Compulsory Education**
A situation where children and youths of school going age are legally obliged to attend school for a given number of years. In Malawi, the legal minimum age is 6 years.

2.2.14 **School-age Population**
The number of children in the officially defined primary school age-group, whether enrolled in school or not.

2.2.15 **Pupil**
A learner who is enrolled in an educational pre and primary programme.

2.2.16 **Student**
A learner who attends any regular education for systematic instruction at any level of education.

2.2.17 **Pupil-year**
A non-monetary measure of education inputs or resources. One pupil-year denotes the resources spent to maintain a pupil in school for one year.

2.2.18 **Pupil Cohort**
A group of pupils who enter the first grade of a level of education in the same school year and subsequently experience promotion, repetition, drop-out or successful completion, each in his or her own way.

2.2.19 **Pupil-Teacher Ratio**
Total number of pupils per teacher in a given school year. This is calculated by dividing the total number of pupils enrolled by the total number of teachers in a given year.
2.2.20 **Pupil-Latrine Ratio**

The number of pupils per latrine. This is calculated by dividing the total number of pupils in the school by the total number of latrines.

2.2.21 **Pupil-Textbook Ratio**

The number of pupils per textbook. This is calculated by dividing the total number of pupils by the number of textbooks.

2.2.22 **Pupil-Classroom Ratio**

Total number of school pupils per classroom.

2.2.23 **New Entrant**

A pupil/student who enrolls an education system for the first time.

2.2.24 **Graduate**

A student who successfully completes first tertiary education irrespective of whether one was full or part time provided he/she fulfilled the awarding requirements of that institution.

2.2.25 **Grade**

A stage of instruction attained for a particular education level usually covered in a school year. For example Standard 5 (or P5) in primary level or Form 3 (or S3) in secondary level.

2.2.26 **Class**

A stage of instruction in primary or secondary school.

2.2.27 **Child Friendly School**

A school that has facilities and environment that caters for all categories (boys, girls, physically challenges, race, religion etc.) of children.

2.2.28 **Informal Education**

The education attained in schools and institutions that do not specifically follow Government approved curricula such as Early Child Development; adult literacy, out of school youth.

2.2.29 **Functional Literacy**

A situation where a person engages in any type of activity in which literacy is required for effective function.
2.2.30 Basic Education
A range of education activities that aims at meeting basic learning needs. It covers formal primary school and informal education activities.

2.2.31 Basic Learning Needs
These are essential learning tools and basic learning content required by a human being to survive, develop to full capacity, live and work with dignity, participate fully in development, improve the quality of life, make informed decisions, and continue learning. Learning tools include literacy, oral expression, numeracy, and problem solving; while basic learning content include knowledge, skills, values, and attitudes.

2.2.32 Complementary Basic Education
Education provided to individuals or group of individuals who could not attain any organized and systematic education aimed at meeting specific learning needs.

2.2.33 Literacy
The ability to write meaningfully and read with understanding in any language.

2.2.34 Adult Literacy
The ability for a person 18 years and over who can read and write meaningfully with understanding in any language

2.2.35 Literacy rate
The population aged 10 years and above who can write meaningfully and read with understanding in any language, expressed as a percentage of the total population of the same age group.

2.2.36 Coefficient of Efficiency
It is the ideal number of pupil-years required for a pupil cohort to complete a level or cycle of education to the estimated total number of pupil-years actually spent by the same pupil cohort. It is a measure of the internal efficiency of an education system. A coefficient of one indicates maximum internal efficiency.

2.2.37 Education Institution
Any establishment whose main purpose is to provide education. Such establishments are normally accredited or sanctioned by some public authority.

2.2.38 Public Educational Institutions
Education establishments which are controlled, managed and operated by a public education authority or government agency or by a governing body
(council, board, committee) most of whose members are either appointed by a public authority or elected by public vote.

2.2.39 Private Educational Institutions
Education establishments which are controlled, managed, and operated by a private body or a governing board most of whose members are not selected by a public agency or elected by public vote. Private educational institutions may be operated by a non-governmental organization or association, a religious body, a special interest group, a foundation, or a business enterprise, on either a profit or non-profit basis. Private educational institutions operate within generally acceptable regulations (they have to follow guidelines followed by public institutions).

2.2.40 Teacher
A person who, in his/her professional capacity, guides and directs learners in gaining knowledge, attitudes and skills that are stipulated by a defined curriculum programme.

2.2.41 Full-Time Teacher
A teacher who is engaged on full time basis according to official regulations in the country.

2.2.42 Part-Time Teacher
A teacher engaged to meet a specific shortfall for subject(s) need for a limited time.

2.2.43 Pedagogical Staff
This is non-teaching staff like headmasters (head teacher) and school administrators, supervisors, school health personnel and librarians working in education institutions

2.2.44 Enrolment
Pupils whose names appear on the school register.

2.2.45 Gross Enrolment Ratio (GER)
The total enrolment of pupils in a grade or cycle or level of education, regardless of age, expressed as percentage of the corresponding eligible official age-group population in a given school year.

2.2.46 Net Enrolment Ratio (NER)
The number of pupils in the official school-age group expressed as a percentage of the total population in that age group. In Malawi, the official ages are 6-13 for primary and 14-17 for secondary school.
2.2.47 **Crude Enrolment Ratio**  
Enrolment at all levels of education to the total population. It is obtained by total enrolment at all levels (crude enrolment) divided by the total population. Where, enrolment includes those attending primary, secondary and tertiary institutions.

2.2.48 **Grade Specific Enrolment Ratio**  
Enrolment in a specific class by specific age to the total population of the same age group.

2.2.49 **Accessibility Rate**  
The number of children with access to schooling to the total population of the official school admission age.

2.2.50 **Intake Rate**  
The number of children, out of all children of admission age (6 years), who are joining school for the first time.

2.2.51 **Late Starters Rate**  
The total number of new entrants to standard 1 at primary level, who are over the official admission age (over 6 years), divided by the total population of official admission age.

2.2.52 **Transition Rate**  
The number of pupils who progress from the final grade of one level to the first grade of the next level, expressed as a percentage of those enrolled in the final grade of the preceding school year. For example, from standard 8 to form 1.

2.2.53 **Dropout Rate**  
The percentage of pupils enrolled in a given grade or cycle or level of education in a given school year who have left school either voluntarily or otherwise.

2.2.54 **Repeater**  
A pupil/student who is enrolled in the same grade for more than one school year.

2.2.55 **Repetition Rate**  
The number of pupils who repeat a class in a year out of the enrolment in the same class in the previous year.
2.2.56 Retention Rate
The number of learners who complete a cycle out of the total number of learners who started the cycle (excluding transfers out). For programmes of study of two years or more, retention is calculated across the whole programme, i.e. from the start to the end of the qualification. The retention rate (completers only) will be lower than the retention rate (inc. continuers) when a significant amount of learners are recorded as "continuing or intending to continue the learning activities leading to the qualification aim" beyond their expected end date.

2.2.57 Promotion Rate
The number of pupils advancing to the next grade in the following school year out of the total number of pupils in a class/grade.

2.2.58 Out-of-School Children
Children in the official school-age group who are not enrolled in school.

2.2.59 Early Childhood Development (ECD)
Programmes offering a structured and purposeful set of learning activities either in a formal institution (pre-school) or as part of a non-formal childcare programme.

2.2.60 Educational Survival Rate
The percentage of a pupil cohort that enters together in the first grade of primary education that reaches a given grade (e.g. Standard 5) or the final grade of an education cycle either with or without repeating a grade.

2.2.61 Special Needs Education
Education interventions and other support designed to address special learning needs. This term has come to replace the older term ‘special education’, which referred mainly to the education of children with disabilities, usually in special schools or institutions. Moreover, the concept of ‘children with special education needs’ now extends beyond those who have physical or other disabilities to cover also pupils who are failing in school for a variety of other reasons.

2.3 Health Concepts

2.3.1 Health
It is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.
2.3.2 **Anthropometry**
The measure of nutritional status of children less than five years (0-59 month) through use of their age, height and weight. This helps in determining the level of stunting, wasting, and underweight in these children. “Stunting” is a situation where one’s height is too low for his/her age, “Wasting” is a situation where one’s weight is too low for his/her height, while “Underweight” is where a person is too light for his/her age.

2.3.3 **Vital Events**
Events that are essential to the existence or continuity of life. Internationally, "Vital Events" include live births, deaths, foetal deaths, marriages, divorces, adoptions, legitimateness, recognitions, annulments, and legal separations. These vital events affect the continuity or destruction of a population.

2.3.4 **Vital Statistics Registration System**
This is the legal registration, statistical recording and reporting of the occurrence of, and the collection, compilation, analysis, presentation, and distribution of statistics pertaining to 'Vital events'. This includes live births, deaths, foetal deaths, marriages, divorces, adoptions, legitimations, recognitions, annulments and legal separations.

2.3.5 **Civil Registration**
This is the registration of vital statistics including other events of a community of citizens, their government, or their interrelations that are not military or religious such as registration of visitors. The words "Vital Registration" and "Civil Registration" are sometimes used interchangeably. Civil registration may include the registration of other events in addition to "Vital events".

2.3.6 **Live Birth**
The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles. Each product of such a birth is considered live-born.

2.3.7 **Still Birth**
Birth of a baby showing no signs of life. For inter-comparisons of pre-natal mortality rates only such still born infants with a birth weight of 1000g or more are included.
2.3.8 Birth Rate
The number of live births observed in a population out of the size of the population during the reference period. The rate is usually stated per 1000 and the most usual period is one year.

2.3.9 Crude Birth Rate
The total number of live-births per 1000 mid-year population of a specific year.

2.3.10 Age-Specific Fertility Rate
The number of live births in a given year per 1000 women or per woman in each child bearing age group from 15-19 up to 45 – 49.

2.3.11 Total Fertility Rate
Average number of children born alive to a woman during her life time if she were to bear children at each age in accordance with the prevailing Age-specific fertility rates. It is obtained by summing up all Age-specific fertility rates for each year of the childbearing span.

2.3.12 Contraceptive Prevalence Rate
The number of men/women of reproductive age who are using contraception per 100 men/women of reproductive age.

2.3.13 Death
The permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation).

2.3.14 Crude Death Rate
The number of death in a year per 1000 mid-year population of a specific year. It is the ratio of annual number of deaths out of the number exposed to the risk of dying during the reference period. The population could be that of a country, region, district etc. There are other death rates such as Age Specific Death rates and Cause Specific death rates.

2.3.15 Age Specific Death Rate
The number of deaths at a specified age or age group per 1000 of the population of that age or age group.

Age-specific death rate (ASDR) is calculated as
\[
\text{Number of deaths among residents age 25 – 34 in an area in a year x 100,000}
\]
\[
\text{Average (for mid year) population 25 – 34 in the area in that year}
\]
2.3.16 Cause Specific Death Rate
A mortality rate indicating the number of deaths attributable to a specific health problem/disease in a given time period (usually expressed per 100,000 population per year).

2.3.17 Infant Mortality
Permanent disappearance of evidence of life of children under the age of 5. The following are childhood mortality rates defined according to ages:

a) Neonatal mortality rate: the probability of dying within the first month of life.
b) Post neonatal mortality rate: the arithmetic difference between infant and neonatal mortality.
c) Infant mortality rate: The probability of dying between exact ages one and the fifth birthday.
d) Under-five mortality rate: The probability of dying between birth and fifth birthday.

All rates are expressed as deaths per 1,000 live births, except child mortality, which is expressed as deaths per 1,000 children surviving to the first birthday. It is rare however to come across 1,000 births on the same day and follow their death pattern until their first birthday. This rate is therefore estimated using statistical and/or demographic techniques.

2.3.18 Foetal Mortality
Death of foetus prior to the complete expulsion or extraction from its mother, for example, still-births.

2.3.19 Maternal Mortality Rate
The number of female deaths that occurred during pregnancy, child-birth, or within 42 days of termination of pregnancy because of any cause related to or aggravated by the pregnancy or its management but not from accidental or incidental causes per 100,000 live births in that year.

2.3.20 Life Expectancy
An estimate of the average number of additional years a person could expect to live if the age specific death rates for a given year prevailed for the rest of his/her life. This can be derived for either male or female and is, in most populations, slightly higher for females. The commonly used life expectancy is that at birth. Life expectancy can be derived at any other age based on the current death rates.
2.3.21 Survival Status
It is a condition where a particular group is followed from birth and declines over time as members die.

2.3.22 Survival rate
The proportion of persons in a specified group (age, sex, or health status) alive at the beginning of an interval (such as 5-year period) who survive to the end of the interval. It is also defined as the proportion of living cases to cases of the disease for a defined period of time.

2.3.23 Morbidity
The frequency of disease, illness, injuries, and disabilities in a population.

a) Morbidity Incidence rate: Number of persons contracting a disease per 1,000 population at risk, for a given period of time.

b) Morbidity Prevalence Rate: Number of persons having a particular disease at a given point in time per 1,000 population at risk.

2.3.24 Disability
Loss or limitation of opportunities to take part in everyday life on equal level with others due to impairment.

2.3.25 Impairment
Any loss or abnormality of psychological or anatomical structure of a function.

2.3.26 Handicap
A disadvantage for a given individual, resulting from impairment or a disability, that limits or prevents the fulfillment of a role that is normal (depending on age, sex, socio-cultural and environmental factors) for that individual.

2.3.27 Out-Patient Department (OPD) Utilization Rate
The number of new attendance and re-attendance per catchment population for the year in question (or catchment population divided by four for the quarter) expressed as a percentage. This rate is used to measure whether or not the functionality of the Out Patient Department (OPD) is good and whether the OPD services are being sufficiently utilised.

2.3.28 Bed Occupancy Rate (BOR)
The number of patient bed days in a given period (e.g. quarter or year) divided by the product of number of beds in an institution and number of days in time period under review. It is usually expressed in percentage terms. It measures the extent to which inpatient facilities are being utilized.
2.3.29 **Patient Bed Days**

The total number of days that patients were admitted to a healthy facility. This is a product of total admissions and total duration of stay.

2.3.30 **Malaria-Case Fatality Rate in Children under 5 years**

The number of deaths in children less than 5 years due to malaria in health unit(s) out of the number of cases of diagnosed malaria among children under 5 years admitted to health unit(s) during a specified time period.

2.3.31 **Acute Respiratory Infection (ARI) - Pneumonia Case Fatality Rate**

The number of deaths due to pneumonia in health units out of the number of cases of diagnosed pneumonia admitted to health units during a specified time period. The result is expressed as a percentage.

2.3.32 **Pneumonia Death**

Death from ARI-pneumonia among patients admitted to the inpatient department. Deaths, which occur in the OPD or outside of health units, are not counted in this indicator.

Cases of diagnosed pneumonia are those inpatients whose diagnosis on discharge (or final diagnosis) is pneumonia. Cases detected in the OPD or in the community but that are not admitted to the inpatient department are not counted in this indicator.

2.3.33 **Diarrhea Death**

A death from diarrhea among patients admitted to the inpatient department. Deaths that occur in the OPD or outside of health units are not counted in this indicator. Diarrhea is defined as three or more loose or watery stools (take the shape of a container) in a 24-hour period.

2.3.34 **Diarrhea Case Fatality Rate**

The number of deaths due to diarrhea in health units out of the number of cases of diagnosed diarrhea cases admitted to health units during a specified time period. The rate is expressed in percentage terms.

2.3.35 **Reproductive Health**

A complete physical, mental and social well being in all matters relating to reproductive system and its functions and processes. WHO includes the term not limited to absence of disease at all stages of life.

2.3.36 **Antenatal Attendance Coverage**

The number of new clients at Antenatal clinic out of the total number of estimated pregnancies in the service population. The resultant ratio is expressed
in percentage terms. It is also used to determine the extent to which pregnant women are attending the Antenatal clinic.

2.3.37 Tetanus Toxoid (TT) Coverage
Number of TT1, TT2, TT3, TT4, and TT5 doses given to pregnant women out of the number of expected pregnancies in the same period. The coverage of pregnant women attending Antenatal clinic with TT vaccine is an indicator of quality of care. Ideally, it is important to know the % of women in the entire country whose pregnancies (and therefore newborn babies) are protected.

2.3.38 Delivery in Health Facility
Births that take place in a maternity ward of health centres, clinics and hospitals. A delivery that occurs before arriving at a facility but is then seen at the facility for follow-up care is not included in this indicator.

2.3.39 Birth Attended by Skilled Health Staff
The number of deliveries attended by personnel trained to give the necessary supervision, care and advice to women during pregnancy, labour, and the post partum period, to conduct deliveries on their own, and to care for the newborns.

2.3.40 Immunization Rate
The full vaccination coverage of children under one year of age for two of the target diseases of the Expanded Programme of Immunization (EPI) – measles, DPT (diphtheria, pertussis and tetanus).

2.3.41 BCG Immunization Coverage
The number of children under one year of age who have received BCG immunization expressed as a percentage of the number of children under one year or expected births in the absence of true census of children under one year of age.

2.3.42 Measles Immunization Coverage
The number of children under one year of age who have received the 1st dose of measles vaccines out of the total number of children under 1 year or expected births in the absence of population census.

2.3.43 Access to the Minimum Health Care Package
The number of people residing within 5 kilometers of a health facility that provides the National Minimum Health Care Package (NMHCP) divided by the total catchment area population.
2.3.44 Population Satisfied with Health Services
The number of people surveyed expressing satisfaction with health services divided by the total population surveyed. It measures whether the population is satisfied with health services and is expressed in percentage terms.

2.3.45 Access to Safe Water
Access to adequate amounts (20 litres per person per day minimum) of safe drinking water (treated surface water or uncontaminated borehole / protected well water) within a convenient distance from the user’s dwelling (within a walking distance of not more than half a kilometer).

2.3.46 Outreach Activity
A visit by staff from the health unit(s) to a community to conduct preventive and promote activities such as immunization, growth monitoring, family planning, etc.

2.3.47 Essential Drugs
Selected drugs that are meant to address the most prevalent diseases in a cost effective manner within a given geographical area. Essential Drugs for monitoring the Health Sector Support Programme (HSSP) include La tablets, Cotrimoxazole tablets (Septrin), measles vaccines and ORS sachets etc.

2.3.48 Total Client Contacts
These are all persons who have visited the health facility for health services. They include OPD new attendance and re-attendance, all Antenatal new clients and re-attendance, all Postnatal Visits, all Immunization doses, and all Family Planning new users and revisits.

2.3.49 Endemic
An outbreak of an infectious disease that affects people or animals over an specified locality.

2.3.50 Pandemic
An outbreak of an infectious disease that affects people or animals over an extensive geographical area.

2.3.51 Epidemic
The occurrence in a community or region of cases of an illness specific health related behavior or other health related events clearly in excess of normal expectancy. The number of cases indicating the presence of an epidemic varies according to agent, size, and type of population exposed; previous experience or lack of exposure to the disease; and time and place of occurrence.
Epidemicity is thus relative to usual frequency of the disease in the same area, among the specified population, at the same season of the year. A single case of a communicable disease long absent from a population, or first invasion by a disease not previously recognized in that area requires immediate reporting and full field investigation; two cases of such a disease associated in time and place may be sufficient evidence to be considered an epidemic.

2.3.52 Doctor-Patient Ratio
The number of patients per registered doctor

2.3.53 Catchment/Service Area
Region from which the clients of a particular health facility are drawn.

2.3.54 Community Health Workers
Workers who respond to national definition of health care providers and are neither physicians nor midwives, nurses, dentists or pharmacists.

2.3.55 Attack Rate
Number of cases of a disease that develop during a defined period to the number in the population at risk at start of the period.

2.3.56 Prevalence Rate (p)
Number of people with a disease or condition to number of people in the population at risk at a specified time. The prevalence rate is often expressed as cases per 1,000 or 100 population. In this case, P has to be multiplied by the appropriate factor $10^n$. It is sometimes more convenient to use the “period prevalence rate”.

\[
p = \frac{\text{Number of people who get a disease in a specified period (x } 10^n\text{)}}{\text{Number of people in the population at risk at a specified time}}
\]

2.3.57 Prevalence of a Disease
Number of specific cases in a defined population at a specified point of time.

2.3.58 Point Prevalence
Proportion of individuals in a specified population at risk who have a disease of interest at a given point in time.

2.3.59 Period Prevalence
Proportion of individuals in a specified population at risk who have a disease of interest at a specified period of time.
2.3.60 Incidence Rate (I)

The number of new cases occurring in a given period in a specified population. The incidence rate takes into account the variable time periods during which individuals are disease-free and thus at risk of developing the disease. Since it may not be possible to measure disease-free periods precisely, the denominator is often calculated approximately by multiplying the average size of the study population by the length of the study period.

\[ I = \frac{\text{Number of people with the disease or condition at a specific time (x 10^n)}}{\text{Sum of the length of time during which each person in the population is at risk}} \]

2.3.61 Cumulative Incidence Rate (CI)

This is a simpler measure of the occurrence of a disease or health status. Unlike incidence rate, it measures the denominator only at the beginning of a study. Cumulative incidence rate is often presented as per 1000 population.

\[ CI = \frac{\text{Number of people who get a disease during a specified period (x 10^n)}}{\text{Number of people free of the disease in the population at risk at the beginning of the period}} \]

2.3.62 Risk/Relative Ratio

The ratio of risk of occurrence of a disease among exposed people to that disease among the unexposed. The risk ratio is used in assessing the likelihood that an association represents a causal relationship. For example if the population of a locality is 50 persons comprising 30 females and 20 males. If 30% of females and 20% of males have malaria, then the risk ratio is calculated as: 6/20 divided by 6/30. Then risk ratio is 0.67.

2.3.63 Standardized mortality ratio

This is a special type of risk ratio in which the observed mortality pattern in a group is compared with what would have been expected if the age-specific mortality rates had been the same as in a specified reference population. The procedure, called indirect standardization, adjusts for differences in age distribution between the study and reference population.

2.3.64 Risk Difference/Excess/Absolute Risk

It is the difference in rates of occurrence between exposed and unexposed groups. It is a useful measure of the extent of public health problem caused by the exposure.

2.3.65 Case Fatality Rate

It is a measure of the severity of a disease and is defined as the proportion of cases of a specified disease or condition which are fatal within a specified time. This is strictly speaking, the fatality/case ratio, but is often called the case-fatality rate.
2.3.66 Risk of Disease
This is a proportion of the exposed population to the whole population.

2.3.67 Population Attributable Risk (PAR)
This is the occurrence of a disease in a population that is associated with (or attributed to) an exposure to risk factor.

\[ PAR = \frac{I_p - I_u}{I_p} \]
Where \( I_p \) is the incidence rate of the disease in the total population and \( I_u \) is the incidence rate of the disease among the unexposed group

2.3.68 Population Exposed
The number of persons at risk of a disease.

2.3.69 Odds of a Disease (OD)
The ratio of diseased to non-diseased. It is calculated as follows:

\[ OD = \frac{d}{N-d} ; \text{ Where } N = \text{ entire population and } d = \text{ diseased.} \]

2.3.70 Odds Ratio (OR)
Is the ratio of the odds of exposure among the cases to the odds in favour of exposure among controls. The odds ratio is similar to the risk ratio particularly if a disease is rare.

2.3.71 Transmission Rate
It is the speed of spread of an infectious agent through the environment or to another person.

2.3.72 Specificity
The proportion of truly healthy people in the screened population who are so identified by the screening test. The probability of a positive test in people without the disease.

2.3.73 Sensitivity
The proportion of truly ill people in the screened population who are identified as ill by the screening test. The probability of a positive test in people with the disease.
2.3.74 Positive Predictive Value
The probability of the person having the disease when the test is positive.

2.3.75 Negative Predictive Value
The probability of the person not having the disease when the test is negative.

2.4 Housing Concepts

2.4.1 House
A house is a structure/building designed for residential or non-residential purposes or both and may be occupied or not.

2.4.2 Building
Any independent, free-standing structure comprising one or more rooms or other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundations to the roof. A building may consist of a roof with supports only, that is, without constructed walls. In some cases, a roofless structure consisting of a space enclosed by walls may be considered a building. It may be used as living quarters or for industrial purposes exclusively, or it may be partially used for both purposes. Buildings used entirely or primarily for agricultural purposes such as warehouses, stores, stables, barns, office building, etc. are classified as non-residential buildings.

2.4.3 Housing Unit
A separate and independent place of abode, intended for habitation by one household, or one not intended for habitation but occupied as living quarters by a household at the time of enumeration.

2.4.4 Dwelling Unit
A constructed unit or building comprising one or more rooms or other spaces, covered by a roof and usually enclosed within external walls or dividing walls, which extend from the foundation to the roof.

2.4.5 Permanent Dwelling Units
These are built with durable materials (wall, floor and roof) that can maintain their stability for at least 15 years.

2.4.6 Semi-permanent Dwelling Units
These are dwelling units built with a combination of durable materials and require regular maintenance.
2.4.7 **Temporary Dwelling Unit**
A dwelling unit that is provided in response to emergency situations or for temporary relocation purposes or intended to be occupied for limited time only.

2.4.8 **Residential building**
A building for which the major part (more than 50% of its gross floor area) is built for dwelling purposes, i.e. for habitation of households.

2.4.9 **Non Residential building**
A building where more than 50% of floor space area is not intended for dwelling but for other purposes such as commercial or industrial or for provision of services i.e. factories, office building, government buildings, garages, warehouses, barns etc. It also covers buildings for persons living in institutions, such as hospitals, prisons, military establishments and others.

2.4.10 **Condominium**
A multi-family dwelling in which each unit is individually owned but the land and common areas and facilities are owned and maintained by all owners on a pro-rated share basis.

2.4.11 **Tenement**
A low-rent apartment building located in a slum, often ageing and in sub-standard condition, poorly maintained, over-crowded and meeting minimum safety.

2.4.12 **Shack**
A small, rough hut or shabby old house.

2.4.13 **Room**
A space in a housing unit or other living quarters enclosed by walls reaching from the floor to the ceiling or roof covering, or at least to a height of 2 metres, of a size large enough to hold a bed for an adult, that is at least 4 square metres. Passage ways, verandahs, lobbies, bath-rooms, and toilet rooms are not expected to be counted as rooms, even if they meet the criteria.

2.4.14 **Kitchen**
A room or space in a dwelling, set apart for storage of food and various operations involved in preparation and service of meals and cleaning of dishes and cooking utensils.
2.4.15 Toilet
An installation for the disposal of human excreta. This category includes three sub-categories:

a) **Flush toilet** is an installation connected with piped water, arranged for humans to discharge their wastes and from which wastes are flushed by water.

b) **Ventilated Improved Latrine (VIP)** is a latrine with a pipe inserted to get rid of foul smells and flies.

c) **Pit Latrine** is a toilet made by digging a ground hole for deposit of excreta.

2.4.16 Tenure
The right, terms or mode of holding or occupying property, whether owner-occupied, rental or co-ownership.

2.4.17 Tenant or Renter
An occupant of land or building in subordination to owner’s title and with the owner’s assent, who holds real estate under lease, who pays rent in return for the right to occupy land or building, who holds or possesses land or building by title.

2.4.18 Rent
The charge for use of land, buildings or other real property, payable by a tenant to a landlord at regular intervals, usually monthly.

2.4.19 Institutions
Any set of premises in a structure designed to house groups (usually large) of persons who are bound by either a common public objective or a common personal interest. In this type of living quarters, persons of the same sex frequently share dormitories. Hospitals, barracks, boarding schools, convents, prisons etc. fall within this category.

2.4.20 Camps
A set of premises originally intended for accommodation of persons with common activities or interests, e.g. military camps, refugee camps and camps established for the housing of workers in mining, agriculture, public works or other types of enterprises.

2.4.21 Slum
A predominantly residential area characterized by high population densities, deteriorated buildings, littered streets, unsanitary and hazardous conditions and economic distress.
2.5 Gender Concepts

2.5.1 Sex
Biological determined difference between male and female.

2.5.2 Gender
Socially constructed roles, relationships, responsibilities, status and privileges assigned to women, men, boys and girls in a given culture or location. It is learnt through the process of socialization. Gender relations are dynamic, changeable and vary from culture to culture.

2.5.3 Gender Roles
Are culturally defined roles and responsibilities to which women and men are socialized to conform to and are affected by age class, religion, ethnicity, political environment, education, technology among others.

2.5.4 Gender Analysis
The process of identifying and classifying the roles of women and men in a given economic activity, their relations, access to and control over resources and benefits. It also includes a systematic examination of the different impacts (potential and/or actual) of a development programme on women and men.

2.5.5 Gender Desegregated Data
Information about socially defined roles and activities of women and men in any social or economic activity.

2.5.6 Sex Desegregated Data
A quantitative statistical information that is classified by sex i.e. female or male.

2.5.7 Productive Gender Roles
The production of goods and services (by women and men), which have a potential direct or indirect monetary gain to an economic unit.

2.5.8 Reproductive Gender Roles
The care and maintenance of the household and its members, including the rearing of children, preparing food, fetching water and fuel etc.

2.5.9 Community Management Roles
The roles performed within the community as part of social responsibility, for example, maintaining water source, attending funerals and others.
2.5.10 **Practical Gender Needs**

The different needs of women and men that when met, enables them to carry out their socially and culturally defined roles efficiently and effectively. These needs are short term and can be addressed through practical solutions such as provision of a borehole in a village where women walk a long distance to collect water.

2.5.11 **Strategic Gender Needs**

They are long term needs of men, women, boys and girls that are aimed at improving their subordinates positions in society e.g. education and training.

2.5.12 **Gender Mainstreaming**

Systematically ensuring that gender considerations are placed at the centre of policies, programs, projects, processes, budgets, legal instruments and activities.

2.5.13 **Gender Gaps**

Refers to quantitative or qualitative differences between women and men, boys and girls in terms of access and control of resources. Also refers to measures of gender inequality on any social economic indicator.

2.5.14 **Gender Equity**

Is the state of being fair and socially just / impartial among all people regardless of sex in the utilization of resources and benefits.

2.5.15 **Gender Equality**

Absence of discrimination in resource allocation, power, opportunity, benefits or access to services on the grounds of a person’s gender.

2.5.16 **Gender Concern**

Disparities which arise from different situations due to one’s gender and the one affected does not often recognize it as a problem or talk about it.

2.5.17 **Empowerment**

The Process of building capacities to enable women, men, boys and girls to exercise control over their lives.

2.5.18 **Gender Empowerment Measure**

Measure of inequalities between men's and women's opportunities in a country. It combines inequalities in three areas: political participation and decision making; economic participation and decision making; and power over economic resources.
2.5.19 Gender Bias
Means favouring one sex over/against the other.

2.5.20 Social Construct
The ways in which individuals and groups create their perceived reality. As an approach, it involves looking at the ways social phenomena are created, institutionalized, and made into tradition by humans. Within the gender context social construct refers to how society ascribes roles, responsibilities and expectations to males and females within the cultural context.

2.5.21 Culture
The values, morals, customs, traditions, practices, knowledge and skills transmitted both within and across generations.

2.5.22 Cultural Industries
Business involved in the production and distribution of creative products, which convey ideas, messages, symbols, opinions and information of moral and aesthetic values.

2.5.23 Indigenous knowledge
The unique, traditional, local knowledge existing within and developed around the specific conditions of women and men in a particular geographical area.

2.5.24 Human Rights
Inherent claims to social arrangements that protect each and every person from abuses and deprivation that would prevent them from attaining their full potential.

2.5.25 Income Generating Activities (IGAs)
Productive initiatives engaged by individuals or groups for monetary gains. IGAs also refers to small scale projects that create an income source to individual beneficiaries or beneficiary groups while promoting the principal right to self-determination and the objectives of integration, repatriation and re-integration.

2.5.26 Safety Nets
Non-contributory transfer programs seeking to prevent the poor or those vulnerable to shocks and poverty from falling below a certain poverty level.

2.5.27 Social Development
Human progress that is equitable and empowers poor and vulnerable groups to participate effectively in development initiatives that affect their lives.
2.5.28 Social Protection
The formal and informal initiatives that provide assistance to the extremely poor individuals and households; services to groups who need special attention or would otherwise be denied access to basic services. It is an insurance to protect against risks and consequences of livelihood shocks.

2.5.29 Gender budgeting
Are about engendering the national budget - thus ensuring that both women and men, girls and boys are beneficiaries of the public resources rather than regarding women as “special interest group”.

2.5.30 Gender awareness
Refers to a state of knowledge of the differences in roles and relationships of women and men and how this results in differences in power relations, status, privileges and needs. It is also the ability to identify gaps or disparities between women, men boys and girls in their roles, relationship or status as well as needs.

2.5.31 Gender issues
Refers to a situation when inequality and differences exist between men and women, boys and girls purely on the basis of being male or female. It is also when a grievance is felt by one sex that their needs are not being met or there is unfair treatment.

2.5.32 Gender balance
Equal representation and decision making power of men, women, boys and girls in any intervention or development undertaking.

2.5.33 Sex roles
Gender is defined as socially constructed roles, relationships, responsibilities, status and privileges assigned to women, men, boys and girls in a given culture or location. It is learned through the process of socialization. Gender relations are dynamic, changeable and vary from culture to culture.

2.5.34 Gender Stereotype
Refers to accepted beliefs and perceptions of males and females, which are generally accepted as true.

2.5.35 Gender Blindness
Failure to recognise that men, women, boys and girls have different needs.

2.5.36 Gender sensitivity/Awareness/Perspective
The understanding of social determined differences between women and men that lead to inequalities in their respective access to and control of resources.
and benefits. Gender sensitivity approach includes the willingness to address those inequalities through strategies and actions for social and economic development.

2.5.37 **Gender responsiveness**
Refers to actions/plans that are consistently sensitive to and address peculiar/specific needs of women and men, and girls and boys.

2.5.38 **Gender planning**
A process of applying the results of gender analysis to bridge the gaps/inequalities identified between women and men, through the planning process at various levels: department/divisional plans, sectoral/regional plans and national development plans. Gender planning includes taking appropriate action to bring marginalised groups up to an equal standing with others.

2.5.39 **Gender perspective**
Means taking into consideration the impact of policies, legislation, programmes on women, men girls and boys.

2.5.40 **Gender Sensitive Budgeting Processes**
These are systematic steps that are taken during budgeting processes to ensure that the needs of women, men and other special interest groups are taken into consideration during resource allocation and expenditure.

2.5.41 **Engender**
Means to make something to be gender sensitive or responsive.

2.5.42 **Social Construction of Gender**
Refers to the systematic processes and institutions which society uses to ascribe roles, responsibilities and expectations to males and females within the cultural context. It is a process through which the community’s wisdom, philosophies, customs and skills are learned, accepted and internalised. It is a process of learning what the society defines as “good” and “bad” and these are passed on from one generation to the other. Some common terms used under social construction of gender are: culture, society, ideologies, patriarch and matriarch.

2.5.43 **Culture**
The way and pattern of life, which includes the past and present. It includes languages, folk roles, beliefs, tradition, taboos and customs of the society.
2.5.44 Society
A group/mass of people, living together with shared history, traditions, economic systems, political order, value system, and ideologies. The culture of people determines what they expect of their men and women.

2.5.45 Ideologies
The system of thought or principles and values which determines societal practices, for example marriages and inheritance.

2.5.46 Patriarch
A social system in which the eldest man is the head of the family and passes power and possession to the son, men hold all the power and uses it to fit themselves.

2.5.47 Matriarch
A social system in which the eldest woman is the head of the family and passes power and possession to the daughter. However, men are still consulted when it comes to making decisions in matrilineal systems.

2.6 Migration Concepts

2.6.1 Migration
The movement of persons from their usual place of environment to another place to stay there permanently or temporarily. There are two broad categories of movements namely, internal migration and international migration.

2.6.2 Internal Migration
The movement of persons within national boundaries.

2.6.3 International Migration
Movement of people across the national boundaries and stay in the host state. It has two components, namely, emigration and immigration.

2.6.4 Immigration
The movement of non-native people into a country in order to settle therein.

2.6.5 Emigration
The movement of Malawian nationals into another country to settle permanently or temporarily.

2.6.6 Life Time Migrant
A person who migrates from one place to another to stay there permanently.
2.6.7 **Return Migrant**
A person who having the nationality of one country and is entering the same having spent a specific period of time abroad and is returning with the intention of staying in his/her country of nationality.

2.6.8 **Resident**
Non-citizen allowed by the state to have his/her temporary or permanent residence within its political boundaries.

2.6.9 **Visa**
An endorsement in a passport or similar travel document, signifying that the document is in order and permitting its bearer to travel into or through the country of the government issuing it.

2.6.10 **Passport**
An official document issued by a government, identifying an individual, granting him/her permission to travel abroad, and requesting the protection of the other governments for him/her.

2.6.11 **Certificates of identity**
A document issued to any person who is lawfully resident in Malawi and who, desiring to proceed thereout with the intention of returning thereto, is for any reason apprehensive that he will be unable to prove on his return that he is not a prohibited immigrant.

2.6.12 **Permanent residence permit**
A permit that is issued to a person allowing him/her to reside indefinitely within a country of which he or she is not a citizen.

2.6.13 **Temporary residence permit**
A permit that is issued to a person who has complied with all the prescribed requirements and it is valid for such a period as may be stated therein but which shall not in any event exceed six months.

2.6.14 **Business residence permit**
A permit which is issued to a person who wishes to reside in Malawi for the purpose of carrying on a business, practicing a profession or engaging in an occupation, for gain, profit or reward, as a self-employed person or a partner or a proprietor of that business, professional practice or occupation.
2.6.15 **Temporary employment permit**
A permit which is issued to a person who wishes to reside within an area in Malawi specified by authorities, for the purposes of engaging in an occupation specified by the authorities.

2.6.16 **Visitor’s permit**
A permit that is issued to a person who wishes to enter Malawi as a bona fide tourist or visitor.

2.6.17 **Illegal Immigrant**
A foreigner who has entered or resides in a country unlawfully or without the country's authorization.

2.6.18 **Irregular migrants**
The stock of migrants in a country who are not entitled to reside there, because they either do not have a legal residence permit or have overstayed their time-limited permit.

2.6.19 **Prohibited Immigrant**
A person whose entry into and presence into Malawi is deemed unlawful.

2.6.20 **Temporary Permit**
A permit that is issued to any prohibited immigrant authorizing him/her to enter Malawi for temporary residence therein or to travel through Malawi upon such conditions as may be prescribed by the authorities.

2.6.21 **Deportation**
The expulsion of a person or group of people from a country.

2.6.22 **Repatriation**
Restoring or returning to the country of birth, citizenship, or origin.

2.6.23 **Citizen**
A native or naturalized person who owes allegiance to a government and is entitled to protection from it.

2.6.24 **Citizenship**
The state of being vested with the rights, privileges, and duties of a citizen.

2.6.25 **Refugee**
A person owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or unwilling to
avail himself of the protection of that country; or who, not having a nationality and being outside the country of his former habitual residence as a result of such events is unable or, owing to such fear, is unwilling to return to that country

2.6.26 Asylum Seeker
A person who, from fear of persecution for reasons of race, religion, social group, or political opinion, has crossed an international frontier into a country in which he or she hopes to be granted refugee status

2.7 Law and Order Concepts

2.7.1 Crime
An act or an omission that is forbidden by law, may be prosecuted by the state and has a punishment that is prescribed by law.

2.7.2 Homicide
It is the act of a human being, taking away the life of another human being. A homicide may be lawful (and therefore not punishable) or unlawful (therefore attract Penal Provisions). Unlawful homicide is categorized into murder and man-slaughter.

2.7.3 Murder
Intentional killing of another person by unlawful act or omission.

2.7.4 Man-slaughter
The unlawful killing of another person without malice or aforethought.

2.7.5 Robbery
The act of stealing anything, and, at or immediately before or immediately after the time of stealing it, using or threatening to use actual violence to any person or property in order to obtain or retain the things stolen or prevent or overcome resistance to its being stolen or retained.

2.7.6 Aggravated Robbery
A robbery where a deadly weapon is involved. Deadly weapons include any instrument made or adapted for shooting, stabbing or cutting and any instrument which, when used for offensive purposes, is likely to cause death.

2.7.7 Simple Robbery
A robbery where a deadly weapon is not involved or used.
2.7.8 Rape
The act of having unlawful carnal knowledge of a woman or a girl without her consent, or with her consent if the consent is obtained by force, fraud or by means of threats or intimidation of any kind.

2.7.9 Defilement
The act of having sexual intercourse with a girl under the age of sixteen years. Defilement also refers to having carnal knowledge knowingly with a girl known to be an idiot or imbecile, or to have carnal knowledge of her under circumstances not amounting to rape, but which prove that the offender knew at the time of the commission of the offence that the woman or girl is an idiot or imbecile.

2.7.10 Indecent Assault/Conduct
The act of intentionally offending or insulting the modesty of any woman or girl by uttering any word, making any sound or gesture or exhibits any object, intending that such word or sound shall be heard, or that the gesture or the object shall be seen, by such woman or girl, or intrude upon the privacy of such woman or girl.

2.7.11 Incest
Sexual intercourse between close relatives that is usually illegal in the jurisdiction where it takes place and/or it is conventionally considered a taboo.

2.7.12 Bestiality
The act of having carnal knowledge of animal(s).

2.7.13 Theft
The act of stealing or fraudulently taking something from somebody without his/her consent.

2.7.14 Burglary
The act of breaking into or entering at night, in any building, tent or vessel used as a human dwelling, with intent to commit any offence.

2.7.15 House Breaking
The act of breaking into or entering during the day, in any building, tent or vessel used as a human dwelling, with intent to commit any offence.

2.7.16 Assault
The intentional application of force to the person of another without consent, or the threat of using force by some act of gesture if the person threatening
creates an apprehension in another of an imminent harmful or offensive contacts.

2.7.17 Common Assault
Assault where force involved or applied is slight for example pushing or slapping.

2.7.18 Aggravated Assault
An assault that is involving grievous harm. Grievous harm means any harm which amounts to a maim or dangerous harm, or a seriously or permanently injures the health or which is likely to injure health, or which extends to permanent disfigurement. Normally, an expert doctor is used to decide on whether an injury amounts to grievous harm.

2.7.19 Embezzlement
The act of dishonestly appropriating or fraudulent conversion of another’s property by a person who is in a position of trust such as:

a) an employee, servant or officer of Government or public body;
b) a director, officer or employee of a company or corporation;
c) a clerk or servant employed by any person, association or a religious or other organizations; or
d) a member of an association, religious or other organization.

2.7.20 Forgery
The act of making false document with intent to defraud or to deceive.

2.7.21 Uttering
The act of knowingly presenting a false document.

2.7.22 Fraud
Intentional deception made for personal gains which is unlawful and includes cases of forgery, uttering, issuing false cheques, counterfeiting, causing financial loss and abuse of office.
2.8  Traffic Concepts

2.8.1  Accident
An un-intended event that involves property damage or personal injury or loss of life (death) as a result of a vehicle in motion.

2.8.2  Fatal Accidents
These are accidents where loss of life has occurred.

2.8.3  Serious Accidents
This is where there is serious injury or destruction of property or both, but no loss of life.

2.8.4  Minor Accidents
This is where there is no loss of life, and minor injuries or minor destruction of property or both is involved.

2.8.5  Vehicle
A machine or implement of any kind drawn or propelled along roads whether by animal, mechanical, electrical or any other motive power.

2.8.6  Motor Vehicle
Means any self-propelled vehicle intended or adapted for use on the roads.

2.8.7  Bicycle
Any vehicle which has at least two wheels which is propelled by means of pedals or hand cranks solely by the muscular energy of the person riding it.

2.8.8  Driver
a) In relation to a Motor Vehicle, a person who drives or attempts to drive or is in charge of a motor vehicle or other vehicles or an instructor of a learner driver.
b) In relation to animals, a person who guides cattle, singly or in herds or flocks, or draught, pack of saddle animals on a road and
c) In a relation to a towed vehicle, a person who drives the towing vehicle.
Chapter Three
Economic Statistical Concepts and Definitions

This chapter outlines concepts and definitions of indicators used in general economics, poverty, trade, prices, income and expenditure, businesses and industries.

3.1 Economic Concepts

3.1.1 Economic activity
All market production and certain types of non-market productions, including production and processing of primary products for own consumption, own-account construction (owner occupied dwellings) and other production of fixed assets for own use.

3.1.2 Economically Active Population
Persons of working age (15-64 years) who contribute or are available to contribute to the production of goods and services.

3.1.3 Labour Force
Labour force consists of everyone of working age of 15-64 years who are actively employed or seeking employment. People not counted include students, retired people, stay at home parents, people in prisons or similar institutions, people employed in jobs or professions with unreported income.

3.1.4 Working Age population
The number of persons aged 15-64 years who are either employed, unemployed or outside the labour force.

3.1.5 Working Population
The number of persons aged 15-64 years who are employed.

3.1.6 Labour force Participation Rate
The number of persons aged 15-64 years in the labour force expressed as a percentage of the working-age population.

3.1.7 Employment Status
Employment status distinguishes between three categories of the total employed, i.e. (a) wage and salaried workers (also known as employees); (b) self-employed workers; and (c) unpaid family workers.

3.1.8 Paid Employment (Employees)
Persons who during the last 7 days or 12 months performed some work for wage or salary in cash or in kind, as well as persons who, having already worked in their present job, were temporarily not at work during the reference period.
for reasons such as illness or injury, holiday or vacation, and who had a formal attachment to their job as evidenced by one or more of the criteria such as the continued receipt of a wage or salary. These are divided into three categories as follows:

3.1.9 **Government Employees**
These are persons working in the civil service (central and local government).

3.1.10 **Parastatal Employees**
These are persons working in statutory organizations.

3.1.11 **Private Employees**
These are persons working for privately owned companies (registered or unregistered) or individuals.

3.1.12 **Permanent Employees**
Include salaried persons who are engaged in permanent and pensionable terms. They also include those on probation.

3.1.13 **Temporary Employees**
These include paid employees who are engaged on short-term basis for varying periods. This category of workers is not eligible for any benefit after the end of their contract/engagement.

3.1.14 **Casual Workers (Ganyu)**
Persons who are called upon once in a while to carry out specific assignments for a business. They may receive cash payment or payment in kind. They are not permanent employees but may be engaged during peak seasons for instance those picking tea in plantations.

3.1.15 **Self Employed**
Comprises of Employers and Own Account Workers.

3.1.16 **Employment-to-population ratio**
This is the proportion of employed to the economy’s working-age population. Numerator: Number of employed persons (15-64 years old) and Denominator: The Number of persons in working age population

3.1.17 **Employer**
A person who operates his or her own economic enterprise or engages independently in an economic activity, and hires one or more employees. Other employers include institutions, organizations and government
3.1.18 Own Account Worker
A person who operates his or her own economic enterprise without employing other people as helpers.

3.1.19 Unpaid Family Worker
A person who helps in a family enterprise (farm or non-farm) or profession. He/she may or may not receive remuneration or payment for this work.

3.1.20 Working Proprietors
Owners including working partners of the enterprise who regularly work but do not get any salary or wage from the enterprise but if they receive salaries/wages, they should be classified as employees.

3.1.21 Industry
The main type of activity carried out at person’s place of work irrespective of what other work is done.

3.1.22 Occupation
The main type of task and duties performed by a person during the reference period preceding the interview by persons in paid employment, unpaid family work or self-employment jobs.

3.1.23 Wage Bill
All cash payments made by the employer in return for the labour provided by the employees including salaries, all allowances and bonuses.

3.1.24 Actual Hours of Work
Number of hours worked during normal periods of work plus overtime and time spent on activities related to the place of work.

3.1.25 Labour Productivity
The ratio of output per unit of labour input (e.g. man hours; days; month; employees).

3.1.26 Underemployment
A situation in which a worker is employed but not in the desired capacity whether in terms of compensation, hours, or level of skill and experience.

3.1.27 Time–related Underemployment
Workers are classified as underemployed if they have worked less than 40 hours per week, willing and available to work additional hours within the last seven days, otherwise fully employed.
3.1.28 The Unemployed
All persons who during the last seven days were without work, but available for work and were either seeking or not seeking work.

3.1.29 Youth Unemployment
Youth unemployment is defined as persons aged (15-24) years, who were without work, but available for work and were either seeking or not seeking work.

3.1.30 Child Work
Activities that children carry out within or outside their households for income, family gain or profit, including unpaid family work.

3.1.31 Child Labour
Child labour comprising of: i) All children involved in work aged 5-11 years; ii) All working children aged 12-14 years involved in work beyond their capacity or work which is not ‘light work’ as provided for in national legislation and, or, they work for a total of 14 hours or more hours a week and; iii) All working children aged 15-17 involved in hazardous work and, or, they work an equivalent of 43 or more hours per week.

3.1.32 Worst Forms of Child Labour
Includes child trafficking, bondage, children in prostitution or pornography, children in drug smuggling or trafficking, children in armed conflict and children in work which is harmful to their health, safety and morals.

3.2 Poverty Concepts

3.2.1 Poverty
This is the lack of basic human needs, that range from clean water, nutrition, health care, education, clothing and shelter, because of the inability to afford them, or lack of human rights, citizenship or social networks. In addition cultural values, beliefs or attitudes may place some people in a disadvantaged position while a lack of political voice or physical insecurity can impoverish others. Economic factors such as low income, lack of assets, access to markets or public services can lead into poverty.

3.2.2 Poverty Profile
A description of how the extent of poverty varies across sub groups of a given population, characterized by socio-economic status, for example, their gender, geographical location, type of economic activity, source of income, etc.
3.2.3 Priority Poverty Indicators
These are specific indicators that taken together provide an overview of the state of poverty in a given area. These include poverty indicators (national poverty line: poverty head count; ultra poverty line: ultra poor head count; GDP per capita); social indicators (public expenditure on basic social services, gross enrolment ratios, mortality rate, life expectancy) supplementary poverty indicators (expenditure on social security, access to safe water, health care, etc).

3.2.4 Poverty Line
The threshold level of welfare that distinguishes poor households from non-poor households is the poverty line. The poverty line is a subsistence minimum expressed in Malawi Kwacha based on the cost-of-basic-needs methodology. It is comprised of two parts: minimum food expenditure based on the food requirements of an individual, and critical non-food consumption.

Food needs are tied to the recommended daily calorie requirement. Non-food needs are estimated based on the expenditure patterns of households whose total expenditure is close to the minimum food expenditure. Using this method, a poverty line is developed for the country. Individuals who reside in households with consumption lower than the poverty line are labelled “poor”.

3.2.5 Poverty headcount (P_0)
This is the percentage of persons taken to be poor or whose income are below the national poverty line in relation to the total population in a given area. In other words, it is the proportion of the population whose standard of living is lower than the area-specific poverty line (usually measured in terms of income or consumption).

3.2.6 Poverty Gap
The difference between the poverty line and the mean income of the poor expressed as a ratio of the poverty line. When multiplied by the headcount index, it gives the poverty gap index. The poverty gap is an amount of income that would be required to bring every poor person exactly up to the poverty line, thereby eliminating poverty.

3.2.7 The Poverty Gap Index (P_1)
This is a measure of the depth of poverty. It is the proportion by which an individual or a household is below the poverty line. It is calculated as the mean over the population of the proportionate poverty gap, where the poverty gap is given by the distance of the poor below the poverty line, as a proportion of the line. The non-poor are counted as having zero poverty gap.
3.2.8 Relative Poverty
The position of an individual or household poverty status compared with the average poverty status in a given area. Relative poverty is a poverty measure based on a poor standard of living or a low income relative to the rest of society.

3.2.9 The Gini coefficient
Shows how close a given distribution of income is to absolute equality or inequality. The Gini coefficient is the ratio of the area between the 45-degree line and the Lorenz curve and the area of the entire triangle. As the coefficient approaches zero, the distribution of income or consumption approaches absolute equality and absolute inequality if it approaches 1.

3.2.10 Absolute/Ultra Poverty
This is a condition of extreme deprivation of human needs, characterized by the inability of individuals/households to meet or access the minimum requirements for decent human well-being such as nutrition, health, literacy and shelter. A measure of absolute poverty quantifies the number of people below a fixed real poverty threshold.

3.2.11 Chronic Poverty
A state of perpetual need due to lack of the basic necessities and means of production, social support and feelings of frustration and powerlessness. The distinguishing feature of chronic poverty is extended duration in ultra poverty. Therefore, chronically poor people always, or usually, live below a poverty line. This is different from the transitory poor, who move in and out of poverty, or only occasionally fall below the poverty line.

3.2.12 Absolute (ultra) Poverty Line
This is the level we can identify the “ultra poor”, households whose total consumption per capita on food and non-food items is lower than the minimum food expenditure requirement.

3.2.13 Relative Poverty Line
This is a variation in average of total population consumption. It involves drawing an arbitrary relative line by identifying the proportions (like mean, median, or even a fraction of the mean) from expenditure or income data.

3.2.14 The Standard of Living of a Individual/Household
It is a level of material comfort as measured by the goods, services, and luxuries available to an individual, group, or nation. The ability for an individual/household to access his/her/its needs in accordance with their
preferences i.e. basic needs such as minimum accommodation, food, medical care, education and sanitation.

3.2.15 **Expenditure Gap Ratio (EGR)**
This is the degree of poverty and the extent to which expenditure of the poor lies below the poverty line.

3.2.16 **Decomposable Poverty Index (DPI or P₂)**
Measures the degree of inequality among the poor, the DPI was developed by Forster Greer & Thorbecke (1984) and used by World Bank (1993 and 1995). A poverty measure is said to be decomposable if the poverty measure of a group is a weighted average of the poverty measures of the individuals in the group.

An important property of decomposable poverty measures is that ceteris paribus reduction in the poverty measure of a subgroup always decreases poverty of the population as a whole. The DPI is considered conventional and measures the incidence of poverty and the degree of inequality among the poor using an aversion parameter and determines the proportionate decrease from the poverty line. It also shows the living standards and relates them to the population at large.

3.3 **Trade Concepts**

3.3.1 **Exports**
Outward flows of goods and services leaving the customs territory of a country to the rest of the world.

3.3.2 **Re-Exports**
Goods imported into the country and then exported in the same form or after minor operations like blending, packaging, drying and repairing, which leave them not substantially changed.

3.3.3 **Traditional Exports**
These are main goods or services that are produced within a country and form the major exports e.g. in Malawi tobacco, tea and sugar.

3.3.4 **Non-Traditional Exports**
These are goods or services that have just been featured in a country's export trade over the last ten years e.g. in Malawi uranium, pulses, made-up textiles etc.
3.3.4 Imports
Inward flows of goods and services entering the customs territory of a country from the rest of the world.

3.3.5 Re-imports
These are domestic goods which were previously recorded as exports without the actual changing of the commodity and have been imported. Goods exported and then imported in the same form or after minor operations like blending, packaging, drying and repairing, which leave them not substantially changed.

3.3.5 Customs Territory
The territory in which the customs law of a state applies in full (The Kyoto Convention).

3.3.6 Domestic Exports
Goods or services for export that are wholly or mainly of domestic origin.

3.3.7 Export Tariff
A levy on goods or commodities at the time they leave the customs territory of a given country.

3.3.8 Harmonized Commodity Description and Coding System (HS Code)
The primary commodity classification based on the nature of commodities.

3.3.9 Standard International Trade Classification (SITC)
A classification of commodities according to their level of processing and their end use.

3.3.10 Broad Economic Category (BEC)
Defined in terms of SITC, it groups large economic classes of goods with reference to their end use.

3.3.11 Trade Balance
The difference between value of exports and imports for a given period of time.

3.3.12 Bilateral Trade Agreement
An agreement between two countries setting out the conditions under which trade between them will be conducted.

3.3.13 Applied Tariff Rate
The tariff rates imposed by customs when a good crosses the border and are usually lower than bound rates.
3.3.14 **Barter Trade**
An exchange of actual goods or services for other goods or services estimated to have the same value.

3.3.15 **Common External Tariff (CET)**
The uniform tariff rates applied by member states of a customs union against non-member states.
3.4 Price Concepts

3.4.1 Consumer Price Index (CPI)
The measure of the changes in the cost of a fixed basket of goods and services purchased by households. The basket relates to a selection of goods and services that is representative of the consumption behavior of most households in the country.

3.4.2 Inflation
The increase in the general level of prices. The consumer price index is used to estimate the rate of inflation in a country. Two sets of the measure of inflation are most commonly used, namely monthly inflation and annual inflation. Monthly inflation is defined as the percentage change in the index on a month-on-month basis. The annual inflation rate is calculated as the percentage change in the index over the last twelve months, it encapsulates a full year of the history of the price.

3.4.3 Headline Inflation Rate
The measure of inflation based on relative changes in prices of all items (goods and services) in a consumer price index basket.

3.4.4 Underlying Inflation Rate
A measure of inflation based on relative changes in prices for all goods and services excluding items that depict volatility in prices such as food crops (excluding food crops minimizes the effects of irregular long-term price fluctuations that are mainly induced by weather conditions.

3.4.5 Creeping Inflation Rate
Inflation at moderate rates but persisting over a long periods. It is regarded as a normal state of affair in many countries.

3.4.6 Commodity Basket
Commonly used term for the national set of goods and services, specified precisely in terms of commodity and quantity, whose prices are surveyed for the purpose of calculating indexes such as consumer price index or producer price index.

3.4.7 Chain-linked Index
A linked index is a series that has undergone expenditure weight revisions, commonly at regular intervals.
3.4.8 Cost of Living Index
An index measuring the changing cost of purchasing a varying set of commodities, which will provide a fixed level of consumer satisfaction, in line with changing household’s tastes. This index takes into account of changes in technology, fashion and expectations as well as price changes.

3.4.9 Laspeyres Price Index
An index formula, which measures the changing cost overtime of purchasing the same basket of the commodities, purchased during the stated base period.

3.4.10 Regimen (of an Index)
The basket of goods and services whose prices are surveyed for the purpose of compiling a price index.

3.4.11 Base Weight
The period for which expenditures on commodities paid by consumers was surveyed to form the regimen of the index.

3.4.12 Base Period
It is a point in time used as a reference point for comparison with other periods. It is generally used as a benchmark for measuring financial or economic data. Base periods typically provide a point of reference for economic studies; consumer demand and unemployment benefit claims.

3.5 Income and Expenditure Concepts

3.5.1 Income
All receipts (cash and in kind) in exchange for employment, or in return for capital investment (rental/property income), pension or other investment income, or transfer earnings e.g., remittances, inherited wealth, donations etc.

3.5.2 Household Income
Income is the sum of all receipts, in money or in kind, which as a rule are received regularly and are of recurring nature, including food. It consists of receipts that accrue to the members of the household from their employment and/ or enterprises, sales of crops, remittances or gifts, pension and investment income etc.

3.5.3 Per Capita Income
This is the total household income divided by household size.

3.5.4 GDP Per Capita
This is GDP divided by the total population in a given period usually a year.
3.5.5 **Expenditure**
All sorts of payments, expenses, costs, in cash or kind on goods and services incurred by the household or establishment. It also includes imputed value for own produced items consumed by the household.

3.5.6 **Capital Expenditure**
Expenditure incurred by an individual or establishment on capital goods. It includes purchasing of existing businesses, patents and trademarks.

3.5.7 **Household Expenditure**
The monetary expenses incurred by a household on goods and services either in cash, kind or through barter. The household expenditure is subdivided into consumption and non-consumption expenditure.

3.5.8 **Household Consumption Expenditure**
This is the sum of all monetary value or expenditure on goods and services intended for consumption, goods produced and consumed from own production or own-business stocks, including the imputed rent of owner-occupied housing, and goods and services received in kind.

3.5.9 **Household non-consumption Expenditure**
It refers to expenditure on items such as income taxes, other direct taxes, pension, remittances, gifts and similar transfers made by the household in monetary terms or in kind, including food given away raw or ready to eat to members of other households.

3.5.10 **Household food Consumption expenditure**
Household food consumption expenditure refers to food consumed by household members during a specified period, at home and outside the home, for example, at restaurants, bars, the work place, school, and so on. It includes food from all sources, purchased or from garden or farm.

3.5.11 **Household Enterprise**
An economic activity undertaken by a household for income generation.
3.6 Business Concepts

3.6.1 Enterprise
A group of business establishments under one umbrella. They may or may not be under the same legal ownership, but may benefit from a certain degree of autonomy in decision making.

3.6.2 Establishment/Business
An enterprise or part of an enterprise that is situated in a single location established for conducting an economic activity; it may or may not be in a fixed location.

3.6.3 Micro Business
A business establishment employing less than 5 persons, normally with no regular books of accounts and may not be licensed.

3.6.4 Small Business
A business establishment employing between 5 and 20 persons and may or may not be licensed.

3.6.5 Medium Business
A business establishment employing between 20 and 50 persons, formally registered, licensed and normally have regular final accounts.

3.6.6 Large Business
A business employing more than 50 persons with regular final accounts, licensed and VAT registered. There are some exceptions to this, if a business has a turnover of more than MK20million it can be regarded as a large scale business regardless of the size of employment.

3.6.7 Final Accounts
A summary of the financial transactions of a business over a specified period of time, normally one year. It also includes the balance sheet of a business.

3.6.8 Balance Sheet
A statement of the values of stocks of assets or liabilities which are typically compiled at the beginning and end of the accounting period.

3.6.9 Asset
A durable item that can be used for more than one year. It can appreciate or depreciate in value.
3.6.10 Fixed Assets
Tangible items of a business that are central to its operation, not traded, and they are of long term in nature. They include land, buildings, plant and machinery, motor vehicles, work in progress and other office equipment.

3.6.11 Current Assets
Tangible or intangible items owned by a business and are disposed or used within one year. They include stocks, raw materials, cash at hand and debtors, among others.

3.6.12 Activity Code
A unique international number allocated to each kind of activity as explained in the United Nations International Standard Industrial Classification (ISIC).

3.6.13 Business Information Register (BIR)
A comprehensive list of all active businesses operating within the country and known by National Statistical Office (NSO).

3.6.14 Intermediate Consumption
The value of all goods and services consumed as inputs in the production process excluding fixed assets. It also includes the value of all goods and services used as inputs into ancillary activities such as purchasing, sales, marketing, accounting, data processing, transportation, storage etc.

3.6.15 Gross Output
The total income received by a business from the sale of its own goods, and/or services, income from rent or gifts received adjusted for stock changes.

3.6.16 Value Added
Value added is the gross income generated from domestic production in an industry or sector (or in total for all industries/sectors), and is derived and defined as output less intermediate consumption. VA is published in basic prices ie subsidies on products are included whereas VAT and other types of products are not.

In general government and other non-market activities, VA is compiled as the sum of compensation of employees, net taxes on production (taxes on production less subsidies on production) and consumption of fixed capital.

3.6.17 Legal Entity
The kind of ownership under which a business is being held/possessed.
3.6.18 **Sole Proprietorship**
A business which is solely owned by one person and that person has total responsibility for all aspects of risk-taking and management of business.

3.6.19 **Partnership**
A business jointly owned by two or more persons and for which the distribution of investment, risk taking and management responsibility is agreed between the partners (the agreement may/may not be in writing).

3.6.20 **Private Limited Liability**
An organization registered under the Companies Act and comprises shares of specified limited liability. It has a legal entity separate from its shareholders. Its management is in the hands of the Executive Directors and/or Managers who are employees of the company regardless of the extent of their shareholding. The organization’s registered name will include the term “limited” although it may operate under the trading name without the term.

3.6.21 **Public Limited Liability**
A type or form of profit incorporated company where ownership is divided into shares that are publically tradable usually in a stock exchange.

3.6.22 **Statutory Corporation/Parastatal**
An organization established by an Act of Parliament, which is neither a Public Limited Company nor a Department of the Public Service. Its management may be controlled by a Board or Trust that is responsibly/answerable to a given Ministry of the Republic of Malawi. Examples are the Malawi Broadcasting Corporation (MBC) answerable to the Ministry of Information and Civic Education, Malawi National Examination Board (MANEB) answerable to the Ministry of Education, Science and Technology etc.

3.6.23 **Cooperative**
A joint venture arrangement between growers or traders with common interest which includes the word “co-operative” in its title and created within the legislative provisions of the Co-operatives Act. Each Co-operative is owned and controlled by those who formed it.

3.6.24 **Joint Government Venture**
A business arrangement that includes the combination for the purpose of that business arrangement of one or more establishments in the private sector (i.e. Sole Proprietorship, Private Limited Company or Cooperative) and at least one Government or Statutory Cooperation.
3.6.25 Religious Organization
A business operating under any religious denomination but employing at least one person.

3.6.26 Non Governmental Organization (NGO)
All entities operating under a recognized non-profit making or charitable organization but employing at least one person.

3.6.27 Depreciation
Total allowance for wear and tear of an asset declared in the company accounts during a reference period normally a year. These figures are based on the historical cost.

3.6.28 Dividends
These are distributed earnings allocated to the owners of equity/shares for placing funds at the disposal of businesses or corporations.

3.6.29 Formal Business
A registered/licensed business with regular final accounts.

3.6.30 Informal Business
A business establishment operating in the country and may not be registered/licensed and normally has no final accounts.

3.7 Industry Concepts

3.7.1 Industrial Activity
It is the activity concerning: Mining and Quarrying, Manufacturing and the Production and Distribution of Electricity, Gas and Water.

3.7.2 Mining and Quarrying
It involves the extraction, dressing and beneficiating of minerals occurring naturally: solids (coal and ores), liquids (crude petroleum) and gases (natural gas). It includes underground and surface mines, quarries and wells and all supplementary activities for dressing and beneficiating ores and other crude materials such as crushing, screening, washing, cleaning, grading, milling, flotation, melting, pelting, topping and other preparations needed to render the materials marketable.

However, it excludes:

a) Works performed on contract or fee basis in the preparation of mineral properties and sites
b) Prospecting for minerals (technical Services)
c) Purification and distribution of water  
d) Bottling of natural spring water  
e) Crushing, grinding or otherwise tearing of certain earth, rocks and minerals not carried out in conjunction with mining and quarrying activities.

3.7.3 Manufacturing  
It means mechanical or chemical transformation of organic or inorganic substances into new products, whether the work is performed by power driven machines or by hand, whether it is done in a factory or in the worker's home and whether the products are sold at wholesale or retail prices.

Assembling of the component parts of manufactured products is considered manufacturing except in cases where the activity is appropriately classified in construction. The assembly and installation also repairing and manufacturing of specialized parts of machinery and equipment in mining, manufacturing, commercial and other establishments, when carried out as a specialized activity, is classified in the same group of manufacturing as the manufacture of the items installed. When the activities are performed as a service incidental to manufacture on trade, they should be classified with the principal activity of the establishment. However, installation and repair of household goods (electrical goods, watches etc.) are not manufacturing activities.

3.7.4 Utilities (Electricity, Gas and Water)  
It is the production, transmission and distribution of Electrical Energy, Gas and Water for sale to industrial, commercial and household users.

3.7.5 Production Quantity  
The quantity produced of a homogeneous commodity from an establishment given in standard units of measurement in a given period of time for example kilograms of cement, tonnes of flour etc.

3.7.6 Production output  
The value of the quantities produced by an establishment in a given period of time.

3.7.7 Sales Quantity  
The quantity produced of a homogeneous commodity of an establishment given in standard units of measurement for sale in a given period of time.

3.7.8 Sales Value  
The sales of all commodities sold by an establishment within a given period. Sometimes it is referred to as turnover.
3.7.9 **Maximum Production Capacity**

The maximum output that a plant can produce with existing machinery, manpower and in the availability of sufficient inputs in a given period.

3.7.10 **Shifts worked**

The number of sessions of work, usually of eight hours, in a day adopted by an establishment.

3.7.11 **Unit of Measurement**

A single item of the type of product that an establishment produces. A fixed quantity that is used as a standard measure.

3.7.12 **Financial year**

A specific period for an entity to do financial transactions. Usually the period is twelve months.

3.7.13 **Calendar year**

A normal period of a year from January to December.

3.7.14 **Location of establishment**

A geographical place where an establishment is situated.

3.7.15 **Quantity produced**

Number of items or volume produced by an entity.

3.7.16 **Quantity sold**

Number of items or volume sold by an entity.

3.7.17 **Drawings**

All monies withdrawn from a business by working proprietors, whether as salary or for other purposes.

3.7.18 **Industrial service**

The value of payments made to other core services rendered by the establishment.

3.7.19 **Indirect services**

Expenditure that is unrelated to the volume of goods produced and services rendered. It includes general and administrative costs advertising, insurance premiums, payments for utilities, stationery and rent expenditure.
3.7.20 Persons engaged
All people working for an enterprise or establishment regardless of their status whether they are on pay roll or they only get drawings or they are unpaid family workers.

3.7.21 Paid employees
Number of persons on a payroll of an entity (including persons temporarily absent from work).

3.7.22 Remuneration
Total wages and salaries paid to employees. This includes all payments in cash or in kind during a reference period in relation to work done for the enterprise or establishment i.e. gratuities, bonus, overtime, benefit in cash and in kind and pension contributions.

3.7.23 Total cash earnings
All wages and salaries paid including bonuses, gratuities, cost of living allowances, acting and duty allowances, leave grants, overseas allowances and any overtime pay. Also included are fees paid to working directors.

3.7.24 Pension contribution
The value of any payments into a pension scheme either by employer or/and employee.

3.7.25 Directors’ fees
Amount of money paid to non-working directors.

3.7.26 Working proprietors
The number of working owners of a business (including persons temporarily absent from work).

3.7.27 Unpaid family workers
The number of family members working in a family business without pay (including persons temporarily absent from work).

3.7.28 Resale of goods
Goods sold or shipped without further processing or any transformation.

3.7.29 Goods for resale
Major goods bought for resale or to be shipped without further processing.

3.7.30 Finished products
All products of the establishment which are ready for sale or shipment at the end of reporting period.

3.7.31 **Head office administration charges**
The value of payment to any parent company or head office for administration expenses incurred by them on behalf of your establishment.

3.7.32 **Surtax on sales of domestic production**
The value of tax paid and payable during the reference period.

3.7.33 **Excise duty**
Excise duty paid and payable for production during the reference period.

3.7.34 **Provision for bad and doubtful debts**
The value of provisions for such debts and not the amount written off.

3.7.35 **Capital assets**
The value of property such as Land, Buildings, Plant and Equipment and capital work in progress.

3.7.36 **Improvements to capital assets**
The value of work performed by own employees in increasing or making improvements or addition to an establishment’s capital assets (including land, clearance). Work charged to the establishment’s capital account should be separated and that which is not treated as an addition to fixed assets.

3.7.37 **Benefits in kind**
These are the net cost to the employer during the year of providing free or subsidized meals, rations, foodstuffs, housing or clothing. These payments are made in kind, to employees. It is the net cost to the employer of those goods and services (which are clearly and primarily of benefit to the employees as consumers) furnished to employees free of charge or at markedly reduced cost. They include food, beverages, tobacco, housing, clothing (not uniforms) and medical expenses. Excluded are costs relating to recreational facilities.

3.7.38 **Purchases of Materials and supplies**
All materials and supplies procured, which are used directly in the production of goods and rendering of services. General administration expenditures and services that do not vary with the quantity of goods produced or services rendered are classified as indirect services.

3.7.39 **Work given out**
The value of payments made for all production work done by other establishments.
3.7.40 **Book value**
The net value of assets at beginning and end of year.

3.7.41 **Net book value beginning of the year**
This is the opening value of an enterprise assets at the start of the financial year.

3.7.42 **Net book value end of the year**
This is the closing value of enterprise assets at the close of the financial year.

3.7.43 **Purchase of assets**
Value at the full cost i.e. at the delivered price plus cost of installation by outside agents or own employees. Included are also the full cost (material plus labour) of construction and major repairs of capital assets carried out entirely by the establishment’s labour force.

3.7.44 **Sales of assets**
The full realized price of the assets sold.

3.7.45 **Revaluation of assets valuation**
Any changes in the value of assets due to reassessment of assets.

3.7.46 **Trade debtors**
The total amount owed before deductions for bad debts, included is the value of all trade bills and letters of credit held.

3.7.47 **Inter-company debts**
The value of short-term indebtedness between an establishment and others within the group of companies.

3.7.48 **Investment deposits**
The value of savings at financial institutions aimed at growth of the establishments. Included are all deposits of an investment in nature and all those not easily transferable.

3.7.49 **Reserves**
The value of inappropriate profits and any capital reserve.

3.7.50 **Provisions**
The value of profits set aside for such things as taxation, dividends to shareholders contingencies, etc.

3.7.51 **Work in progress**
The book value of all items partially processed but not ready for shipment by an establishment. For construction firms, this includes the value of all work done for others but not yet paid for. Work-in-progress on own-account construction of fixed assets should be excluded and treated as part of the fixed capital formation.

### 3.7.52 Stock
These are total available items including finished products, materials and supplies, goods for resale, work in progress and goods in transit.

### 3.7.56 Net stocks
The difference between stocks at the end of year and the beginning of year.

### 3.7.56 Stocks in transit
Materials or products which were bought and are on their way to the premises of the enterprise or establishment.

### 3.7.57 Stocks in hand
Materials or products which are within the premises of the enterprise or establishment.

### 3.7.55 Surtax/excise on production
All indirect taxes paid by enterprises or establishments including license payments.

### 3.7.58 Total income
All incomes of an enterprise or establishment from either sales of commodities, income from contracts, repairs and maintenance, agency commissions, services and interest etc.

### 3.7.59 Turnover
All annual incomes of an enterprise or establishment from sales of commodities, income from contracts, repairs and maintenance, agency commissions, services and interest.

### 3.7.60 Gross profit:
The sum of net trading profit and depreciation.

### 3.7.61 Net trading profit
A residual derived by the subtraction of remuneration and depreciation from value added at basic prices.

### 3.7.62 Administration charges
These are charges received by parent companies from establishments.
3.7.63 **Operatives**
These are the workers who are directly engaged in the production or related activities of the establishment, including any clerical or working supervisory personnel whose function is to record or expedite any step in the production process. Examples are, persons engaged in the manufacturing, processing, or assembling, shop messengers, shop-cleaning personnel and foremen. Also workers of similar type engaged ancillary to the main activity of the establishment including persons engaged in truck-driving, repair and maintenance.

3.7.64 **Non operatives**
This includes all workers of the establishment other than operatives. They include all personnel in production management above the working foremen also administrative, technical and clerical personnel such as salaried managers/directors, laboratory and research workers, clerks, typists, watchmen, bookkeepers, administrative supervisors, salesmen and the like.

3.7.65 **Principal products**
These are goods made by the establishment during the reference year for which the quantities are given in standard units e.g. kilograms, square meters and litres etc. The goods are valued at ex-factory prices i.e. sales price less indirect taxes. Goods made for the establishment by other establishments from materials supplied by the establishment are also considered to be part of the establishment’s products.

3.7.66 **Fixed Assets Produced for Own-account**
This is the value of additions and improvements to existing fixed assets made by the establishment’s own labour and materials for its own use. It includes value of installations, extensions and major repairs.

3.7.67 **Fuel and Lubricants**
This is the value of all purchased fuelms consumed by the establishment in the production process.

3.7.68 **Electricity Purchased**
This is the total cost of all electricity procured by the establishment during the reference year.

3.7.69 **Subsidies**
Amount given to the establishment (as aid or support) by the government proportioned on production, sales or exports.
3.7.70 Interest received  
The amount paid to the establishment upon giving a loan to others.

3.7.71 Dividends  
The amount of money paid out to shareholders of the establishment.

3.7.72 Royalties  
The amount paid to the establishment by others on the use of the establishment’s patents, trademark or copyright.

3.7.73 Profits from Sale of Fixed Assets  
This is the difference between the sale value and the book value of the fixed assets sold.

3.7.74 Rebates  
The amount of money by which a debt, tax may be reduced. For instance there is often a rebate if the account is settled before a given date.

3.7.75 Indirect Taxes  
These are taxes paid when buying goods e.g. Value Added Tax (VAT), excise duty, stamp duty etc.

3.7.76 Disposals  
These are shipments or transfers of fixed assets as well as assets discarded. Disposals to others should be valued at ex-establishment excluding discounts and direct taxes but including subsidies received.

3.7.77 Gross Additions to Fixed Assets  
It is the sum of the cost of new and used fixed assets acquired during the year.

3.7.78 Acquisition of New Fixed Assets  
This is the cost of fixed assets acquired during the year that have never been used in the country before. Thus newly-imported assets are considered as new whether or not used before they were imported.

3.7.79 Transport Equipment  
Includes trucks, cars, trailers, aircrafts, animal carts and wagons etc. but only those connected with the industrial activity.

3.7.80 Machinery and Equipment  
Includes items such as power equipment, metal working, spinning and weaving, sewing and knitting machines etc.
3.7.81 Buildings and Structures
Includes any independent structure comprising of one or more rooms or other spaces covered by a roof and enclosed by external walls which extend from foundation to the roof. Structures include such things as lifts; stave ways, heating, lighting and external communication systems.

3.7.82 Land Improvements
Includes fencing, drainage system, sewage and water system, roads, rail siding, communication lines and the like.

3.7.83 Finished Goods Produced
Refers to all goods made by an establishment which are ready for sale or shipment as of the reference dates. Included, are finished goods held by another establishment that were processed by the establishment from raw materials controlled by the respondent establishment. Excluded are finished goods held by the respondent establishment which were made from materials owned by others.

3.7.84 Cost of Industrial Services
These are the payments made by the establishment for contract and commission work done by others during the reference year on materials controlled by the establishment. It also covers the total cost to the establishment of repair and maintenance services on buildings and other fixed assets of the establishment provided by others during the reference year.
Chapter Four
Macro-Economic Statistical Concepts and Definitions
This chapter highlights statistical concepts and definitions in macroeconomic, areas of national accounts, banking, currency and taxation.

4.1 National Accounts Concepts

4.1.1 Gross Domestic Product (GDP)
The total value of goods and services produced by resident producer units of a country for a specified period of time, usually one year. It is the sum of gross value added of all resident producer units (institutional sectors or industries).

4.1.2 GDP at Constant Prices
The total value of goods and services of the current year using prices of a determined base/reference year.

4.1.3 GDP at Current Prices
The total value of goods and services priced in the current year of reporting. The series are referred to as Nominal prices.

4.1.4 GDP at Basic Prices (Factor Cost)
The value of goods and services excluding indirect taxes on production such as sales tax, excise duties etc. If taxes on production such as payroll taxes or taxes on buildings and vehicles are subtracted from the basic prices, then GDP will be at factor cost.

4.1.5 GDP at Market Prices
The sum of the gross values added of all resident producers at producers’ prices, less subsidies on imports, plus all non-deductible Value Added Taxes (VAT) (or similar taxes).

4.1.6 Per Capita GDP
The average production per person of goods and services for a specified period i.e. one year. It is used to compare the relative welfare or standard of living in different countries in a particular period

4.1.7 Gross Value Added at Basic Prices
Output valued at basic prices, less intermediate consumption valued at purchasers’ prices.

4.1.8 Recurrent Expenditure
The expenditure incurred by Government in the day today running of the state in line with the budget, within a period of 12 months or a financial year.
4.1.9 Balance of Payments
A statistical statement that summarizes the economic transactions of an economy with the rest of the world, for a specific time period.

4.2 Banking and Currency Concepts

4.2.1 Banking
A function where a licensed institution provides services of storing deposits (savings or current/checking deposits) on behalf of its customers, extending credit facilities to individuals, firms or government.

4.2.2 Money
Anything that members of a community are willing to accept in payment for goods or services. It is also a marketable good used as a store of value, medium of exchange and unit of account.

4.2.3 Currency
It is a legal tender used to facilitate exchange of goods and services in a country or group of countries.

4.2.4 Loan
The amount of money or securities supplied by one party (the lender) to a second party (the borrower) in a transaction in return for a promised future payment by the other. Such transactions normally include the payment of interest due to the lender as per agreed repayment schedules between the two parties.

4.2.5 Overdraft
A short-term bank loan given to an account holder in a bank to withdraw more than the balance on the account. Generally, there is a charge fee for the provision of the overdraft facility.

4.2.6 Securities
Securities include government debt, both long and short term, company shares, and company debt. Securities may be registered, where legal ownership depends on the entry in a register, normally run by a bank and the paper is merely evidence of ownership, or in bearer form, where the bearer is conferred by possession of the document.
4.2.7 **A Promissory Note**
An unconditional promise in writing made by one party to another signed by the issuer of the note promising to pay on demand or at a fixed determinable future date.

4.2.8 **Bond**
A security with a redemption date over a year later than its date of issue. Firms, financial institutions or governments may issue bonds. They may have a fixed redemption date or an option for the borrower to repay at any date over a period.

4.2.9 **Treasury Bill**
Short-term government securities with maturities of 91 days, 182 days, 273 days, or 364 days.

4.2.10 **Interest Rate**
The cost or price of borrowing, or the gain from lending, normally expressed as an annual percentage amount.

4.2.11 **Dividend**
These are distributed earnings allocated to the owners of equity/shares for placing funds at the disposal of businesses or corporations.

4.2.12 **Devaluation**
A fall in price of a local currency in terms of other currencies. Less foreign currency can be bought with a unit of the currency that has been devalued. Devaluation makes exports cheaper abroad in terms of foreign currency and the imports dearer at home in terms of home currency hence it tends to improve the balance of trade.

4.2.13 **Budget**
A statement of a government’s planned receipts and expenditures for some future period, normally a year.

4.2.14 **Development Plan**
Documentation by a government planning agency of the current national economic conditions, proposed public expenditures, likely developments in the private sector, a macroeconomic projection of the economy and a review of government policies. Many developing countries publish five year development plans to announce their economic objectives.

4.2.15 **Cash Flow**
The pattern over time of a firm’s or Government’s actual receipts and payments.
4.2.16 **Projection**
A prediction made based on past and current observations.

4.2.17 **Indicative Planning Figures (IPFs)**
A set of forecasts of activities in various sectors, which would guide firms about their future transactions.

4.3 **Taxation Concepts**

4.3.1 **Tax Revenue**
Revenue collected in form of tax on goods and services that are taxable.

4.3.2 **Gross Tax Revenue**
Tax revenue including Government tax payments and tax refunds.

4.3.3 **Net Tax Revenue**
Net tax revenue refers to Gross tax revenue minus Government tax payments and tax refunds.

4.3.4 **Tax Refund**
A tax credit in excess of the tax liability which is mainly paid back to a taxpayer.

4.3.5 **Domestic Direct Taxes**
Taxes charged on income of any person. Income is defined to include any gains, profits, interest, dividends and also any non monetary benefit.

4.3.6 **Domestic Indirect Taxes**
Taxes chargeable on consumption of domestically produced goods.

4.3.7 **International Trade Taxes**
Taxes collected on imports and Exports.

4.3.8 **Pay As You Earn (PAYE)**
Tax chargeable on employment income earned by an employee. This may be in cash, in kind or both.

4.3.9 **Corporation Tax**
Corporation tax refers to tax chargeable on Business Income earned by limited companies.
4.3.10 Withholding Tax
A tax deducted at source by a person on the basis of the gross value of another person to whom the tax is applicable. Withholding tax is in fact income tax paid in advance or as a final tax depending on the circumstances.

4.3.11 Individual Income Tax
Tax charged on income earned by individuals like sole traders. The term is more applied to individual self employed business. However, individual income tax is not limited to business income alone. It includes all income earned by an individual from all sources except that income which is assessable separately like rental income.

4.3.12 Tax on Interest in Banks
Tax charged on interest income earned on deposits in commercial banks.

4.3.13 Rental Income Tax
Tax charged on income earned by individuals from letting out property on commercial terms.

4.3.14 Casino Tax
Tax charged on income earned from gambling.

4.3.15 Value Added Tax (VAT)
VAT refers to a consumption tax which is levied at each stage of production of goods and services based on the value added to the product at that stage.

4.3.16 Excise Duty
Tax levied on specific goods produced or sold within the country. The level of duty is contingent upon the policies of the Government to raise revenue, protect industries or discourage consumption.

4.3.17 Import Duty
A levy imposed on imported goods.

4.3.18 Business Income
Any income derived by a person in carrying on a business.

4.3.19 Employment Income
Any income derived by an employee from any employment.

4.3.20 Gross Income
The total amount of business, employment and property income derived during the year by the person, other than income exempt from tax.
Chapter Five

Agricultural Statistical Concepts and Definitions

Chapter five outlines statistical concepts and definitions in agriculture, land tenure, livestock and crop husbandries.

5.1 Agricultural Concepts

5.1.1 Total land owned
All land owned legally, traditionally or conventionally by members of a household or enterprise individually or jointly.

5.1.2 Arable land
Land that can be put to use for crop farming. It excludes land under permanent pasture, wood, plantation or forest and all other non-agricultural land put under residential use or for other enterprise activities.

5.1.3 Cultivated land
This includes all land under crops.

5.1.4 Land under fallow
The portion of arable land owned that is deliberately left to rest to regain its fertility after being cultivated for a period of time.

5.1.5 Leased land for cultivation
Land obtained legally for cultivation through issuance of lease offer from the government for a renewable period of 21 years.

5.1.6 Rented land for cultivation
Land obtained for cultivation from the rightful owner by another subject to terms and conditions agreed upon by the two parties.

5.1.7 Land for cultivation leased out or rented out
This is a portion of arable land that is given to others on lease, or rent.

5.1.8 Land tenure
This is a system of owning land and interests in land. Land ownership in Malawi falls under 3 types, namely customary, freehold and leasehold.

5.1.9 Customary land
Land owned through prevailing customs or traditional laws of the community.
5.1.10 **Freehold tenure**
A form of tenure which involves the holding of registered land in perpetuity or for a period less than perpetuity which may be fixed by a condition or enables the holder to exercise subject to the law, full powers of ownership of land.

5.1.11 **Leasehold tenure**
A form of tenure created by government contract or by operation of law.

5.1.12 **Public land**
Government land: that is used by the Government itself or used by private entities on the basis of agreement from them concerned authority for a temporary period till the government decides to take it over for public use.

5.1.13 **Squatter**
A squatter is person/holder who operates land without ownership title and without paying rent, or without retaining legal rights of land use.

5.1.14 **Agricultural holding**
An economic unit of agricultural production under single management comprising all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form, size or location.

a) A single management - management exercised by an individual or household, jointly by two or more individuals or households, by a clan or tribe or a co-operative or government parastatals.

b) An economic unit - a unit under the same management and shares the same means of production such as labour, farm buildings, farm implements and machinery or drought animals.

c) The holding - one or more parcels located in one or more separate areas provided the parcels belong to the same economic unit. The requirements of sharing the same production means should be fulfilled to justify the consideration of various parcels as components of one economic unit.

In the case of a family which lives and shares meals, all plots cultivated by that family will constitute one holding. On the other hand, if an area of land is cultivated by relatives who live separately, even though they share work on the land, each of them will normally know which plots belong to him. In this case the total area is not a holding but several holdings depending on the number of persons having claim to several plots. Some of the areas of the holding may be cultivated, fallow, under forest trees belonging to the holder or may be wholly or partly used for grazing livestock.
The following additional points will assist in understanding the term holding:

a) There are holdings that do not have a significant area e.g. poultry or piggery, hatcheries, for which a bit of area of land is not absolutely necessary.

b) There are holdings that may be operated by holders who have other occupation in addition to being a holder.

c) There may be holdings that are operated jointly by two or more individuals communal grazing is not considered a holding or part of the holding.

d) Land used by the holder for agricultural production including land owned, land rented in but excluding land rented out.

5.1.17 Holder
A person who exercises management control over the holding operations and takes major decisions regarding resource use. The holder has technical and economic responsibility for the holding and may undertake all responsibility directly or delegate responsibilities related to the day to day work management.

5.1.18 Parcel
Any piece of land that has been allocated to any member of the household whether used for farming or not. It includes grazing land, woodlot, orchard, and the land where the household has built its dwelling unit. If a parcel has a path in the middle of 3 meters or more this will be counted as two parcels.

5.1.19 Garden
Is a parcel that is used for farming only.

5.1.20 Plot
Part of a parcel that contains a different crop or crop mixture or is operated by a different person in the same household. It must be a continuous piece of land and must not be split by a path of more than one meter in width. Thus a parcel can have one plot or several plots. Plot boundaries are defined according to the crops grown and the operator. Any part of a parcel that is under fallow is considered as a plot.

5.1.21 Size of holding (Total holding area)
The combined area of all the parcels in a holding within a given area. Land owned by the holder but rented to others should not be included in the total holding area.
The holding area includes farmland, and land occupied by farm buildings if the house is located within the holding.
Land area of the holder's house is also included in the total holding area if the house is not located off the holding and is not used solely for residential purposes.

The total area of the holding practicing shifting cultivation should include area under crops during the reference period and area prepared for cultivation but not sown or planted at the time of enumeration. It should exclude land abandoned prior to reference period.

Holders having access to communal grazing land should not include their estimated share of such land in their total holding area. The total holding area should be equal to total land area under various uses.

5.1.21 Acre
An imperial unit of measure of land area, and is 70 yards by 70 yards. The area is about 4000 square metres (approximately 64 metres x 64 metres).

5.1.22 Hectare
A metric unit of measure of land area, and is 100 metres by 100 metres (10,000 square metres). It is equivalent to 2.4 acres.

5.1.22 Agricultural year
For the purpose of time reference during the census/survey, agricultural year is from September to August.

5.1.23 Season
A growing cycle of a crop. It should be noted that seasons are directly related with rains and are also indirectly related with the growing cycle of crops.

5.1.24 Farmland
Land used for agricultural purposes. Farmland consists of cropland, pasture land and grazing land.

5.1.25 Gross cultivable area
All land area under the respective land-use classes. In addition to cropped area and other cultivated areas, it includes uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelterbelts.

5.1.26 Net cultivable area
The difference between gross cultivable area and uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelterbelts.
5.1.27 **Area harvested**
The total area from which the crop is gathered. Some temporary crops are grown more than once on the same land in the same agricultural year (successive crops). In such cases, the land should be counted once to obtain area harvested for that crop in reporting area harvested.

5.1.28 **Net area harvested**
Net area harvested refers to area actually harvested.

5.1.29 **Gross area harvested**
Gross area harvested includes uncultivated patches, bunds, footpaths, ditches, headlands, shoulders, shelterbelts, etc.

5.1.30 **Major crops**
These are crops that cover equal to or more than five percent of cultivated area.

5.1.31 **Minor crops**
These are crops that cover less than five percent of cultivated area.

5.1.32 **Temporary crops**
Crops that mature within one or more rain seasons, for example, beans and maize, but are destroyed after harvesting.

5.1.33 **Perennial crops**
Plants that need not to be replanted after each harvest, for example, bananas, sugarcanes and others.

5.1.34 **Permanent crops**
Crops which are not re-planted but are continuously harvested, e.g. mangoes, coffee, etc. They are crops whose maturity exceeds one season.

5.1.35 **Permanent crops of productive age**
These include permanent crops already bearing fruit or otherwise productive. Most tree crops and some other permanent crops become productive after a certain age.

Crops at that stage should be enumerated as "of productive age" even if, due to meteorological conditions or other reasons they have not yielded a harvest during the reference year. Senile or other trees of productive age but no longer productive, should not be enumerated if it is possible to identify them. It is important to classify trees into productive and non-productive age groups.
5.1.36 Cash crops
Crops grown specifically for sale. Examples of traditional cash crops are: tobacco, tea, cotton, coffee, sugarcane etc. Non-traditional cash crops includes low-value food staples (maize, groundnuts, pulses and other cereals), spices and high-value industrial crops (vanilla, ginger and chilies) and Oil seeds, horticultural crops (roses, vegetables, pineapples).

5.1.37 Food crops
Food crop is a term used to refer to crops that are mainly grown for consumption. However, many of these crops have in the recent years been sold for cash including exportation markets, for example, maize, pulses, etc.

5.1.38 Successive cropping
The growing of a given crop or a different crop on a specific plot more than once in one or successive seasons in an agricultural year.

5.1.39 Pure stand
A single crop cultivated alone in a plot. It may be either temporary or permanent.

5.1.40 Mixed crops
Mixed crops are two or more different temporary or permanent crops grown simultaneously in the same plot. The number, kind and proportions of crops in the mixture will generally be according to prevailing practices or to other factors such as soil, rainfall and other meteorological conditions.

5.1.41 Associated crops
Temporary and permanent crops that are grown together in the same plot at the same time.

5.1.42 Inter-planted crops
Crops planted between rows of another crop (e.g. sorghum or groundnuts between cotton rows, or groundnuts between maize or sorghum rows). Inter-planting is a kind of mixed cropping.

It is desirable to assign the inter-planted crop area to individual crops in proportion to the area occupied by each crop.

Yields of some mixed crops may be as large as when grown alone (for example, sweet potatoes, and maize, maize and peas or beans), but the total of area equivalents assigned to individual crops should be equal to the total area under the mixture, even when favourable interactions, in the case of special mixtures, may result in increased yields.
5.1.43 Planted and harvested area (Current Year Production)

It is important to distinguish clearly between the planted area and the harvested area particularly in respect of the long-duration crops like cassava. Three situations may arise in the case of such crops:

(a) Planted and harvested wholly or substantially in the same agricultural year;
(b) Planted in the previous year and harvested wholly or substantially in the current year, and
(c) Planted in the current year, but to be harvested wholly or substantially in the next year.

These three situations should be normally recorded separately or distinctly, and the production for the current year should be related only to the harvestable areas (a) and (b).

5.1.44 Plantation

This includes plants, trees or shrubs planted in a regular systematic manner. Plants, trees or shrubs forming an irregular pattern but dense enough to appear compact are also considered "plantation" e.g sugarcane, tea, coffee e.t.c.

5.1.45 Fertilizers

Anything added to the soil or plant tissue to increase the amount of plant nutrients available for crop growth. They are divided into organic and inorganic fertilizers.

5.1.46 Organic fertilizer

Nutrient sources of organic origin either natural or processed, containing at least 5% of one or a combination of the three primary nutrients (N; P$_2$O$_5$; K$_2$O) and this includes the following:

a) Farmyard manure refers to animal dung and urine mixed with litter mainly straw, to absorb the urine.
b) Compost is manure derived from decomposed plant remain, usually fermented waste plant material, such as straw, grass mowing, etc., heaped in alternate layers with lime, nitrogen and water added.
c) Green manure is a crop, such as sand hemp mustard, etc., grown specifically to be ploughed back into the soil to provide humus. Green manure crops are often planted before the rains.

5.1.47 Inorganic or chemical fertilizer

Fertilizer materials derived from minerals, atmospheric gases, water, and inert materials. It can be natural or synthetic products of chemical reactions. These
are classified into two types namely: compounds such as NPK (Nitrogen (N) Potassium (P) and Phosphorus (K)) which is mainly used for basal dressing and straight fertilizers such as urea which is mainly used for top dressing.

5.1.48 Pesticides
A generic name for plant protection products. It refers to any substance used in agriculture intended to control, destroy, repel, or attract a plant pest. Pesticides include many different kinds of chemicals (organic and inorganic), and microorganisms. The active substance has the desired toxic effect, though other ancillary materials present in the product are not always benign. There are also some pesticides without a definable active substance, which work mechanically or by smell. Any living organism that causes damage or economic loss or transmits or produces disease may be the target pest. Pests can be animals (such as insects or mice), unwanted plants (weeds), or micro-organisms (bacteria, viruses, fungus, etc).

5.1.49 Herbicides
Chemicals used to control undesirable or noxious plant growth, generally called weeds, in areas dedicated to crop production or in non-crop areas where plant growth is unwanted.

5.1.50 Insecticides
Natural or synthetic substances which kill insects. Natural insecticides (i.e. those produced from plant extracts) are less harmful to the environment than synthetic insecticides (that are chemically based) which, though effective, are often persistent and kill not only insects but also larger animals when they get into the food chain. Insecticides are used in a number of ways, including spraying and dusting, or in granular forms as seed dressings.

5.1.51 Fungicides
Chemicals used to kill fungi or restrict their growth. Fungicides are available as liquids, dusts and systemic granules for use on crops.

5.1.52 Irrigation
Purposively providing land with water other than rain, for improving crop production. Uncontrolled land flooding by overflowing of rivers or streams is not considered irrigation. When rain-water or uncontrolled overflow from rivers and streams is collected and later used on the land for crop production, it is considered as irrigation. Types of irrigation commonly used in Malawi include:- Gravity fed; motorized pump; treadle pump; watering canes; dams; and canal based.
5.1.53 Drainage
The removal of excess water from land surface and/or the upper soil layer to make non-productive wetland productive and productive wetland more productive.

5.1.54 Livestock
All animals and birds kept or reared mainly for agricultural purposes. These include cattle, sheep, goats, pigs, horses, poultry, rabbits, donkeys, etc.

5.1.55 Livestock classes
These are animals that have similar anatomical and genetic characteristics. These include bovines (Cattle and Buffaloes); sheep; goats; pigs; and poultry.

Bovine (Cattle)
The following are categories:- 
- Bull – this is a mature male bovine
- Cow – this is a mature female bovine that has given birth to a calf
- Heifer – this is a female that is from one year old to breeding age
- Yearling – this is cattle that has been weaned but it is less than one year old
- Weaner – this is a bovine between suckling age and yearling
- Calf – this is a day old to a weaner
- Steer – this is a castrate
- Ox – is a trained steer

Goat
The following are categories of goat:-
- Buck (Billy) – this is a mature male caprine
- Doe (Nanny) – this is a mature female caprine
- Kid – this can be male or female immature goat

Sheep
The following are categories of sheep:-
- Ram – this is a mature male sheep
- Ewe – this is a mature female sheep
- Lamb – this is immature female or male sheep

Pigs
The following are categories of pigs:-
- Boar – this is a mature male pig
- Sow – this is a mature female pig
- Gilt – this is a female that has reached breeding age
- Piglet – this can be male or female immature pig
Baconer – it is a mature male or female pig that can be slaughtered
Pocker – this is a young pig after weaning that can be slaughtered

Poultry
The following are categories of chicken
   Cock – this is a mature male chicken
   Hen – this is a mature female chicken
   Cockerel – this is a male chicken that has reached breedable state
   Pullet – this is a young female that has reached breedable state (yotetela)
   Chick – this is a chicken from birth to breedable age.

List of non-conventional livestock includes: Rabbits (kalulu); Guinea fowl (nkhangwa); Ducks (bakha); Turkey (nkhuku tembo); Geese (chisasa/tsekwe); Guinea pigs (mbila); Ostrich (nthiwatiwa); Pigeon (njiwa); and Dove (nkhunda)

5.1.56 Livestock products
These are products that can be extracted from livestock for economic or nutritional use such as: white meat (pork, chicken and fish); red meat (beef, mutton, goat meat); eggs, milk and skin/hides (by products)

5.1.56 Milking animals
These are those animals which in the course of the reference period (twelve month) have been milked. This concept is in relation to one applied for production of milk which excludes the milk sucked by the young animals. If all the milk has been sucked by the calf, then the cow is not considered to be a milking animal.

5.1.57 Milk production
Milk production figures refer to the net production (milk actually milked less milk sucked by young animals plus the amount fed to livestock).

5.1.58 Slaughtered heads
Figures relating to the number of animals slaughtered within national boundaries.

5.1.59 Slaughterebles
This is an animal that is suitable for slaughtering (excluding immature, sick, and pregnant).

5.1.60 Livestock off-take
This is an annual percentage of the total population of livestock that is slaughtered or sold.
5.1.61 **Livestock production systems**

The general characteristics of livestock keeping practices. Different production systems are identified as follows:

a) Traditional – animals are communally kept and survive on free range.
b) Intensive commercial system - animal are kept in fenced farms on a commercial scale.
c) Semi-intensive commercial system – animals are allowed to feed on a free range system and supplemented with concentrates.

The following are important when considering livestock production systems:

a) Tethering – tying an animal to a point and feeds around that area
b) Free range – animals are free to move and look for feed
c) Creep feeding – piglets feed separately from the dam but only allowed to suckle

5.1.62 **Livestock population or numbers**

The number of livestock kept by the holding at the time of enumeration. Livestock population excludes livestock temporarily absent or in transit at enumeration time.

5.1.63 **Overgrazing**

Grazing by livestock or wildlife to the point where the grass cover is depleted, leaving bare and unprotected patches of soil. It is a consequence of overstocking beyond the current carrying capacity of an area or lack of rotational grazing.

5.1.64 **Paddocking**

The process of subdividing a pasture land to provide short-duration grazing followed by an appropriate (related to species, soil type and weather conditions) rest period for re-growth and stand maintenance.

5.1.65 **Agricultural inputs**

These are consumable and expendable items used in agricultural production for both crops and livestock, for example fertilizers, seeds, veterinary drugs, etc.

5.1.66 **Machinery and equipment**

All tools and implements used in agricultural production. This could include motorized and manually operated items like Tractors, Ploughs, Hoes etc.
5.1.67 **Agricultural transport**
The means of carrying agricultural goods of the holding, members of the holder's households, or workers from one place to another for agricultural purpose. These can include oxen, donkeys, bicycles, trucks etc.

5.1.68 **Land utilization**
The way land is used at the holding. The recommended broad categories of land utilization are: (i) Arable land; (ii) Land under permanent crop; (iii) Land under permanent pastures; (iv) Wood or forest land; and (v) All other land.

5.1.69 **Forest**
Trees grown to produce wood for industry, fuel, forage protection of other purposes, but not included among trees grown as permanent crops. Forest include bamboo and other woody vegetation used for above-listed purposes.

5.1.70 **Natural forest**
Trees that are growing in their natural habitat.

5.1.71 **Man-made forest**
Trees that are planted by the holder on the holding e.g. Eucalyptus trees

5.1.72 **Savannah wood land**
Vegetation, which is predominantly composed of grass interspersed with short bushes and occasional tall trees.

5.1.73 **Shifting cultivation**
Land utilization method where a particular piece of land is cultivated for a given number of years, and then abandoned for a period of years sufficient for it to restore its fertility by natural vegetation growth before it is then re-cultivated. The distinguishing characteristic of the shifting cultivation is that neither fertilizers nor manure is used to replace soil fertility.

5.1.74 **Agro-ecological zone**
A geographical area, which is fairly homogeneous with respect to climate, soils and general natural balance. It may change from time to time in terms of area coverage depending on the researchers' needs.

5.1.75 **Terracing**
Shaping of hillsides to create flatter levels that shelve water and soil for farming.

5.1.76 **Mulching**
Providing any covering for exposed soils such as grass, straw, bark or wood fibre to help control erosion, weeds and evaporation from the soil.
5.1.77 Farming systems

Refer to the classification of populations of individual farm types that have similar resource bases, enterprise patterns, household livelihoods and constraints, and for which similar development strategies and interventions would be appropriate.
Chapter Six
Environmental Statistical Concepts and Definitions

Chapter six presents statistical concepts and definitions in areas of environment, land management, pollution, climatic change and water supply.

6.0 Environmental concepts

6.1 Environment
The totality of all the external conditions (physical, biological and socio-economic) affecting the life, development and survival of an organism.

6.1.1 Environmental Impact Assessment (EIA)
A systematic examination conducted to determine whether or not a project, policy, program, etc, will have any adverse impacts on the environment. The EIA also provides plans for mitigation of the adverse effects.

6.1.2 Sustainable Use
The present use which does not compromise the right to use the same resource (e.g. land, forest, water etc) by future generations.

6.1.3 Conservation
Management of human use of organisms or eco-systems so that it may yield the greatest sustainable benefit to present generations while maintaining its potential to meet the needs and aspirations of future generations.

6.1.4 Environmental Protection
Any activity to maintain or restore the quality of the environment, through preventing the degradation of air, land, and water resources.

6.1.5 Air Pollution
The presence of contaminants or pollutant substances in the air at levels that interfere with the health or welfare of human and other organisms or can produce other harmful environmental effects.

6.1.6 Land Degradation
The physical, chemical or biological impairment of the attributes of land.

6.1.7 Alkalinization
Soil degradation caused by the accumulation of alkaline water-soluble salts.

6.1.8 Eco-system
The complex of plant and animal communities and their inter-relations with each other and with non-living environment.
6.1.9 **Bio-diversity**
The total variety of life on earth in all its forms, levels and combinations. It includes diversity within genetic differences, species differences and eco-system differences in a given area.

6.1.10 **Biological Sludge**
The by-product of a biological treatment of effluents (waste products from industries). The biological sludge can then be used for soil improvement. The amount of waste that can be treated with biological means for other useful purposes

6.1.11 **Biomass**
Total living weight (generally dry weight) of all organisms in a particular area or habitat. It is sometimes expressed as weight per unit area of land or per unit volume of water.

6.1.12 **Land Reclamation**
It is the process of returning land to productive state that might have been damaged by either man made process (like oil extraction, industrial waste dumping), or natural earth movements. Originally land reclamation was limited to the process of creating new, dry land on the wetlands and seabeds.

6.1.13 **Wetland**
An area which is permanently or seasonally flooded by water, where characteristic plants and animals have become adapted.

6.1.14 **Water Catchment Area**
An area from which rainwater drains into river systems, lakes and seas.

6.1.15 **Watershed**
An area separating one or more water catchments.

6.1.16 **Weather**
The day-to-day or sometimes instantaneous changes of atmospheric conditions of a given place or area.

6.1.17 **Climate**
The average weather conditions at a particular location or region over a long period of time, usually 30 years or more. It is the long-term summation of atmospheric elements such as solar radiation, temperature, humidity, precipitation, atmospheric pressure, wind variations etc.
6.1.18 Climatic Change
Any systematic change in the long-term statistics of climate elements sustained over several decades.

6.1.19 Greenhouse Gases
Gases that trap the infra-red (heat) radiation in the Earth's atmosphere, producing the greenhouse effect. The two major greenhouse gases are water vapor and carbon dioxide.

6.1.20 Greenhouse Effect
The trapping of infra-red (heat) radiation from the Earth’s surface in the atmosphere by the greenhouse gases.

6.1.21 Enhanced Greenhouse Effect
The heating effect associated with a rise in the levels of carbon dioxide, methane and other greenhouse gases in the lower atmosphere, brought about by human use of fossil fuels and clearance of vegetation.

6.1.22 Greenhouse Gas Emission
Emission of those gases that, by affecting the radiation transfer through the atmosphere, contribute to the greenhouse effect.

6.1.23 Enhanced Greenhouse Emissions
A situation where the natural greenhouse gas emissions have been enhanced by anthropogenic (human) emissions.

6.1.24 Global Warming
The increase in the average temperature of the earth’s atmosphere and oceans that has been observed in the recent decades. It is believed to occur as a result of the build up of carbon dioxide and other greenhouse gases due to anthropogenic emissions.

6.1.25 Emission
Discharge of gases, heat and sound into the atmosphere from sources such as smokestacks, vents, surface areas of commercial or industrial facilities etc.

6.1.26 Afforestation
An artificial establishment of a forest by planting or seeding in an area of non-forest land.

6.1.27 Reforestation
An artificial establishment of a forest by planting or seeding in an area which was originally a forest.
6.1.28 **Deforestation**
The process of replacement of forests by other land use or vegetation types.

6.1.29 **Fauna**
All animal life.

6.1.30 **Flora**
All plant life.

6.1.31 **Environmental Sanitation**
Improvement of conditions in households that affect human health by means of drainage and disposal of sewage, human excreta and refuse.

6.1.32 **Waste**
Any material (solid, liquid or gaseous) discharged into the environment without immediate use.

6.1.33 **Solid Waste**
Any useless and sometimes hazardous material with low liquid content. Solid wastes include municipal garbage, industrial and commercial waste, sewage sludge, wastes resulting from agricultural and animal husbandry operations and other connected activities, demolition wastes and mining residues.

6.1.34 **Biological Waste**
Waste containing natural organic materials (remains of plants, animal excreta, biological sludge from waste-water treatment, plants, etc) and capable of undergoing biological degradation.

6.1.35 **Agricultural Waste**
Any waste produced as a result of various agricultural operations. It includes manure and other wastes from farms, poultry houses and slaughter house, harvest waste, fertilizer run-offs from fields, pesticides that enter into water, air or soils, etc.

6.1.36 **Industrial Waste**
Liquid, solid and gaseous wastes originating from the manufacture of specific products.

6.1.37 **Species**
All the individuals and populations of a particular kind of organism maintained by biological mechanisms that result in their breeding only with their own kind.
6.1.38 Water Conservation
The control and development of water resources, both surface and underground water, in a manner that promotes sustainable use.

6.1.39 Water Pollution
The presence in water of harmful and objectionable materials (obtained mainly from sewers, industrial wastes and rainwater run-offs) and in sufficient concentrations to make the water unfit for use.

6.2 Land Management Concepts

6.2.1 Registered Land
Land that has been entered in the register of titles administered by the Commissioner of Land Registration. The owner of such land is called the “Registered owner”, but the land may also have “bona fide occupants” and/or “lawful occupants” or “tenants”.

6.2.2 Topographic Survey
A survey leading to a map showing physical features of an area. Physical features include water bodies, landscapes, infrastructure, vegetation cover and other land uses in the area.

6.2.3 Cadastral Survey
A survey leading to a map showing boundaries, markstones and area of registerable land parcel/plot.

6.3 Water Supply Concepts

6.3.1 Safe Drinking Water
Clean water supplied from an improved water source, such as a borehole/shallow well fitted with a hand pump, or a protected spring or gravity flow scheme, or treated piped water, subject to maintenance of a safe drinking-water chain. Bottled water packed by approved companies is also considered safe water.

6.3.2 Domestic Water
Safe water for human consumption, washing and cooking by persons resident on the land where the source occurs. Water for not more than 30 livestock or water for irrigating subsistence gardens or for watering subsistence fishponds also falls under this category.
6.3.3 **Access to Safe Water (also referred to as “water coverage”)**
The percentage of people within reasonable walking distance (1.5km for rural and 0.2km for urban) to an improved reliable water source. A reliable water source is one capable of supplying its beneficiaries, a minimum 20 litres per capita per day. Currently, rain water and bottled water does not contribute access rates.

6.3.4 **Water Source Functionality Rate**
The percentage of improved water sources that are functional at the time of a spot check.

6.3.5 **Water for Production**
Water for agricultural production (i.e., water for crops, livestock, fish farming) and water for rural industries.

6.3.6 **Sanitation**
Isolation/management of excreta from the environment, maintenance of personal, domestic and food hygiene, safe disposal of solid and liquid wastes, and maintenance of a safe drinking-water chain and vector control.
Chapter Seven

Energy and Natural Resources Statistical Concepts and Definitions

This chapter highlights statistical concepts and definitions in areas of energy, electricity, petroleum exploration, mineral resources, tourism and transport.

7.0 Energy Concepts

7.1 Electricity

Electric power generated from water, mineral oil, coal, gas, solar energy, wind energy, atomic energy or any other means

7.1.1 Consumer

Any person supplied or entitled to be supplied with electrical energy for personal, industrial and commercial use but does not include a person supplied with electrical energy for delivery to another person

7.1.2 Distribution

The ownership, operation, management or control of facilities for the movement or delivery of electricity to consumers

7.1.3 Installation

The whole of any plant or equipment under one ownership designed for the supply or use of electrical energy.

7.1.4 Public Lamp

An electric lamp used for the lighting of a street or a public place.

7.1.5 Transmission

The ownership, operation, management or control of electric energy from generating power plant to electrical substations or point ready for distributions.

7.1.6 Energy to GDP Ratio

The total value of energy produced as a proportion of the national GDP.

7.1.7 Electricity/Energy Loss

The amount of electricity generated but not accounted for.

7.1.8 Energy Intensity in GDP

Total value of energy used as a proportion of the nation GDP

7.1.9 Electricity Use per Capita

The average amount of electricity used per person per year.
7.1.10 **Electricity Generation per Capita**
The average amount of electricity produced per person per year

7.1.11 **Electricity Tariff**
The price of a unit of electricity consumed.

7.1.12 **National Grid Electrification Rate**
The rate (in percentages) at which electricity customers are connected to the National Grid.

7.2 **Petroleum Exploration Concepts**

7.2.1 **Appraisal Well**
Additional well drilled to measure size/quantity (commercial potential) an already discovered oil or gas accumulation.

7.2.2 **Exploration (or Exploratory) Well**
A well drilled with the objective of discovering a new oil or gas accumulation or for the purposes of obtaining stratigraphic information which may assist in the discovery of a new oil or gas accumulation.

7.2.3 **Fixed Platform**
A structure fixed to the lake bed from which petroleum exploration operations or operations for the recovery of petroleum are, or are to be carried out and that is not, or is not to be, capable of being moved from one position to another as such a structure.

7.2.4 **Formation Test**
The gathering of pressure data and fluid samples from a formation to determine its production potential before choosing a completion method.

7.2.5 **Mobile Drilling Unit**
A vessel or floating structure or any part of which may be lowered to the lake/river bed for the purpose of supporting the structure, that carries or includes equipment for drilling a well from the vessel or structure, or carrying out operations on it, but does not include a fixed platform.

7.2.6 **Mobile Platform**
A non-fixed construction platform or a mobile drilling unit.

7.2.7 **Mud**
A drilling fluid consisting of any suitable mixture of water, oil, clay, or other material (or any admixture of all or any of those materials) commonly used in
the petroleum industry, which will remove the drill cuttings from the hole and will also control rock and reservoir pressures, stabilize disturbed formation conditions and seal formation into which fluid from the hole is escaping.

7.2.8 **API Gravity**  
A scale reflecting the density of a fluid such as crude oil, water or natural gas.

7.2.9 **Barrel**  
A common measure of crude oil containing 42 US. Gal or 0.15899m$^3$ or 159 litres.

7.2.10 **Basin**  
A general term for any large area of tectonic origin with a thick accumulation of sedimentary rocks.

7.2.11 **Production Well/Producer**  
A well used to retrieve petroleum or gas from an underground reservoir.

7.2.12 **Suspended Well**  
A well in which all operations have been discontinued or abandoned for a considerable period of time, with the intention of resuming operations at a later date.

7.3 **Natural/Mineral Resources Concepts**

7.3.1 **Building Mineral**  
Any rock, clay, gravel, laterite, murram, sand, sandstone and slate, which is mined by a person from land owned or lawfully occupied by him or her for his or her own domestic use in Malawi for building, or road making, and includes such other minerals as the government may from time to time declare by notice published in the gazette, to the building minerals.

7.3.2 **Exploration License**  
Authorisation or warrant that gives a company an exclusive right to explore, drill and test for oil and gas.

7.3.3 **Exploration Area**  
The land covered by or acquired under an exploration license.

7.3.4 **Holder**  
A person to whom a license is granted under the mining laws, and includes every person to whom that license is lawfully transferred or assigned.
7.3.5 **Industrial Minerals**
Minerals that are commercially mined by a person for use in Malawi or industrially processed into finished or semi-finished products, and includes such other minerals as the Government may declare by notice published in the Gazette.

7.3.6 **Location License / Small Scale Operations**
Authorisation or warrant for prospecting and mining operations which do not involve substantial expenditure and use of specialized technology.

7.3.7 **Mine**
Any place, excavation or working where any operation connected with mining is carried on, together with buildings, premises, erections and appliances used for or in connection with such operation, and includes a **quarry** where building minerals and industrial minerals are mined.

7.3.8 **Mineral**
Any substance, whether in solid, liquid or gaseous form occurring naturally in or on the earth, formed by or subject to a geological processes, but does not include petroleum.

7.3.9 **Mining Lease**
A legal contract for the right to work a mine and extract the mineral or other valuable deposits from it under prescribed conditions of time, price, rental or royalties.

7.3.10 **Prospecting License**
Authorization or warrant granting right to search or explore a designated area for mineral deposits or oil for a limited period.

7.3.11 **Mineral Agreement**
A legally binding arrangement entered into by the Government and another party relating to matters and activities under exploration or a mining lease.

7.3.12 **Mineral Deposit**
A mass of naturally occurring mineral material of economic value.

7.3.13 **Mineral Right**
Entitlement of the owner to exploit mine and/or produce any or all of the minerals lying below the surface of the property.
7.3.14 **Mineral Processing**
Procedures, such as dry and wet crushing and grinding of ores or other products containing minerals, to raise concentration of the substance mined.

7.3.15 **Mineral Product**
A substance derived from an ore by mining or processing.

7.3.16 **Mining Area**
The area for which authorization /permission to mine has been granted.

7.3.17 **Precious Minerals**
Classification of stones and metals that are considered to be rare and /or have a high economic value.

7.3.18 **Prospect**
A place likely to yield mineral deposits.

7.3.19 **Retention License**
A license applied for by a holder of an exploration license on grounds that identification of a mineral deposit within the exploration area is potentially of commercial significance and such mineral deposit cannot be extracted immediately by reason of adverse market conditions, economic factors and other factors beyond their reasonable control, which are of temporary nature.

7.3.20 **Retention Area**
Land subject to a retention license.

7.3.21 **Mineral Dealer’s License**
A license authorizing buying and selling of minerals.

7.3.22 **Goldsmith’s License**
A license authorizing manufacturing of any article from any precious mineral or from substance containing any precious mineral.

7.3.23 **Mineral Rent**
A rent payable by an applicant for grant of a mining lease, location license, retention license or exploration license per unit area.

7.3.24 **Royalty**
An amount payable on the gross value of the minerals based on the prevailing market price. Royalty is payable on minerals obtained in the course of prospecting, exploration, mining or mineral beneficiation operations.
7.3.25 Beacon
   A post fixed or erected for demarcating an area subject to mineral right.
7.4  Tourism Concepts

7.4.1  Tourism
The activity of persons traveling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited.

7.4.2  Visitor
Any person traveling to a place other than that of his/her usual environment for less than twelve months and whose main purpose of trip is other than the exercise of an activity remunerated from within the place visited.

7.4.3  Tourist (Overnight Visitor)
A visitor who stays at least one night in a collective or private accommodation in the place visited.

7.4.4  Same Day Visitor
A visitor who doesn’t spend a night in a place visited.

7.4.5  International Visitors
Visitors whose country of usual residence are different from the country visited; these international visitors also include nationals residing permanently abroad they cross national borders.

7.4.6  International Tourist
A non-resident visitor who comes to the country for a pleasure trip, holiday, business, family affairs, mission, meeting and religions purposes and stays at least for one night in a collective or private accommodation in the country.

7.4.7  Domestic Visitors
Visitors whose country of usual residence is the same country visited; they can be nationals or foreigners of this country. They do not cross national borders

7.4.8  Inbound Tourism
This is the tourism of non-resident visitors within the economic territory of the country of reference

7.4.9  Outbound Tourism
The tourism of resident visitors outside the economic territory of the country of reference
7.4.10 **Tourist Accommodation**
Any facility that regularly provides overnight accommodation for tourists. It is divided into collective tourist establishments and private tourist accommodation.

7.4.11 **Collective Tourist Establishment**
Any accommodation establishments that provide overnight lodging for the traveler in a room or some other unit.

7.4.12 **Private Tourist Accommodation**
Self catering apartment e.g Cottages, Apartments that are rent out to tourists.

7.4.13 **Bed Nights**
The total number of nights spent by guests in an accommodation establishment over a given period of time. The following should be presented:
   a) Accommodation type
   b) Grade of accommodation
   c) Location of accommodation
   d) Size of accommodation
   e) Month

7.4.14 **Bed-place**
The number of beds set up in the accommodation establishment, ignoring any extra bed(s) that may be set up by customer request. The term bed-place applies to a single bed, Double beds being counted as two bed-places.

7.4.15 **Room Occupancy Rate (shows the level of utilization of rooms)**
Percentage number of room nights sold to the average number of room nights on offer for sale during a particular month.

7.4.16 **Bed Occupancy Rate (shows the level of utilization of beds)**
Percentage number of bed-places sold to the number of bed-places on offer for sale in a particular month.

7.4.17 **Visitor**
Person who pays a visit, caller, guest or tourist

7.4.18 **Hotel**
Any premises, wherein or whereon the business of supplying lodging and meals for reward is or is intended to be concluded and includes an Inn
7.4.19 **Motels**
Are hotels designed for motorists (located along a motorway) and usually has a parking area next to the room for motor vehicles and a service station for the travellers’ convenience.

7.4.20 **Lodges**
Any premises, wherein or whereon the business of supplying lodging and meals for reward is or is intended to be conducted, in conjunction with some other outdoor special interest activity.

7.4.21 **Resthouses**
Any premises offering simple accommodation facilities and providing bed and beddings, ablution and toilet facilities of the lowest acceptable quality.

7.4.22 **Inn**
Is a (small Hotel) usually a building were travellers can seek lodging, food and drink.

7.4.23 **Cottages**
Are usually modest often cozy dwellings, typically in a rural or semi-rural location. Usually a second home.

7.5 **Transport Concepts**

7.5.1 **Transport**
Any movement of goods (freight) and/or passengers using a given network/mode.

7.5.2 **Traffic**
Movements by vehicles, aircraft, ships, passengers, freight or mail, departing or arriving at airports, stations, ports, parks, etc.

7.5.3 **Domestic/Local Traffic**
The traffic performed between two points located in the same country/territory.

7.5.4 **International Traffic**
The traffic performed between the designated points in one country and points in another country/territory.

7.5.5 **Freight**
Any property carried on a transport mode other than mail, stores and baggage. For statistical purposes, freight includes express freight and parcels and diplomatic bags but not passenger baggage.
7.5.6 **Passenger**
Any person, excluding on-duty crews, who makes a journey. Infants in arms are included in Air Transport.

7.5.7 **Station/Port**
An area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival and departure of vehicles, trains or ships.

7.5.8 **Airport**
A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

7.5.9 **Aircraft**
Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of air against the earth’s surface. Dirigibles and surface effect vehicles such as hovercraft are excluded.

7.5.10 **Aircraft Movement**
An aircraft take-off or landing at an airport. For airport traffic purposes one arrival and one departure is counted as two movements.

7.5.11 **Commercial Air Transport Flight**
The operation of an aircraft on one or more flight stages on a scheduled or non-scheduled basis where the aircraft is available to the public for the transportation of passengers and/or freight and mail, for remuneration and for hire.

7.5.12 **Direct Transit Traffic**
Traffic, which continues its journey on the same aircraft on a flight having the same flight number as the flight on which it arrived. Direct transit traffic is not unloaded and reloaded at an airport it directly transits.

7.5.13 **Domestic Airport**
Any airport not designated to handle international air traffic.

7.5.14 **Domestic Flight**
A flight having exclusively domestic flight stages (airport), using the same flight number.
7.5.15 **International Airport**
Any airport designated by the State in the territory of which it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, agricultural quarantine and similar procedures are carried out, whether such facilities are provided on a full time or part time basis.

7.5.16 **International Flight**
A flight having one or more international flight stages, where all its flight stages use the same flight number.

7.5.17 **Non-scheduled Commercial Air Transport**
Commercial air transport flights other than scheduled service flights.

7.5.18 **Transfer or Indirect Transit Passengers**
Passengers arriving and departing on a different aircraft within 24 hours, or on the same aircraft bearing different flight numbers. They are counted twice: once upon arrival and once on departure.
Chapter Eight
Geographical, Administrative and Qualitative Assessment Concepts and Definitions

Chapter eight presents statistical concepts and definitions in areas of geographical and mapping, administration and qualitative assessments.

8.1 Geographical and Mapping Concepts

8.1.1 Map
The visual representation usually on a flat surface of either the entire earth’s surface or part of it in a reduced form showing natural and/or man-made features existing. It is a carefully designed instrument for recording, calculating, displaying, analyzing and understanding the interrelationships of mapped phenomena in their spatial context.

8.1.2 Geographical Information System (GIS)
A computer system capable of capturing, storing, editing, integrating, manipulating, analyzing and displaying geographically referenced data related to positions on Earth’s surface. For instance in a Geographical Information system (or Geospatial Information System) data is represented as several layers where each layer holds data pertaining to a group of features with the same geometry.

8.1.3 Global Positioning System (GPS)
A satellite based navigation system used to determine the location of any point on the earth’s surface.

8.1.4 Cartography
The art and science of making maps. It can involve all stages from data acquisition to presentation and use.

8.1.5 Remote sensing
The acquisition of information about an object or phenomena without making physical contact with the object. In modern usage the term generally refers to the use of aerial sensor technologies to detect and classify objects on the earth surface. The major products of remote sensing systems are satellite images and aerial photographs which form input into geographical information systems.

8.1.6 Satellite image
Digital data obtained from sensors carried in satellites.
8.1.7 Aerial photographs
Photographs of a part of the earth surface taken by a camera mounted in an aircraft for mapping purposes.

8.2 Administrative Concepts

8.2.1 Administrative Area
Area or division of a country with distinct geographical boundaries delineated by the government for purposes of administration. Administrative divisions may be large, intermediate or small in size and are sometimes referred to as 1st order - e.g. regions; 2nd order e.g. districts; 3rd order e.g. Traditional Authorities (TAs).

8.2.2 Region
An area with defined boundaries encompassing either countries, districts or any other specificity and is normally named according to the compass direction with respect to the surrounding areas.

It can be administrative, ethnic, statistical etc. There are four statistical (i.e. non-administrative) regions, i.e. Southern, Eastern, Central and Northern. At present, the Districts in each of the four regions are as in Appendix 1.

8.2.3 Zone
These are geographical areas with defined boundaries for subject specific administrative purposes, such as education, health and agriculture zones.

8.2.4 Urban
Urban areas in Malawi constitute the following: all areas within city boundaries, all district centers, and all townships. These areas are designated by the department of physical planning.

8.2.5 Urbanization
The process by which there is an increase in the proportion of people living in urban areas. The common indices used to describe urbanization are: population size, population density and level of administration.

8.2.6 Rural Area
All areas which are outside the geographical boundaries of urban areas as defined above.
8.3  Qualitative Assessment Concepts

8.3.1  Participation
An active process by which beneficiaries influence the directions and execution of a development project with view of enhancing their wellbeing. It involves the local people in planning process and incorporates their knowledge in finding solutions to their own problems.

8.3.2  Participatory Learning and Action (PLA)
A process of learning from, and with, community members, investigating, analyzing and evaluating constraints and opportunities and making informed decisions regarding development projects and programmes.

8.3.3  Participatory Rural Appraisal (PRA)
A set of approaches and methods involving stakeholders that emphasize local knowledge and enable people to appraise, analyze, plan, implement, monitor and evaluate their programmes. PRA principles include action follow up, embracing error, showing respect, learning reversals, optimal ignorance, offsetting biases and triangulation of data.

8.3.4  Rapid Rural Appraisal (RRA)
A quick way of learning about a community and its ways of life as expressed by the community itself. It is a variation of PRA which is widely used where information is required by external agents but must be expressed by the communities themselves in their way and with their emphasis.

8.3.5  Social Map
A PLA tool used to get baseline information on social and economic features of interest in a community and at a particular time. For instance, social maps can be used to plot all the houses in a village, the heads of households, persons with disabilities, pregnant mothers, etc.

8.3.6  Resource Map
A PLA tool that is used to get baseline information on community resources/assets in the community at a given point in time. For instance, resource maps can be used to plot the health units, schools, water points, forests, swamps or any other important asset for the community.

8.3.7  Daily Activity Profile
One of the PLA tools used to do gender analysis in relation to development. The daily activity profile analyzes the different roles performed by women as
compared to those of men and those performed by girls compared to boys on a typical day.

8.3.8 **Livelihood**
A means of living. This comprises capabilities and the assets (including human, social, natural, physical and financial resources).

8.3.9 **Livelihood Analysis**
A set of tools that makes a detailed examination of the way an individual, household or given community lives and survives. The tool helps to understand their problems, coping mechanisms, how they make decisions, etc.

8.3.10 **Institutional/Venn Diagrams/Chapati Diagrams**
A PLA tool that helps researchers to know about the community’s assessment of institutions and how they relate to the community’s welfare. They can be used to show the key institutions and individuals in a community and their importance for decision-making.

8.3.11 **Focus Group Discussion**
A rapid assessment, semi-structured data gathering method in which a purposively selected set of participants gather to discuss issues and concerns based on a list of key themes drawn up by the researcher/facilitator.

8.3.12 **Well-Being Ranking**
A tool used to investigate perceptions on wealth differences and inequalities in a community. The tool brings out local indicators of wealth and well-being and identifies the most disadvantaged members in the community.

8.3.13 **Pair-wise Ranking**
One of the methods of prioritizing in PLA used to determine the main problems or preferences of individuals/community members by comparing two variables at a time out of a given set of problems/priorities/preferences.

8.3.14 **Preference Ranking**
The process of determining the main preferences of individuals or groups within a set of given issues. What is most preferred is given the highest rank.

8.3.15 **Causal Flow-Charts**
Enables the researcher to understand the root causes and effects of the problems on the community welfare. Solutions to these problems are identified and usually, this method is preceded by the Pair-wise Ranking method through which communities are able to rank their problems.
8.3.16 Time Trend/Historical Profile

A method which captures the historical perspectives of the community, by comparing the community’s present state and the past, with respect to the subject of interest.
Chapter Nine
Decentralization and Local Government Statistical Concepts and Definitions

This chapter presents statistical concepts and definitions that are used in National Statistical System in areas of rural development and local government.

9.0 Decentralization and Local Government Concepts

9.1 Decentralization
A process by which central government legally transfers or devolves some of its administrative, political, financial resources and authority, decision making powers and responsibilities to local governments with a view to promote popular participation. The major forms of decentralization include de-concentration, devolution, delegation and privatization.

9.1.1 De-concentration
The transfer of some administrative functions and powers from central government to some lower level/branches of the state or to locally based officials who remain part of and upwardly accountable to central government ministries and agencies.

9.1.2 Devolution
The legal transfer of some powers, authority, functions of central government to lower levels of government that are constitutionally recognized and have democratically elected representatives of citizens.

9.1.3 Fiscal Decentralization
The transfer of fiscal resources, powers to generate revenues and also authority and responsibility over budgets, expenditures and financial decisions to local governments.

9.1.4 Grant
These are funds that are transferred from the consolidated fund to local government either conditionally or unconditionally to enable them to deliver services to fulfill other obligations and legal mandates. Grants may also refer to funds, goods and services from other institutions/entities for which no repayment is required.

9.1.5 Conditional Grants
Earmarked or ring-fenced funds that central government transfers to local governments to enable them finance deliverable services and implementation of programmes that are specifically agreed upon between central government
and local governments. Such funds cannot be used for delivery of services other than those specified.

9.1.6 Unconditional Grant
These are funds that central government transfers without any preconditions to local governments for implementation and delivery of goods and services. Local governments have discretion over what goods and services can be paid for from these resources. Such funds are also known as the General Resource Funds (GRF).

9.1.7 Equalization Grant
The money paid to a Local Government that is lagging behind the national average standard in terms of revenue collection and service delivery.

9.1.8 Local Revenue
Financial resources generated, mobilized or collected from sources within the area under the jurisdiction of the local government. The sources may include property rates, ground rent, fees and licenses, commercial undertakings and service charges.

9.1.9 Central Government Transfers
These are funds that are transferred from the consolidated fund to local government either conditionally or unconditionally to enable them to deliver services to fulfill other obligations and legal mandates.

9.1.10 Development Project
A set of activities designed to achieve a specific developmental objectives or a set of objectives within a designated time period.

9.1.11 Development program
A set of activities that normally consists of an interrelated group of projects to produce multi-sectoral results.

9.1.12 Local Development plan
This is a detailed compilation of prioritised and costed activities or projects that a local government intends to carry out over a defined period of time with a view to meet the needs of its citizens.

9.1.13 Local Development Planning Process
The process of using the approved decentralized structures to set goals and objectives, mobilize and judiciously allocate resources to micro projects conceived by local communities with the aim of achieving sustainable socio-economic development and poverty eradication in an area.
9.1.14 Monitoring
A systematic and continuous collecting and analysis of information as a project programme progresses.

9.1.15 Evaluation
A periodic assessment of the efficiency, effectiveness, impact, sustainability and relevance of a project in the context of stated objectives.

9.1.16 Budget Framework Paper
A document that provides comprehensive data and background information to budgeting through a review of past performance and achievements of funded activities and sets out the basis for future budgeting and prioritization.

9.1.17 Co-funding
A situation whereby more than one organisations or institutions agree to jointly finance the delivery of a particular service or implementation of a project.

9.1.18 Accountability
The acknowledgement and assumption of responsibility by all stakeholders for actions, products, decisions, and policies including the administration, governance, and implementation within the scope of the role or employment/elected position and encompassing the obligation to report, explain and be answerable for the resulting consequences.

9.1.19 Degree of Autonomy
The extent to which local governments exercise their given decision making authority and powers including budget resources without seeking approval or consent from a higher authority such as central government.

9.1.20 Intergovernmental Fiscal Transfer System
A systematic and objective way or criteria for allocating grants among local governments, based on weights attached to particular development indicators. The system is based on a number of sectoral formulae that attaches weights to development indicators based on the extent of achievement or failure to achieve a particular target.

9.1.21 Fiscal Capacity
The ability to raise revenue from own sources.

9.1.22 Local Authority
A body corporate which is part of the public service to which Central Government devolves some of its function for delivery closer to where the
beneficiaries are. This body has its own political leadership system that is house charged with managing and overseeing delivery of development and civic services at local level. It can be a District, Municipal or City Council.

9.1.23 Local Government area
A geographic area which is designated as such under the Local Government Act, and is under the jurisdiction of a particular local authority.

9.1.24 Council
A body of democratically elected people’s representatives (called Councillors) from a particular local government area and is legally established to facilitate local policy formulation, development planning, implementation and delivery of services to citizens. The term may also refer to a group of all the elected Councillors and the other members of a Council as provided in the Local Government Act.

9.1.25 Councilor
An individual who is popularly elected to represent the interest of the electorate and all citizens from a particular Ward, in a Council meeting.

9.1.26 Ward
A defined political or administrative sub division of a local authority from where a Councillor represents the interests of the electorate and the rest of people in that area.

9.1.27 By-law
A rule or regulation that is made by a local authority based on some sectoral policy or national legislation and is intended to govern, regulate and control the operation and delivery of particular goods and services in the particular local government area where it was made.

9.1.28 Community contribution
The monetary value attached to inputs and or factors of production that project beneficiaries contribute towards the implementation of communal project, as a way to assure supporting institutions of ownership and commitment to sustain the project.

9.1.29 Millennium village
A cluster of households in a rural community selected to spearhead implementation of Millennium Development Goals (MDGs), with a focus on selected core areas such as health, education, agriculture, environmental management, infrastructure, water and sanitation. Activities of the Millennium villages receive support from both the GOM and the UN.
9.1.30 Market
An authorized place or premises that are only set up and maintained only by a local government to allow the public sell and buy goods and services of their choice.
Chapter Ten

Information and Communication Technology Statistical Concepts and Definitions

This chapter outlines statistical concepts and definitions in areas of information and communication technologies, infrastructure and universal access, and telecommunication and broadcasting.

10.1 Information and Communication Technology Concepts

10.1.1 Information and Communication Technologies (ICT)

The means of generating, processing, transporting, presenting and storing and usage of information.

10.1.2 Data

Information in raw or unorganized form in a manner suitable for communication, interpretation or processing. Data can be input, stored, and processed by human beings or computer, for output as usable information.

10.1.3 Data Collection

The process of gathering, measuring and recording data for further processing.

10.1.4 Data Processing

Operations performed on a given set of data to extract the required information in an appropriate form such as diagrams, reports, or tables.

10.1.5 Data Storage

The process or place of storing information or data including in an electronic form on media such as a computer disk or external storage device.

10.1.6 Data Security

The protection of an organization’s data from unauthorized access, modification, destruction, or disclosure. Appropriate technical and organizational measures are taken to ensure an appropriate level of security in relation to the risks represented by the processing and the nature of the data to be protected.

10.1.7 Information

The result of processing, manipulating and organizing data in a way that adds to the knowledge of the person receiving it.

10.1.8 Information Dissemination

The systematic distribution of information or knowledge through a variety of ways to potential beneficiaries.
10.1.9 Information Technology
The methods and techniques used to produce, manipulate, store, communicate, or disseminate information by automatic means. These include computer and communications hardware and software used to automate and augment clerical, administrative, and management tasks in organizations.

10.1.10 Computer Hardware
A comprehensive term for all of the physical parts of a computer for inputting, storing and outputting data which include mechanical, magnetic, electronic, and electrical components making up a computer system. Refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards, printers, boards, and chips.

10.1.11 Computer Peripherals
Any external device attached to a computer, but not part of it, and is more or less dependent computer. These include, input device (mouse, scanner, etc.), output device (printer, plotter, speaker), storage device (Memory cards, external hard disk, external CD drive), communication device (microphone, external modem, router).

10.1.12 Computer Software
Organized information and electronic instructions in the form of operating systems, utilities, programs, and applications that enable computers to work. Computer software is divided commonly into two main categories: System software and Application software.

10.1.13 System Software
Computer programs (instructions) that control, integrate, maintain and manage the of a computer system.

10.1.14 Application Software
Complete computer program that performs specific tasks which are either customized or user-specified. Application programs come in a wide variety (such as accounting programs, database programs, graphics and illustration programs and word processing programs).

10.1.15 Computer Literacy
The knowledge and ability to operate and use computer programs, computer applications and other related technologies that are associated with computers.
10.1.16 **Communication Technology**  
The methods and techniques that transmit information in electronic form. These fall into two broad groups of either cable based or wireless. Cable technologies include telephones and facsimiles. Wireless technologies include radio, television, microwave and satellite.

10.1.17 **Network**  
A group of interconnected (via cable and/or wireless technologies) computers and peripherals that is capable of sharing data, software and hardware resources between many users.

10.1.18 **Internet**  
A vast computer network linking computer networks worldwide. The Internet includes commercial, educational, governmental, and other networks, all of which use the same set of communications protocols.

10.1.19 **Intranet**  
A computer network that uses Internet Protocol technology to securely share any part of an organization's information or network operating system within that organization. It is the connection of computer networks in a local area.

10.1.20 **World Wide Web (WWW)**  
The World Wide Web, or simply Web, is a way of accessing information over the medium of the Internet using hyperlinks. It is an information-sharing model that is built on top of the Internet. The Web uses the HTTP protocol, only one of the languages spoken over the Internet, to transmit data. The Web utilizes browsers, such as Internet Explorer or Firefox, to access Web documents called Web pages that are linked to each other via hyperlinks. Web documents also contain graphics, sounds, text and video.

10.1.21 **Bandwidth**  
The amount of data that can be carried from one point to another in a given time period (usually a second) in a network. This kind of bandwidth is usually expressed in bits (of data) per second (bps). Occasionally, it is expressed as bytes per second (Bps).

10.1.22 **Broadband**  
An internet connection with a much larger capacity than dial-up or ISDN ((bandwidth normally greater than 2Mb/s).

10.1.23 **E-government**  
The use of technology by government to interact with citizens, improve services and streamline operations.
10.2 Infrastructure and Universal access Concepts

10.2.1 Universal Access
Universal access is understood to be the possibility for every citizen of the world, regardless of their digital skills, geographical and socio-economic situation, to create and/or use for themselves or through telematics networks already installed in their environment, and to find and place on the Internet, information useful for their life plans.

10.2.2 Infrastructure
The basic physical and organizational structures and facilities (e.g., buildings, roads, and power supplies) needed for the operation of a society or enterprise.

10.2.3 Digitalization
To turn an image (artwork, photographs, text) into a format usable by a computer system through a process that scans the image into digital bits.

10.2.4 Audiovisual
Using both sight and sound, typically in the form of slides or video and recorded speech or music.

10.2.5 Information Systems
Information Systems are computerized tools that assist people in transforming data into information. It consist of infrastructure (physical and hardware components), software, people, procedures (manual and automated), and data.

10.2.6 Data Centre
A data centre is a special building constructed to house servers. The data centre consists of a number of rooms with special filtration and air conditioning to keep servers free of dust and at their optimum operating temperature, and preventing the significant quantities of heat they generate from building up and damaging them. The building provides special electricity supplies, with generators that supply power in the event of a power cut, and provide physical security in the form of guards and locks to ensure that only the owners of the servers and their appointed staff can gain access to a server, to prevent theft. Lastly, data centres have multiple high-quality Internet connections with backups, allowing the servers within to remain connected to the Internet at high speed, even if faults or accidents break one or more of the connections.

10.2.7 Server
A computer that provides a specific kind of service to other computers. Can be used to store critical data for retrieval. A server also acts the communications gateway between many computers connected to it, responding to requests for
information from client computers. On the Internet, all web pages are held on servers. This includes search engine and directory data accessible from the Internet.

10.2.8 Open Source
Software whose source code is published and made available to the public, enabling anyone to copy, modify and redistribute the source code without paying royalties or fees.

10.2.9 Connectivity
Refers to the use of computer networks to link computers to one another, and provide information resources between computer systems and their final users.

10.2.10 Internet Service Provider (ISP)
Internet Service Provider (ISP) is a company that provides its customers (other organisations and individuals) with easy and user-friendly access to the Internet via dial-up, ISDN, ADSL, or other type of connection.

ISPs typically charge a monthly fee for this service, which will vary according to the customer's type of usage, for example a customer may have a Broadband, anytime or off-peak connection package. It is also customary for an ISP to provide their own proprietary content, including news, advice, multimedia, shopping and various online services, such as Web browsing, e-mail and Web site hosting facilities.

10.3 Telecommunication and Broadcasting Concepts

10.3.1 Mobile Telecommunications Standard
It is the technologies for data and signal that a mobile device supports e.g. GSM, GPRS. They evolved as below: GSM-->GPRS-->EDGE-->WCDMA(UMTS)--->HSDPA(2012).

10.3.2 Spectrum
Range of electromagnetic wave frequencies. The visible spectrum, for example, ranges from wavelengths of about 400 to 700 nanometers.

10.3.3 Telecommunication
The communication at a distance by electronic transmission of impulses, as by telegraph, cable, telephone, radio, or television.

10.3.4 Broadcasting
Spreading a message or signal over a wide area (or to all connected devices) without specific targeting.
10.3.5 **Wireless**
A network terminal that uses electromagnetic waves, such as RF, infrared, laser, visible light, and acoustic energy, not wires, for telecommunications.

10.3.6 **Telephone**
Electronic equipment that converts sound into electrical signals that can be transmitted over distances and then converts received signals back into sounds.

10.3.7 **Antenna (Aerial)**
A device used to transmit and/or receive electromagnetic waves. In mobile phone technology, it is the physical part of a mobile phone that is designed to receive or transmit the radio frequency signals, which the handset uses to communicate with the telephone network. A mobile may contain an internal antenna that is concealed within its case, or there may be a short or stubby external antenna that protrudes about 3 cm or more outside the case. Some mobile phones include an FM radio, and in this case the headset lead usually acts as the radio’s antenna. The headset must then be connected to the phone to ensure good reception.

10.3.8 **Backbone**
A communication network designed to carry the bulk of the traffic. They are typically sets of wire lines, radio links, or fibre-optic cables that connect one local network to another, or one regional network to another. Backbone networks are of necessity high-speed, wide bandwidth connection paths, designed to cope with the high-density of traffic that is designed to flow through them. The points of interconnection in the network are called 'nodes.'

10.3.9 **Cellular Base Station or Towers**
A fixed radio station in the cellular network, which communicates with mobile telephones using radio waves. Cellular Base Station, is also called a Base Transceiver Station, which will include transmitters, receivers, tower and antenna, and control equipment to interconnect with other base transceiver stations and the public switched network via landline or microwave links.

10.3.10 **Coverage area**
The geographical area in which a wireless network company offers cellular service for their own mobile phone subscribers. It is also called a service area.

10.3.11 **Microwave**
The range of radio frequencies between 1 GHz and 30 GHz (i.e. between wavelengths of 300 mm and 10 mm). Examples of use are cellular phone carriers’ point-to-point and point-to-multipoint communications, the
nationwide distribution of radio and TV channels, and radio links between earth stations and orbiting satellites.

10.3.12 Smartphone
A mobile phone with computer-like features that can include e-mail, an Internet browser, a personal organiser, a touch screen or a keyboard.

10.3.13 Broadcasting Digital Migration (BDM)
The process of converting television signals from analogue to digital technology.

10.3.14 Satellite
An artificial body placed in orbit around the earth or moon or another planet in order to collect information or for communication.

10.3.15 Transmitters
A set of equipment used to generate and transmit electromagnetic waves carrying messages or signals, esp. those of radio or television.

10.3.16 Subscribers
A person who pays to receive or access a service.

10.3.17 Cell Phone
A device used by a subscriber for wireless communication with other Cell phones within the same or different cellular mobile telephone network, and to a traditional wired telephone network.

10.3.18 Cellular or Cell
The infrastructure of the mobile telephone network that is sub-divided into many small areas, each of which is served by a Base Transceiver Station.
### Annexes

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