STATUTORY RULES OF NORTHERN IRELAND

2020 No. 116

CENSUS

The Census Regulations (Northern Ireland) 2020

Made - - - -	*23rd June 2020*
Coming into operation	*17th July 2020*

The Department of Finance makes the following Regulations in exercise of powers conferred by section 3(1) of the Census Act (Northern Ireland) 1969(**1**) and now invested in it(**2**):

Citation and commencement

1. These Regulations may be cited as the Census Regulations (Northern Ireland) 2020 and shall come into operation on 17th July 2020.

Interpretation

2.—(1) In these Regulations—

"the Act" means the Census Act (Northern Ireland) 1969;

"the address register" means the register and any subset of the register, created by the Registrar General, which contains the address of each household and communal establishment in Northern Ireland of which the Registrar General is aware;

"appointee" means any person appointed under regulation 5 or appointed by the Registrar General before the coming into force of these Regulations for the purposes of taking the census;

"the census" means the census directed to be taken by the Census Order(**3**);

"census area" means an area created under regulation 4(3)(b);

"census area manager" means a person appointed under regulation 5(1)(b);

"census enumerator" means a person appointed under regulation 5(1)(d);

"census team co-ordinator" means a person appointed under regulation 5(1)(c);

"census team co-ordinator area" means an area created under regulation 4(3)(a);

"census electronic device" means an electronic device used in the conduct of the census as provided for in regulation 8(2);

(**1**) 1969 c. 8 (N.I.); the relevant amendments are S.I. 1999/663, article 2(1) and Schedule 1, paragraph 15; 2004 c.33 section 261(3) and Schedule 29, paragraph 9.
(**2**) S.R 1993 No.494
(**3**) S.R. 2020 No.83

"census officer" means an officer appointed under regulation 5(1);

"the Census Order" means the Census Order (Northern Ireland) 2020;

"communal establishment" means any establishment specified in Groups B to F of column 1 of Schedule 1 to the Census Order;

"communal establishment area" means an area created under regulation 4(3)(c);

"communal establishment co-ordinator" means a person appointed under regulation 5(1)(e);

"communal establishment pack" means a pack containing the items specified in either regulation 10(5) or 11(5);

"elector" means a prescribed person who elects to make an individual return under article 5(5) of the Census Order;

"enumeration district" means a district created under regulation 4(2);

"fieldwork management tool" means an electronic system that generates workloads for field staff, identifies the location of addresses that require visitation, specifies the required actions for the field staff and allows a record of a visit or other relevant information to be recorded;

"individual return envelope" means an envelope in which a completed paper individual questionnaire may be sealed;

"online communal establishment pack" means a pack containing the items specified in regulation 10(5);

"online household pack" means a pack containing the items specified in regulation 10(3);

"online individual pack" means a pack containing the items specified in regulation 10(4);

"online questionnaire" means a questionnaire which is to be completed and submitted electronically;

"paper communal establishment pack" means a pack containing the items specified in regulation 11(5);

"paper household pack" means a pack containing the items specified in regulation 11(3);

"paper individual pack" means a pack containing the items specified in regulation 11(4);

"paper questionnaire" means a questionnaire in paper format;

"personal information" has the meaning given to the term "personal census information" by section 7(9) of the Act;

"prescribed person" as provided for in column (1) of the table in Schedule 1 of these Regulations, means a person required by the Census Order to make a return, or any person making a return on behalf of such a person in accordance with the Census Order;

"questionnaire" means any questionnaire in any format;

"questionnaire ID" means a unique identifier associated with each individual paper and online questionnaire;

"questionnaire tracking system" means such electronic system or systems as the Registrar General may provide under regulation 8(1);

"regional manager" means a person appointed under regulation 5(1)(a);

"Registrar General" means the Registrar General for Northern Ireland;

"pre-paid reply envelope" means an envelope which is pre-addressed and which does not require payment by the sender; and

"unique access code" refers to the group of codes which gives unique internet access to each particular online questionnaire;

(2) Terms defined in the Census Order have the same meaning in these Regulations.

(3) In these Regulations any reference to a notice, questionnaire or other information received by the Registrar General refers to it being received electronically, through the post or in person by the Registrar General or any appointee.

(4) In these Regulations a reference to a questionnaire where it is followed immediately by an identifying letter is a reference to the title of that questionnaire as referred to in Column 2 of the table in Schedule 1 and is in the form prescribed in Schedules 2, 3 and 4.

Revocation

3. The Census Regulations (Northern Ireland) 2010(**4**) are revoked.

Address Register, Enumeration Districts, Census Team Co-ordinator Areas and Census Areas

4.—(1) For the purposes of the census, the Registrar General shall create a list of addresses for Northern Ireland and in doing so may use information from a range of sources.

(2) For the purposes of the census the Registrar General shall divide Northern Ireland into Enumerations Districts.

(3) The Registrar General may designate—

(a) any number of enumeration districts as a census team co-ordinator area; and

(b) any number of census team co-ordinator areas as a census area; and

(c) any number of communal establishments as a communal establishment area.

Appointment of Officers

5.—(1) For the purpose of the census—

(a) the Registrar General may appoint a regional manager for Northern Ireland;

(b) the Registrar General or the regional manager may appoint a census area manager for any area designated under regulation 4(3)(b) ;

(c) the Registrar General, the regional manager or the census area manager may appoint census team co-ordinators for each census team co-ordinator area designated under regulation 4(3)(a);

(d) the Registrar General, the regional manager or the census area manager may appoint census enumerators for each enumeration district;

(e) the Registrar General, the regional manager or the census area manager may appoint a communal establishment co-ordinator; and

(f) the Registrar General may appoint any other such persons as may be necessary for the taking of the census.

(2) The persons appointed under this regulation must perform the duties assigned to them under the Act and these Regulations and must comply with any instructions issued in accordance with these Regulations.

Census Questionnaires

6.—(1) The Registrar General must create and provide sufficient questionnaires to enable all prescribed persons, and every person making a return on behalf of a prescribed person under these regulations, to make a return.

(**4**) S.R. 2010 No. 218

(2) Online questionnaires H4, I4 and CE4 as listed in column (2) of the table in Schedule 1, must be made available online through unique access codes, and must contain the content, the questions and response options, and the functions and features described in Part 3, Part 4 and Part 5 of Schedule 2, and Part 2 of Schedules 3 and 4.

(3) Paper questionnaires H4, HC4, I4 and CE4 as listed in column (2) of the table in Schedule 1 must be created and contain the content, the questions and response options described in Part 1 and Part 2 of Schedule 2 and Part 1 of Schedules 3 and 4 .

(4) The Registrar General shall make available, by whatever means the Registrar General considers suitable, the appropriate questionnaire to any prescribed person who requests it and to any person making a return on behalf of a prescribed person under these regulations.

Duties in relation to the making of returns

7.—(1) A prescribed person in making a return in accordance with the Census Order must submit electronically an online questionnaire or return to the Registrar General a completed paper questionnaire, being the relevant questionnaire identified in paragraph 7(3).

(2) For the purposes of this regulation, a questionnaire shall be treated as submitted or returned to the Registrar General when it has been received by the Registrar General.

(3) The questionnaire to be completed and submitted or returned by a prescribed person is the online questionnaire or the paper questionnaire that has the title specified in the corresponding entry in column (2) of the table in Schedule 1.

(4) Nothing in this regulation shall prevent a prescribed person from making a return by completing a paper questionnaire and also making a return by completing an online questionnaire.

(5) Each prescribed person must comply with the instructions contained in the online questionnaire or paper questionnaire to be submitted or returned by them and provide such information as is requested in that questionnaire and which they are required to provide by the Census Order.

(6) A prescribed person who satisfies the conditions prescribed in article 5(5) of the Census Order and who elects under that article to make an individual return may make that individual return by completing the online questionnaire I4 or the paper questionnaire I4.

(7) Each elector who submits the online questionnaire I4 or returns the paper questionnaire I4 must comply with the instructions contained in, and provide all such information as is requested in, that questionnaire.

Questionnaire tracking system and census electronic devices

8.—(1) The Registrar General must provide a questionnaire tracking system for the management of the census and for keeping records of—

(a) questionnaire IDs;

(b) unique access codes issued in accordance with Regulations 9;

(c) addresses of households and communal establishments;

(d) the households or communal establishments to which unique access codes have been sent in accordance with these Regulations, or to which visits are to be made;

(e) the households or communal establishments to which a paper questionnaire has been sent or delivered in accordance with these Regulations;

(f) the circumstances of the delivery of each individual, household and communal establishment pack delivered by a census officer, census enumerator designated under Regulation 13(2) or a communal establishment co-ordinator;

(g) the date on which each questionnaire was received by the Registrar General and the means by which it was received;

(h) the date on which any record is made in accordance with regulation 15(5) or 17(6) and details of the prescribed person with respect to whom it was made; and

(i) any other information which the Registrar General considers may assist with the conduct of the census.

(2) The Registrar General must provide census electronic devices to enable appointees, as required, to access the fieldwork management tool and to receive instructions electronically.

Providing unique access codes

9. —The Registrar General must provide a unique access code—

(a) to every household and communal establishment on the address register in advance of census day, or as soon as possible thereafter,

(b) to every elector, when requested,

(c) with every H4, CE4 and I4 paper questionnaire,

(d) to any prescribed person who requests it, and

(e) to replace a unique access code already provided.

Preparation of packs for online questionnaires

10.—(1) The Registrar General must prepare such online household, individual and communal establishment packs in accordance with this regulation as the Registrar General considers necessary for the purpose of the census.

(2) The contents of each pack prepared in accordance with this regulation must be contained in a sealed envelope through which any printed address can be seen.

(3) An online household pack must contain—

(a) a unique access code for the online questionnaire H4; and

(b) such additional information as the Registrar General considers may assist with the completion and submission of the online questionnaire H4;

(4) An online individual pack must contain—

(a) a unique access code for the online questionnaire I4; and

(b) such additional information as the Registrar General considers may assist with the completion and submission of the online questionnaire I4;

(5) An online communal establishment pack must contain—

(a) a unique access code for online questionnaire CE4; and

(b) such additional information as the Registrar General considers may assist with the completion and submission of the online questionnaire CE4.

Preparation of packs for paper questionnaires

11.—(1) The Registrar General must prepare such paper household, individual and communal establishment packs in accordance with this regulation as the Registrar General considers necessary for the purpose of the census.

(2) The contents of each pack prepared in accordance with this regulation must be contained in a sealed envelope through which any address printed on a paper questionnaire can be seen.

(3) A paper household pack must contain—