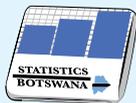


Botswana Compendium of Statistical Concepts and Definitions

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Preface

Statistical work is guided by, and associated with homogeneity of data production processes in fostering national and international comparisons. As the agency coordinating the development and maintenance of the National Statistical System (NSS), Statistics Botswana (SB) is responsible for promoting standardisation in the production of statistics to ensure quality, adequacy of coverage and reliability of statistical information. Notably, deliberate efforts are being made to increase stakeholder appreciation and informed utilisation of statistics, through building vibrant and durable partnerships across Ministries, Departments and Agencies and other stakeholders in the NSS.

With the development of the NSS, the organisation has found the need to develop a compendium of statistical concepts and definitions as an effective tool that facilitates harmonisation, comparability and use of standard statistical concepts and definitions. This volume is the first official document of its kind in Statistics Botswana. The document has been compiled with input from all the units within the organisation and those seconded to Government Departments

I wish to thank all participating stakeholders for their contribution and continued collaboration towards building a coherent, reliable, and demand driven National Statistical System.



A.N. Majelantle
Statistician General
March 2016

Table of Contents

PREFACE	3
INTRODUCTION	6
1.0 AGRICULTURE.....	7
2.0 BUSINESS REGISTER.....	12
3.0 CARTOGRAPHY.....	15
4.0 CENSUS AND DEMOGRAPHY.....	16
5.0 CRIME STATISTICS.....	19
6.0 EDUCATION.....	21
7.0 ENVIRONMENT STATISTICS.....	26
8.0 HEALTH.....	28
9.0 INCOME AND EXPENDITURE.....	31
10.0 INDUSTRY.....	32
11.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)	34
12.0 INFORMATION SYSTEMS.....	35
13.0 LABOUR.....	36
14.0 POVERTY.....	39
15.0 PRICES.....	41
16.0 PRODUCTION.....	42
17.0 QUALITY ASSURANCE.....	43
18.0 STATISTICAL METHODS.....	46
19.0 TOURISM.....	48
20.0 TRADE STATISTICS.....	51
21.0 TRAINING AND CERTIFICATION.....	52
22.0 TRANSPORT AND INFRASTRUCTURE.....	54

INTRODUCTION

As the agency coordinating the development and maintenance of the National Statistical System (NSS), Statistics Botswana (SB) is responsible for promoting standardisation in the production of statistics to ensure quality, adequacy of coverage and reliability of statistical information. Deliberate efforts are being made to increase stakeholder appreciation and informed utilisation of statistics, through building vibrant and durable partnerships across Ministries, Departments and Agencies (MDAs), and other stakeholders in the NSS.

The Compendium is an effective tool that facilitates harmonisation, comparability and use of standard statistical concepts and definitions in the NSS. It is the first of its kind, and as such a lot of the definitions contained herein were mostly from the departments within Statistics Botswana with minimal contribution from the external stakeholders. The intention though is to release the next publication within a year of this issue which will cover the relevant stakeholders especially those that are within the NSS.

Statistics Botswana intends to update the Compendium as and when there are new or key statistical concepts and definitions on the Botswana economy, including those about the newly discovered and enlivening industries. Alongside stakeholder's contribution, Statistics Botswana continues to build a coherent, reliable and demand driven National Statistical System.

1.0 AGRICULTURE

Agriculture: (also called farming or husbandry) is the cultivation of animals, plants, fungi, and other life forms for food, fibre, and other products used to sustain life.

Agricultural holding/Farm: It is an "ECONOMIC UNIT" of agricultural production under single management comprising of total land area and livestock owned, managed, rented or operated by the holder. It includes cultivated lands, cattle holdings, farm dwellings, fallow land, etc. The Holding may consist of one or more pieces of land, located inside or outside the selected block, in one or more separate areas, but inside the same Agricultural District, provided the pieces of land share the same "PRODUCTION MEANS" utilised by the holding, such as labour, machinery or draught animals.

Agricultural Holder: An agricultural holder is a person who makes the day-to-day decisions for the agricultural holding. A holder has the responsibility and accountability for the holding and may delegate some responsibilities related to day-to-day work to other persons. A holder may be resident in the farm (in case of ranches) or on a piece of land in communal areas where ploughing or animal husbandry takes place (in case of pastoral/arable/subsistence farming). The holder may also be resident somewhere else but still making major decisions on the operations of the holding.

Agricultural Season/Agricultural census/survey year: It is from October of the previous year to September of the calendar year, that is, the agricultural season, census or survey year is from 1st October of the previous

year to 30th September of the current year.

Agro-pastoral: Livestock keeping and crop cultivation are carried out by establishment of farms or households with permanent residence.

Arable Land: All land generally under rotation whether it is under temporary crops, left temporarily fallow or used as temporary pastures.

Area Harvested: The area from which a crop is gathered during the current crop year.

Agricultural Inputs: Consumable and expendable inputs in agricultural production for both crops and livestock, for example fertilisers, seeds, and veterinary drugs.

Associated Crops: A combination of temporary and permanent crops grown together in the same plot or field at the same time.

Agricultural Transport: Mode of movement used for agricultural goods in the holding, members of the holder's households, or workers from one place to another for agricultural purposes.

Agro-Ecological Zone: A geographical area which is fairly homogeneous with the climate, soils and general ecology.

Birth Rate: This refers to the ratio of total number of births during the census year or agricultural season to total number of livestock (cows, goats and sheep) during the same census year or agricultural season.

Bull: A full grown male that is used for breeding purposes (usually over three years of age).

Cash Crops: Crops grown specifically for sale.

Cattle Holder: An Agricultural holder with at least 100 cattle. This holder is not exclusive to such cattle holding but may hold other holdings such as small stock and crop land.

Chemical Fertiliser: The fertilisers like urea, ammonia, phosphate and potash, etc.

Chicken: A general term used to describe hens, roosters, chicks, pullets, etc.

Commercial Sector: Commercial sector involves agricultural operations either on a freehold, leasehold or Tribal Grazing Land Policy (TGLP) ranches. These operations are solely for commercial purposes.

Commercial Livestock System: where Livestock are kept in fenced farms on a commercial scale.

Compact Plantation: Plants, trees and shrubs planted in a regular systematic manner.

Cultivable Land: Land that can be put to use for crop farming purposes. This excludes land under permanent pasture, wood or forest and all other non-agricultural land put under residential use or for other enterprise activities.

Cow: A full grown female (usually over three years) that has calved.

Death Rate: This refers to ratio of total number of deaths during the census year or agricultural season to total number of livestock by type (cattle, goats and sheep) during the same census year or agricultural season.

Exotic Breeds: These are the breeds which are not originating from a country of interest (in this case Botswana) such as Simmental, Brahman, etc. For goats it includes Boer goat, Savannah, Sanaan, Kalahari red etc and for sheep it includes Damara, Dorper, Karakul, etc.

Fallow Land: This is land not ploughed/planted during the agricultural season but was ploughed / planted during the past year(s). For a piece of land to be regarded as fallow it has to stay at most five years without being ploughed / planted depending on the geographical area and on the ecological zone.

Farm land: This is land used for agricultural purposes. Farm land consists of crop land, pasture land and grazing land.

Farming Systems: 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.

Field: A field is a piece of land under one use. It could be either under one crop, crop mixture or lying fallow.

Fertilisers: Anything added to the soil to increase the amount of plant nutrients available for crop growth. They are divided into organic and inorganic fertilisers.

Fishing Craft: The means through which fishing ground can be accessed.

Fishing Gear: A tool or equipment used to capture fish from the water. Examples of fishing gear are hooks, nets, and spears.

Forest Trees: Trees grown to produce wood for industry, fuel, forage protection of other purposes, but not included among trees grown as permanent crops.

Fungicides: Chemicals used to kill fungi or restrict their growth. Fungicides are available as sprays or dusts for use on crops.

Food Crops: Crops that are mainly grown for food consumption.

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

Hay: These are stock feeds produced from dry crop residues.

Harvesting Season: This usually starts in June and ends in August of any given year.

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.

Heifer: A young female that has not yet calved and it is at least one year old but less than three years old.

Inorganic Or Chemical Fertiliser: Fertiliser materials derived from minerals, atmospheric gases, water, and inert materials. It can be natural or synthetic products of chemical reactions.

Inter-Planted Crops: Crops planted between rows of another crop for example; sorghum or groundnuts between maize rows, or groundnuts between maize or sorghum rows.

Irrigation: Purposively providing land with water other than rain, for improving crop production.

Insecticides: Natural or synthetic substances which kill insects. Insecticides are used in a number of ways, including spraying and dusting, or in granular forms as seed dressings.

Land for Cultivation Leased in: Land obtained legally for cultivation from the rightful owner for a period of either 49 or 99 years.

Land for Cultivation Leased Out or Given on Rent: The portion of cultivable land that is given to others on lease or rent.

Land for Cultivation Taken on Rent: Land obtained for cultivation from the rightful owner by another, subject to terms and conditions agreed upon by the two parties.

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

Landing Site: A specified area where fish is landed.

Land under Fallow: The portion of cultivable land owned that is left to rest to regain its fertility.

Livestock: All animals and birds kept or reared specifically for agricultural purposes including cattle, sheep, goats, pigs, horses, poultry, rabbits, and donkeys.

Livestock Population: The total number of animals and birds present on the holding on the day of enumeration regardless of ownership. Livestock population excludes livestock temporarily absent or in transit at the time of enumeration

Machinery And Equipment: All tools and Implements used in agricultural production for example: Tractors, Ploughs, and Hoes

Mafisa-in: Refers to livestock which has been borrowed by another person to look after and benefit from milk and or draught power. These livestock still belongs to the owner and the one looking after cannot take any decision concerning these livestock without consultation.

Manure: The fertiliser like cow dung, poultry manure, etc.

Mixed Crops: Mixed crops are two or more different temporary crops or two or more different permanent crops grown simultaneously in the same plot or field.

Mulching: Protective covering, usually of organic matter such as leaves, straw, or peat, placed around plants to prevent the evaporation of moisture, the freezing of roots, and the growth of weeds.

Natural Forest Trees: Forest trees that are growing in their natural habitat.

Net Cultivable Area: The difference between gross cultivable area and uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelterbelts

Nomadic Or Totally Pastoral: a practice of livestock keeping which involves moving from place to place in search of water and food for animals.

Off Take Rate: This refers to ratio of off take to total number of livestock by type (cattle or goats and sheep) during the census year or agricultural season.

Off take: = Sales – Purchase + Home Slaughter.

Off-take Rate: The percentage of animals slaughtered in a given year.

Organic Fertiliser: Nutrient sources of organic origin either natural or processed, containing at least 5% of one or a combination of the three primary nutrients (N; P₂O₅; K₂O).

Other Agricultural Holder: Any agricultural Holder who has at most 99 cattle in addition to other holdings such as small stock, crop land and other livestock.

Overgrazing: Feeding by livestock or wildlife to the point where the grass cover is depleted, leaving bare and unprotected patches of soil.

Ox: A full grown male that has been castrated (usually over three years of age).

Paddock: The process of establishing stalls for livestock on a farm.

Perennial Crops: Plants that need not be replanted after each harvest, for example, bananas, and sugar canes.

Permanent Crops: Crops which are not re-planted but are continuously harvested, for example, mangoes, and coffee. They are crops whose maturity exceeds one season.

Permanent Crops of Productive Age: This includes permanent crops already bearing fruit or otherwise productive. Most tree crops and some other permanent crops become productive after a certain age.

Pesticides: Any substance used in agriculture intended to control, destroy, repel, or attract a plant pest.

Planted Area: The land area that has been planted in the current agricultural season. It includes the land that was planted but could not be harvested during the same season.

Planting Season: The planting season is from October of the previous year to February of the next year.

Plantation Trees: Trees that are planted by the holder on the holding e.g. Eucalyptus trees

Producer Price Index for Agriculture: A measure of the change in farm gate prices of agricultural products in reference to a specific period (Base Year) in the country.

Pure Stand: Where a single crop is cultivated or planted alone in a plot or field. For example, when maize is planted alone in one field is referred to as a pure stand.

Savannah Woodland: Vegetation, which is predominantly composed of grass interspersed with short bushes and occasional tall trees.

Silage: These are stock feeds produced from green crops at flowering stage.

Semi-Nomadic Or Semi-Pastoral: where livestock is kept by households that establish permanent residence and might also cultivate crops as a supplementary food source, but move herds on transhumance to assure forage and water.

Shifting Cultivation: Land utilisation method where a particular piece of land is cultivated for a given number of years (x), and then abandoned for a period (greater than x years), sufficient for it to restore its fertility by natural vegetation growth before it is then re-cultivated/planted. The distinguishing characteristic of the shifting cultivation is that neither fertilisers nor manure is used to replace soil fertility.

Successive Cropping: The growing of a given crop or a different crop on a specific plot or field in successive seasons in an agricultural year/season.

Temporary Crops: Crops that mature within one or more rain seasons or agricultural season and are destroyed after harvesting, for example, beans and maize.

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

Total Land Owned: All land owned legally, traditionally or conventionally by members of the household or enterprise singly or jointly.

Traditional Sector: Traditional sector entails agricultural operations on a communal land mainly for subsistence purposes.

Weed: A wild plant/crop growing where it is not wanted.

Tollies: A young male that is at least one year old but less than three years old.

2.0 BUSINESS REGISTER

Activity Code: A 4-digit unique international number allocated to each type of activity underlined in the United Nations International Standard Industrial Classification (ISIC).

Branch: A division of a business or other organization. To enlarge the scope of one's business, then you can open other branches in other areas.

Business: An activity of making, buying, selling or supplying of goods or rendering services for money. A business may have more than one activity under one roof.

Business Activity: Specific thing or things done by the company; action or occupation. The company is manufacturing electrical bulbs, so its activity is bulbs manufacturing.

Business Names Registration: The Registrar of Companies administers Business Names Act to regulate commerce. Business Name means the name, title, description or style under which any business is carried on whether in partnership or otherwise.

Company: A company is an artificial person(s) which arises when a group of persons form a corporate body which can acquire personality separate from that of its members with some legal powers of a natural person. Co-operative: A joint venture arrangement between growers or traders with common interest which includes the word "co-operative" in its title, and is created within the legislative provisions of the Co-operatives Act.

Economic Survey: This refers to a survey of enterprises (or their subdivisions). The term business survey refers to a survey of businesses, i.e., commercial enterprises (or their subdivisions). Likewise, the term economic statistics refers to statistics about enterprises, and the term business statistics to statistics about businesses, i.e., commercial enterprises (or their subdivisions).

Enterprise: Business, company or firm, local/large-scale/state-owned enterprises. It is a legal entity, usually a registered company. An enterprise can have several establishments. Enterprises are split into establishments when the enterprise has more than one physical location or when the enterprise is large and operates in distinctly different industries at one location. Enterprises with more than one establishment are called multi-establishment enterprises.

Enterprise Group: An enterprise group consists of all the enterprises under the control or influence of the same owner. A group of enterprises can have more than one decision-making centre, especially for the policy on production, sales and profits. It may centralize certain aspects of financial management and taxation. It constitutes an economic entity which is empowered to make choices, particularly concerning the units which it comprises.

Employee: An employee is a person who enters an agreement, which may be formal or informal, with an enterprise in return for remuneration in cash or in kind

Establishment: An Establishment is an enterprise or part of an enterprise that is situated in a single location and in which only a single (non-ancillary) productive activity is carried out or in which the principal productive activity accounts for most of the value added

Final Accounts: A set of statements that explain the results from the planned activities for a period of 12 months. Joint Government Venture: A business arrangement that caters for interests of both the private sector (i.e. Sole Proprietorship, Private Limited Company or Cooperative) and at least one Government or Statutory Corporation.

Kind of Activity Unit: A kind of activity unit (KAU) is an enterprise or part of an enterprise which engages in only one kind of productive activity or in which the principal productive activity accounts for most of the value added. As compared to the establishment, in the case of such a unit, there is no restriction on the geographic area in which the activity is carried out.

Large Business: A licensed, VAT registered business employing more than 50 persons and having regular final accounts

Legal Entity: Type of ownership under which a business has legal status according to the National law.

Medium Business: A formally registered business establishment employing between 20 and 50 persons, formally registered. It normally has regular final accounts.

Micro-Business: A licensed or unlicensed business establishment employing less than 5 persons, normally with no regular books of account.

Non-Governmental Organisation (NGO): All businesses operating under a recognised non-profit making organisation but employing at least one person.

Parastatal: A quasi-government organisation instituted by decree or by an Act of Parliament and designed to perform specific functions on behalf of Government.

Partnership: A contract between two or more competent persons for joining together their money, goods, labour and skills under an understanding that there shall be a communion of profit between them and for purpose of carrying on a legal trade, business or adventure.

Another definition of partnership: A contract between two or more person who agree to pool talent and money and share profits or losses.

Partnership: A business jointly owned by two or more persons, each with unlimited liability, and for which the distribution of investment, extent of risk taken and management responsibility is agreed between the partners (the agreement may/may not be in writing).

Private Limited Liability Company: An organisation registered under the Companies Act and is comprised of shares of specified limited liability, the majority of which are owned by government. It has a legal entity separate from its shareholders.

Public Limited Liability: A company or business established in which total ownership is by the State.

Public Limited Company: A company whose shares are traded freely on a stock exchange

Registered Name of Business: This refers to the businesses which have been registered with registrar of companies or Registrar of Societies or Local Authority.

Registered Private Limited Company: This type of company is official recorded with or certified by Registrar of companies. It belongs to a particular person or persons, as opposed to the public or government and organized in such that it gives its owners limited liabilities.

Small Business: A licensed or unlicensed business establishment employing between 5 and 20 persons.

Statistical Business Register (SBR): is a register of business units engaged in production of goods and/or services. The business unit of the business register is usually the enterprise and has identifiable links to their establishments and is classified by economic activity. The SBR is an essential tool for data collection.

Shareholder: Any person, company, or other institution that owns at least one share in a company. A shareholder may also be referred to as a stockholder. Shareholders are the owners of the company. They have the potential to profit if the company does well, but that comes with the potential to lose if the company does poorly. A shareholder can also be someone who holds shares of stock in a corporation.

Sole Proprietorship: A business which is solely owned by one person with unlimited liability i.e. the person has total responsibility for all aspects of risk-taking and management of the business.

Statutory Corporation: An organisation established by an Act of Parliament, which is neither a Public Limited Company nor a Department of the Public Service under leadership of a Board or Trust that is responsible or answerable to a given Ministry of the State.

Trading Name: A company can have a trading name different from the registered name. e.g. Moshana Quarries Pty Ltd trading as Pioneer Quarries. Both company name and trading name are registered at Registrar of companies, so we have both company number and trading number.

Turnover: The total receipts received from sales of goods and services in a given period of time.

Working Proprietor: A working proprietor is someone who has at least part share in the ownership of the establishment and also works in the establishment. Such a person may or may not be on the payroll.

3.0 CARTOGRAPHY AND GIS

Administrative Area: Division of a country delineated by Government for purposes of administration. Administrative divisions may be large, intermediate or small in size.

Administrative Data: Administrative data collection is the set of activities involved in the collection, processing, storage and dissemination of statistical data from one or more administrative sources.

Administrative Source: Administrative source is the organisational unit responsible for implementing an administrative regulation (or group of regulations), for which the corresponding register of units and the transactions are viewed as a source of statistical data

Cadastral Map: These maps are produced by the Department of Surveys and Mapping from field survey data and they show plot boundaries, plot numbers and street names.

Cartography: Cartography is the art, science and technology of making maps, together with their study as scientific documents and works of art as defined by International Cartographic Association (ICA).

Digital Orthophoto Map: A digital orthophoto map or orthophotograph is an aerial photograph that has been geometrically corrected or ortho-rectified to remove atmospheric/ earth curvature effects and other distortions caused by the tilting movements of the camera lens during capturing.

Dwelling Unit/Lolwapa: A lolwapa, in its traditional sense consists of one or more structures or buildings, permanent or temporary, usually surrounded by a fence/wall or something to mark its boundaries. In some areas the huts and/or other structures may not be fenced, but they are usually in very close proximity. A lolwapa may contain more than one household.

EA Delineation: The principal objective of enumeration area delineation is to subdivide the country into contiguous small geographic areas (EAs) each big enough in terms of ideal population size and area. An ideal population size is the number of dwellings and people that one enumerator can enumerate in the time period scheduled for data collection

Enumeration Area: It is the smallest geographic unit, which represents an average workload for an enumerator over a specified period. The average size of an EA is approximately 120-150 dwellings (malwapa).

Geographical Information System (GIS): A computer system capable of capturing, storing, editing, integrating, manipulating analysing and displaying data related to positions on Earth's surface. A Geographical Information System (or Spatial Information System) is used for handling maps of one kind or another

Map: A map is a representation usually on a flat surface of the whole or a part of an area. Maps are a primary medium of transmitting ideas and knowledge about space.

Peri-Urban Area: An area that somewhat mirrors the characteristics of an urban area but to a lesser extent. In this area, only some of the facilities found in urban areas exist; the population concentration is also moderate. **Region:** An area with clearly defined boundaries either by counties, districts, countries or any other specificity, normally defined according to the campus direction with respect to its surrounding areas

Rural Area: An area that lacks most if not all the facilities/amenities found in the urban areas. The population tends to be scattered.

The Geographical Coding Scheme: This simply means assigning of unique codes to different geographical entities such as districts, villages, towns/cities, localities, lands area to uniquely identify them. For the convenience of census operations, all towns and cities are considered as census districts and have been allocated code 0. For example, Gaborone is identified using code 01, Francistown 02, Lobatse 03 etc.

Topographic Maps: Topographic maps use a wide variety of symbols to represent human and physical features.

Urbanisation: The process by which there is an increase in the proportion of people living in urban areas.

4.0 CENSUS AND DEMOGRAPHY

Adolescent: A person between puberty and below 18 years of age

Adult: A person aged 18 years and above.

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 Dependency Ratio: Is the ratio of persons in the dependent ages (generally under age 15 and over age 64) to those in the economically productive ages (15-64years) in a population

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.

Annual Population Growth Rate: This refers to the change in the population over a unit time period, often expressed as a percentage of the number of individuals in the population at the beginning of that period
Birth Rate: The number of live births observed in a population to the size of the population during the reference period. The rate is usually stated per 1000 and the most usual period is one year.

Cause-Specific Death Rate: The number of deaths attributable to a specific disease in a given population in a given time period (often expressed per 100,000 person-years at risk).

Census: Population census is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social characteristics pertaining, at a specified time, to all persons in a country or in a well-delimited part of a country

Child: Biologically, a child is a human being between the stages of birth and puberty. Legally, a child is a person younger than the majority (a minor).

Child Dependency Ratio: The proportion of children less than 15 years relative to the population of "working ages".

Child woman Ratio: Is the number of children under age 5 per 1000 women of childbearing age in a given year.

Current Registration: Events that occurred and were registered in the same year of occurrence.

Crude Birth Rate: Indicates the number of live births per 1000 population in a given year.

Crude Birth Rate: This refers to the total number of live births per 1000 population in a given year.

Crude Death Rate: The total number of deaths per 1000 population in a given year.

Death: 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).

Death Rate: is the number of deaths per 1000 population in a given year. (Demography)

Demography: The statistical study of human populations and sub-populations. It encompasses the study of size, structure, and distribution of these populations, and spatial and/or temporal changes in them in response to birth, migration, age and death.

Enumeration Phase: is the data collection stage, when census enumerators complete census schedules for all households and institutions in the country.

Fertility: Refers to the number of live births women have.

Gross Reproduction Rate: The average number of daughters that would be born to a woman (group of women) during her lifetime if she passed through her child bearing years conforming to the age-specific fertility rates of a given year.

Head of Household: is any adult who is regarded by other members of the household as their head. In most cases, this may be either the husband or the wife in case of married couples. In other cases it may be one of the responsible or a senior person in the household. There will be cases where the head of the household is not available during the visit. In such cases, one of the responsible persons or senior persons who is available during the visit or during the interview who is a member of the household would normally be interviewed and he or she would assume the responsibility of the head-ship of the household. If the head of the household spent the night there but is not available by the time you reach the dwelling, the next senior person can answer the question. Such person is the respondent not the head of the household (see the definition of respondent below).

Household: A household is any unit, family or group of people having the same cooking arrangements and/or "living under the same roof" in the same dwelling unit and eating together from the same pot and/or making common provision for food or other living arrangements.

Infant: A new born baby who has not attained his/her first birthday as per the reference period.

Infant Mortality Rate: The probability of a child born in a specific year or period, dying before reaching the age of one if subjected to age-specific mortality rates of that period, per 1000 live births

Late Registration: Events that occurred in a particular year but were registered after the year of occurrence.

Life Expectancy: An estimate of the average number of additional years a person is expected to live, if the age specific death rates for a given year prevailed for the rest of his or her life.

Locality: A locality is defined as any human settlement with a name and identifiable boundaries.

Mortality: refers to deaths that occur within a population.

Net Reproduction Rate: Average number of daughters that would be born to a woman (or group of women) if she passed through her lifetime from birth conforming to the age-specific fertility and mortality rates of a given year.

Permanent Residence: It is the usual place of residence. It is the physical structure of a dwelling, which could be occupied by the holder and/or members of his family and/or workers or it could be unoccupied on the census day.

Population: A group of objects or organisms of the same kind.

Population Census-De facto: The collection of basic demographic, economic and social data for all persons who will have spent a specified night in the area. The enumeration of people is done at household or institution level (like a dormitory in a school, a ward in a hospital, a cell in a prison, etc.).

Population De-Jure: The collection of basic demographic, economic and social data for all the people who normally reside in the country. It excludes visitors from other countries, and includes residents that would be outside the country at the time of enumeration.

Population Density: Total population per square unit of area (sq. Km).

Population Distribution: The arrangement of the population in space i.e. geographically or among the various types of residential areas at a given time.

Population Momentum: Refers to the tendency of a population to continue to grow after replacement-level fertility has been achieved.

Population Size: The total number of persons or units in a specified area at a specified point in time.

Population Pyramid: graphically displays a population's age and sex composition.

Post - Enumeration Phase: entails coding, editing and processing of the schedules. Other very important activities that are integral parts of this phase are; evaluation, analysis of the census data as well as the preparation of census reports.

Pre-Enumeration Phase: is the preparatory stage during which a number of issues are considered including the scope of the census, the budget and the design of the census schedule. This is followed by mapping or the cartographic exercise, the aim of which is to produce detailed up-to-date maps for the whole country.

Recall Period: This is the time span over which a respondent is asked to recall certain information.

Respondent: A respondent is any person who is at least twelve (12) years, and answers the questions during the survey/census, usually it is the holder or the senior person in a holding.

Replacement-Level Fertility: Is the level of fertility at which women in the same cohort have exactly enough daughters (on average) to replace themselves in the population.

Sex Ratio at Birth: The ratio of male births to female births expressed as a percentage $\frac{\text{Number of male births}}{\text{Number of female births}} * 100$

Spouse: is somebody who is married or living together as if married to the head of the household, not just having an affair (boyfriend or girlfriend). Therefore, if the husband is the head, then the wife is the spouse and vice versa.

Survey Month: This is a full calendar month, which does not necessarily coincide with the first and last day of the normal month (e.g. 1st of January 31st of January). A survey month could for example run from the 10th June to the 9th July or from the 3rd April to the 2nd May.

Survey Round: The Household Income and Expenditure Survey (HIES), was conducted on a 'survey round' basis where a survey round was a period of 30 consecutive days

Total Fertility Rate: The average number of children that would be born to a woman by the time she ended child bearing if she were to pass through all her child bearing years conforming to the age-specific fertility rates of a given year.

Total Fertility Rate: The average number of children who would be born to each woman in her reproductive age (15-49) following a particular Age Specific Fertility Rate (ASFR) at a particular period.

Orphan: A child whose biological parent or both parents are dead. Single orphans are children who have lost one biological parent, while double orphans are those who have lost both biological parents.

Youth: Any person aged between 18 and 30 years

5.0 CRIME STATISTICS

Accused: A person to whom formal information containing an allegation of a criminal offence has been delivered, or a person arrested for a criminal offense

Aggravated Assault: An assault that involves any harm which amounts to a maim or dangerous harm, or seriously or permanently injures the health or which is likely to injure health, or which extends to permanent disfigurement

Aggravated Robbery: Robbery is where deadly weapons are used. Deadly weapons include any instrument made or adapted for shooting, stabbing or cutting or any other instrument which, when used for offensive purposes is likely to cause death.

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 has, or causes the person threatened to believe that he has the present ability to carry out his purpose

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

Civil Case: Deals with the disputes between individuals, organizations, or between the two, in which compensation is awarded to the victim. A private party files a case against a defendant. The judge decides on whether the defendant can be found liable or not and if liable will be instructed to compensate (usually financial) for injuries or damages.

Claim: A creditor's assertion of a right to payment from a debtor or the debtor's property.

Crime: Crime is an act committed or omitted, in violation of a public law, either forbidding or commanding it; a breach or violation of some public right or duty due to a whole community, considered as a community crime

Rate: The ratio of crime in an area expressed per 1000 population per year.

Criminal Offence: An act of violation of a law, or breach of rule.

Criminal Case: Case dealing with crime and the legal punishment of criminal offenses.

Conviction Rate: Is the number of convictions divided by the number of criminal cases brought before the courts.

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

Complaint: A written statement that begins a civil lawsuit, in which the plaintiff details the claims against the defendant.

Court: Government entity authorized to resolve legal disputes

Conviction Rate: The percentage of suspects who are found guilty in the courts of law to the total cases taken to court.

Crime Distribution: The occurrence of crime by geographical location.

Detective Workload: The number of cases handled by a given detective at given time.

Damages: Money that a defendant pays a plaintiff in a civil case if the plaintiff has won. Damages may be compensatory (for loss or injury) or punitive (to punish and deter future misconduct).

Decided Cases: Cases that have been completed and judgement passed.

Defendant: In a civil case, the person or organization against whom the plaintiff brings suit; in a criminal case, the person accused of the crime.

Defilement: The act of having sexual intercourse with a girl under the age of eighteen years.

Detection Rate: The percentage of cases where evidence is established to sustain a charge for prosecution to the total number of cases reported

Embezzlement: The act of stealing any chattel, money or valuable asset, received or taken into possession by that person for or on account of an employer, master, association, religious or other organisation.

Forgery: The making of false document with intent to defraud or to deceive

Fraud: Includes cases of forgery, uttering a false document, issuing false cheques, counterfeiting, abuse of office and causing financial loss

Homicide: Homicide is defined as the intentional killing of a person, including murder, manslaughter, euthanasia and infanticide. It excludes death by dangerous driving, abortion and assisted suicide

House Break-in: Similar to burglary except that the breaking and entry is done during the day.

Indecent Assault/Conduct: Any person who, intending to insult the modesty of any woman or girl, utters any word, makes any sound or gesture or exhibits any object, intending that such word or sound shall be heard, or that gesture or object shall be seen, by such woman or girl, or intrudes upon the privacy of such woman or girl.

Judge: An official of the judicial branch with authority to decide lawsuits brought before courts. Used generically, the term judge may also refer to all judicial officers, including Supreme Court justices.

Judgment: The official decision of a court finally resolving the dispute between the parties to the lawsuit.

Murder: The unlawful killing of another without justification or excuse

Plea: In a criminal case, the defendant's statement pleading "guilty" or "not guilty" in answer to the charges.

Principal Offence Rule: If a person commits more than one offence simultaneously, he is recorded only for most serious offence and in that case the number of accused will always be equal to the number of offenses committed

Robbery: Robbery is a particular type of violent crime, defined as stealing by force or by threat of force. It includes mugging (bag-snatching) and theft with violence.

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 or by means of threats or intimidation of any kind.

Simple Robbery: A robbery in which deadly weapons are not involved or used.

Uttering A False Document: The act of knowingly presenting a false document.

Verdicts: The formal decision or finding made by a jury concerning the questions submitted to it during a trial. The jury reports the verdict to the court, which generally accepts it.

6.0 EDUCATION

Absenteeism In Education: The persistent absence of pupils, students and teachers from schools or other institutions

Accessibility Rate: The proportion of children with access to education to the total population in the official school admission age.

Age Specific Enrolment Ratio: (Enrolment of the population of a specific age / Population of that specific age)*100. Age Specific Enrolment Ratio (ASER) is percentage of the population of a specific age enrolled. It shows the extent of the population of a specific age cohort in educational activities

Adult Literacy Rate: Percentage of population aged 15 years and over who can both read and write with understanding a short simple statement on his/her everyday life. Generally, 'literacy' also encompasses 'numeracy', the ability to make simple arithmetic calculations. Adult illiteracy is defined as the percentage of the population aged 15 years and over who cannot both read and write with understanding a short simple statement on his/her everyday life.

Age Specific Enrolment Rate (ASER): Enrolment of a specific single age enrolled, irrespective of the level of education, as a percentage of the population of the same age.

Apparent Intake Rate (AIR): (Number of new entrants in standard one / Population of official Primary school entrance age)*100. Apparent Intake Rate is the total number of new entrants in the first grade of Primary education regardless of the age, expressed as percentage of the population at the official Primary School entrance age. AIR indicates the general level of access to primary education. It also indicates the capacity of the education system to provide access to Standard 1 for the official school entrance age population.

Compulsory Education: A situation where children and youths of school going age are legally obliged to attend school for a given number of years.

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

Completion Rate: Total number of pupils or students who successfully sat and passed end of cycle exams regardless of age, expressed as a percentage of the population at the official primary or secondary graduation age.

Dropout Rate: is the proportion of pupils who leave the system without completing a given grade in a given year.

Dropout Rate by Grade (DR): Proportion of pupils from a cohort enrolled in a certain grade in a given school year that is no longer enrolled in the following school year.

Early Childhood Development: 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

Education: Education is the formal process through which society deliberately transmits its accumulated knowledge, skills, customs and values from one generation to another, for example through instruction in schools.

Education Attainment: This is the proportion of the pupils/students that have achieved different levels of education i.e. primary, secondary and tertiary.

Educational Institution: An establishment or body whose primary function is providing education services. Such institutions are normally accredited, or sanctioned, by a public or Government authority.

Educational Level: The highest rank of formal training attained by an individual or group of people following a prescribed curriculum.

Educational Programme: A set of organised and purposeful learning experiences with a minimum duration of one school or academic year, usually offered in an educational institution.

Educational Survival Rate: The percentage of a pupil cohort that enters together in the first grade of primary education that reaches a given grade or the final grade of an education cycle either with or without repeating a grade.

Education System: The overall network of institutions and programmes through which different education types or levels is provided to the population in the country.

Enrolment: Those pupils who were admitted or re-admitted and fully recorded in the school's register at the beginning of the first term. It includes all those pupils whose names appear on the school register (including repeaters and those temporarily absent).

Expected Gross Intake Ratio in the Last Grade Of Primary (EGIRLG): Total number of new entrants to the first of primary in a given year, regardless of age, who are expected to reach the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official entrance age to primary education in the same year.

Expected Gross Primary Graduation Ratio (EGPGR): This is the total number of new entrants to the first grade of primary in a given year, regardless of age, who are expected to graduate from the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official graduation age from primary education in the same year

Expected Gross Intake Ratio in the Last Grade Of Primary (EGIRLG): Total number of new entrants to the first of primary in a given year, regardless of age, who are expected to reach the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official entrance age to primary education in the same year.

Expected Gross Primary Graduation Ratio (EGPGR): This is the total number of new entrants to the first grade of primary in a given year, regardless of age, who are expected to graduate from the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official graduation age from primary education in the same year

Gender Parity Index: This is a social-economic index designed to measure the relative access to education of male and female pupils or students. It is calculated as the quotient of the number of females by the number of males enrolled in a given level of education.

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.

Grade: A stage of instruction attained in one school year for a particular education level usually covered in one school year

Grade Specific Enrolment Ratio: The ratio of the Enrolment in a specific class to the total Enrolment at all levels.

Gross Enrolment Ratio (GER): $(\text{Total enrolment} / \text{Population of that specific age group}) * 100$

Gross Intake Ratio (GIR) In the First Grade of Primary: Total number of new entrants in the first grade of primary education, regardless of age, expressed as a percentage of the population at the official primary school entrance age.

Gross Intake Ratio in the Last Grade of Primary: Total number of new entrants in the last grade of primary education, regardless of age, expressed as a percentage of the population at the theoretical entrance age to the last grade of primary.

Gross Primary Graduation Ratio (GPGR): Total number of graduates from the last grade of primary education, regardless of age, expressed as a percentage of the population at the theoretical graduation age for primary

Interpretation: A high GER denotes a high degree of participation of the total primary school goers (irrespective of age). The value of GER can be over 100% due to the presence of over aged children in school. Increasing trends can be considered as reflecting improving participation at the level under consideration.

Interpretation: A high NER denotes a high degree of participation of the official school-age population. The theoretical maximum value is 100%. Increasing trends can be considered as reflecting improving participation at primary education. If the NER is below 100%, then the complement, i.e. the difference with 100% provides a measure of the proportion of children of official primary school age not enrolled at primary education.

Literacy Rate: This is the proportion of pupils/students aged 10 years and above who are able to read and write with understanding in any language expressed as a percentage of the total population in the country.

New Entrant: A pupil or student who joins an education system for the first time.

Net Enrolment Ratio (NER): $(\text{Enrolment of specific age group} / \text{Population of that specific age group}) * 100$.

Net Intake Rate (NIR) In the First Grade of Primary: New entrants in the first grade of primary education who are of the official primary school entrance age, expressed as a percentage of the population of the same age.

Number of Adults Illiterates: Population aged 15 years and above who cannot both read and write with understanding a short simple statement on their everyday life.

Numeracy Rate: This is the percentage of pupils who can use numbers, make additions, subtraction, simple multiplication, division, undertake weights and measures, count money and tell time.

Out of School Children Primary (OOS): Children in the official primary school age range who are not enrolled in either primary or secondary schools.

Part-time Teacher: A person engaged in teaching for a limited number of hours per week in addition to other official responsibilities or engagements they may have.

Performance Index: This is an index that measures the quality of passing at all levels of Education.

Percentage of Female Teachers: The number of female teachers at a given level of education expressed as a percentage of the total number of teachers (male and female) at the same level in a given school year.

Percentage of Private Enrolment: Enrolment in private educational institutions at a given level of education expressed as a percentage of total enrolment at the same level.

Percentage of Teaching Staff in Private Educational Institution: Number of teachers in private educational institutions at a given level of education expressed as a percentage of the total teaching staff in all types of institutions at the same level of education.

Primary Education: The first stage of compulsory education which provides pupils with basic literacy and numeracy principles, and a foundation in science, mathematics, geography, history and other social sciences.. It is preceded by pre-school or nursery education.

Pre-Primary Education: Programmes at the initial stage of organised instruction designed to introduce young children, aged three years and above, to a school environment. Such programmes include; infant education, nursery education, pre-school education, or early childhood education.

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

Private Educational Institutions: These are educational institutions controlled and managed by a private body or have a governing board most of whose members are not selected by a public agency or elected by public vote. Private educational institutions operate within generally acceptable regulations (they have to follow guidelines used by public institutions).

Pupil: A learner of school going age who is enrolled in an educational pre-primary and primary programme.
Pupil Cohort: A group of pupils who enter the first grade level of education in the same school year and subsequently experience promotion, repetition, drop-out or successful completion individually and respectively.

Pupil-Classroom Ratio: The average number of pupils (students) per class at a specific level of education in a given school-year

Pupil-Teacher Ratio: The average number of pupils (students) per teacher at a specific level of education in a given school-year.

Percentage of Repeaters: Total number of pupils who are enrolled in the same grade as in a previous year, expressed as a percentage of the total enrolment to the specified grade.

Percentage of Trained Teachers: Number of teachers who have received the minimum organized teacher training (pre-service or in-service) required for teaching at the specified level of education in the given country, expressed as a percentage of the total number of teachers at the same level of education.

Pupil Teacher Ratio: Total enrolment / Total number of teachers

Pupil Teacher Ratio (PTR): Average number of pupils (students) per teacher at a specific level of education in a given school year.

Pupil Teacher Ratio: Total enrolment / Total number of teachers.

Promotion Rate by Grade (PR): Proportion of pupils from a cohort enrolled in a given grade at a given school year who studies in the next grade in the following school year.

Pupil-Textbook Ratio: The number of pupils using a single textbook.

Pupil-Classroom Ratio: The average number of pupils (students) per class at a specific level of education in a given school-year.

Repeater: A pupil or student who is enrolled in the same grade for more than one school year.

Retention Rate: The proportion of learners that completed to the total number of learners who started the qualification, excluding transfers to other institutions. 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.

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

School Life Expectancy: Number of years a person of school entrance age can expect to spend within the specified level of education.

Secondary Education: Educational level following primary school education.

Special Needs Education: Educational interventions and other support designed to address special learning needs.

Student: A student is a person of either sex, not usually as classified economically active, who attends any regular educational institution, public or private, for systematic instruction at any level of education.

Survival Rate by Grade (SR): Percentage of a cohort of pupils (or students) enrolled in the first grade of a given level or cycle of education in a given school year who are expected to reach successive grades.

Teacher: A person who provides education for pupils (children) and students (adults). In their respective professional capacities, teachers guide and direct learners in gaining knowledge, attitudes and skills whilst following a definite curriculum programme.

Tertiary Education: Educational level following the completion of secondary school education.

Transition Rate: is the proportion of pupils progressing 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.

Transition Rate: Total First year students (Form 1) including repeaters – repeaters (Form 1) / Standard 7 previous year*100

Transition Rate (TR): The number of pupils (or students) admitted to the first grade of a higher level of education in a given year, expressed as a percentage of the number of pupils (or students) enrolled in the final grade of the lower level of education in the previous year.

Youth Literacy Rate: The number of persons aged 15 to 24 years who can both read and write with understanding a short simple statement on their everyday life, divided by the population in that age group. Generally, 'literacy' also encompasses 'numeracy', the ability to make simple arithmetic calculations

7.0 ENVIRONMENT STATISTICS

Air Pollution: This means 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.

Afforestation: Establishment of a forest or stand of trees in an area where there was no forest.

Alkalinisation: Soil degradation caused by the accumulation of alkaline water-soluble salts.

Average Monthly Temperature: Temperature is the degree of hotness or coldness of a body or environment. Average monthly temperature is, therefore, the monthly mean of the daily (24 hour) temperature.

Average Relative Humidity: The ratio of the partial pressure of water vapour in a parcel of air to the saturated vapour pressure of water vapour at a prescribed temperature.

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.

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. It can also be defined as the amount of waste that can be treated with biological means for other useful purposes.

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.

Climate: The average weather conditions at a particular location or region over a long period of time, usually 30 years or more. Climate is a long-term summation of atmospheric elements such as solar radiation, temperature, humidity, precipitation, atmospheric pressure, wind variations etc.

Climatic Change: Any systematic change in the long-term statistics of climate elements sustained over several decades.

Conservation: The protection, preservation and management of eco-systems

Deforestation: The removal of a forest or stand of trees where the land is thereafter converted to a non-forest use.

Desertification: The process of land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors including climatic variations (e.g. drought) as well as direct and indirect human activities, for example, overgrazing and intensive agricultural cultivation.

Eco-system: A biological environment with all living organisms in a particular area and the non-living organisms, with which the organisms interact, such as air, soil, water and sunlight. It is a complex set of relationships among living resources, habitats, and residents of an area.

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

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

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.

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

Fauna: All animal life in any particular region or time while

Global Warming: The increase in the average temperature of the earth's atmosphere and oceans that has been observed in the recent decades.

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.

Meteorology: The scientific study of the atmosphere that focuses on weather processes and forecasting.

Precipitation: Falling products of condensation of atmospheric water vapour that is pulled down by gravity and deposited on the Earth's surface as snow, hail or rain within a given period.

Pollution: Introduction of contaminants into a natural environment that causes instability, disorder, harm or discomfort to the ecosystem.

Salinization: The net increase in salt concentration in the top soil leading to declining productivity or biodiversity.
Species: A group of organisms capable of interbreeding and producing fertile offspring. Presence of specific locally adapted traits may further subdivide species into subspecies. A species is one of the basic units of biological classification and taxonomic rank.

Sunshine Duration: The sum of that sub-period for which the direct solar irradiance exceeds 120 W m^{-2} .

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

Water Conservation: This means the control and development of water resources, both surface and underground water, in a manner that promotes sustainable use.

Water Pollution: Contamination of water with harmful substances (mainly from sewers, industrial wastes and rainwater run-offs) in sufficient concentrations, which makes water unfit for domestic use.

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

Water Catchment Area: An area from which rain water drains into river systems, lakes and seas.

Watershed: An area separating one or more water catchments.

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

8.0 HEALTH

Anthropometry: The use of the age, height and weight of children less than five years to determine their nutritional status.

Antenatal Attendance Coverage: The number of new clients attending antenatal clinics as a proportion of the total number of estimated pregnancies in the service population.

Case Fatality Rate: Usually expressed as the percentage of persons diagnosed as having a specified disease who die as a result of that illness within a given period.

Civil Registration: The words "Vital Registration" and "Civil Registration" are sometimes used interchangeably. The word "Civil" means a community of citizens, their government, or their interrelations that are not military or religious. Civil registration includes the registration of other events in addition to the "Vital events".

Communicable Disease: An infectious illness or ailment that can be transmitted from one individual to another either directly by contact or indirectly by fomites and vectors.

Community Health Workers: These are personnel who are chosen by community members or organizations to provide basic health and medical care to their communities.

Chemoprophylaxis: The administration of chemicals including antibiotics, to prevent development or progression of infections into diseases.

Contraceptive Prevalence Rate: The percentage of women, or women whose sexual partners use any form of contraception. The Contraceptive Prevalence Rate is recorded for women aged 15-49 years.

Court Bans: The usual practice of, proclaiming the names of candidates for a period of 21 days before formalising a marriage.

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

Doctor-Patient Ratio: The number of patients per registered doctor.

Epidemic: The occurrence an illness, specific health related behaviour or other health related events clearly in excess of normal expectancy in a given community or region.

Foetal Mortality: Death of foetus prior to the complete expulsion or extraction from its mother.

Handicap: The condition of being unable to perform as a result of physical or mental unfitness, impairment or a disability.

Health: A state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.

Health Facility: A structure that has a roof and walls, and stands more or less permanently in one place with in-patient services.

HIV Prevalence: The percentage of a given population whose blood samples tested positive for HIV.

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

Incidence: Incidence measures the appearance of new infections among the part of the population hitherto not infected.

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.

Marriage: The legally or formally recognized union of a man and woman as husband and wife.

Maternal Mortality Rate: The proportion of deaths of women that occur during pregnancy, child birth, within two months after the birth, or termination of the pregnancy for a specified period per 100,000 live births.

Midnight Census: is the counting of patients present in the ward at midnight.

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

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

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

Neonatal Mortality Rate: The probability of dying within the first month of life.

Out-Patient Department Utilisation Rate: The number of total OPD attendance (i.e. new attendance and re-attendance) per catchment population for the year in question expressed as a percentage.

Other Conditions: is defined as those conditions that coexist or develop during the episode of health care and affect the management of the patient.

Patient Bed Days: The number of days during which a person is confined to a bed, and in which the patient stays overnight in a hospital.

Patient Bed Occupancy Rate: 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 measures the extent to which in-patient facilities are being utilised.

Pandemic: An outbreak of an infectious disease that affects people or animals over an extensive geographical area. Is also an epidemic over a wide geographical area and affecting a large proportion of the population?

Post Neonatal Mortality Rate: The arithmetic difference between infant and neonatal mortality.

Reproductive Health: A complete physical, mental and social well-being in all matters relating to reproductive system and its functions and processes.

Standardised Mortality Ratio: This represents a proportional comparison to the number of deaths that would have been expected if the population had been of a standard composition in terms of age, gender etc

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 1000gms or more are included.

Survivorship: The number of children with or without parents. However, for policy purposes children without parents are normally considered.

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.

Tetanus Toxoid (TT) Coverage: Number of TT1, TT2, TT3, TT4, and TT5 doses given to pregnant women expressed as a percentage 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.

The Underlying Cause of Death: is defined as (a) the disease or injury which initiated the train of morbid events leading directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury

Under-five Mortality Rate: The probability of a child born in a specific year or period dying before reaching the age of five, if subjected to age-specific mortality rates of that period, per 1000 live births. 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.

Vital Event: An occurrence that is essential to the existence or continuity of life.

Vital Statistics Registration System: A system that includes 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'.

9.0 INCOME AND EXPENDITURE

Asset: Anything valuable that an entity owns, benefits from or has use of, in generating income. It can appreciate or depreciate in value.

Capital Expenditure: Expenditure incurred by a company but is not treated as a cost in calculating its profits.

Consumption Expenditure: Expenditure accruing to the household within a specified period.

GINI Coefficient: To investigate the incidence and extent of income inequality, the GINI coefficient is used mostly because it is easy to interpret. GINI coefficient ranges between 1 and 0. When it is equal to 1 (one), it means there is complete inequality, while when it is equal to 0 (zero) it means there is complete equality.

Gross Output: The sum of the value of all goods or services that are produced within an economic sector in a given financial year.

Household Expenditure: Payment of cash or cash equivalent for goods or services, or a charge against available funds in settlement of an obligation incurred by a household.

Household Income: The total income (both cash and in kind) from all persons living in a particular household.

Intermediate Consumption

Intermediate Consumption: The value of all goods and services purchased for use in a given business and the cost of materials used.

Intermediate consumption includes -

- purchases and transfers-in of materials;
- payments to other establishments for work done;
- other direct factory costs;
- rent and leasing paid;
- head office charges;
- royalties, copyright, trade names and patent rights paid;
- advertising;
- insurance premiums;
- services; and
- secretarial and administrative fees.

Kuznet Index: gives the absolute difference between the population percentage and the corresponding income share. The Kuznet index is used to calculate the maximum equalization percentage (MEP). The MEP gives the percentage of income that needs to be redistributed from the rich to the poor to obtain complete equality.

Non-consumption Expenditure: Expenditure on items such as taxes and duties paid by the household, remittances and contributions to members of other households.

Per Capita Income: The average income per person in a country, in a given time period, usually one year. It is the ratio of GDP to the total population and is sometimes referred to as Per Capita GDP.

Value Added: The additional value of goods and services generated out of the production process over and above the value of its inputs.

10.0 INDUSTRY

The scope of industrial production is defined in terms of ISIC Rev.4 sections B (Mining and quarrying), C (Manufacturing), D (Electricity, gas, steam and air conditioning supply), and E (Water supply, sewerage, waste management and remediation activities).

A collection unit is the unit from which data are obtained and by which questionnaire survey forms are completed. In fact, it is more a contact address than a unit.

Capacity Utilization Rate: is a measure of how manufacturers produced compared with what they could produce if they were to use all their resources

Contractor: is a unit that carries out a specific production process based on a contractual relationship with a principal. The activities performed by the contractor are denominated "on a fee or contract basis".

Deflation: is defined as isolating the volume component (that is quantity and quality) from variables that have price and volume elements

Economic Census: is the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating economic data pertaining, at a specified time, to all units in a country or in a well delimited part of a country.

Index: is a numerical scale that is derived from observed facts and is used to describe relative changes over time. It can be used to describe how variables including prices, costs or quantities change over time. An index is typically expressed as per cent of a base value, which is by convention one hundred (100.0).

Index of Physical Volume of Manufacturing Production: The index of physical volume of manufacturing production, also known as a production index, is a statistical measure of the change in the volume of production. The production index of a major group is the ratio between the volume of production of a major group in a given period and the volume of production of the same major group in the base period.

Industry: An industry consists of a group of enterprises engaged in the same or similar kinds of economic activity. Industries are defined in the System of National Accounts (SNA) in the same way as in the 1993 Standard Industrial Classification of all Economic Activities, Fifth Edition, Report No. 09-90-02 of January 1993 (SIC).

Industrial Production Index (IPI): is a business cycle indicator showing the changes of the output of industry. The IPI is a key indicator of economic performance in most countries. The IPI compresses many facts into a few simple figures and, in conjunction with other data, provide information for establishing economic policies, are used by stakeholders to gauge industry performance as well as forecast future economic performance. The Industrial Production Index (IPI) is also known as Index of Industrial Production (IIP).

Institutional Unit: An institutional unit is an economic entity that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

Institutional Unit: An institutional unit is the core unit of the System of National Accounts. All subsequent definitions embody the definition of this basic unit. An institutional unit may be defined as an economic entity that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

Local Unit: An enterprise often engages in productive activity at more than one location, and for some purposes it may be useful to partition it accordingly. Thus, a local unit is defined as an enterprise, or a part of an enterprise (for example, a workshop, factory, warehouse, office, mine or depot), which engages in productive activity at or from one location;

Material Consumption: Is also used to approximate industrial production for use in the IIP. Material consumption is only useful when there is a clear relationship between material use and production. The process here is to either obtain a value of the material that is consumed in the production process or measure the quantity of material consumed and monitor the value or quantity of these materials over time.

Where the value of material consumed is monitored, a volume measure is obtained through deflation. In circumstances where the quantity of raw materials is monitored, a process of volume extrapolation is used to compile the IIP.

Observation Units: are entities for which information is collected and statistics are compiled. Such units have a legal and administrative existence and are able, actually or potentially, to report data about their activities (directly statistically observable units).

Outsourcing: is a contractual agreement according to which the principal requires the contractor to carry out a specific production process. The term "subcontracting" is sometimes used as well. In this context, the production process also includes supporting activities.

Output: Is the aggregate value of goods manufactured and work done and Output excludes excise and customs duty paid.

Principal: is a unit that enters in a contractual relationship with another unit (here called contractor) to require the contractor to carry out some part (or all) of the production process;

Sales: Sales are the total value of sales and transfers-out of all own manufactured products/ articles and the amounts received for installation, erection or assembly or other services rendered.

Seasonality: refers to the regular periodic fluctuations that recur each year with the same timing and intensity.

Seasonal Adjustment: is a means of removing the estimated effects of normal seasonal variation from a time series so that the effects of other influences on the series can be more clearly recognized. Seasonal adjustment does not aim to remove irregular or non-seasonal influences, which may be present in any particular month. Influences that are volatile or unsystematic can still make it difficult to interpret the movement of the series even after adjustment for seasonal variations.

Statistical Unit: is an entity about which information is sought and for which statistics are ultimately compiled. These statistical units vary from the small entities engaged in one or very few activities undertaken at or from one geographical location to large and complex entities engaged in many different activities that may be undertaken at or from many geographical locations.

Time Series: means a sequence of repeated observations, normally measured at uniform time intervals.

Theoretical Aim of the Index of Industrial Production: is to reflect the volume developments in value added over time. Value added is measured by the amount the outputs produced (by the establishment, industry, etc.) exceed the intermediate inputs consumed. It may be measured in current price or volume terms.

Trend Cycle: The trend is the long-term pattern or movement of a time series. The X-11 Seasonal Adjustment Programme is used for smoothing seasonally adjusted estimates to estimates of the underlying trend cycle.

Volume Change: is preferred to 'quantity' change because the change in quantities must be adjusted to reflect the changes in quality.

Volume Extrapolation: method utilizes the movements in volumes directly to calculate an IIP. The volume measure in the current period is compared to the volume measure in the base period and the resulting volume relative is used to calculate the IIP directly.

Volume Measures of Industrial Production: can be presented in either monetary terms or index numbers. Often the choice of presentation is linked to historical preferences as both presentation forms possess advantages and disadvantages.

Weight: The weight of a major group of manufacturing in the overall index for manufacturing is the ratio of the value added of the major group (i.e. output of a major group minus intermediate consumption) to the total value added of the manufacturing industry. The weight reflects the importance of the major group in the total. The weights change over time due to changes in the relative performance of industries, due to factors such as quality changes, changes in relative prices, and changes in customer preferences. New weights need to be calculated from time to time.

11.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Calculation of ICT Proportions: The proportion of households with an ICT item is calculated by dividing the number of in-scope households with an ICT item by the total number of in-scope households.

Fixed Telephone Lines: refer to a telephone line connecting a customer's terminal equipment (e.g. telephone set, facsimile machine) to the public switched telephone network (PSTN) and which has a dedicated port on a telephone exchange. This term is synonymous with the terms main station or Direct Exchange Line (DEL) that are commonly used in telecommunication documents. It may not be the same as an access line or a subscriber.

Mobile Cellular Phone: refers to a portable telephone subscribing to a public mobile telephone service using cellular technology, which provides access to the PSTN. This includes analogue and digital cellular systems, as well as IMT-2000 (3G). Users of both post-paid subscriptions and pre-paid accounts are included.

Radio: Is a device capable of receiving broadcast radio signals, using popular frequencies, such as FM, AM, LW and SW. It includes a radio set integrated in a car or an alarm clock but excludes radios integrated with a mobile phone, a digital audio player (MP3 player) or in a computer.

Television: Is a stand-alone device capable of receiving broadcast television signals, using popular access means such as over-the-air, cable and satellite. It excludes TV functionality integrated with another device, such as a computer or a mobile phone.

Website: It is a location on the wide world web identified by a web address. Collection of web files on a particular subject that includes a beginning file called a home page. Information is encoded with specific languages (Hypertext mark – up language (HTML), XML, Java) readable with a web browser, like Netscape's Navigator or Microsoft's Internet Explorer.

12.0 INFORMATION SYSTEMS

Application Software: Computer programs (instructions) that accomplish specific tasks for which people use computers, other than just running the computer system.

Bandwidth: The amount of data that can be carried from one point to another in a given time period (usually a second).

Computer - Refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, Personal Digital Assistants (PDAs) or TV sets.

Computer Software: Organised collections of computer data and instructions often categorised under: system software and application software.

Information: The data processed, generated, captured, stored and/or transmitted on the organization's Information Systems regardless of the media used.

Information Owner: The owner of Information is Statistics Botswana but the Director Stakeholder Relations is responsible for approving which information can be released to the public.

Information System(s): Any processing, communications or storage system, e.g. computer, manual and paper based systems

Information Technology: Methods and techniques used for information handling and retrieval through automatic means for example: computer hardware, peripherals, computer software and computer literacy.

Intellectual Property: Intellectual Property includes but is not limited to:

- Patents for inventions - new and improved products and processes, capable of industrial application.
- Trade marks for brand identity - of goods and services allowing distinction to be made between different traders.
- Designs for product appearance - of the whole or a part of a product resulting from the features of, in particular, the lines, contours, colours, shape, texture or materials of the product itself or its ornamentation.
- Copyright for material - literary and artistic material, music, films, sound recordings and broadcasts, including software and multimedia.

Internet: A worldwide network of computer networks used to facilitate data transmission and exchange.

Intranet: A network, usually corporate, only accessible by an organization's members and used to share information.

IT Infrastructure: IT Infrastructure includes but is not limited to, all present and future types of hardware, software, and services for statistical processes and office automation.

Network: A group of two or more computer systems linked together

System Software: Computer programs (instructions) that control, integrate, and manage the individual hardware components of a computer system.

Application Software: Computer programs (instructions) that accomplish specific tasks for which people use computers, other than just running the computer system.

Unauthorised Software: Software that is not allowed by Statistics Botswana, including software where proof of ownership cannot be established, pirated, cracked and unlicensed software.

User: An individual who is permitted to use Statistics Botswana's IT Infrastructure, including staff, interns, temporary staff, persons on attachment, consultants, contractors and service providers.

Virus: An executable computer program that attaches itself to executable files, email and computer start-up processes. The objective of a virus is to cause damage to a computer system.

World Wide Web (WWW): A specific category of internet interface that uses hyperlinks and multimedia documents. The www is a system of Internet servers that supports a collection of documents that are written and formatted using the same type of programming language, called Hypertext Mark-up Language, or HTML.

13.0 LABOUR

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

Average Wage: The Wage Bill divided by total employment for a particular cluster/industry/region or combination.

Casualization of Labour: Daily or hourly basis work where payment of wages is due at the completion of each day's work.

Casual Workers: Persons who are called upon once in a while to carry out specific assignments for a business.

Central Government: Refers to persons working for all Central Government departments. This includes all Teachers in Government Primary and Secondary schools (including community secondary schools) plus food stampers and night watchmen in schools.

Child Labour: The employment of children under the minimum legal age

Child Work: Activities undertaken by children within or outside their households for income, family gain or profit, including unpaid family work.

Currently Economically Active (the labour force): Persons who were either employed or unemployed, as defined below, in the reference week.

Currently Not Economically Active: (not in the labour force) - Persons who were neither employed nor unemployed in the reference period. This includes those who were doing solely unpaid domestic work in their own house, studying or not working because they were sick or retired. Note that persons with these activities are included as economically active if they did any economic activity as defined above, in the reference period.

Economically Active Population: Persons of working age (14-64 years) who contribute, or are available to contribute to the production of goods and services.

Employed Persons: Persons who did some work in the reference period either for payment in cash or kind (paid employees) or who were in self-employment for profit or family gain, plus persons temporarily absent from these activities but definitely going to return to them (e.g. on leave or sick). Self-employment includes the large number of persons working on their own lands or cattle posts. Unpaid family workers in family businesses are included. Some work was defined as 1 hour or more in the reference seven days. It should be noted that any economic work took priority over all other activities.

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, organisations and the government.

Employment: The state of gainful engagement in any economic activity.

Employment to Population Ratio: The total number of persons aged 14-64 years who are employed as a percentage of the population in the same age group.

Formal Sector: The formal sector or formal economy is that part of an economy that is taxed, monitored by Government, or included in Gross National Product (GNP).

Government Employees: Persons engaged in the civil, public and parastatal organisations in addition to the central and local government.

Inactivity Rate: The number of persons aged 14-64 years that are neither employed nor unemployed as a proportion of the working age population.

Industry: The main type of activity carried out at person's place of work irrespective of what other work is done

Informal Sector: The informal sector or informal economy is that part of an economy that is not taxed, monitored by any form of Government, or included in Gross National Product (GNP).

Labour Administration: A coherent national labour policy; a coordinated system; organisation integrating active participation of management and labour, and of their respective organisations; and appropriate human, financial and material resources for an effective and efficient service.

Labour Cost Index: A measure of the change in average hourly labour costs, taking into account changes in the composition and characteristics of the labour input.

Labour Force: The economically active population including persons aged 14-64 years, who were either employed or unemployed during the last 7 days prior to the interview.

Labour Force Participation Rate: The number of persons in the labour force expressed as a percentage of the working age population (14-64 years).

Local Government: Includes persons working for District and Urban Councils. There are, however a few pre-schools under Local Government. Persons employed on drought relief projects are included under Local Government.

Labour Productivity: The output measured by Gross Domestic Product (GDP) per unit of labour input.

Long Term Unemployment Rate: The proportion of the Labour Force without work, available for work or actively seeking for work during a specified reference period of at least 6 months.

National Youth Unemployment Rate: The proportion of the Labour Force aged 18-30 years without work, available for work or actively seeking for work during a specified reference period, usually one week.

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.

Other Private: includes persons working for other enterprises not included above. This is broadly or often called the Private Formal Sector. It should be noted that persons working for NGOs are also included in this group.

Own Account Worker: A person who operates his or her own economic enterprise without employing other people as helpers.

Paid Employees: These are persons who during the reference week performed some work for average or salary in cash or kind or were temporarily absent from such work. Permanent, temporary and casual paid employees are also included.

Paid Employment (Employees): These are persons who during the last 7 days or 12 months performed some work for a 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.

Permanent Employees: Persons who are engaged in permanent and pensionable terms. They also include those on probation.

Private Employees: Persons engaged by privately owned, registered companies or individuals.

Permanent Employees: Permanent employees are those entitled for long term benefits. Some of the most basic examples are sick pay and holiday pay. A Permanent employee is an integral part of the organization for which he/she work and will be part to all long-term benefits such as pensions and promotions that go hand in hand with permanent position. Similarly a permanent employee will be viewed as medium/ long-term prospect on the part of the employer, there will be a greater willingness to invest in the individual with training as a key example of this (check labour).

Self Employed: (Non Traditional Agriculture): are persons who during the reference week performed some work for profit or family gain (not on their own lands or cattle post) or were temporarily absent from such work. This includes small and large businessmen working on their own enterprises. The category can be sub-divided into self-employment with or without employees.

Self Employed: Comprises of Employers and Own Account Workers.

Status In Employment: The ranking or grading of persons in employment. Employment status is broadly categorised as self-employed and the paid employees.

Temporary Absences from Employment: This covers persons not working in the reference period but having work from which they are temporarily absent. Such persons are included in the employed population provided they keep a strong attachment to the job and there is a definite expectation that they will return to it. The most common categories are persons on leave from a wage job.

Temporary Employees: 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.

Time-Related Underemployment Rate: The proportion of employed persons that worked less than 40 hours per week and were willing and available to work for more hours.

Traditional Agriculture: includes all persons working on their own or family lands or cattlepost either in agriculture, livestock or fishing or as paid employees on similar establishments.

Traditional Agriculture Workers: These are persons working on their own lands or cattlepost either in agriculture, livestock or fishing as either self-employed persons or as unpaid family helpers.

Usually Employed: This refers to persons who were usually economically active and spent half or more of the economically active months working.

Underemployment: Under-utilisation of the productive capacity of an employed population.

Under-employment: Under-employed persons by hours are persons who worked less than 35 hours in the reference week for an economic reason (i.e. excluding those on leave, at school and similar non-economic reasons) and who said they were available for more work. These are often called 'visibly under-employed'. The 35 hours limit was taken as it is close to the normal working hours of most government and private employees. Persons who feel their qualifications are not being used are under-employed in a broader sense.

Unemployed Persons: Persons who were not employed as defined above and who stated that they were available for work.

Unemployment Rate: The proportion of the Labour Force without work, available for work or actively seeking for work during specified reference period, usually one week.

Unpaid Family Helpers: (Non Traditional Agriculture): are persons working completely without payments in cash or kind in family enterprises. Workers on their own lands or cattlepost are not included here.

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.

Urban Unemployment Rate: The proportion of the Labour Force living in urban areas without work, available for work or actively seeking for work during a specified reference period, usually one week.

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

Working Age population: The number of persons aged 14-64 years who are either employed, unemployed or outside the labour force.

Working Population: The number of persons aged 14-64 years who are employed.

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 are classified as employees.

14.0 POVERTY

Aid: refers to goods received under Government aid programmes, such as drought relief, rations for orphans, destitutes and the elderly. Food aid from other institutions is also included under aid.

Cash Consumption Expenditure: This refers to household cash purchases of goods and services.

Cash Given Out: Included under cash given out are transfers out of the household to other households as gifts.

Cash Earnings: This is earned cash income from regular employment and irregular work. It includes gross wages and salaries, back pays, bonuses, overtime payments and allowances. Also included are annual earnings (estimated to monthly equivalent), income tax refunds and money earned from outside the country which is used domestically.

Consumption Expenditure In-Kind: Covered under in-kind consumption expenditure are goods and services acquired by households through giving out goods/services instead of cash.

Disposable Cash Income: Cash Income minus cash given out, and less income tax.

Disposable Income: Disposable cash income plus gifts received plus own produce consumed plus wages in kind plus aid plus school meals minus gifts given out.

Earned Income: Cash earnings plus wages in kind plus business profits

Gross Cash Income: This is the sum of cash earnings, business profits, unearned cash income and cash receipts.

Gross Income: Cash income (Gross) plus wages in Kind plus gifts received plus own produce consumed plus aid plus school meals.

GINI Coefficient: The GINI coefficient summarises income inequality in a single figure. GINI coefficient ranges between 1 and 0. When it is equal to 1 (one), it means there is complete inequality, while when it is equal to 0 (zero) it means there is complete equality.

Household Receipts: This refers to cash and non-cash income received by households, excluding earned and unearned income. These could be cash or goods gifts from other households in or outside the country. These are largely transfers from other households in the form of cash or goods/services.

Other Outgoings: These include non-cash transfers from the household Aid.

Own Produce Consumed: Own produce consumed covers goods acquired by hunting, fishing, gathering and rearing which are consumed by the household. Services generated and used to benefit household are also included under own produce.

Poverty Datum Line (PDL): A PDL defines the level of threshold income that is just sufficient to afford the minimum necessities of life. An individual is classified as poor if his or her income falls below the specified poverty line. In Botswana, a PDL aims to estimate the cost of obtaining a basket of goods set with reference to 'maintenance of physical health, personal hygiene, legality as well as decency'

Poverty Gap: Poverty gap measures the depth of poverty; it represents the aggregate shortfall of the poor consumption from the poverty line expressed as a ratio of the poverty line. Those below the PDL fall below the PDL itself by this average amount.

Poverty Incidence/Head Count: Refers to the proportion of persons below the PDL.

School Meals: These are meals given to pupils and students in primary and secondary schools under government's school feeding program.

Squared Poverty Gap: Is a measure of poverty, which is sensitive to the distribution of consumption amongst the poor. It accords most weight to the poorest. This is a measure related to variance because it puts greater weight to those a long way below the poverty line. It measures severity of poverty.

Total Consumption: Consumption expenditure (cash) plus consumption expenditure (in kind) plus wages in kind plus gifts received plus own produce consumed plus aid plus school meals minus gifts given out.

Unearned Income: Unearned income refers to incomes received by household members not from sale of labour or entrepreneurship. Included under unearned income are incomes for pension or annuity; old age pension, war veteran pensions, bonus payments from co-operatives, student allowances, destitute pensions, incomes from house or property (for which income tax is not paid). This income could be in cash or in-kind.

Wages In-kind: Included under wages in-kind are goods received in lieu of cash wages, and costs of goods, services, utilities provided free (and paid directly) by the employer.

15.0 PRICES

All-Tradable: refers to the total of domestic and Imported tradable.

Annual Inflation Rate: is defined as the change in the index of the relevant month of the current year compared with the index of the same month in the preceding year expressed as a percentage.

Average Annual Inflation Rate: is described as the change in the average index of a year compared with the average index of the preceding year expressed as a percentage.

Consumer Price Index: (CPI) is an index which measures price changes in goods and services with reference to a base period.

Core Inflation by Exclusion: is a measure used to remove the volatility inherent in prices that are only adjusted periodically and not always in response to currently prevailing market

Domestic Tradable: refers to the goods and services which a country (Botswana) can export to other countries.

Inflation: is a measurement of prices movement of goods and services in a particular country.

Inflation Rate: is defined as the percentage change in the consumer price index over a period of twelve months.

Imported Tradable: represents the goods and services which a country (Botswana) imports from other countries (trading partners).

Non-Tradable: refers to the goods and services which a country cannot either export or import to other countries.

Producer Price Index (PPI): is an index designed to measure the average change in the price of goods and services either as they leave the place of production or as they enter the production process.

Trimmed Mean Core Inflation: attempts to remove 8 percent (by weight) of the commodity sub-groups with the largest price changes at each of the ends of an ordered series of price changes in any given month.

Construction: Includes site preparation, construction of buildings & houses, construction/civil engineering e.g. roads, dams, water projects, Building installation work e.g. plumbing, electrical, air conditioners etc. and Building completion work e.g. painting, tiles carpets including repair of these.

The following are the main concepts and definitions used in the national accounts of Botswana.

Gross Domestic Product (GDP): is the sum of gross value added of all resident producer units plus taxes on products, less subsidies on products (Production Approach).

GDP is also equal to the sum of the final uses of goods and services (all uses except intermediate consumption) measured at purchaser's prices, less the value of imports of goods and services (Expenditure approach).

Gross Output: The gross output of an establishment in the accounting period is the value of all goods and services produced, adjusted for changes in inventories of work in progress and finished goods.

Intermediate Consumption: It consists of the value of the goods and services consumed as inputs by a process of production. Intermediate consumption does not cover the progressive wear and tear of fixed capital. The latter is recorded as a separate transaction (consumption of fixed capital or depreciation).

Other Agriculture: This is a sub industry under Agriculture which comprises of horticulture, bee keeping, Poultry, Game, forestry and fishing.

Other Mining: Comprises of the salt mining, gold mining and sand & crushed stones.

Other Manufacturing: These are all other manufacturing entities excluding meat and meat products, beverages, textiles, tanning and leather products industries. Diamond cutting and polishing companies are part of the other manufacturing.

Production: Any activity which an enterprise uses inputs to produce outputs. This is a process carried out under the control and responsibility of an institutional unit that uses inputs of labour, capital and goods & services to produce other goods and services.

Production Account: Is designed to show value added as one of the main balancing items in the System of National Accounts (SNA). Consequently, it does not cover all transactions linked with the production process, but only the result of production (Output) and the using up of goods and services when producing this output (intermediate consumption).

Trade: Trade under the industry of Trade Hotels and Restaurant comprises of wholesalers, retail traders, filling stations and motor vehicle dealers.

Value Added is a measure of net output, that is, of gross output less those purchased inputs that have been embodied in the value of the product (production). This can also be defined as the value of output less the value of intermediate consumption.

17.0 QUALITY ASSURANCE

Accuracy: The degree to which the output correctly describes the phenomena it was designed to measure.

Accessibility: The ease with which statistical outputs can be obtained and availed to the users. It is the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which the information can be accessed.

Coherence: The degree to which statistics can be successfully brought together with other similar statistical information from different sources within a broad analytic framework and overtime. It is the extent to which differences between the estimates and the true value of the statistics.

Comparability: The ability to compare statistics on the same characteristic between different points in time, geographical areas or statistical domains.

Integrity: The values and related practices that maintain user's confidence in the agency producing statistics and ultimately in the statistical product. It requires the statistical system to be based on principles of objectivity in collection, compilation and dissemination of data to ensure unbiased statistics which are not subject to confidentiality breaches or premature releases (United Nations (UN) Principles of Official Statistics).

Inspection: A special, on-the-spot investigation of an activity that seeks to resolve particular problems.
Interpretability: The ease with which users understand statistical information through the provision of metadata.

Methodological Soundness: The application of international, national or peer-agreed standards, guidelines, and practices to produce statistical outputs. Application of such standard fosters national and international comparability.

Quality Audit: A quality audit is an evidence gathering process.

Qualitician: Someone who functions as both a quality practitioner and a quality technician.

Quality: A subjective term for which each person or sector has its own definition. In technical usage, quality can have two meanings: 1. the characteristics of a product or service that bear on its ability to satisfy stated or implied needs; 2. a product or service free of deficiencies. According to Joseph Juran, quality means "fitness for use;" according to Philip Crosby, it means "conformance to requirements."

Quality Assurance (QA): One definition of quality assurance is: all the planned and systematic activities implemented within the quality system that can be demonstrated to provide confidence that a product or service will fulfil requirements for quality.

Quality Audit: A systematic, independent examination and review to determine whether quality activities and related results comply with plans and whether these plans are implemented effectively and are suitable to achieve the objectives.

Quality Characteristic: An inherent characteristic of a product, process or system related to a requirement.
Quality Circle: A quality improvement or self-improvement study group composed of a small number of employees (10 or fewer) and their supervisor. Quality circles originated in Japan, where they are called quality control circles.

Quality Control: Quality control (QC) is a procedure or set of procedures intended to ensure that a manufactured product or performed service adheres to a defined set of quality criteria or meets the requirements of the client or customer."

Quality Costs: Quality costs are the costs associated with preventing, detecting, and remediating product issues related to quality.

Quality Engineering: The analysis of a manufacturing system at all stages to maximize the quality of the process itself and the products it produces.

Quality Function Deployment (QFD): A structured method in which customer requirements are translated into appropriate technical requirements for each stage of product development and production. The QFD process is often referred to as listening to the voice of the customer.

Quality Improvement: Part of quality management focused on increasing the ability to fulfill quality requirements.

Quality Indicator: An attribute of statistical information that is used to measure its quality.

Quality Loss Function: A parabolic approximation of the quality loss that occurs when a quality characteristic deviates from its target value. The quality loss function is expressed in monetary units: The cost of deviating from the target increases quadratically the farther the quality characteristic moves from the target. The formula used to compute the quality loss function depends on the type of quality characteristic being used. The quality loss function was first introduced in this form by Genichi Taguchi.

Quality Management (QM): This is the application of a quality management system in managing a process to achieve maximum customer satisfaction at the lowest overall cost to the organization while continuing to improve the process.

Quality Planning: This is part of quality management focused on setting quality objectives and specifying necessary operational processes and related resources to fulfil the quality objectives.

Qualification Process: The process that demonstrates the ability to fulfil specified requirements.

Relevance: The degree to which the data meet the real needs of clients. It is concerned with whether the available information sheds light on the issues that are of great importance to users.

Reliability: Consistency and dependability of data collected through repeated use of a scientific instrument or data collection procedure under the same conditions.

Requirement: Criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted

Standard: Documented agreements containing technical specifications or other precise criteria to be used consistently as rules, guidelines or definitions of characteristics, to ensure that materials, products, processes and services are fit for their purpose.

Timeliness: The delay between the reference point to which the information pertains and the date on which the information becomes available. Timeliness also addresses aspects of periodicity and punctuality of production activities within the statistics production cycle.

BEC: The Broad Economic Category defined in terms of SITC, which groups large economic classes of goods with reference to their end use.

CPC: The Central Product Classification is a product classification for goods and services promulgated by the United Nations Statistical Commission.

HSCODE: The Harmonised Commodity Description and Coding System classify primary commodities based on the nature of commodities.

ICD: The International classification of disease (ICD) is the international standard diagnostic classification for all general epidemiological, many health management purposes and clinical use.

ISIC: The International Standard Industrial Classification of All Economic Activities is a United Nations system for classifying economic data.

ISCO: The International standard classification of Occupation provides a basis for international reporting, comparison and exchange of statistical and administrative data about occupations; provides a model for the development of national and regional classifications of occupations; and a system that can be used directly in countries that have not developed their own national classifications.

ISCED: The International Standard Classification of Education is a classification structure for organizing information on education and training maintained by the United Nations Educational, Scientific and Cultural Organization (UNESCO).

[ISO Standards](#): ISO is the International Organization for Standardization based in Geneva responsible for promoting standardization throughout the World.

[SITC](#): The Standard International Trade Classification is a UN system for classifying commodities according to their level of processing and their end use.

[SNA](#): The System of National Accounts by the United Nations used for estimating national accounts in different countries.

18.0 STATISTICAL METHODS

Cross Sectional Survey: A survey that collects data on variables of interest at a particular period of time, for example, the Statistics Botswana Household Survey

DESIGN EFFECT: Kish 1965 describes design effect (d_{eff}) as the ratio of the variance of the estimate obtained from a complex sample design to the variance of the estimate obtained from Simple Random Sampling (SRS) of the same number of units (sample size).

Longitudinal (Panel) Survey: A survey where data is collected on the variables of interest from the selected sample repeatedly over time in order to study the trend of behaviour of such variables.

Non Sampling Error: A miscalculation or inaccuracy arising from misinterpretation of questionnaires or failure to record the correct answers by interviewers and giving wrong answers by respondents.

Random Sampling Design: Design in which every unit in the population has an equal chance of being selected, and the probability that any particular unit being selected in the sample can be accurately determined. The types of random sampling designs include the following examples:

Sample: A subset of a population made up of one or more sampling units. It is a selected portion of a population drawn to provide information on the population as a whole or units of interest.

Sampling: The process of obtaining a representation sample from a given population.

Sampling Design: The mechanism used to select a sample. Sampling designs are divided into two categories namely; random and non-random sampling designs.

Sampling Error: A miscalculation or inaccuracy resulting from sampling.

Sampling Frame: In statistical terms, a frame is a complete list of all the units of interest from which a sample is drawn. These units of interest usually form a population or universe of their own (to sampling unit)

Sample Size: The number of observations, elements or replicates to include in a statistical sample.

Sampling Unit: An element or group of elements of a population suitable for selecting samples. A sampling unit can be a group of persons, households or administrative areas.

Statistical Sample Survey: A statistical operation in which only a selected part (sample) and not all units (whole population) of interest are enumerated.

Stratified Sampling: Using stratified sampling, the population is divided into homogeneous, mutually exclusive groups called strata, and then independent samples are selected from each stratum. Any of the sampling methods mentioned in this section (and others that exist) can be used to sample within each stratum. The sampling method can vary from one stratum to another. When simple random sampling is used to select the sample within each stratum, the sample design is called stratified simple random sampling. A population can be stratified by any variable that is available for all units on the sampling frame prior to sampling (e.g., age, sex, province of residence, income, etc.).

Systematic Sampling: Sometimes called interval sampling, systematic sampling means that there is a gap, or interval, between each selected unit in the sample.

Target Population: A set of elements for which information is wanted and estimates are required.

The Confidence Level: The confidence or risk level is based on ideas encompassed under the Central Limit Theorem. The key idea encompassed in the Central Limit Theorem is that when a population is repeatedly sampled, the average value of the attribute obtained by those samples is equal to the true population value. Furthermore, the values obtained by these samples are distributed normally about the true value, with some samples having a higher value and some obtaining a lower score than the true population value. In a normal distribution, approximately 95% of the sample values are within two standard deviations of the true population value (e.g., mean).

The Level of Precision: The level of precision, sometimes called sampling error, is the range in which the true value of the population is estimated to be. This range is often expressed in percentage points, (e.g., ± 5 percent). Thus, if a researcher finds that 60% of farmers in the sample have adopted a recommended practice with a precision rate of $\pm 5\%$, then he or she can conclude that between 55% and 65% of farmers in the population have adopted the practice.

Balance of Payments: The balance of payments is a statistical statement that summarizes economic transactions between residents and non-residents during a period. It consists of the goods and services account, primary income account, secondary income account, capital account and the financial account.

A Bed Place: A bed-place refers to a sleeping place for one person set up in an establishment. The number of bed-places indicates how many persons can be accommodated in an establishment at the same time. A bed-place applies to a single bed. A double bed is counted as two bed-places.

Accommodation Capacity: Accommodation capacity consists of bedrooms and bed-places in accommodation establishments. A bedroom is a unit formed by one room or groups of rooms constituting an indivisible rental whole in an accommodation establishment (e.g. hotel) or a dwelling. A caravan pitch (provided with electric socket) equates to one accommodating unit.

Bed Occupancy Rate: Percentage number of rooms sold to total number of rooms available (excluding complimentary rooms, rooms occupied by establishment staff, and out-of-order rooms).

Country of Residence: A country where one usual resides but may not necessarily be the same as the country of origin.

Commercial Presence (Mode 3): Commercial presence takes place through supply of a service "by a service supplier of one member, through commercial presence in the territory of any other member". It is often necessary for services suppliers to establish a commercial presence abroad to ensure closer contact with the consumer at the various stages of production, distribution, marketing, sale and delivery as well as into context of after sales services. Commercial presence in a market abroad covers not only judicial persons in the strict legal sense, but also legal entities that share some of the same characteristics

Consumption Abroad (Mode 2): Consumption abroad takes place when the service is supplied "in the territory of one member into the territory of any other member", which means that either the consumer or his property is abroad. Tourist activities such as visits to museums and theatres, and travel abroad to receive medical treatment or follow language courses, are typical examples. Services such as ship repair abroad, where only the property of the consumer moves, or is situated abroad, are also covered. Service suppliers may often not be aware of their international supply under Mode 2.

Cross-Border Supply (Mode 1): Takes place when a service is supplied "from the territory of one member into the territory of another member". This is similar to trade in goods where the product is delivered across borders and the consumer and the supplier remain in their respective territories. For example, a law enterprise may deliver legal advice by phone to a consumer, a physician may provide a medical diagnosis to a patient via e-mail or a financial services supplier may supply portfolio management or brokerage services across the border.

Domestic Tourism: Comprises the activities of a resident visitor within the country of reference either as part of a domestic tourism trip or part of an outbound tourism trip.

Domestic Tourism Expenditure: is the tourism expenditure of a resident visitor within the economy of reference.

Duration of Stay: For a traveller to be considered engaged in a tourism activity in a locality, his/her stay in this place must last less than one consecutive year. When a visitor stays in a place for longer than one year, this place becomes part of his/her new usual environment and he/she ceases to be considered a visitor to it. On the other hand, those engaged in short-term courses or stays (e.g., summer courses, summer camps, medical treatment or short duration) are visitors to the location visited.

Foreign Affiliate: Collection of statistics that focus on the activity of foreign affiliates that are foreign direct investment enterprise controlled through majority ownership of voting power by a direct investor.

Foreign Direct Investment: It is a category of investment that reflects the objective of establishing a lasting interest by a resident enterprise in one economy (direct investor) in an enterprise (direct investment enterprise) that is resident in an economy other than that of the direct investor.

Foreign Direct Investment Enterprise: An enterprise resident in one economy wherein an investor resident in another economy owns, either directly or indirectly, 10 per cent or more of its voting power if it is incorporated or the equivalent for an unincorporated enterprise.

Inbound Tourism: Comprises the activities of a non-resident visitor within the country of reference on an inbound tourism trip.

Inbound Tourism Expenditure: is the tourism expenditure of a non-resident visitor within the economy of reference.

Internal Tourism: Comprises domestic tourism and inbound tourism, that is, the activities of resident and non-resident visitors within the country of reference as part of domestic or international tourism trips.

International Tourism: Comprises inbound tourism and outbound tourism, that is, the activities of resident visitors outside the country of reference, either as part of domestic or outbound tourism trips and the activities of non-resident visitors within the country of reference on inbound tourism trips.

International Transactions Reporting System: An international transactions reporting system (ITRS) measures individual balance of payments cash transactions passing through the domestic banks and foreign bank accounts of enterprises, and non-cash transactions and stock positions. Statistics are compiled from forms submitted by domestic banks to the compilers and from forms submitted by enterprises to the compiler.

International Travel: Consists of both inbound and outbound travel, and refers to situations in which the country of residence of the traveller is different from the country or countries visited. Those who undertake international travel will be considered as international travellers. From the perspective of the country of reference, international travellers are either inbound or outbound travellers.

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

In-transit Visitors: These are specific category of visitors, related both to international and domestic visitors and to same-day visitors and tourists. In-transit visitors do not immediately return to their place of origin but stop in the locality or country of reference on their way to a different destination.

Length of Stay (Average): Refers to the average number of nights/days a guest stays in an establishment. It is calculated from the duration of a guest's stay from his/her registration until the check-out from the establishment.

National Tourism: Comprises domestic tourism and outbound tourism, that is, the activities of resident visitors within and outside the country of reference, either as part of domestic or outbound tourism trips.

Outbound Tourism: Comprises the activities of a resident visitor outside the country of reference, either as part of an outbound tourism trip or as part of a domestic tourism trip.

Outbound Tourism Expenditure: is the tourism expenditure of a resident visitor outside the economy of reference.

Physical Tourist Sites: Protected or reserved areas that offer tourist products and facilities. The sites are classified by category, size and location.

Presence of Natural Persons (Mode 4): Presence of natural persons takes place when an individual is temporarily present in the territory of an economy other than his own to provide a commercial service. It is defined as a supply of a service "by a service supplier of one member, through presence of natural persons of a member in the territory of any other member". Generally it is understood as covering; Contractual service suppliers, whether employees of a foreign service supplier or self-employed, Intra-corporate transferees and foreign employees directly recruited by foreign established companies, Service sellers who enter the host country to establish contractual relationships for a service contract, or persons responsible for setting up commercial presence

Room Occupancy Rate: Room occupancy rate indicates the ratio between occupied rooms and available rooms.

Same-Day Visitor: An International Visitor who does not spend the night in a collective or private accommodation in the country visited.

Sectional Artifacts: Objects made or modified by human culture, and later recovered by an archaeological endeavour categorised by geographical location, age, use and date of collection.

Services: Are defined as the result of a production activity that changes the conditions of the consuming units, or facilitates the exchange of products or financial assets. They cannot be traded separately from their production. By the time their production is completed, they must have been provided to the consumers.

Tourism: Comprises the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited. The term ‘; activity of persons’ takes its general meaning as a specified individual pursuit and not as an abbreviated term for ‘productive economic activity’, as it is used, for instance, in ISIC, Rev. 3. In tourism, the ‘activities of persons’ refer to the pursuits of those individuals who qualify as ‘visitors’.

Tourist Accommodation: Tourist accommodation refers to any facility that regularly or occasionally provides overnight accommodation for tourists. Accommodation can be chargeable or free.

Tourist (Overnight visitor): An international Visitor who stays at least one night in a collective or private accommodation in the country visited.

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

Tourist Receipts: The receipts of a country in the form of consumption expenditures or payments for goods and services made by foreign visitors out of foreign currency resources.

Tourism Satellite Account: The Tourism Satellite Account is an international standard on tourism statistics that has been developed in order to present economic data relative to tourism within a framework of internal and external consistency with the rest of the statistical system through its link to the system of National Accounts.

Transaction: is an economic flow that involves change of ownership of goods and/or financial assets, the provision of services, or the provision of labour or capital.

Travel: In the balance of payments context, travel refers to the acquisition of goods and services in an economy by individuals who are visiting but not resident in that economy. Acquisitions of goods and services by border, seasonal, and other short-term workers in their economy of employment are also included in travel. However, travel excludes the acquisitions of valuables, consumer durables, and other consumer purchases that are included in general merchandise.

Usual Environment: The usual environment of a person consists of the direct vicinity of his/her home and place of work or study and other places frequently visited (e.g. food shops, bank and other services). The concept of usual environment and, therefore, tourism has two dimensions: frequency and distance. Places which are frequently visited by a person (on a routine basis) are considered as part of the usual environment even though these places may be located at a considerable distance from the place of residence (e.g. weekly visits to one's own holiday home). On the other hand, places located close to the place of residence of a person are also part of the usual environment even if actual spots are rarely visited.

20.0 TRADE STATISTICS

Applied Tariff Rate: The tariff rates imposed by customs when a good crosses the border and are usually lower than bound rates.

Barter Trade: An exchange of actual goods or services for other goods or services estimated to have the same value.

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

Common External Tariff (CET): The uniform tariff rates applied by member states of a customs union against non-member states.

Customs Territory: The territory in which the customs law of a state applies in full

Domestic Exports: Goods of Botswana origin being exported permanently out of Botswana for consumption in the outside world

Exports: Outward flows comprising of goods and services leaving the customs territory to the rest of the world.

Export Growth: The percentage change in the value of exports relative to the previous period.

Export Index: The measure of change in the price of exports of merchandise from a country.

Export Price Index (EPI) and Import Price Index (MPI): Measure the prices of internationally traded goods and services.

Export Tariff: A levy on goods or commodities at the time they leave the customs territory of a given country.
Imports: Goods imported from the outside world, into Botswana for local consumption.

Import Index: The measure of the change in the prices of imports of merchandise into a country.

Re-Exports: Goods that were initially imported into Botswana for local consumption but are now being exported permanently out of Botswana (for various reasons best known to individual exporters) for consumption in the outside world.

Re-imports: These are imports of domestic goods which were previously recorded as exports.

Trade: The transfer of ownership of goods & services from one person or entity to another.

Trade Balance: The difference between the value of total exports and total imports of a nation during a specified period.

Trade Balance (Net Export): This refers to the total value of goods exported minus the total value of goods imported by a given economy in a given period of time. A positive trade balance (trade surplus) indicates that a country is exporting more in value terms than it is importing. A negative trade balance (trade deficit) indicates that the country imports more as compared to what it sells as exports.

Trade Growth: The percentage change of value of total trade relative to the previous year.

21.0 TRAINING AND CERTIFICATION

Academic Training: Training undertaken towards attainment of academic qualification e.g. Masters in a relevant field

Accreditation: it is the process in which certification of competency, authority or credibility is presented.
Assessment: The process of documenting skills, attitudes and knowledge on a particular matter.

Block Release: Refers to a part time training program which requires an employee to attend at an educational or training institution on a full time basis for a limited period of time.

Career Development: This is the lifelong process of managing learning, work and transitions in order to move toward a personally determined and evolving preferred culture. In organizational development the study of career development looks at:

Career Path: It is a smallest group of jobs within a career cluster that use similar skills. Each career cluster contains several career paths. A career path helps a person to find out how he/she might move from one job to another within a career cluster.

Certification: It refers to the confirmation of certain characteristics of a subject. The confirmation is often but not always provided from external review, education or assessment.

Distance Learning: Refers to a course of training or instruction which does not require an employee to attend classes at an educational or training institution but instruction materials and course work are provided through physical or electronic correspondence.

Evaluation Tools: These are documents with a systematic definition of subjects' merit, worth and significance, using criteria governed by a set of standards.

External Training: Training provided outside Botswana for which study leave is granted.

Full Time Training: Training for which an employee is granted study leave to pursue a continuous study program over a period of time.

Grading: The process of providing a standardized measure of the level of achievement in a particular course or training. Grades can either be letters or a range of numbers or a percentage out of the total number of questions.

In-house Training: Refers to training program organized within Statistics Botswana.

Instructional Techniques: A teaching method that comprises the principles and methods used for instruction.
Long Term Training: Refers to any training programme lasting more than 6 months.

On the Job Training: Refers to structured and monitored training provided by Statistics Botswana employees or Training Unit.

Part Time Training: Refers to training done by an employee in his/her own time.

Practical Attachments: Refers to a situation whereby a Statistics Botswana employee is attached to another organization for a specified period of time to acquire hands-on experience or skills identified by Statistics Botswana or an employee of another organization or a student/ intern is attached to Statistics Botswana to acquire skills and knowledge.

Short Term Training: Refers to a training program lasting not more than 6 months.

Training: The process of bringing a person to an agreed standard of proficiency.

Training: Refers to the acquisition of knowledge, skills & competencies as a result of the teaching of vocational or practical skills & knowledge that relate to specific useful competencies.

Training Committee: Will be made up of Heads of Divisions.

Training Officer: Refers to the employee assigned by the functional responsibility for training in Statistics Botswana.

Training Program: Refers to a training program as set out in

Trainer: An officer who as recognized officially gives instruction.

Training Plan: The basis for which objectives and priorities for training are documented, including financial estimates. Refers to a training plan, developed each year or as determined by Statistics Botswana.

Training Policy: A document that spells out how the organization intends to equip its people/employees with the necessary skills knowledge and attitude to meet the organs needs in relation to its objectives

Training Request Form: A form that is designed to express a desire for or ask for being trained or mentored on an area of particular interest.

22.0 TRANSPORT AND INFRASTRUCTURE

Air Transport

- a) Aircraft movements - An aircraft landing and takeoff.
- b) Passenger movement - passenger arrivals and departures.
- c) International aircraft movement - an aircraft which comes from outside the country of destination.
- d) Air cargo - goods carried by air

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.

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.

Commercial Air Transport Flight: The operation of an aircraft on one or more flight stages, on a scheduled or non-scheduled basis available to the public for transportation of passengers or freight.

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

Domestic Traffic: The traffic between two points located in the same country or territory.

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

Flight: A trip by plane between designated airports.

Freight: Any property carried on a transport mode other than mail, stores and baggage including express freight and parcels and diplomatic bags but not passenger baggage.

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.

International Flight: A flight that takes off in one country and arrives in another country.

International Traffic: The traffic performed between the designated points in one country and points in another country or territory.

Motor Vehicles

- a) National Vehicle Stock - a combination of privately owned vehicles and those vehicles owned by the government
- b) First registrations - vehicles registered for the first time, including those that were pre-owned in other countries and were imported into the country
- c) Renewals - vehicles licenses renewed every year.

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

Passenger: Any person who makes a journey including infants in arms but excluding on-duty crew.

Port: A location on a coast or shore containing one or more harbors where ships can dock and transfer people or cargo to or from land.

Rail Traffic Volumes (freight): The tonnage of cargo transported by rail within a country.

Roads:

- a) Road network - a system of interconnected roads designed to accommodate wheeled road going vehicles and pedestrian traffic
- b) Road - a thoroughfare, route or way on land between two places which has been paved or otherwise improved to allow travel by some conveyance by e.g. motor vehicles

Road Safety:

- c) Road accident - a traffic collision that may occur between vehicles, a vehicle and a pedestrian, road debris, animal, a car crash and others.
- d) Accident Severity - whether an accident resulted in a death, serious injuries or minor injuries.
- e) Casualties - a person killed or injured in a road accident.

Station: An area of land (including any buildings, installations and equipment) for use either wholly or in part for the arrival and departure of vehicles, or trains

Traffic: Movements by vehicles, aircraft, ships, passengers, freight or mail, departing or arriving at airports, stations, ports, and parks.

Transport: Movement of people, animals, and goods from one location to the other using modes of transport such as air, rail, road, water, cable, pipeline and space.

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.

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