




Malawi Government



COMPENDIUM OF STATISTICAL CONCEPTS AND DEFINITIONS FOR THE NATIONAL STATISTICAL SYSTEM

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PREFACE



The implementation of national and international development frameworks requires not only reliable and real-time statistics but also statistics that can be comparable across time and space. Malawi cannot design and implement policies based on statistics that are defined differently by data producers and users.

This Compendium is an instrument meant to guide data collection, data analysis and data dissemination across the entire National Statistical System (NSS). It strives to ensure standardisation, coordination and harmonisation of all data collection initiatives in order to have a common understanding of statistics. Use of the Compendium by all actors in the NSS will ensure adherence to common concepts and definitions in data production and use, and enhanced comparability.

In its effort to ensure coordination and harmonisation of statistics between data producers and users, the National Statistical Office (NSO) and collaborating NSS actors developed this Compendium to be used across the NSS in Malawi. The Compendium outlines a list of statistical concepts and definitions that are central in the design, implementation and evaluation of development frameworks. Use of this Compendium by all stakeholders will ensure adherence to common standards outlined in the Strategy for the Harmonisation of Statistics in Africa (SHaSA), African Charter on Statistics (AfSC) and United Nations Fundamental Principles of Official Statistics (UNFPOS), among others.

The revision of this Compendium from the 2012 version forms part of activities outlined in the NSS Strategic Plan of 2019/20-2022/23. By its very nature, the Compendium is dynamic as the need to include new terms, revise and refine existing definitions will always arise in future. In this regard, continuous feedback is sought from users on the basis of new terminology and revision of the existing concepts and definitions.

We wish to express our profound appreciation to the Government of Malawi and United Nations Population Fund (UNFPA) for providing financial resources to support the revision of the Compendium. We also wish to acknowledge the staff of NSO and staff from the various government Ministries, Departments and Agencies (MDAs) who worked tirelessly to ensure that the revision of the Compendium was completed in a timely manner.

NSO therefore invites all producers and users of statistical data to utilise this important resource for improved quality of official statistics.

Lizzie Alexandria Chikoti (Mrs.)
COMMISSIONER OF STATISTICS

LIST OF ACRONYMS

ADSL	Asymmetric Digital Subscriber Line
AfCS	African Charter on Statistics
AFIS	Automated Fingerprint Identification System
AIDS	Acquired Immune Deficiency Syndrome
ANA	Annual National Accounts
ANC	Ante Natal Care
API	American Petroleum Institute
APN	Access Point Name
ARI	Acute Respiratory Infection
ASDR	Age Specific Death Rate
ASFR	Age Specific Fertility Rate
ASYCUDA	Automated System for Customs Data
BCG	Budgetary Central Government
BDM	Broadcasting Digital Migration
BEC	Broad Economic Category
BGAN	Broadband Global Area Network
BIR	Business Information Register
BMI	Body Mass Index
BOP	Balance of Payments
BOR	Bed Occupancy Rate
BPL	Broadband Over Power Line
BRP	Business Residence Permit
BTR	Bed Turnover Rate
CAPEX	Capital Expenditure
CAPI	Computer Assisted Personal Interviewing
CATV	Cable Television
CBA	Cost Benefit Analysis
CBCCC	Community Based Child Care Centres
CBR	Crude Birth Rate
CBS	Community Based Surveillance
CDMA	Code Division Multiple Access
CDR	Crude Death Rate
CET	Common External Tariff
CFC	Consumption of Fixed Capital
CIF	Cost, Insurance and Freight
COFOG	Classification of the Functions of Government
COICOP	Classification of Individual Consumption according to Purpose
CPC	Central Product Classification
CPI	Consumer Price Index

CSA	Climate-Smart Agriculture
CSPro	Census and Survey Processing System
CWR	Child Woman Ratio
DBMS	Database Management System
DEL	Direct Exchange Line
DOD	Disbursed Outstanding Debt
DPI	Decomposable Poverty Index
DPT	Diphtheria, Pertussis and Tetanus
DSL	Digital Subscriber Line
DTT	Digital Terrestrial Television
EA	Enumeration Area
ECD	Early Childhood Development
EDGE	Enhanced Data Rates for GSM Evolution
EGPGR	Expected Gross Primary Graduation Ratio
EGR	Expenditure Gap Ratio
EIA	Environmental Impact Assessment
EPI	Expanded Program of Immunisation
EPZ	Export Processing Zone
ESIA	Environmental and Social Impact Assessment
EV-DO	Evolution Data Optimised
FAO	Food and Agriculture Organisation
FGD	Focus Group Discussion
FIES	Food Insecurity Experience Scale
FOB	Free On Board
FTE	Full Time Equivalent
GBV	Gender Based Violence
GDI	Gender Development Index
GDP	Gross Domestic Product
GER	Gross Enrolment Ratio
GFCF	Gross Fixed Capital Formation
GFR	General Fertility Rate
GFS	Government Finance Statistics
GII	Gender Inequality Index
GIS	Geographical Information System
GNI	Gross National Income
GPI	Gender Parity Index
GPR	Gender Parity Index
GPRS	General Packet Radio Service
GPS	Global Positioning System
GRF	General Resources Fund
GRR	Gross Reproduction Rate
GSM	Global System for Mobile Communications

GVA	Gross Value Added
GVM	Gross Vehicle Mass
GWG	Gender Wage Gap
HCPI	Harmonised Consumer Price Index
HDI	Human Development Index
HIPC	Highly Indebted Poor Countries
HSWIM	High Speed Weigh in Motion Scales
HIV	Human ImmunoDeficiency Virus
HMIS	Health Management Information System
HS	Harmonised Commodity Description and Coding System
HSPA	High Speed Packet Access
HSSP	Health Sector Support Program
HTTP	Hypertext Transfer Protocol
ICP	International Comparison Program
ICT	Information and Communications Technology
IDR	Import Dependency Ratio
IGAs	Income Generating Activities
IIP	International Investment Position
ILO	International Labour Organisation
IMF	International Monetary Fund
IOs	International Organisations
IOT	Input Output Table
IP	Internet Protocol
IPR	Intellectual Property Rights
IPTV	Internet Protocol Television
ISDN	Integrated Services Digital Network
ISIC	International Standard Industrial Classification of All Economic Activities
ISP	Internet Service Provider
ITS	International Trade in Services
LANs	Local Area Networks
LIBOR	London Inter-Bank Offered Rate
LSWIM	Low Speed Weigh in Motion Scales
LTE	Long-Term Evolution
MCCOD	Medical Certification of Cause of Death
MDAs	Ministries, Departments and Agencies
MMDS	Microwave Multipoint Distribution Systems
MMR	Maternal Mortality Rate
MoH	Ministry of Health
MPI	Multi-Dimensional Poverty Index
MRTG	Multi-Router Traffic Grapher
MTEF	Medium term Expenditure Framework
MVNO	Mobile Virtual Network Operator
NACA	National Census of Agriculture

NCDs	Non-Communicable Diseases
NCHS	National Center for Health Statistics
NDI	National Disposable Income
NDP	Net Domestic Product
NER	Net Enrolment Ratio
NGO	Non-Governmental Organisation
NMHCP	National Minimum Health Care Package
NPIs	Non-Profit Institutions
NPISH	Non-Profit Institutions Serving Households
NPV	Net Present Value
NRR	Net Reproduction Rate
NSO	National Statistical Office
NSS	National Statistical System
NVA	Net Value Added
OD	Odds of a Disease
ODA	Official Development Assistance
OECD	Organisation for Economic Cooperation and Development
OIN	Other Items Net
OPD	Out Patient Department
OR	Odds Ratio
PAPI	Paper Assisted Personal Interviewing
PAR	Population Attributable Risk
PAYE	Pay As You Earn
PDA	Personal Digital Assistant
PHC	Population and Housing Census
PLA	Participatory Learning and Action
PPI	Producer Price Index
PPP	Purchasing Power Parity
PRA	Participatory Rural Appraisal
PRP	Permanent Residence Permit
PSU	Primary Sampling Unit
QNA	Quarterly National Accounts
RAI	Rural Access Indicator
RRA	Rapid Rural Appraisal
SADC	Southern African Development Community
SAM	Social Accounting Matrix
SBR	Still Birth Rate
SDRs	Special Drawing Rights
SEEA	System of Environmental and Economic Accounting
SEZ	Special Economic Zone
SGO	Statement of Government Operations
SHaSA	Strategy for the Harmonisation of Statistics in Africa

SITC	Standard International Trade Classification
SLE	School Life Expectancy
SMATV	Satellite Master Antenna Television
SNA	System of National Accounts
SOEs	State Owned Enterprises
SRS	Simple Random Sampling
SSFs	Social Security Funds
SSR	Self Sufficiency Ratio
SUT	Supply and Use Table
TA	Traditional Authority
TEP	Temporary Employment Permit
TFR	Total Fertility Rate
TOT	Terms of Trade
TRP	Temporary Residence Permit
TSA	Tourism Satellite Account
TT	Tetanus Toxoid
UHC	Universal Health Coverage
UNCRC	UN Convention on the Rights of the Child
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Program
UNEP	United Nations Environment Program
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNFPA	United Nations Population Fund
UNFPOS	United Nations Fundamental Principles on Official Statistics
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organisation
UNSD	United Nations Statistics Division
UPE	Universal Primary Education
VA	Verbal Autopsy
VAC	Violence Against Children
VAT	Value Added Tax
VoIP	Voice Over Internet Protocol
WAN	Wide Area Network
WAR	Women's Achievement Ratio
WEI	Women's Empowerment Index
WHO	World Health Organisation
WWW	World Wide Web
XMPI	Exports Imports Price Index

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CHAPTER 1: Introduction

The National Statistical Office (NSO), other Ministries, Departments and Agencies (MDAs), and Research Institutions in this country produce statistics for evidence-based decision making, planning, monitoring and evaluation of development policies and programs.

For effective coordination of the National Statistical System (NSS) and its development, initiatives have been determined aiming at improving the availability, accessibility and integration of reliable statistics into policy and decision-making processes.

In this context, the NSO in collaboration with other members of NSS revised the 2012 Compendium of Statistical Concepts and Definitions and came up with this Compendium to harmonise the use of statistical definitions and concepts in Malawi. This is an additional effort towards availing users and producers with relevant reference material to be used for statistical purposes. NSO, as the leader in the production of official statistics and coordinator of the National Statistical System, therefore, took the initiative to coordinate the revision of the Compendium in a workshop setting involving staff from NSO and several MDAs and Research Institutions.

The Compendium has attempted to outline the major concepts and definitions used in the broad subjects on which different types of data are usually collected. These include, among others: General Statistical Concepts and Definitions, Demographic and Social, Economic, Agricultural, Environmental and Land Management, Energy and Natural Resources, Tourism, Transport, Geographical, Decentralisation and Information and Communications Technology. This Compendium is a living document that will change as new concepts and definitions are developed and agreed upon. It is hoped that more inputs will be incorporated in future to make it more comprehensive for the needs of data production and use in Malawi.

It is greatly acknowledged that most of the concepts and definitions were developed through making references to documents produced under the auspices of International Organisations (IOs) such as: International Labour Organisation (ILO), Food and Agriculture Organisation (FAO), World Bank (WB), International Monetary Fund (IMF), World Health Organisation (WHO), United Nations Children's Fund (UNICEF), United Nations Population Fund (UNFPA), United Nations Educational, Scientific and Cultural Organisation (UNESCO), United Nations Development Program (UNDP), United Nations Statistics Division (UNSD), Organisation for Economic Cooperation and Development (OECD), United Nations Environment Program (UNEP), United Nations Industrial Development Organisation (UNIDO) and UN Women.

The revised Compendium was also benchmarked with Compendia of other countries in the Africa Region namely: Ghana, Lesotho, Rwanda, South Africa, The Gambia, Zambia and Zimbabwe.

CHAPTER 2: General Concepts and Definitions

Population

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

Population Size

This is the absolute number of persons/units in a specified geographical area at a specified point in time. It is often denoted by N.

Population Distribution

The spread/pattern of the population at a given time by geographical or socio-economic characteristics.

Population Structure

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

Population Pyramid

A graphical illustration (bar chart) that shows distribution of various age groups in a population which forms the shape of a pyramid when the population is a growing one. It typically consists of two back-to-back bar graphs, with the population plotted on the X-axis and age on the Y-axis, one showing the number of males (conventionally shown on the left) and the other showing the number of females (on the right) in a particular population in 5-year age groups (also called cohorts).

Population Change

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

Census

The count of a given population (or other phenomena of interest) and a record of its characteristics, done at a specific point in time and usually at regular intervals by a government entity (or any other entity) for the geographic area or subareas under its domain. Examples include Population Census, Housing Census, Census of Business establishments, National Census of Agriculture (NACA), etc.

Population Census

It is the total process of planning, collecting, compiling, evaluating, disseminating and analysing demographic, economic and social data at the smallest geographic level pertaining, at a specified time, to all persons in a country or in a well-delimited part of a

country. It normally takes place every 10 years. In Malawi, like in other countries, participation in a census is mandatory and required by law.

Census Data

These are population-wide observations on individuals and households. Census-taking is done within enumeration units or blocks that cover the entire or just the settled regions, where each unit typically contains 150-300 households.

Defacto Population Census

The collection of basic social, demographic and economic data for all people who will have spent a specified night in the area. It is like taking a snapshot of the people in the area on that census night.

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

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

Dejure Population Census

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

At household or institution level, the dejure census includes only the usual members. The problem with the dejure census is to define the "usual member" of a household or an institution. In the 2018 Population and Housing Census (PHC), usual member was defined as "a person who has continuously stayed in the household for 6 or more months, during the last 12 months".

Population Growth

Increase in the total number of people who inhabit a specified geographical area.

Population Growth Rate

This refers to the average rate of change of population size. It is estimated over a certain period of time (usually one year) and it gives the average annual growth rate for each year of the inter-censal period.

Population Projection

This is the numerical outcome of a particular set of implicit and explicit assumptions regarding future values of the components of population change for a given area in combination with an algorithm.

Housing Census

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

Census Night

The night preceding the population census serving as a statistical reference point or period for a census.

Sample

It refers to a smaller, manageable version of a larger group drawn to provide information on the population as a whole or units of interest. Samples are used in statistical testing when population sizes are too large for the test to include all possible members or observations.

Sampling

The process of obtaining a representative smaller, manageable version of a larger group drawn to provide information on the population as a whole or units of interest.

Sample Size

The number of sampling units which are to be included in a sample. In the case of a multi-stage sample, this number refers to the number of units at the final stage in the sampling process.

Sampling Unit

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

Observation Unit

An element or aggregation of elements from which information is collected.

Unit of Analysis

The lowest level at which analysis of observations is done. For example, family income is a unit of analysis.

Sample Space

The set of all units from which a sample can be drawn.

Administrative Records

These are records created for administrative purposes such as keeping a record of the members, activities, staff, etc. of the corresponding agency or institution.

Longitudinal/Time Series Data

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

Longitudinal (Panel) Survey

Study where subjects are measured repeatedly over time in order to study the trend of behavior of a variable.

Cross-Sectional Survey

A survey that collects data on variables of interest at a particular point in time. An example is National Household Surveys.

Questionnaire

It is a main instrument for collecting data in survey research. Basically, it is a set of standardised questions, often called items, which follow a fixed scheme in order to collect individual data about one or more specific topics.

Survey

The study that collects planned information from a sample of individuals in order to infer particular population characteristics. It is also called a sample survey.

Sampling Frame

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

Sampling Design

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

Random Sampling

The unbiased process of selecting members of a population.

Simple Random Sampling (SRS)

The process of selecting a sample from a population where each element in the population has an equal and known chance of being selected/chosen.

Systematic Sampling

Selection of a sample from a sampling frame where the first member of the sample is chosen randomly and the rest of the sampled members are chosen such that every member is at equal intervals from each other. The sampling interval is obtained by dividing the number of members in the sampling frame by the sample size.

Random Sampling without Replacement

The process of selecting members of a population such that the drawn/selected member is removed from the population for subsequent draws.

Random Sampling with Replacement

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

Cluster Sampling

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

Confidence Interval (Precision Interval)

The range within which the actual error/value in the frame should fall at a given confidence level or assurance. It is also known as tolerance level.

Strata

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

Stratified Sampling

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

Quota Sampling

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

Multi-stage Sampling

A method of sampling where selection of the sample is carried out in several stages, i.e. primary units are regarded as a population from which sub-samples of secondary units are selected. It is a kind of sampling procedure in which two or more levels of units are

embedded in one another. For example, districts are sampled and then Traditional Authorities (TA), Group Villages, Villages, etc.

Estimate

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

Estimator

A sample statistic or a function of sample observations that gives information about an unknown population parameter.

Statistical Error

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

Systematic Error

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

Sampling Error

It is an error caused by observing a sample instead of a whole population.

Non-Sampling Error

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

Error

Any discrepancy between the estimated result and the true population parameter.

Type 1 Error

Rejecting a hypothesis when it is actually true. This is specifically associated with the null hypothesis in statistical hypothesis testing.

Type 2 Error

Accepting a hypothesis when it is actually false. This is specifically associated with the null hypothesis in statistical hypothesis testing.

National Statistics

Refer to statistics from other organs of state and agencies that are in the public domain, and have not been designated as official statistics.

Official Statistics

Statistics that meet the quality requirements as stipulated by a National Statistical Office and are relevant beyond the organ or agency that collected them.

Quality Assurance

All actions taken to ensure that standards and procedures are adhered to and that delivered products or services meet performance requirements.

Indicator

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

Ratio

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

Rate

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

Proportion

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

Parameter

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

Statistic

It is a numerical value describing a characteristic of the sample.

Variable

It is a symbolic name of a unit being observed that may assume more than one of a set of values to which a numerical measure or a category from a classification can be assigned

(e.g. income, age, weight, etc., and “occupation”, “industry”, “disease”, etc.).

Independent Variable

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

Dependent Variable

This is a variable that is influenced by an independent variable. For example, income is influenced by education.

Time Series

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

Sex Ratio

The number of males per 100 females in a population.

Household

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

Household Listing

A process of recording all households, in a systematic manner, in a given area for the purpose of creating a sampling frame.

Head of Household

A person in a household acknowledged as the main decision maker by the other members either by virtue of his/her age or social standing in the household. The head has the primary authority and responsibility for household affairs. However, in cases where such authority and responsibility are not vested in one person, it may be necessary to try and identify the head of the household.

Child Headed Household

A household whose main decision maker or source of livelihood is a person below the age of 18 years.

Male Headed Household

A household whose primary decision maker or source of livelihood (income) is a man.

Female Headed Household

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

- a) *Defacto female headed*: It is a household where the husband is not present and the wife becomes the main decision maker in his absence.
- b) *Dejure female headed*: It is a household where the main decision maker is a female who has never been married or is divorced or widowed.

Household Member

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

Usual Household Member

A person who has been living with the household for at least six (6) months or has joined the household and intends to live with the household for six months or longer. S/he may or may not be related to the other household members by blood, marriage, or may be a house-helper or farm-labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Respondent

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

Response

An answer provided by a respondent during an interview/inquiry.

Response Burden

Response burden is often defined as the effort required by the respondent to answer a questionnaire. Factors such as low motivation, difficult recall tasks, challenging survey effort, and negative perception of the survey all directly contribute to respondents' perception of burden.

Enumeration Area (EA)

It is a smallest demarcated geographical statistical unit which is a group of a number of adjacent households and may comprise part of a village, a whole village or several villages, estate(s), trading centre(s), mission centres or part of an urban area. It is used as a primary sampling unit (PSU) in sample surveys. An EA should conveniently be covered by one enumerator in a given time period.

Enumerator

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

Computer Assisted Personal Interviewing (CAPI)

Is an interviewing technique in which the respondent or interviewer uses an electronic device to collect data.

Paper Assisted Personal Interviewing (PAPI)

Is an interviewing technique in which the respondent or interviewer uses a printed-out questionnaire to collect data.

Vulnerability

It is the susceptibility of a person, community, individuals, structure and service to physical, socio-economic, emotional injury or attack.

Natural Disaster

A sudden, calamitous event such as earthquake, floods, volcanic eruptions, cyclones or landslides, or an on-going misfortune such as drought or desertification not brought about by acts of human being.

Desertification

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

Risk Assessment

Qualitative or quantitative evaluation of the danger posed to human health and/or the environment by the actual or potential presence of and exposure to particular disasters.

Salinisation

The net increase in salt concentration in the top soil leading to declining productivity or biodiversity. Salinisation can be a result of the clearing of native vegetation, the overuse of irrigation, or the evaporation of saline groundwater.

CHAPTER 3: Demographic and Social Statistics Concepts and Definitions

3.1 Demography Concepts

Age

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

Sex

The category in which a person is grouped in reference to their reproductive functions. However, care should be taken when determining the sex of a person from either the physical appearance or attire or both especially children. Sex is basically assigned at birth based on a person's reproductive system and other physical characteristics.

Marital Status

The term describes whether an adult person is married or not. If not married, it describes whether the person was married before. Categories under marital status include single (or never married), married, divorced, separated and widowed, and is in relation to the marriage laws or customs of a country.

Single

A man or woman who is not married nor in a consensual union.

Divorced

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

Separated

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

Widowed

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

Marriage

A union or bond between a woman and a man, who become husband and wife under the laws governing marriage. In Malawi, these laws include: Marriage, Divorce and Family

Relations Act, 2015; The Customary Marriage (Registration Decree 1973); The Marriage and Divorce of Mohammedans Act; The Marriage of Africans Act; and The Hindu Marriage and Divorce Act. However, where a man and a woman are co-habiting, they should be regarded as married if they regard themselves to be so.

Monogamous Marriage

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

Levirate Marriage

A situation where widows are inherited.

Polygamous Marriage

A situation where a man is living together with two or more women that he regards as wives.

Annulment

The invalidation or voiding of a marriage by a competent authority, according to the laws of each country, which confers on the parties the status of never having been married to each other.

Cohabiting

A man and a woman not related but live together as a couple.

Child

Legally, as per the Children's Statute 1997, a child is a person below 18 years of age.

Infant

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

Orphan

A person (child) below the age of 18 years who has lost either one or both biological parents.

Single Orphan

A child under the age of 18 years who has lost one biological parent.

Double Orphan

A child under the age of 18 years who has lost both biological parents.

Youth

Any person aged between 18 and 30 years, as per the National Youth Council Statute 1993.

Adult

A person aged 18 years and above, as per the Constitution of the Republic of Malawi.

Older Person

A person aged 60 years and above. Previously such people were referred to as “the Elderly”.

Disability

Any restriction or lack of ability to perform an activity in a manner within the range considered normal for a human being. When identifying people with disabilities, the difficulties that they may have as a result of their conditions are classified as follows by World Health Organisation: Difficulty moving (physical disability); Totally blind; Difficulty seeing; Dumb; Difficulty speaking; Deaf; Difficulty hearing; Difficulty learning/mental handicap; Chronic fits; Strange behaviour/mental illness; Lack of feeling in hands or feet/leprosy; and Albinism.

Cohort

A group of people who experienced the same demographic event during a particular period of time. This will most commonly refer to births during a set period of time, but may also refer to marriages, onset of puberty, migration, first birth, etc.

Age-Dependency Ratio

A measure of the age structure of the population. It relates to the number of individuals that are likely to be “dependent” on the support of others for their daily living (number of youths (below 15 years) and number of the elderly (65+)) divided by the number of those individuals who are capable of providing such support (number of adults (15-64 years)), expressed as a percentage.

Dependency Ratio

In published international statistics, the dependent part usually includes those under the age of 15 and over the age of 64. The productive part makes up the population in between, ages 15 – 64. It is normally expressed as a percentage:

$$\text{(Total) dependency ratio} = \frac{(\text{Number of people aged 0–14 and those aged 65 and over})}{(\text{Number of people aged 15–64})} \times 100$$

The (total) dependency ratio can be decomposed into child dependency ratio and aged dependency ratio as follows:

$$\text{Child dependency ratio} = \frac{(\text{Number of people aged 0–14})}{(\text{Number of people aged 15–64})} \times 100$$

$$\text{Aged dependency ratio} = \frac{(\text{Number of people aged 65 and over})}{(\text{Number of people aged 15–64})} \times 100$$

Population Density

It is population per unit of land. Usually, it is number of persons per square kilometre of land.

3.2 Education Concepts

Education System

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

Formal Education

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

Informal Education

The education attained in schools and institutions that do not specifically follow Government approved curricula.

Education Program

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

Course

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

Education Level

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

Pre-Primary Education

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

Primary Education

Education programs that are normally designed to give pupils basic formal education. The entry age for primary education is six years and covers eight years of full-time schooling.

Secondary Education

Education programs immediately after the primary school level. This covers four years of instruction.

Tertiary

Education programs at the third level after attaining secondary education such as universities and other professional and technical colleges.

Universal Primary Education (UPE)

This is a situation where the Government allows all children in the Primary School-going age to attend primary school. This may lead to compulsory education.

Educational Attainment

The highest level of formal education that an individual has completed regardless of duration in school. It is the highest grade completed within the most advanced level attended in the educational system of the country where the education was received.

Compulsory Education

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

School-Age Population

The number of children in the officially defined age group corresponding to a given level of education, whether enrolled in school or not.

Pupil

A learner who is enrolled in an educational pre- and primary program.

Student

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

Pupil-Year

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

Pupil Cohort

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

Pupil-Teacher Ratio

Total number of pupils per teacher in a given school year. This is calculated by dividing the total number of pupils enrolled by the total number of teachers in a given year.

Pupil-Latrines Ratio

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

Pupil-Textbook Ratio

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

Pupil-Classroom Ratio

Total number of pupils per classroom. This is calculated by dividing the total number of pupils in a school by the total number of classrooms.

New Entrant

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

Graduate

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

Grade

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

Class

A stage of instruction in primary or secondary school.

Child Friendly School

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

Functional Literacy

A situation where a person engages in any type of activity in which literacy is required for effective function.

Basic Education

A range of education activities that aims at meeting basic learning needs. It covers formal primary school and informal education activities.

Basic Learning Needs

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

Complementary Basic Education

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

Literacy

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

Adult Literacy

The ability for a person aged 18 years and over to write meaningfully and read with understanding in any language.

Literacy Rate

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

Coefficient of Efficiency

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

Educational Institution

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

Public Educational Institutions

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

Private Educational Institutions

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

Vocational Education

Education programs that are designed for learners to acquire the knowledge, skills and competencies specific to a particular occupation, trade or class of occupations or trades. Such programs may have work-based components (for example, apprenticeships and dual-system education programs). Successful completion of such programs leads to labour market-relevant, vocational qualifications acknowledged as occupationally-oriented by the relevant national authorities and/or the labour market.

Teacher

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

Full-Time Teacher

A teacher who is engaged on full time basis according to official regulations in the country.

Part-Time Teacher

A teacher engaged to meet a specific shortfall for subject(s) need for a limited time.

Pedagogical Staff

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

Enrolment

The number of pupils whose names appear on a school register.

Gross Enrolment Ratio (GER)

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

Net Enrolment Ratio (NER)

The number of pupils in the official school-age group expressed as a percentage of the total population in that age group. In Malawi, the official ages are 6-13 for primary and 14-17 for secondary school.

Crude Enrolment Ratio

It is a ratio of enrolment at all levels of education to the total population. It is obtained by total enrolment at all levels (crude enrolment) divided by the total population. In this case, enrolment includes all those attending primary, secondary and tertiary education.

Grade Specific Enrolment Ratio

Enrolment in a specific class by specific age to the total population of the same age group.

Accessibility Rate

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

Intake Rate

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.

Late Starters Rate

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

Transition Rate

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

Dropout Rate

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

Repeater

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

Repetition Rate

Proportion of pupils from a cohort enrolled in a given grade at a given school year who study in the same grade in the following school year.

Retention Rate

The number of learners who complete a cycle out of the total number of learners who started the cycle (excluding transfers out). For programs of study of two years or more, retention is calculated across the whole program, i.e. from the start to the end of the qualification. The retention rate (completers only) will be lower than the retention rate (including continuers) when a significant number of learners are recorded as "continuing or intending to continue the learning activities leading to the qualification aim" beyond their expected end date.

Promotion Rate

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

Out-of-School Children

Children in the official school-age group who are not enrolled in school.

Educational Survival Rate

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

Special Needs Education

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

Teacher Work Load

The amount of time spent by teachers in planning lessons, marking work, assessing learners, organising and running extra-curricular activities and taking on wider school roles and responsibilities.

Completion Rate

It is calculated by dividing the total number of new entrants in the last grade of primary school by the population of official age in the last grade.

Assessment

It refers to the wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition or educational needs of students.

Student Attendance Rate

This is the proportion of students present in school during the year to the number of children enrolled. The Indicator can also be calculated for each school term.

Chronic/Prolonged Absenteeism

Missing 10 percent or more of school days for any reason, excused or unexcused.

Remedial Classes

A series of classes aiming at solving some particular educational problems or helping learners understand information.

School-Life Expectancy (SLE)

The total number of years of schooling which a child of a certain age can expect to receive in the future, assuming that the probability of his or her being enrolled in school at any particular age is equal to the current enrolment ratio for that age.

Years-Input Per Graduate

Estimated average number of pupil-years spent by pupils (or students) from a given cohort who graduate from a given cycle or level of education, taking into account the pupil-years wasted due to dropout and repetition. Take note that one school year spent in a grade by a pupil is equal to one pupil-year.

Expected Gross Primary Graduation Ratio (EGPGR)

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.

3.3 Health Concepts

Health

It is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Epidemiology

The study of the distribution and determinants of health-related states and the application of this information to controlling public health problems in the community.

Health Management Information System (HMIS)

A monthly reporting system for diseases, conditions, and risks that is reported to the Ministry of Health (MOH) from every healthcare facility electronically or on paper.

Anthropometry

The measure of nutritional status of children less than five years (0-59 month) through use of their age, height and weight. This helps in determining the level of stunting, wasting and underweight in these children.

Stunting

Stunting is a situation where one's height is too low for his/her age.

Wasting

Wasting is a situation where one's weight is too low for his/her height.

Underweight

Underweight is where a person is too light for his/her age.

Wasting Prevalence

Stunting is a reflection of chronic malnutrition as a result of failure to receive adequate nutrition over a long period and/or recurrent chronic illness. Children whose weight-for-height is below minus two standard deviations from the median of the reference population are classified as wasted; those who fall below minus three standard deviations from the median are severely wasted. Wasting is usually the result of a recent nutritional deficiency. The indicator may exhibit significant seasonal shifts associated with changes in the availability of food or disease prevalence.

Under-Weight Prevalence

Weight-for-age is a measure of both acute and chronic malnutrition. Children whose weight-for-age is below minus two standard deviations from the median of the reference population are considered as underweight, while those whose weight-for-age is less than minus three standard deviations from the median are classified as severely underweight.

Stunting Prevalence

Height-for-age is a measure of linear growth. Children whose height-for-age is below minus two standard deviations from the median of the reference population are considered short for their age and are classified as stunted. Those whose height-for-age is below minus three standard deviations from the median are classified as severely stunted.

Malnutrition

A medical condition caused by an improper or inadequate diet or nutrition.

Marasmus

A form of severe protein-energy malnutrition characterised by energy deficiency.

Children Under Five Years of Age Stunted for Age (Percentage)

Percentage of children stunted describes how many children under five years have a height-for-age below minus two standard deviations of the National Center for Health Statistics (NCHS)/WHO reference median.

Children Under Five Years of Age Underweight for Age (Percentage)

Percentage of children underweight describes how many children under five years have a weight-for-age below minus two standard deviations of the NCHS/WHO reference median.

Children Under Five Years of Age Overweight for Age (Percentage)

Percentage of children overweight describes how many children under five years have a weight-for-height above two standard deviations of the NCHS/WHO reference median.

Vital Events

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

Adoption

The legal and voluntary taking and treating of the child of other parents as one's own, as provided by the laws of each country.

Vital Statistics Registration System

Vital statistics constitute the collection, compilation, analysis and presentation of statistics on vital events in a lifetime of a person as well as relevant characteristics of the events themselves and of the person and persons concerned. This includes live births, deaths, fetal deaths, marriages, divorces, adoptions, legitimations, recognitions, annulments and legal separations.

Civil Registration

Civil registration is the universal, continuous, permanent and compulsory recording of vital events in accordance with the legal requirements of each country. The UN recognises 10 vital events which must be registered. These are live births, deaths, fetal deaths, marriages, divorces, adoptions, legitimations, recognitions, annulments and legal separations. Of the 10 events, births and deaths are the top priority events. The words "Vital Registration" and "Civil Registration" are sometimes used interchangeably. Civil registration may include the registration of other events in addition to "Vital events".

Death Registration

The process of registering all deaths and their characteristics occurring within the country for statistical, administrative and legal purposes.

Medical Certification of Cause of Death (MCCOD)

A method Clinicians use to determine the cause of death of an individual using the international form of medical certificate of cause of death by the WHO.

Verbal Autopsy (VA)

A method of gathering information about symptoms and circumstances for deceased individuals to determine their cause of death. Structured interviews are performed with caregivers of the deceased with computer assisted diagnosis of likely cause of death. This uses the WHO Verbal autopsy tool/questionnaire.

Diagnosis

Is an art of identifying a disease from its signs and symptoms.

Birth Registration

The process of registering births and their characteristics occurring within the country for statistical, administrative and legal purposes.

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.

Still Birth

Birth of a baby showing no signs of life. For international comparison, WHO defines stillbirth as a baby born with no signs of life at or after 28 weeks of gestation. For inter-comparisons of pre-natal mortality rates, only such still born infants with a birth weight of 1000g or more are included.

Fresh Still Birth

It refers to intrauterine death of a foetus during labour or delivery.

Macerated Still Birth

It is intrauterine death of a foetus occurring before the onset of labour. The foetus shows degeneration.

Children Ever Born

The number of children born alive to a woman, reported usually in a census or sample survey.

Stillbirth Rate

The stillbirth rate (SBR) is defined as the number of babies born with no signs of life at 28 weeks or more of gestation per 1000 total births.

Death

The permanent disappearance of all evidence of life at any time after a live birth has taken place (postnatal cessation of vital functions without capability of resuscitation). This definition therefore excludes fetal deaths.

Fetal Death

Fetal death means death prior to the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy and which is not an induced termination of pregnancy. The death is indicated by the fact that after such expulsion or extraction, the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary

muscles. The words are mostly used interchangeably with stillbirths.

Birth Rate

The number of live births observed in a population out of the size of the population during the reference period. The rate is usually stated per 1000 population and the most usual period is one year.

Crude Birth Rate (CBR)

The total number of live-births per 1000 mid-year population of a specific year. The crude birth rate is generally computed as a ratio. The numerator is the number of live births observed in a population during a reference period and the denominator is the number of person-years lived by the population during the same period.

Family Planning

Refers to the planning of when to have children and the use of birth control.

Fertility

Refers to the number of live births to women of child bearing age of 15-49 years.

General Fertility Rate (GFR)

It is the number of live births occurring to women in the age group of 15-49 years during a year divided by number of mid-year women in that age group of that year. It is frequently multiplied by 1000.

Gross Reproduction Rate (GRR)

As for the GRR theoretically, it is defined as the average number of female births per woman to cohort of women born on the same date and survives up to the end of the reproductive period. Practically and approximately, it is calculated by multiplying Total Fertility Rate (TFR) with the proportion of female births relevant to total births.

Net Reproduction Rate (NRR)

The same definition as GRR but the mortality factor from birth up to the reproduction ages is considered in the case of NRR. So, it is calculated by multiplying the age specific fertility rates of female births by survival ratios from birth to the age group under consideration.

Age-Specific Fertility Rate (ASFR)

The number of live births in a given year per 1000 women or per woman in each child bearing age group from 15-19 years up to 45-49 years. The age-specific fertility rate measures the annual number of births to women of a specified age or age group per 1000 women in that age group. An age-specific fertility rate is generally computed as a ratio. The numerator is the number of live births to women in a particular age group during a period of time and the denominator is an estimate of the number of person-years lived by women in that same age group during the same period. It is expressed as births per 1000 women.

Amenorrhoea

The temporal cessation of menstruation, for normal or pathological reasons, usually the latter. It is not used to refer to old age or pre-puberty but may be used to refer to pregnancy or the post-partum condition.

Total Fertility Rate (TFR)

The average number of children born alive to a woman during her life time if she were to bear children at each age in accordance with the prevailing Age-specific fertility rates. It is obtained by summing up all Age-specific fertility rates for each year of the childbearing span. It is expressed as children per woman. The age-specific fertility rates are those for the seven five-year age groups from 15–19 years to 45–49 years.

Child Woman Ratio (CWR)

The ratio of all children aged 0-4 years to women aged 15-49 years in the population.

Contraceptive Prevalence Rate

Contraceptive prevalence rate is the number of women who are currently using, or whose sexual partner is currently using, at least one method of contraception, regardless of the method used. It is usually reported for married or in-union women aged 15 to 49 years and usually expressed per 100 men or women.

Crude Death Rate (CDR)

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

Age Specific Death Rate (ASDR)

The number of deaths in a specified age or age group per 1000 of the population of that age or age group.

Cause Specific Death Rate

A mortality rate indicating the number of deaths attributable to a specific health problem/disease in a given time period (usually expressed per 100,000 population per year). The population is considered as mid-interval population.

Mortality Rate

A mortality rate is a measure of the frequency of occurrence of death in a defined population during a specified interval.

Infant Mortality

Permanent disappearance of evidence of life of children under the age of 5 years. The

following are childhood mortality rates defined according to ages:

- a) **Neonatal mortality rate:** Number of deaths during the first 28 completed days of life per 1000 live births in a given year or other period.
- b) **Post neonatal mortality rate:** the arithmetic difference between infant and neonatal mortality.
- c) **Infant mortality rate:** Number of deaths of infants below 1 year of age per 1000 live births at a given period of time
- d) **Under-five mortality rate:** The probability of dying between birth and fifth birthday.

All rates are expressed as deaths per 1000 live births, except child mortality, which is expressed as deaths per 1000 children surviving to the first birthday. It is rare, however, to come across 1000 births on the same day and follow their death pattern until their first birthday. This rate is, therefore, estimated using statistical and/or demographic techniques.

Child Mortality Rate

The probability of dying between exact ages 1 and 5 years per 1000 children surviving to age 1.

Adult Mortality Rate

Mortality is the occurrence of death in a population. Adult mortality rate is the probability of dying between the ages of 15 and 60 years (per 1000 population) per year.

Birth Weight

It is the first weight of the fetus or newborn obtained after birth. The birth weight should ideally be measured within the first hour of life before significant postnatal weight loss occurs.

Low Birth Weight

It is defined as a weight of less than 2500g (up to and including 2499g) irrespective of the gestational age.

Prevalence of Newborns with Low Birth Weight (%)

Percentage of live born infants with birth weight less than 2500g in a given time period. Low birth weight may be subdivided into very low birth weight (less than 1500g) and extremely low birth weight (less than 1000g).

Body Mass Index (BMI)

A statistical measure of the weight of a person scaled according to height, used to estimate if a person is underweight or overweight. Body Mass Index (BMI) is expressed as a ratio of weight in kilograms to the square of height (kg/m^2).

Fetal Mortality

Death of fetus prior to the complete expulsion or extraction from its mother, for example, still-births.

Maternal Mortality Ratio (MMR)

The annual number of female deaths from any cause related to or aggravated by pregnancy or its management (excluding accidental or incidental causes) during pregnancy and childbirth or within 42 days of termination of pregnancy, irrespective of the duration and site of the pregnancy. This is expressed as a number per 100,000 live births.

Recorded or Estimated Number of Maternal Deaths

Measurement requires information on pregnancy status, timing of death (during pregnancy, childbirth, or within 42 days of termination of pregnancy), and cause of death.

Late Maternal Death

A late maternal death is the death of a woman from direct or indirect obstetric causes, more than 42 days but less than one year after termination of pregnancy.

Life Expectancy

An estimate of the average number of additional years a person could expect to live if the age specific death rates for a given year prevailed for the rest of his/her life. This can be derived for either males or females and is, in most populations, slightly higher for females. The commonly used life expectancy is that at birth. Life expectancy can be derived at any other age based on the current death rates.

Life Expectancy at Birth

It is an indicator which measures how many years a newly-born baby is expected to live, on average, given current age-specific mortality rates.

Survival Status

It is a condition where a particular group is followed from birth and declines over time as members die.

Survival Rate

Survival rate is the proportion of living cases to cases of the disease for a defined period of time. It is the percentage of people who will be alive at a certain time after diagnosis of a certain condition. The “overall survival rate” is when it includes all people with a specific condition.

Disease-Free Survival Rate

The percentage of people in complete remission after finishing treatment.

Life Table

In actuarial science and demography, a life table (also called a mortality or actuarial table) is a table which shows for each age, what the probability is that a person of that age will die before his/her next birthday (probability of death). From this starting point, a number of inferences can be derived: The probability of surviving any particular year of age and the remaining life expectancy for people at different ages. Life table may be constructed directly or indirectly. The data requirement for the former is Age Specific Death Rate (ASDR), and for the later approach the requirements are Under 5 and infant mortality rates as well as estimate of adult mortality (arrived at through orphanhood or widowhood method).

Abridged Life Table

A life table using broader age groups 0-4 years, 5-9 years, 10-14 years, etc. as distinct from life tables using single year age groups (full life tables).

Complete Life Table

A life table using single year age groups as distinct from life tables using broader year age groups.

Generation Life Table

It traces forward in time a generation of births occurring within some year or period until the death of the last survivor. This is distinct from the current life table computed from mortality rates $q(x)$.

Model Life Table

One of the model life tables drawn up for the whole range of mortality levels commonly found in human populations (in common use, empirical and relational model life tables).

Morbidity

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

Morbidity Incidence Rate

Number of persons contracting a disease per 1000 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 1000 population at risk.

Chronic

Any health condition that develops slowly or of long duration and tends to result in some functional limitation and need for ongoing medical care.

Disability

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

Impairment

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

Handicap

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

Out-Patient Department (OPD) Utilisation Rate

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

Bed Occupancy Rate (BOR)

The number of patient bed days in a given period (e.g. quarter or year) divided by the product of number of beds in an institution and number of days in time period under review. It is usually expressed in percentage terms. It measures the extent to which inpatient facilities are being utilised.

Patient Bed Days

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

Malaria-Case Fatality Rate in Children Under 5 Years

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

Active Surveillance

It involves an ongoing search for cases in the community or the health facilities. This may involve regular contacts with key reporting sources, such as telephone calls to health care workers at a facility or laboratory or physically moving to the source and records review of data.

Case Based Surveillance

Case-based surveillance involves the ongoing and rapid identification of identifiable cases for the purpose of case follow-up.

Sentinel Surveillance

This type of surveillance is done for specific conditions in a specific cohort such as in a geographical area or population subgroup to estimate trends in a larger population.

Acute Respiratory Infection (ARI) – Pneumonia Case Fatality Rate

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

Acute

Any disease having a rapid (sudden) onset and following a short course.

Pneumonia Death

Death from ARI-pneumonia among patients admitted to the inpatient department. Deaths, which occur in the OPD or outside of health units, are not counted in this indicator. Cases of diagnosed pneumonia are those inpatients whose diagnosis on discharge (or final diagnosis) is pneumonia. Cases detected in the OPD or in the community but that are not admitted to the inpatient department are not counted in this indicator.

Diarrhea Death

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

Diarrhea Case Fatality Rate

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

Reproductive Health

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

Antenatal Attendance Coverage

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

Adolescent

A person in the age group 10 to 19 years.

Antenatal Care Coverage

Percentage of women 15-49 years who had a live birth in a given period preceding the survey who attended antenatal care (ANC) and the number of antenatal care visits for the most recent birth.

Antenatal Care (ANC)

It can be defined as the care provided by skilled health care professionals to pregnant women and adolescent girls in order to ensure the best health conditions for both mother and baby during pregnancy.

HIV/AIDS

It generally occurs when the CD4 count is below 200ml and it is characterised by the appearance of opportunistic infections which take advantage of a weakened immune system.

HIV Discordant Couples

A situation where one partner is infected with HIV and the other is not.

Vaccination

Any incurable agent or preparation containing bacteria or virus so treated as to give immunity from specific diseases when injected into the subject.

Adolescent Antenatal Care Coverage

The percentage of women aged 15-19 years with a live birth in a given time period that received antenatal care provided by skilled health personnel (doctors, nurses or midwives) at least once during pregnancy.

Numerator: The number of women aged 15-19 years with a live birth in a given time period that received antenatal care provided by skilled health personnel (doctors, nurses or midwives) at least once during pregnancy.

Denominator: Total number of women aged 15-19 years with a live birth in the same period.

Adolescent Birth Rate

The annual number of births to women aged 15–19 years per 1000 women in that age group. It is also referred to as the age-specific fertility rate for women aged 15–19 years.

Tetanus Toxoid (TT) Coverage

Number of TT1, TT2, TT3, TT4, and TT5 doses given to pregnant women out of the number of expected pregnancies in the same period. The coverage of pregnant women attending

Antenatal clinic with TT vaccine is an indicator of quality of care. Ideally, it is important to know the percentage of women in the entire country whose pregnancies (and therefore newborn babies) are protected.

Delivery in Health Facility

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

Birth Attended by Skilled Health Staff

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

Immunisation Rate

The full vaccination coverage of children under one year of age for two of the target diseases of the Expanded Program of Immunisation (EPI)– measles and DPT (Diphtheria, Pertussis and Tetanus).

Child Immunisation Coverage

The percentage of children aged 12-24 months who received specified vaccines as stipulated in the WHO and national immunisation guidelines at any time before the survey.

BCG Immunisation Coverage

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

Measles Immunisation Coverage

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

Universal Health Coverage (UHC)

It is defined as ensuring that all people have access to the needed health services (including prevention, promotion, treatment, rehabilitation and palliation) of sufficient quality while also ensuring that the use of these services does not expose the user to financial hardship.

Access to the Minimum Health Care Package

The number of people residing within 5 kilometers of a health facility that provides the National Minimum Health Care Package (NMHCP) divided by the total catchment area population.

Population Satisfied with Health Services

The number of people surveyed expressing satisfaction with health services divided by the total population surveyed. It measures whether the population is satisfied with health services and is expressed in percentage terms.

Access to Safe Water

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

Outreach Activity

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

Essential Drugs

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

Total Client Contacts

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

Endemic

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

Pandemic

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

Non-Communicable Diseases (NCDs)

A medical condition or disease that is not caused by infectious agents (non-infectious or non-transmissible). Also referred to as a chronic disease of long duration and generally slow progression. The four main types of NCDs are cardiovascular diseases, cancer, chronic respiratory diseases and diabetes.

Epidemic

The occurrence in a community or region of cases of an illness specific health related behavior or other health related events clearly in excess of normal expectancy. The number

of cases indicating the presence of an epidemic varies according to agent, size, and type of population exposed; previous experience or lack of exposure to the disease; and time and place of occurrence.

Epidemicity is thus relative to usual frequency of the disease in the same area, among the specified population, at the same season of the year. A single case of a communicable disease long absent from a population, or first invasion by a disease not previously recognised in that area requires immediate reporting and full field investigation; two cases of such a disease associated in time and place may be sufficient evidence to be considered an epidemic.

Doctor-Patient Ratio

The number of patients per registered doctor.

Midwife Nurse Patient Ratio

Total number of Midwife nurses divided by the total number of pregnant patients, at a given period. For example, 1:4 meaning one nurse to 4 pregnant patients. This is an average, and therefore measures potential care not actual care.

Nurse Patient Ratio

The number of registered nurses per number of patients.

Hospital Admission Rate

The average number of hospital admissions per 1000 populations per year. **Numerator:** Total number of hospital admissions in the year; **Denominator:** Total population of a geographical area.

Bed Turnover Rate (BTR)

The average number of inpatients admitted per hospital bed. $BTR = \text{Number of clients admitted} / \text{number of hospital beds}$.

Catchment/Service Area

Region from which the clients of a particular health facility are drawn.

Community Health Workers

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

Community Based Surveillance (CBS)

It is defined as the surveillance system that collects community-based health information. The entire community population is under surveillance and not simply a segment of the community.

Attack Rate

The proportion of those who become ill after a specified exposure.

Prevalence Rate

Number of people with a disease or condition to number of people in the population at risk at a specified time. The prevalence rate is often expressed as cases per 1000 or 100 population. It is sometimes more convenient to use the “period prevalence rate”.

Period Prevalence

Proportion of individuals in a specified population at risk who have a disease of interest at a specified period of time.

Prevalence of a Disease

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

Point Prevalence

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

Incidence Rate

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

Cumulative Incidence Rate

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

Risk/Relative Ratio

The ratio of risk of occurrence of a disease among exposed people to that disease among the unexposed. The risk ratio is used in assessing the likelihood that an association represents a causal relationship. For example, if the population of a locality is 50 persons comprising 30 females and 20 males. If 30% of females and 20% of males have malaria, then the risk ratio is calculated as: $(9/30 + 4/20)$ divided by $37/50$. Then risk ratio is 0.67.

Standardised Mortality Ratio

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

standardisation, adjusts for differences in age distribution between the study and reference population.

Risk Difference/Excess/Absolute Risk

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

Case Fatality Rate

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

Etiology

Refers to the cause, set of causes or origin of a disease or condition.

Risk of Disease

This is a proportion of the exposed population to the whole population.

Population Attributable Risk (PAR)

This is the occurrence of a disease in a population that is associated with, or attributed to, an exposure to risk factor.

Population Exposed

The number of persons at risk of a disease.

Odds of a Disease (OD)

The ratio of diseased to non-diseased.

Odds Ratio (OR)

Is the ratio of the odds of exposure among the cases to the odds in favour of exposure among controls. The odds ratio is similar to the risk ratio particularly if a disease is rare.

Transmission Rate

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

Specificity

The proportion of truly healthy people in the screened population who are so identified as healthy by the screening test. In other words, the probability of a positive test in people without the disease.

Sensitivity

The proportion of truly ill people in the screened population who are identified as ill by the

screening test. In other words, the probability of a positive test in people with the disease.

Positive Predictive Value

The probability of a person having the disease when the test is positive.

Negative Predictive Value

The probability of a person not having the disease when the test is negative.

3.4 Housing Concepts

House

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

Building

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

Housing Unit

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

House Density

Number of persons per 10 square meters.

Room Density

Number of persons per room.

Domestic Building

Any building, which consists of two or more dwelling units, or a detached dwelling house.

Dwelling House

A building designed for use exclusively as one self-contained dwelling unit by a single family,

together with such out-buildings as are ordinarily used therewith.

Dwelling Unit

A unit or building containing one or more habitable rooms and provided with adequate and safe sanitary and cooking facilities and is lawfully, used or constructed, adapted or designed to be used as a residence for one family.

Permanent Dwelling Units

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

Semi-Permanent Dwelling Units

These are dwelling units built with a combination of durable materials and require regular maintenance.

Temporary Dwelling Unit

A dwelling unit that is provided in response to emergency situations or for temporary relocation purposes or intended to be occupied for limited time only.

Residential Building

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

Non-Residential Building

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

Condominium

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

Tenement

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

Shack

A small rough hut or shabby old house.

Room

A space in a housing unit or other living quarters enclosed by walls reaching from the floor to the ceiling or roof covering, or at least to a height of 2 metres, of a size large enough to hold

a bed for an adult, that is at least 4 square metres. Passage ways, verandahs, lobbies, bathrooms, and toilet rooms are not expected to be counted as rooms, even if they meet the criteria.

Kitchen

A room or space in a dwelling set apart for storage of food and various operations involved in preparation and service of meals and cleaning of dishes and cooking utensils.

Fence

An artificially constructed barrier of any material or combination of materials, erected to screen, enclose or separate areas.

Fire Detection System

Any system designed to detect automatically the presence of smoke, heat, combustion products of flame and give warning of it.

Foundation

The members of a structure, the function of which is to distribute loads directly to the ground or that part of a building, which is in direct contact with and is intended to transmit loads to the ground.

Landscape

A combination of grass, trees, hedges, shrubs, ground covers or flowers planted and maintained to enhance the appearance of development including, but not limited to, walks, reflecting pools, art works, screens, walls, fences, benches, etc.

Mechanical Equipment

Equipment, devices and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning and similar purposes.

Open Space

A portion of a plot that is set aside for public or private use and will not be developed but may be used for passive or active recreation or may be reserved to protect or buffer natural areas.

Plot

A parcel of land demarcated by definite boundaries and includes all land within the curtilage of the building, out-buildings, yards, courts, open spaces and gardens attached or intended to be occupied other than the land used, allotted or set apart for any street, lane, passage or pathway.

Public Building

A building to which the public have a right of access during all reasonable times for reasons

that the building is used in accordance with its prescribed occupancy.

Public Place

Any square, park, recreation ground or open space which the public have the right to use; or is designated and shown as such on any development or general plan of any area.

Repairs

Operations on a building to restore it to an identical condition as to appearance, structure, and occupancy that existed before such operations became necessary whether caused by fair wear and tear or by accident; except that repairs shall not include the complete replacement of a building previously destroyed.

Roof Assembly

A building cover and its supporting structure including any ceiling attached to such structure.

Stairway

Any part of a building that provides ascending or descending route of travel formed by a single flight or by a combination of two or more flights and one or more intervening landings.

Storey

Part of a building which is situated between the floor level directly below it and the floor level above it or, if there is no floor above it, the ceiling or roof.

Structural System

The system of constructional elements and components of any building that is provided to resist the loads acting upon it and to transfer such loads to the ground upon which such building is founded.

Temporary Building

Any building not being a builder's shed that is so designated by the owner and that is being used or is to be used for a specific purpose for a specified period of time not exceeding 3 years, but renewable upon application for a further period not exceeding one year.

Wall

A vertical load-bearing or non-load-bearing member of a structure whose length exceeds four times its thickness.

Toilet

An installation for the disposal of human excreta. Examples of types of toilet are as follows:

Flush Toilet: is an installation connected with piped water, arranged for humans to discharge

their wastes and from which wastes are flushed by water.

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

Pit Latrine: is a toilet made by digging a ground hole for deposit of excreta.

Tenure

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

Tenant or Renter

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

Rent

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

Institutions

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

Camps

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

Slum

A predominantly residential area characterised by high population densities, deteriorated buildings, littered streets, unsanitary and hazardous conditions and economic distress. It is a settlement made up of run-down buildings illegally occupied by the homeless or poor people. Households in slums live in dwellings that are structurally of low quality or lack one or more of the following conditions: access to potable water, access to safe sanitation, security of tenure or adequate living area.

3.5 Gender Concepts

Sex

Biological determined difference between male and female. These are both internal and

external genetic and anatomical differences.

Gender

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

Gender Roles

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

Gender Analysis

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

Gender Analysis Matrix

It is an analytical tool that uses participatory methodology to facilitate the definition and analysis of gender issues by the communities that are affected by them.

Gender Disaggregated Data

Information about socially defined roles and activities of women and men in any social or economic activity. Gender data ensures that all surveys and data collection instruments do not only disaggregate data by sex but include gender specific and related questions.

Sex Disaggregated Data

A quantitative statistical information that is classified by sex i.e. female or male. It is evidence regarding the value of variables collected from both women and men as a unit of analysis. However, sex disaggregated data do not adequately reflect the state of gender relations in any given society because they do not consider the different socio-economic realities women and men face.

Sexual Abuse

It is forcing someone to have intercourse under duress, imposing unwanted sexual practices and touching, forced sexual intercourse with other people; rape and sexual abuse of children, defilement and incest, forced sodomy, etc.

Gender Bias

Favoring one sex over or against the other.

Productive Gender Roles

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

Reproductive Gender Roles

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

Community Management Roles

The roles performed within the community as part of social responsibility, for example, maintaining water source, attending funerals, etc.

Practical Gender Needs

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

Strategic Gender Needs

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

Gender Mainstreaming

Systematic integration of the needs of women and men in all policies, programs, projects processes, budgets, legal instruments and activities.

Gender Gaps

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

Gender Wage gap

The Gender Wage Gap (GWG) is defined as the difference between wages of women and men divided by men's wages. It is a measure of wages inequality between employed men and women in the labour market.

Gender Equity

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

Gender Equality

Absence of discrimination in resource allocation, power, opportunity, benefits or access to

services on the grounds of a person's gender.

Gender Concern

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

Empowerment

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

Gender Empowerment Measure

Measure of inequalities between men's and women's opportunities in a country. It combines inequalities in three areas: political participation and decision making; economic participation and decision making; and power over economic resources.

Social Construct

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

Culture

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

Cultural Industries

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

Indigenous Knowledge

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

Human Rights

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

Income Generating Activities (IGAs)

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

Safety Nets

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

Social Development

Human progress that is equitable and empowers poor and vulnerable groups to participate effectively in development initiatives that affect their lives.

Social Protection

The formal and informal initiatives that provide assistance to the extremely poor individuals and households; services to groups who need special attention or would otherwise be denied access to basic services. It is an insurance to protect against risks and consequences of livelihood shocks.

Social Protection Systems

These are programmes that help individuals and families, especially the poor and vulnerable, cope with crises and shocks, find jobs, improve productivity, invest in the health and education of their children, and protect the aging population. Social protection programs are at the heart of boosting human capital and empowering people to be healthy, pursue their education, and seek opportunities to lift themselves and their families out of poverty.

Gender Responsive Budgeting

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

Gender Awareness

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

Gender Issues

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

Gender Gap Index

Examines the gap between men and women in four fundamental categories (sub-indexes) and 14 different indicators that compose them.

Gender Parity Index (GPI)

Ratio of female to male values of a given indicator. The GPI measures progress towards gender parity in education participation and/or learning opportunities available for women in relation to those available for men. It also reflects the level of women's empowerment in society. For example, a gender parity index of more than 1 means that there are more females than males attending school. A score of 1 reflects equal enrolment rates for males and females.

Women's Empowerment Index (WEI)

It is a composite index designed to measure progress in the multi-dimensional aspects of women's empowerment. The overall WEI is constructed by calculating the sum of 11 indicators' weighted Women's Achievement Ratio (WAR) and Gender Parity Ratio (GPR) as follows:

$$\text{WEI} = \sum_{i=1}^{11} [((0.6 * \text{WAR}_i) + (0.4 * \text{GPR}_i) * \text{weight}_i)]$$

Gender Imbalances

Are inequalities which exist between females and males and are not related to sex roles.

Gender Development Index (GDI)

A "distribution-sensitive measure" which adjusts the Human Development Index (HDI) for disparities between women and men in three dimensions: longevity, knowledge and descent standard of living. The GDI accounts for the human development impact of existing gender gaps in the three components of HDI. Distribution sensitive means that the GDI takes into account not only the average or general level of wellbeing and wealth within a given country but focuses also on how this wealth and wellbeing is distributed between different groups within the society. The GDI is simply the HDI discounted or adjusted downwards for gender inequality.

Gender Inequality

It is the disparity between individuals due to gender.

Gender Inequality Index (GII)

Reflects gender inequality along three dimensions: reproductive health, parliamentary representation and educational attainment for empowerment, and labour force participation for the labour market.

Sex Roles

Are biologically determined division of labour or practices often related to a person's reproductive capacities.

Gender Stereotype

Refers to accepted beliefs and perceptions of males and females which are generally

accepted as true.

Gender Blindness

It is the inability to perceive that there are different gender roles, needs, responsibilities of men, women, boys and girls, and as a result failure to realise that policies, programs and projects can have different impact on women, men, girls and boys.

Gender Sensitivity/Awareness

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

Gender Responsiveness

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

Gender Planning

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

Gender Perspective

Means taking into consideration the impact of policies, legislation, programs on women, men, girls and boys.

Gender Sensitive Budgeting Processes

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

Physical Violence

It is slapping, beating with or without an object, threatening with a weapon, attempts to strangle or murder, locking a person in or preventing them from going out, abandonment on the roadside (by ordering out of the car), preventing a person from going to one's home.

Violence Against Women

Any act of violence directed at women because they are women, which leads or may lead to physical, sexual or psychological harm or pain. This includes the threat to commit such acts and arbitrary deprivation, whether in public or private life.

Violence Against Children (VAC)

Means all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, of children.

Psychological Abuse

It is where a person is always shouted at, criticised for everything whether in public or private, insulted and called names all the time, never praised for doing good, ignored and other vices.

Gender-Based Violence (GBV)

Any act or threat by either women or men that inflict physical, sexual or psychological harm on a woman or man because of their gender.

Gender Norms

Gender norms are the accepted attributes and characteristics of being a woman or a man (ideas of how men and women should be and act) at a particular point in time for a specific society or community. They are internalised early in life through the process of gender socialisation, are used as standards and expectations to which women and men should conform and result in gender stereotypes.

Gender Poverty

Poverty that arises out of gender discrimination or related issues. Gender poverty in most cases could emanate from gender discrimination. It could also result from poverty leading to discrimination or a combination of both.

Gender Discrimination

Discrimination against women and girls (gender discrimination) is defined according to article 1 of the Convention on the Elimination of All Forms of Discrimination Against Women (1979) as “any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field”. Statistics disaggregated by sex, age and other demographic, social and economic characteristics are useful in showing whether disparities between women and men on various social and economic dimensions are explained by gender discrimination or by other factors.

Gender Balance

An equal representation and participation in decision making power of women and men, boys and girls in any intervention or development undertaken, and in access to and control over resources and services.

Gender Neutral

Gender neutral means not being associated with either women or men and may refer to various aspects such as concepts or style of language. What is perceived to be gender neutral, however, including in areas of statistics or dissemination of data collected in reference to a population, is often gender blindness (a failure to recognise gender specificities).

Sexism

The economic exploitation and social domination of members of one sex by the other, specifically on women by men.

Feminism

Feminism refers to a social movement that questions gender inequalities with a due to change it. It also focuses on the socially determined structure of relationships between women and men that result in having different responsibilities, activities, access to and control of resources and different decision-making opportunities assigned.

Engender

Means to make something to be gender sensitive or responsive.

Social Construction of Gender

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

Culture

The way and pattern of life, which includes the past and present. It includes languages, folk roles, beliefs, tradition, taboos and customs of the society.

Society

A group/mass of people, living together with shared history, traditions, economic systems, political order, value system, and ideologies. The culture of people determines what they expect of their men and women.

Ideologies

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

Patriarch

A social system in which the eldest man is the head of the family and passes power and possession to the son. Men hold all the power and use it to fit themselves.

Matriarch

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

Early Childhood

A period of child's life from conception to age eight.

Early Childhood Development (ECD)

Refers to all aspects of a young child's needs, growth and development: physical, social, emotional, cognitive, spiritual, moral and creative potentials.

Early Childhood Development Centers

Are places which provide mothers and children between ages 3-5 years with the care they need during these years. These include community-based child care centers, pre-schools, and day care centers.

Child Parliament

A platform of young people from 10 to 18 years for them to discuss issues that affect their lives and present them to policy and decision makers.

Children's Corners

It is a play center where children between 6 to 10 years receive psychosocial care for development.

Caregiver

A parent or guardian who provides care to children for their holistic development.

Center Management Committee

Members of the community that manage the running of ECD centers.

Development

Development refers to a process of change in which the child learns to handle more complex levels of moving, thinking, feeding, etc. in his or her environment.

Care

The process of creating an enabling environment to meet the holistic needs of children that support their psychosocial and cognitive development, health, nutrition, hygiene and

sanitation, and protection.

Stimulation

All activities including child play, affection and positive adult-child interaction that aim at “arousing to action, spurring, enlivening and increasing the activity thereof”.

Community Based Child Care Centres (CBCCC)

Are Child Care Centres owned and managed by community members.

Child Protection

Preventing and responding to specific situations where children are at risk of, subject to abuse, violence, torture, armed conflict; physical, sexual, mental and emotional abuse, exploitation, discrimination, persecution, exclusion, neglect or deprivation of parental or other family care, with a view to ending the abusive situation and securing those children’s full integration or re-integration to their families and communities or as a last resort, other protective environments where all their rights can be met and protected.

Alternative Care

The provision of residential care, protection and all other welfare needs for a child temporarily or permanently deprived of their family environment, care or in whose own best interests cannot be allowed to remain in that environment, outside his or her family by either another family in terms of foster care and adoption or by an institution.

Child

A person below the age of 18 years.

Foster Child

A child under the age of 18 years not living with either of their parents regardless of whether the parents are alive or dead.

Child Migration

Refers to the movement of children aged 3-18 years within or across political borders, with or without their parents or a legal guardian, to another country or region, with or without legal travel documents.

Child Sexual Exploitation

A form of child sexual abuse that occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange of something the victim needs or wants and/or for the financial advantage, gratification or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual.

Child Participation

Refers to one of the core principles of the UN Convention on the Rights of the Child (UNCRC), which asserts that children and young people have the right to freely express their views and that there is an obligation to listen to children's views and to facilitate their involvement in all matters affecting them.

Child Marriage

Marriage involving a person below the age of 18 years.

Vulnerable Child

Refers to a child who has no able parents or guardians, staying alone or with elderly grandparents or lives in a sibling headed household or has no fixed place of abode and lacks access to health care, material and psychological care, education and has no shelter.

Activity Limitations

Are difficulties performing an activity in the way or within the range considered normal for a human being.

Body Function and Structure

Indicates the presence of impairment, meaning “any loss or abnormality of psychological, physiological or anatomical structure or function”. Examples of impairments include the loss of sight in an eye or paralysis of a limb.

Disability

The Disability Act, 2012 defines disability as “a long-term physical, mental, intellectual or sensory impairment, which, in interaction with various barriers, may hinder the full and effective participation in society of a person on equal basis with other persons”.

Persons with Disabilities

The population of persons having difficulties in one or all of the following areas: seeing, hearing, walking or climbing, speaking, intellectual, self-care and other difficulties including albinism and epilepsy.

Number of Persons with Disabilities

The total number of usual residents that declared themselves to be with a disability.

Prevalence of Persons with Disabilities

The total number of usual residents that declared themselves to be with a disability divided by the total number of the resident population.

Disability Mainstreaming

A deliberate action or process to integrate issues of disability across the board in all

program activities in order to promote equality in all development work.

Number of Persons per Type of Disability

The total number of usual residents that declared themselves to be living with a specific type of disability: for example, the number of persons who answered that they have difficulties seeing, hearing, etc.

Ageing

An inevitable stage of life usually above 60 years, characterised by physical and mental changes in humans due to economic (unemployment, lack of income), health, social, and geographical situations.

Population Ageing

The steady increase of the older age group in any society.

Secure Ageing

A situation in which persons get older while developing the necessary coping skills that will prepare them for the emotional, psychological, and socio-economic challenges of being old.

Assistive Devices and Support Systems

Appropriate aids, appliances, technologies and other support systems that facilitate better functioning of persons with disabilities.

Social Construct of Disability

The stigma attached to disability, which disadvantages and restricts participation in activities, which is more pronounced when society takes little or no account of persons with impairments, and excludes them from mainstream activities.

3.6 Migration Concepts

Migration

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

Internal Migration

The movement of persons within national boundaries.

International Migration

Movement of persons across national boundaries where migrating persons stay in the host state. It has two components, namely, emigration and immigration.

Emigration

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

Immigration

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

Labour Migration

Movement of persons from one State to another, or within their own country of residence, for the purpose of employment.

Forced Migration

A migratory movement in which an element of coercion exists, including threats to life and livelihood, whether arising from natural or man-made causes (e.g. movements of refugees and internally displaced persons as well as people displaced by natural or environmental disasters, chemical or nuclear disasters, famine, or development projects).

Emigrant

Is a person who has migrated away from a country.

Immigrant

Is a person who has migrated into a country.

Emigration Rate

It is the number of emigrants going away from an area of origin per 1000 of the population at that area in a given year.

Immigration Rate

It is the number of immigrants arriving at a destination per 1000 persons at that destination in a given year.

Migrant

A migrant is a person who changes his usual place of residence by crossing an administrative boundary and residing in a new area for a period of not less than six months or intends to stay in the new area for a period of not less than six months.

Life Time Migrant

A person who migrates from one place to another to stay there permanently.

Return Migrant

A person who has the nationality of one country and is entering the same having spent a specific period of time abroad and is returning with the intention of staying in his/her country of nationality.

Resident

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

Visa

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

Passport

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

Certificates of Identity

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

Permanent Residence Permit (PRP)

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

Temporary Residence Permit (TRP)

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

Business Residence Permit (BRP)

A permit which is issued to a person who wishes to reside in a different country for the purpose of carrying on a business, practicing a profession or engaging in an occupation, for gain, profit or reward, as a self-employed person or a partner or a proprietor of that business, professional practice or occupation.

Temporary Employment Permit (TEP)

A permit which is issued to a person who wishes to reside within an area in a different country specified by authorities, for the purposes of engaging in an occupation specified by the authorities.

Visitor's Permit

A permit that is issued to a person who wishes to enter a different country as a bona fide tourist or visitor.

Illegal Immigrant

A foreigner who has entered or resides in a country unlawfully or without the country's authorisation.

Irregular Migrants

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

Prohibited Immigrant

A person whose entry into and presence in a different country is deemed unlawful.

Deportation

The expulsion of a person or group of people from a country.

Temporary Permit

A permit that is issued to any prohibited immigrant authorising him/her to enter a different country for temporary residence therein or to travel through the country upon such conditions as may be prescribed by the authorities.

Repatriation

The process of restoring or returning to the country of birth, citizenship or origin.

Citizen

A native or naturalised person who owes allegiance to a government and is entitled to protection from it.

Citizenship

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

Refugee

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

Brain Drain

Emigration of trained and talented individuals from the country of origin to another country resulting in a depletion of skills resources in the former.

Diaspora

Broadly defined as individuals and members or networks, associations and communities, who have left their country of origin, but maintain links with their homelands. This concept covers more settled expatriate communities, migrant workers based abroad temporarily, expatriates with the nationality of the host country, dual nationals, and second or third generation migrants.

Migrant Worker

A person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national.

Asylum Seeker

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

3.7 Law and Order Concepts

Alimony

Payments made by one spouse to a separated or divorced spouse as required by a court order.

Insolvency

A state whereby an individual or partnership is unable to pay its debt and is placed under final sequestration; a partnership which is unable to pay its debt is regarded as insolvent irrespective of the number of partners.

Liquidation

The winding-up of the affairs of a company or close corporation when liabilities exceed assets and it can be resolved by voluntary action or by an order of the court.

Voluntary Liquidation

When a company or close corporation, by own choice, resolves to wind up its affairs.

Litigants

People who take part in court proceedings, usually against each other, like a debtor and a creditor.

Crime

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

Homicide

The killing of one human being by another human being. The term applies to all such killings, criminal and non-criminal. Homicide is considered non-criminal in a number of situations, including deaths as the result of war and putting someone to death by the valid sentence of a court. It may be legally justified or excused, as in cases of self-defense or when someone is killed by another person who is attempting to prevent a violent felony. Criminal homicide occurs when a person purposely, knowingly, recklessly or negligently causes the death of another. Murder and manslaughter are examples of criminal homicide.

Murder

Intentional killing of another person by unlawful act or omission.

Manslaughter

The unlawful killing of another person without malice or aforethought.

Indictment

It refers to the allegation of committing a crime; this includes any of individual branches of a composite crime.

Robbery

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

Aggravated Robbery

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

Simple Robbery

A robbery where a deadly weapon is not involved or used.

Rape

The act of having unlawful carnal knowledge of a woman or a girl without her consent, or with her consent if the consent is obtained by force, fraud or by means of threats or intimidation of any kind.

Defilement

The act of having sexual intercourse with a girl under the age of sixteen years. Defilement also refers to having carnal knowledge knowingly with a girl known to be an idiot or imbecile, or to have carnal knowledge of her under circumstances not amounting to rape, but which

prove that the offender knew at the time of the commission of the offence that the woman or girl is an idiot or imbecile.

Juvenile Offenders

Inmates that are aged 18 years and below who have committed crimes and have been arrested. They could be remandees undergoing trial or they could be convicted and sent to a reformatory school for behavioral change through impartation of skills such as carpentry brick-laying and academics.

Attempted Defilement

Making an effort of having carnal knowledge with a girl under the age of 16 years.

Indecent Assault/Conduct

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

Incest

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

Bestiality

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

Theft

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

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 an offence.

House Breaking

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

Assault

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

Common Assault

Assault where the force involved or applied is slight, for example pushing or slapping.

Aggravated Assault

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

Embezzlement

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

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

Forgery

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

Uttering

The act of knowingly presenting a false document.

Fraud

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

Accused

A person or persons formally charged but not yet tried for a crime.

Acquittal

A legal judgment, based on the decision to either a jury or a judge, that an accused is not guilty of the crime for which he or she has been charged or tried.

Bail/Bond

The money or property given to the court as security when an accused person is released before and during a trial with the agreement that the defendant will return to court when ordered to do so. Bail is forfeited if the defendant fails to return to court.

Capital Offense

A crime punishable by death.

Case File

A complete collection of every document filed in court in a case.

Case Law

The law as established in previous court decisions. A synonym for legal precedent. Akin to common law, which springs from traditional and judicial decisions.

Caseload

The number of cases handled by a judge or a court.

Community Service

A special condition the court imposes that requires an individual to work without pay for a civic or nonprofit organisation.

Complaint

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

Concurrent Sentence

Prison terms for two or more offenses to be served at the same time rather than one after the other. Example: Two five-year sentences and one three-year sentence if served concurrently result in a maximum of five years behind bars.

Consecutive Sentence

Prison terms for two or more offenses to be served one after the other. Example: Two five-year sentences and one three-year sentence if served consecutively result in a maximum of 13 years behind bars.

Contract

An agreement between two or more people that creates an obligation to do or not to do a particular thing.

Court

Government entity authorised to resolve legal disputes. Judges sometimes use "court" to refer to themselves in the third person, as in "the court has read the briefs."

Criminal Justice

A generic term for the procedure by which criminal conduct is investigated, evidence gathered, arrests made, charges brought, defenses raised, trials conducted, sentences rendered and punishment carried out.

Criminal Case

A court proceeding in which a person who is charged with having committed or omitted an act against the community or state is brought to trial and either found not guilty or guilty and sentenced.

Civil Cases

Conflicts between people or institutions such as businesses typically over money. A civil case usually begins when one person or business (the "plaintiff") claims to have been harmed by the actions of another person or business (the "defendant") and asks the court for relief by filing a "complaint" and starting a court case. The plaintiff may ask the court to award "damages" (money to compensate the plaintiff for any harm suffered), or may ask for an "injunction" to prevent the defendant from doing something or to require the defendant to do something, or may seek a "declaratory judgment" in which the court determines the parties' rights under a contract or statute.

Collateral

Property pledged to secure a loan or debt, usually funds or personal property as distinguished from real property (but technically collateral can include real estate).

Civil

Part of the law that encompasses business, contracts, estates, domestic (family) relations, accidents, negligence and everything related to legal issues, statutes and lawsuits, that is not criminal law.

Civil Procedure

The complex and often confusing body of rules and regulations set out in both state (usually Code of Civil Procedure) and federal (Federal Code of Procedure) laws which establish the format under which civil lawsuits are filed, pursued and tried.

Civil Rights

Those rights guaranteed by the Bill of Rights, the 13th and 14th Amendments to the Constitution, including the right to due process, equal treatment under the law of all people regarding enjoyment of life, liberty, property, and protection.

Custody

Detaining of a person by lawful process or authority to assure his or her appearance to any hearing; the jailing or imprisonment of a person convicted of a crime.

Estate

All that one owns in real estate and other assets.

Dominant Estate

In real estate law, the property retained when the owner splits off and conveys part of the property to another party but retains some rights such as an easement for access.

False Arrest

Any unlawful physical restraint of another's personal liberty, whether or not carried out by a Police Officer.

False Imprisonment

Intentionally restraining another person without having the legal right to do so. It's not necessary that physical force be used; threats or a show of apparent authority are sufficient. False imprisonment is a misdemeanor and a tort (a civil wrong). If the perpetrator confines the victim for a substantial period of time (or moves him a significant distance) in order to commit a felony, the false imprisonment may become a kidnapping.

Hearing

This is a legal proceeding (not a trial) held before a judge or administrative body. Evidence and arguments are presented in an effort to resolve a disputed factual or legal issue.

Judgment/Sentence

The official document of a judge's disposition (decision) of a case and sentence of a defendant.

Prison

Prisons are operated by state governments and are designed to hold individuals convicted of crimes.

Prosecutor

A trial lawyer representing the government in a criminal case and the interests of the state in civil matters. In criminal cases, the prosecutor has the responsibility of deciding who and when to prosecute.

Search Warrant

An order signed by a judge for probable cause that directs owners of private property to allow the police to enter and search for items named in the warrant. In limited situations, the police may search without a warrant but they cannot use what they find at trial if the defense can show that there was no probable cause for the search.

Trial

A trial is where a judge presides over the courtroom proceedings and decides the questions of the law, and a six-person jury or a twelve-person jury of your peers (depending on case type) will hear the evidence presented and must unanimously determine whether you are guilty or not guilty of the crime(s) charged.

Complainant

A person who is making a complaint that their legal rights have been affected. In criminal

law, the person who says she or he was the victim of a crime and who makes a formal statement to the police (often called “laying a complaint”) is a complainant. The victim of a crime is not a party to the criminal proceedings, but may be a witness.

Judge

A government-appointed, impartial decision maker who presides over court proceedings. Judges, either on their own or as part of a panel, consider the law and facts to make decisions about the parties’ rights and interests. Judges are also responsible for making the proceedings as fair and as efficient as possible, and for ensuring the parties and others in the courtroom follow specific rules and procedures.

Lawyer

A person who has studied law and received a university degree in law. To be qualified to actively practice law by providing legal advice and representing clients, a lawyer has to be licensed by a territorial body.

Paralegal

Legal professionals who may provide a specific range of basic legal services on minor criminal charges but have not gone to law school and are not lawyers.

Prosecution

Prosecution is when the government tries to prove that the accused has committed a crime in court. When a person is charged with a criminal offence, it is the government that begins the court proceedings and “prosecutes” or tries to prove the criminal charges in court during a trial.

Respondent

The party (person or organisation) who is responding to a claim in a non-criminal legal proceeding. When a plaintiff or applicant files a legal claim to begin a legal proceeding, every person and organisation they file it against is known as a respondent, because they are responding to the claim and the allegations made in it.

Plaintiff

A person/party in a civil case who asks the court for judgement against another person.

Victim

A person harmed, injured or killed because of a crime.

Witness

A person who has personal knowledge about an event or issue in a legal process. A witness may be interviewed by police, lawyers, and may be asked to give evidence in writing or in person in a legal case.

Appeal

A request to formally review a decision made by a tribunal or court which is generally made to a higher-level court. To go forward, an appeal may have to argue that there was a mistake in the law or facts that the decision was based on. Not every decision can be appealed. An Appeal Court can uphold the decision, change it, or send it back to be re-decided. The party that asks for an appeal is called the “Appellant”. An opposing party in the matter is called the “Respondent”.

Judicial Review

A request for a court to formally review the decision made by a tribunal or board. Depending on the circumstances, a court may be able to examine whether the decision was unfair, or made mistakes in law or fact, and may send the decision back to the original decision maker to decide the case again, without the original error.

Legal Aid

A government organisation that provides legal aid certificates and funds legal clinics across the country to help provide access to lawyers for those who are not able to afford a lawyer.

Legislation

A written law that is passed by government and can be enforced. It is another word for Statute.

Mediation

A legal process used to try to settle a dispute. Parties choose an independent person called a Mediator, to help them solve their disagreement over legal issues. Both parties have to agree to the outcome. The Mediator does not decide or force a solution. Mediation can be used in settling family law disputes such as child custody and money matters, but it is not always a good process to use if there has been bullying or abuse between the partners.

Corruption

A form of dishonesty or criminal offense undertaken by a person or organisation entrusted with a position of authority, to acquire illicit benefit or abuse power for one's private gain.

Corruption Perception Index

This is an index which ranks countries by their perceived levels of public sector corruption, as determined by expert assessments and opinion surveys. The index generally defines corruption as an “abuse of entrusted power for private gain”.

Organised Crime

It is a category of transnational, national, or local groupings of highly centralised enterprises run by criminals to engage in illegal activity.

Transnationalism

The process whereby people establish and maintain socio-cultural connections across geopolitical borders.

Crime Rate

Measures change in the number of reported cases of crimes including rape, armed robbery and murders using the baseline (year) figure, that is percentage change in reported cases of overall crimes level over a given period of time. It is computed as:

$$CR = \frac{(\text{Number of reported crimes} - \text{Number of reported old crimes})}{\text{Number of reported old crimes}} \times 100$$

Accountability

Refers to an obligation or willingness to accept responsibility for one's actions. When a person accepts responsibility, that person is committed to generating positive results, what some people call "taking ownership." Sometimes, responsibility is obligated by assuming a specific role within an organisation.

Democracy

A form of government in which the supreme power is vested in the people and exercised directly by them or by their elected agents under a free electoral system.

Governance

It is commonly defined as the exercise of power or authority by political leaders for the well-being of their country's citizens or subjects.

Good Governance

It is epitomised by predictable, open and enlightened policy-making, a bureaucracy imbued with professional ethos acting in furtherance of the public good, the rule of law, transparent processes, and a strong civil society participating in public affairs.

Draft Bill

This is a Government Bill that is issued first in a draft form to allow it to be looked at in detail before it is introduced.

Bill

A written law in draft form that is put forward in the government by a Member of Parliament or territorial legislature. The draft must go through a voting process to become law. A Bill may be passed or voted down, with or without changes during the voting process.

Exploitation

Unfair treatment of someone, or the use of a situation in a way that is wrong, in order to get some benefit for yourself.

Human Trafficking

The recruitment, transportation, transfer, harboring or receipt of people through force, fraud or deception, with the aim of exploiting them for profit.

Vetting

The act of making a prior examination and critical appraisal of a person, document, scheme, etc.

3.8 Traffic Concepts

Vehicle

A device designed or adapted principally to travel on wheels or crawler tracks and includes such a device which is connected with a draw-bar to a breakdown vehicle and is used as part of the towing equipment of a breakdown vehicle to support any axle or all the axles of a motor vehicle which is being salvaged other than such a device which moves exclusively on rails.

Motor Vehicle

Any self-propelled vehicle intended or adapted for use on the roads.

Bus

A motor vehicle designed or adapted for the conveyance of ten or more persons including the driver.

Goods Road Vehicle

A vehicle designed, exclusively or primarily, to carry loads (suitable for hauling).

Motorcycle

A motor vehicle which has two wheels and includes any such vehicle as having a side-car attached.

Pedal Cycle

Any bicycle or tricycle designed for propulsion solely by means of human power.

Gross Vehicle Mass (GVM)

The maximum mass of a particular vehicle and its load as specified by the manufacturer.

Accident

An unintended event that involves property damage or personal injury or loss of life (death) as a result of a vehicle in motion.

Fatal Accidents

These are accidents where loss of life has occurred.

Serious Accidents

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

Minor Accidents

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

Pedestrian

A person who travels by foot especially in an area where vehicles go.

Cyclist

A person who rides a bicycle for transport, recreation or sport.

Freeway

A public road or a section of a public road which has been designated as a freeway by an appropriate road traffic sign.

Sidewalk

A portion of a verge intended for the exclusive use of pedestrians.

Traffic Lane

A longitudinal division of a public road of sufficient width to accommodate the passage of a single line of vehicles.

Traffic Signal

A road traffic sign which, by means of automatic signals, alternately directs traffic to stop and permits it to proceed.

Toll Gate

A barrier across a road or bridge where drivers or cyclists or pedestrians must pay for passage. The charge is typically used to compensate the cost of road/bridge maintenance.

Bicycle

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

Tricycle

A vehicle having three wheels, two at the back and one in front.

Driver

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

CHAPTER 4: Economic Concepts and Definitions

4.1 Economic Concepts

Decent Work

Decent work sums up the aspirations of people in their working lives. It involves opportunities for work that is productive and delivers a fair income, security in the workplace and social protection for all, better prospects for personal development and social integration, freedom for people to express their concerns, organise and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men.

Economic Activity

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

Economically Active Population

All persons that contribute or are available to contribute to the production of goods and services falling within the System of National Accounts (SNA) production boundary. Usually they fall within the age category of 15-64 years.

Economic Governance

Sound management of a country's economic resources to attain macroeconomic stability and achieve socio-economic development.

Labour Force

Labour force consists of everyone of working age of 15-64 years who are actively employed or seeking employment. People not counted include students, retired people, stay at home parents, people in prisons or similar institutions, people employed in jobs or professions with unreported income. The employed and unemployed population is measured in relation to a short reference period such as one week or one day.

Labour Input

It is defined and measured as the number of employed persons or total employment.

Working Age Population

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

Working Population

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

Labour Force Participation Rate

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

Persons Outside the Labour Force

All persons aged 15-64 years who were neither in employment nor in unemployment in the short reference period such as seven days.

Persons in Employment

All persons aged 15-64 years who, during the last seven days, were engaged in any activity to produce goods or provide services for pay or profit.

Persons in Unemployment

All persons aged 15-64 years who were not in employment, carried out activities to seek employment during a recent period of seven days and were currently available to take up employment given a job opportunity.

Persons in Unpaid Trainee Work

All persons aged 15-64 years who, during the last seven days, performed any unpaid activity to produce goods or provide services for others, in order to acquire workplace experience or skills in a trade or profession.

Employment Status

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

Employees

Are workers employed for pay, on a formal or informal basis, who do not hold controlling ownership of the economic unit in which they are employed.

Paid Employment (Employees)

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

Government Employees

These are persons working in the civil service (central and local government).

Parastatal Employees

These are persons working in statutory organisations.

Private Employees

These are persons working for privately owned companies (registered or unregistered) or individuals.

Fixed-Term Employees

Are workers who are guaranteed a minimum number of hours of work and are employed on a time-limited basis for a period of three months or more.

Short-Term Employees

Are workers who are guaranteed a minimum number of hours of work and are employed on a time-limited basis with an expected duration of less than three months.

Casual and Intermittent Employees

Are workers who have no guarantee of employment for a certain number of hours during a specified period but may have arrangements of an ongoing or recurring nature.

Paid Trainees, Apprentices and Interns

Are employees who perform any activity to produce goods or provide services for others, in order to acquire workplace experience or skills in a trade or profession and receive payment in return for work performed. They are usually remunerated at a reduced rate compared to fully qualified workers.

Permanent Employees

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

Temporary Employees

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

Casual Workers (Ganyu)

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

Self Employed

Comprises employers and own account workers.

Employment-to-Population Ratio

This is the proportion of employed to the economy's working age population. Numerator is number of employed persons (15-64 years old) and denominator is number of persons in the working age population.

Employers

Are workers who own the economic unit in which they work and control its activities on their own account or in partnership with others, and in this capacity employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family helpers) to work as an employee on a regular basis. Other employers include institutions, organisations and government.

Own Account Worker

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

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.

Working Proprietors

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

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.

Wage Bill

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

Actual Hours of Work

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

Labour Productivity

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

Underemployment

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

Time-Related Underemployment

Workers are classified as underemployed if they have worked less than 40 hours per week, willing and available to work additional hours within the last seven days, otherwise fully employed.

Unemployed Persons

All persons who during the last seven days were without work, but available for work and were either seeking or not seeking work.

Youth Unemployment

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

Youth Not in Education and not in Employment

The percentage of youth who are not in employment and not in education or training.

Structural Unemployment

It is more of a long-term and chronic unemployment situation which occurs when there is an economic change where new jobs being created are different from old jobs being lost. It also arises where there are labour market barriers such as minimum wage laws, job security legislation, discrimination and language requirements.

Job or Work Activity

A set of tasks and duties performed, or meant to be performed, by one person for a single economic unit. The term job is used in reference to employment. This statistical unit, when relating to own-use production work, unpaid trainee work and volunteer work is referred to as work activity.

Main Job

A type of job with the longest hours usually worked (as defined in the current international statistical standards on working time). In the absence of information regarding hours usually worked, other information such as income from each job could be used as a proxy for identifying the main job.

Light Work

Refers to employment or work done by persons aged 13-15 years which is not likely to be harmful to the health or development of a child; and not such as to prejudice their attendance at school, their participation in vocational orientation or training programs

approved by the competent authority or their capacity to benefit from the instruction received.

Part-Time Work

It is defined as employment in which the number of hours worked or to be worked are less than normal number of hours of work.

Child Work

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

Child Labour

Any activity that employs a child below the age of 14 years or that engages a child between the ages of 14 and 17 years and prevents him or her from attending school or concentrating on school, or negatively impacts on the health, social, cultural, psychological, moral, religious and related dimensions of the child's upbringing.

Worst Forms of Child Labour

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

4.2 Poverty Concepts

Poverty

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

Poverty Profile

A description of how the extent of poverty varies across sub groups of a given population, characterised by socio-economic status, for example, their gender, geographical location, type of economic activity, source of income, etc.

Priority Poverty Indicators

These are specific indicators that taken together provide an overview of the state of poverty in a given area. These include poverty indicators (national poverty line: poverty head count; ultra-poverty line: ultra-poor head count; GDP per capita); social indicators (public expenditure on basic social services, gross enrolment ratios, mortality rate, life expectancy);

and supplementary poverty indicators (expenditure on social security, access to safe water, health care, etc.).

Poverty Line

The threshold level of welfare that distinguishes poor households from non-poor households. The poverty line is a subsistence minimum expressed in Malawi Kwacha based on the cost-of-basic-needs methodology. It is comprised of two parts: minimum food expenditure based on the food requirements of an individual, and critical non-food consumption. Food needs are tied to the recommended daily calorie requirement. Non-food needs are estimated based on the expenditure patterns of households whose total expenditure is close to the minimum food expenditure. Using this method, a poverty line is developed for the country. Individuals who reside in households with consumption lower than the poverty line are labelled “poor”.

Poverty Headcount

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

Poverty Gap

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

Poverty Gap Index

This is a measure of the depth of poverty. It is the proportion by which an individual or a household is below the poverty line. It is calculated as the mean over the population of the proportionate poverty gap, where the poverty gap is given by the distance of the poor below the poverty line, as a proportion of the line. The non-poor are counted as having zero poverty gap.

Poverty Severity

This is a measure that takes into account inequality among the poor by squaring individual level poverty gaps before aggregating across the population.

Multi-Dimensional Poverty Index (MPI)

The multi-dimensional poverty index assesses the poverty level of an individual by the use of several quality of life variables including income or consumption, education, health and access to shelter, and water and sanitation. It is measured by using micro-level data from household surveys.

Relative Poverty

The position of an individual or household poverty status compared with the average poverty status in a given area. Relative poverty is a poverty measure based on a poor standard of living or a low-income relative to the rest of society.

The Gini Coefficient

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

Lorenz Curve

A graph on which the cumulative percentage of total national income (or some other variable) is plotted against the cumulative percentage of the corresponding population (ranked in increasing size of share). The extent to which the curve sags below a straight diagonal line indicates the degree of inequality of distribution.

Absolute/Ultra Poverty

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

Absolute (Ultra) Poverty Line

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

Chronic Poverty

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

Relative Poverty Line

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

Extreme Poverty

Refers to the inability of an individual to obtain the minimum standard of living that is

accepted by society as decent for human beings. This is established based on the individual getting the minimum nutritional requirements necessary for biological existence.

The Standard of Living of an Individual/Household

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

Human Development Index (HDI)

It is computed based on three key variables: gross national income per capita, life expectancy and quality of education. These three variables are quantifiable and are measured by relevant agencies in most countries. Therefore, given assigned weights to these three variables, the composite index, HDI can be derived.

Expenditure Gap Ratio (EGR)

This is the degree of poverty and the extent to which expenditure of the poor lies below the poverty line.

Decomposable Poverty Index (DPI)

Developed by Forster Greer & Thorbecke (1984) and used by World Bank (1993 and 1995), DPI measures the degree of inequality among the poor. A poverty measure is said to be decomposable if the poverty measure of a group is a weighted average of the poverty measures of the individuals in the group.

An important property of decomposable poverty measures is that, ceteris paribus, reduction in the poverty measure of a subgroup always decreases poverty of the population as a whole. The DPI is considered conventional and measures the incidence of poverty and the degree of inequality among the poor using an aversion parameter and determines the proportionate decrease from the poverty line.

4.3 Trade Concepts

Exports

Outward flows of goods and services leaving the customs territory of a country to the rest of the world in a given period of time.

Re-Exports

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

Traditional Exports

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

Non-Traditional Exports

These are goods or services that have just been featured in a country's export trade over a period of time e.g. uranium, pulses, made-up textiles etc.

Imports

Inward flows of goods and services entering the customs territory of a country from the rest of the world.

Re-imports

These are domestic goods which were previously recorded as exports without the actual transformation of the commodity and have been imported.

Trade in Goods

Trade in goods is the trade in goods which add to, or subtract from, the stock of material resources of a country by entering its economic territory (imports) or leaving it (exports).

Trade in Services

This is the sale and delivery of an intangible product, called a service, between a producer and consumer.

Automated System for Customs Data (ASYCUDA)

This is a computerised system designed by the United Nations Conference on Trade and Development (UNCTAD) to administer a country's customs. Currently, most countries are on ASYCUDA World.

Terms of Trade (TOT)

The ratio of average export price (or exports unit value) to average import price (or imports unit value), and is an important indicator for assessing the purchasing power of a country's exports.

Customs Territory

A geographic territory with uniform customs regulations and there are no internal customs or similar taxes within the territory.

Standard International Trade Classification (SITC)

A classification of commodities according to their level of processing and their end use.

Trade Preference

Preference by one country for buying goods from some other country more than from other countries.

Rules of Origin

Legal standards supporting the differential treatment of some products on the basis of their country or region of origin.

Certificate of Origin

A specific document that expressly certifies that the goods to which the certificate relates originate in a specific country.

Customs Declaration

Any statement or action, in any form prescribed or accepted by customs, giving information or particulars required by customs.

Bilateral Trade Agreement

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

Free Trade Agreements

An agreement that creates stable and transparent trading by reducing country barriers to another country's exports.

Market Access

The ability of domestic providers of goods and services to penetrate a related market in a foreign country.

Trade Barriers

Government laws, regulations, policies or practices that either protect domestic products from foreign competition or artificially stimulate exports of particular domestic products.

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. Usually, it requires double coincidence of wants.

Common External Tariff (CET)

The uniform tariff rates applied by member states of a customs union against non-member

states.

Transit Trade

Trade involving the passage of goods through a country.

Import License

Official document that authorises an economic agent to import goods.

Import Quota

Restrictions, limit, or cap (in value or quantity) that a country sets on goods that it purchases abroad.

Regional Integration

Voluntary harmonisation and standardisation of all the policies of the parties or countries.

4.4 Prices Concepts

All-Items Index

This is the highest level of aggregation for an index, for example, total CPI which covers all the items.

Outlet

This refers to a place where goods and services can be purchased and from where the purchasers' or list prices of the products sold can be obtained. It may be a shop, a market stall, a catalogue, a website, etc. Also referred to as a "retail outlet", although it can include wholesale outlets which also sell directly to the consumer.

Consumer Price Index (CPI)

The measure of the changes in the cost of a fixed basket of goods and services purchased by households. The basket relates to a selection of goods and services that is representative of the consumption behavior of most households in the country.

Inflation

The increase in the general level of prices. The consumer price index is used to estimate the rate of inflation in a country. Two sets of the measure of inflation are most commonly used, namely monthly inflation and annual inflation. Monthly inflation is defined as the percentage change in the index on a month-on-month basis. Inflation is the rate at which the general level of prices of goods and services is rising as measured by the CPI and is computed using the formula:

$$\text{Inflation rate}_t = \frac{CPI_t - CPI_{t-1}}{CPI_{t-1}} \times 100$$

Where t = current period, $t - 1$ = previous period

Annual Inflation Rate

The annual inflation rate is the change in the CPI for all items of the relevant month of the current year compared with the CPI for all items of the same month in the previous year expressed as a percentage.

Headline Inflation Rate

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

Underlying Inflation Rate

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

Creeping Inflation Rate

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

Basket of Goods and Services

A national set of goods and services, specified in terms of commodity and quantity which are used for the compilation of an index. For the CPI, it comprises goods and services that are acquired by households in the base period.

Chain Index

The construction of a continuous price series by multiplying together price indices that have been constructed using different weight reference periods. The resulting index is referred to as a chain index.

Classification

Refers to a procedure in which individual items of goods and services are organised into categories based on characteristics inherent to the items. The CPI is categorised according to the international classification system called the Classification of Individual Consumption according to Purpose (COICOP).

Harmonised Consumer Price Index (HCPI)

The Southern African Development Community (SADC) Harmonised Index of Consumer Prices, developed to ensure comparability of CPIs among Member States of SADC.

International Comparison Program (ICP)

A system designed to make international comparisons of economic aggregates such as GDP per capita using specially calculated exchange rates known as Purchasing Power Parities (PPPs).

Commodity Basket

A commonly used term for the national set of goods and services, specified precisely in terms of commodity and quantity, whose prices are surveyed for the purpose of calculating indices such as consumer price index or Producer Price Index (PPI).

Cost of Living Index

An index measuring the changing cost of purchasing a varying set of commodities, which will provide a fixed level of consumer satisfaction, in line with changing household's tastes. This index takes into account changes in technology, fashion and expectations as well as price changes.

Laspeyres Price Index

An index formula, which measures the changing cost over time of purchasing the same basket of commodities during a stated base period.

Laspeyres Volume Index

A weighted average of the quantity relatives.

Regimen (of an Index)

The basket of goods and services whose prices are surveyed for the purpose of compiling a price index.

Base Weight

The period for which expenditures on commodities paid by consumers were surveyed to form the regimen of the index.

Base Period

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

Benchmark Years

Those years in respect of which authoritative and detailed data are available.

Weight of a Product/Service in a CPI Basket

It is the proportion of total household expenditure which is spent on that product/service

during the weight reference period.

Weight Reference Period

The period whose value shares serve as weights for a set of price relatives or elementary price indices.

Weight

Is the relative consumption or production share of an item or group of items to the total consumption of households or production. It measures the relative importance of goods and services in a basket.

Weight Reference Period

The year whose values serve as weights for the index.

Producer Price Index (PPI)

Measures the rate of change in the prices of fixed basket of goods and/or services bought and sold by producers. The basket is the set of goods and/or services that represent the most goods and/or services bought and sold by producers for a defined period of time.

Output PPI

Measures the rate of change in the prices of products sold as they leave the producer. This measures price changes at basic prices.

Input PPI

Measures the rate of change in the prices of the inputs of goods and services purchased by the producer.

Basic Price

It is defined as the amount of money received by the producer from the buyer exclusive of any taxes on products, and transport and trade margins.

Jevons Index

It is defined as the geometric mean of price ratios.

Export Import Price Index (XMPI)

Measures the overall change in the price component of transactions in goods and services between the residents of an economic territory and residents of the rest of the world.

4.5 Income and Expenditure Concepts

Income

All receipts (in cash and in kind) in exchange for employment, or in return for capital

investment (rental/property income), pension or other investment income, or transfer earnings e.g., remittances, inherited wealth, donations etc.

Household Income

Consists of receipts that accrue to the members of the household from their employment and/ or enterprises, sales of crops, remittances or gifts, pension and investment income etc.

Per Capita Income

This is the total household income divided by household size.

Expenditure

All sorts of payments, expenses, costs, in cash or in kind on goods and services incurred by the household or establishment. It also includes imputed value for own produced items consumed by the household.

Capital Expenditure (CAPEX)

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

Household Expenditure

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

Household Consumption Expenditure

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

Household Non-Consumption Expenditure

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

Household Food Consumption Expenditure

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

Household Enterprise

An economic activity undertaken by a household for income generation.

4.6 Business Concepts

Firm

Business organisation such as a corporation that produces and sells goods and services with the aim of generating revenue and making a profit.

Enterprise

An organisational unit producing goods or services which has a certain degree of autonomy in decision-making. An enterprise can carry out more than one economic activity and it can be situated at more than one location. An enterprise may consist of one or more legal units.

Establishment/Business

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

Micro, Small and Medium Enterprises

These are businesses that employ at most 99 workers, generate annualised turnover of up to K500 million or with maximum assets (exclude land and building – for manufacturing enterprises) of K250 million.

Micro Business

Micro Business is a business that employs between 0 and 5 workers and/or a turnover of less than MK5,000,000, normally with no regular books of accounts and may not be licensed (Medium Enterprises Policy, 2019).

Small Business

Small Business is a business that employs between 5 and 20 workers and/or a turnover of up to K50 million. Usually they are involved in formal activities (Medium Enterprises Policy, 2019).

Medium Business

Medium Business is a business that employs between 21 and 100 people and/or a turnover of up to K500 million (Medium Enterprises Policy, 2019). Such businesses are usually formally registered, licensed and have regular final accounts.

Large Business

Large Business is a business with a turnover of greater than K 500 million. Such businesses usually have regular final accounts, are licensed and VAT registered.

Final Accounts

A summary of the financial transactions of a business over a specified period of time, normally one year. It also includes the balance sheet of a business, also called statement of financial position.

Balance Sheet

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

Asset

It is a store of value representing a benefit of series of benefits accruing to the economic owner by holding or using a resource over a period of time.

Fixed Assets

Tangible items of a business that are central to its operation, not traded, and they are long-term in nature. They include land, buildings, plant and machinery, motor vehicles, work in progress and other office equipment.

Current Assets

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

Activity Code

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

Business Information Register (BIR)

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

Legal Entity

The kind of ownership under which a business is being held/possessed.

Sole Proprietorship

A business which is solely owned by one person and that person has total responsibility for all aspects of risk-taking and management of business.

Partnership

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

Private Limited Liability

An organisation registered under the Companies Act and comprises shares of specified limited liability. It has a legal entity separate from its shareholders. Its management is in the hands of the Executive Directors and/or Managers who are employees of the company regardless of the extent of their shareholding. The organisation's registered name will

include the term “limited” although it may operate under the trading name without the term.

Public Limited Liability

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

Statutory Corporation/Parastatal

An organisation established by an Act of Parliament, which is neither a Public Limited Company nor a Department of the Public Service. Its management may be controlled by a Board or Trustees that is responsible/answerable to a given Ministry of the Republic of Malawi. Examples are the Malawi Broadcasting Corporation (MBC) answerable to Ministry of Information and Civic Education, Malawi National Examinations Board (MANEB) answerable to Ministry of Education, etc.

Cooperative

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

Joint Government Venture

A business arrangement that includes the combination for the purpose of that business arrangement of one or more establishments in the private sector (i.e. Sole Proprietorship, Private Limited Company or Cooperative) and at least one Government or Statutory Cooperation.

Religious Organisation

A business operating under any religious denomination but employing at least one person.

Non-Governmental Organisation (NGO)

All entities operating under a recognised non-profit making or charitable organisation but employing at least one person.

Depreciation

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

Formal Business

A registered/licensed business with regular final accounts.

Informal Business

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

4.7 Industry Concepts

Industry

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

Manufacturing

The processing of raw materials or parts into finished goods through the use of tools, human labor, machinery, and chemical processing.

Employment in Industry

Persons of working age who were engaged in any activity in the industry sector to produce goods or provide services for pay or for profit, whether at work during the reference period or not at work due to temporary absence from a job or to working time arrangements.

Share of Non-Agricultural Products to Total Exports

This includes the share of industrial goods, manufactured goods, textiles, fuels and mining products, footwear, jewelry, forestry products, fish and fisheries, and chemicals in total exports.

Employment in Service Industry

Persons of working age who were engaged in any activity in the services sector for pay or for profit, whether at work during the reference period or not at work due to temporary absence from a job or to working time arrangements.

Capacity Utilisation

Is computed by dividing actual production by production capacity expressed as a percentage.

Establishment

An establishment can be defined as an economic unit, under a single legal entity, that engages in one, or predominantly one, kind of economic activity at a single physical location, for example, a mine, a factory or a workshop.

Company

An entity endowed with the legal personality. It is created in a trade purpose of producing goods or services for the market, which may be a source of profit or other financial gain for its owner(s).

Private Limited Company

A private corporation established to undertake a business with the objective of making a profit. The shares are closely held by the shareholders of the corporation who have control over its operations. A private limited company is registered with limited liability.

Public Limited Company

Is also a private corporation established with limited liability by a minimum of two persons to operate the business with the objective of making a profit. The shares in a Public Limited Company are openly held and, in the case of a company, listed on the Stock Exchange where the shares are freely transferable.

Associated Company

A company with more than 25% but less than 50% of its issued share capital owned by another company.

Holding Company

A company that directly or indirectly owns more than 50% or enough issued share capital of another company to secure voting control.

Ultimate Holding Company

A holding company that controls other holding companies and/or subsidiaries and no company has control over it.

Merger

Event where two or more businesses are joined and a new business is registered. The registered name of the new business is different from the registered name of all the original businesses. The original businesses are ceased.

Index of Industrial Production (IIP)

It is an economic indicator that measures the change of the volume of real output for all facilities located in the country, such as manufacturing, mining, and electrical and gas utilities, etc. It allows computing the average change over time in quantities produced.

Stocks Change

In principle, it reflects the physical change in stocks of materials, supplies, and work-in-progress (except for construction projects) held by resident industries.

Sales

Sales are the total value of sales and transfers-out of all own manufactured products/articles or services rendered.

Value Added Growth Indicator

It is the annual (quarterly) percentage change of value added.

Percentage Utilisation of Production Capacity

It is a measure of the use of manpower, plant and machinery in manufacturing.

Industrial Activity

It is the activity concerning Mining and Quarrying, Manufacturing and the production and distribution of Electricity, Gas and Water.

Agro-Industrial Centre

Of or relating to production (as of power for industry and water for irrigation) for both industrial and agricultural purposes.

Mining and Quarrying

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

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

Manufacturing

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

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

Utilities (Electricity, Gas and Water)

It is the production, transmission and distribution of Electrical Energy, Gas and Water for

sale to industrial, commercial and household users.

Production Quantity

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

Production Output

The value of quantities produced by an establishment in a given period of time.

Sales Quantity

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

Sales Value

The sales of all commodities sold by an establishment within a given period of time. Sometimes it is referred to as turnover.

Net Loss

Excess of expenditure over sales revenue.

Net Profit

Excess of sales revenue over the cost of production.

Net Profit After Tax

Net profit or loss less company tax paid or provided for during the financial year.

Subsidiary

Company that is controlled by another company by having more than half the voting power, or by owning more than half the issued share capital of the company.

Takeover

An event where one or more business(es) is/are absorbed by another existing business. No new business is created and the business(es) taken over is/are ceased or deactivated.

Maximum Production Capacity

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

Shifts Worked

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

Unit of Measurement

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

Financial Year

A specific period for an entity to do financial transactions. Usually, the period is 12 months.

Calendar Year

A normal period of a year from January to December.

Location of Establishment

A geographical place where an establishment is situated.

Quantity Produced

Number of items or volume produced by an entity.

Quantity Sold

Number of items or volume sold by an entity.

Drawings

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

Industrial Service

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

Indirect Services

Expenditure that is unrelated to the volume of goods produced and services rendered. It includes general and administrative costs, advertising, insurance premiums, payments for utilities, stationery and rent expenditure.

Persons Engaged

All people working for an enterprise or establishment regardless of their status whether they are on pay roll or they only get drawings or they are unpaid family workers.

Paid Employees

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

Remuneration

Total wages and salaries paid to employees. This includes all payments in cash or in kind during a reference period in relation to work done for the enterprise or establishment i.e.

gratuities, bonus, overtime, benefit in cash and in kind and pension contributions.

Minimum Wage

The lowest wage that employers are legally obliged to pay their employees.

Nominal Wage

It is the total in-cash or in-kind remuneration before adjustment for inflation payable to the employee by the enterprise for the work performed by the employee during the accounting period.

Real Wage

It is the total in-cash or in-kind remuneration after adjustment for inflation payable to the employee by the enterprise for the work performed by the employee during the accounting period.

Reservation wage

The least amount of money a person would be willing to accept a particular position of type of employment.

Total Cash Earnings

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

Pension Contribution

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

Directors' Fees

Amount of money paid to non-working directors.

Working Proprietors

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

Resale of Goods

Goods sold or shipped without further processing or any transformation.

Goods for Resale

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

Finished Products

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

Head Office Administration Charges

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

Surtax on Sales of Domestic Production

The value of tax paid and payable during the reference period.

Provision for Bad and Doubtful Debts

The value of provisions for such debts and not the amount written off.

Capital Assets

The value of property such as Land, Buildings, Plant and Equipment and capital work-in-progress.

Improvements to Capital Assets

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

Benefits in Kind

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

Purchases of Materials and Supplies

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

Work Given Out

The value of payments made for all production work done by other establishments.

Book Value

The net value of assets at beginning and end of year.

Net Book Value Beginning of the Year

This is the opening value of an enterprise assets at the start of the financial year.

Net Book Value End of the Year

This is the closing value of enterprise assets at the close of the financial year.

Purchase of Assets

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

Sales of Assets

The full realised price of the assets sold.

Revaluation of Assets Valuation

Any changes in the value of assets due to reassessment of assets.

Trade Debtors

The total amount owed before deductions for bad debts. Included is the value of all trade bills and letters of credit held.

Inter-Company Debts

The value of short-term indebtedness between an establishment and others within the group of companies.

Investment Deposits

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

Reserves

The value of inappropriate profits and any capital reserve.

Provisions

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

Work-In-Progress

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

Stock

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

Net Stocks

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

Stocks in Transit

Materials or products which were bought and are on their way to the premises of the enterprise or establishment.

Stocks in Hand

Materials or products which are within the premises of the enterprise or establishment.

Surtax/Excise on Production

All indirect taxes paid by enterprises or establishments including license payments.

Total Income

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

Turnover

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

Gross Profit

The sum of net trading profit and depreciation.

Net Trading Profit

A residual derived by the subtraction of remuneration and depreciation from value added at basic prices.

Administration Charges

These are charges received by parent companies from establishments.

Operatives

These are the workers who are directly engaged in the production or related activities of the establishment, including any clerical or working supervisory personnel whose function is to record or expedite any step in the production process. Examples are, persons engaged in the manufacturing, processing, or assembling, shop messengers, shop-cleaning personnel and foremen. Also, workers of similar type engaged ancillary to the main activity of the establishment including persons engaged in truck-driving, repair and maintenance.

Non-Operatives

This includes all workers of the establishment other than operatives. They include all personnel in production management above the working foremen like administrative,

technical and clerical personnel such as salaried managers/directors, laboratory and research workers, clerks, typists, watchmen, bookkeepers, administrative supervisors, salesmen, etc.

Principal Products

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

Fixed Assets Produced for Own-account

This is the value of additions and improvements to existing fixed assets made by the establishment's own labour and materials for its own use. It includes value of installations, extensions and major repairs.

Fuel and Lubricants

This is the value of all purchased fuels consumed by the establishment in the production process.

Electricity Purchased

This is the total cost of all electricity procured by the establishment during the reference year.

Subsidies

Amount given to the establishment as aid or support by the government proportioned on production, sales or exports.

Interest Received

The amount paid to the establishment upon giving loan to others.

Dividends

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

Royalties

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

Profits from Sale of Fixed Assets

This is the difference between the sale value and the book value of the fixed assets sold.

Rebates

The amount of money by which a debt or tax may be reduced. For instance, there is often a

rebate if the account is settled before a given date.

Indirect Taxes

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

Disposals

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

Gross Additions to Fixed Assets

It is the sum of the cost of new and used fixed assets acquired during the year.

Acquisition of New Fixed Assets

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

Transport Equipment

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

Machinery and Equipment

Includes items such as power equipment, metal working, spinning and weaving, sewing and knitting machines, etc.

Buildings and Structures

Include any independent structures comprising one or more rooms or other spaces covered by a roof and enclosed by external walls which extend from foundation to the roof. Structures include such things as lifts, stave ways, heating, lighting and external communication systems.

Land Improvements

Includes fencing, drainage system, sewage and water system, roads, rail siding, communication lines, etc.

Finished Goods Produced

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

Cost of Industrial Services

These are the payments made by the establishment for contract and commission work done by others during the reference year on materials controlled by the establishment. It also covers the total cost to the establishment of repair and maintenance services on buildings and other fixed assets of the establishment provided by others during the reference year.

Franchise

A type of license that a party (franchisee) acquires to allow them to have access to a business' (the franchisor) proprietary knowledge, processes and trademarks in order to allow the party to sell a product or provide a service under the business's name. In exchange for gaining the franchise, the franchisee usually pays the franchisor initial start-up and annual licensing fees.

4.8 Macro-economic Concepts

4.8.1 National Accounts Concepts

Institutional Unit

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.

Informal Sector

A subset of production units that are not constituted as separate legal entities independently of the households or household members who own them, and for which no complete sets of accounts (including balance sheets of assets and liabilities) are available that would permit the production activities of the enterprises to be clearly distinguished from the other activities of their owners and any flows of income and capital between the enterprises and the owners to be identified.

Institutional Sector

Formed from a group of institutional units which are based on principal functions, behaviors and objectives. 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. There are two main types of units in the real world namely persons or groups of persons in the form of households, and legal or social entities. All resident institutional units are allocated to one and only one sector as follows:

Financial Corporations Sector

Includes all resident corporations whose principal activity is providing financial services including financial intermediation, insurance and pension fund services; units that provide activities that facilitate financial intermediation and Non-Profit Institutions (NPIs) engaged in market production of a financial nature.

Non-Financial Corporations Sector

Are institutional units that are principally engaged in the production of market goods and non-financial services.

General Government Sector

The general government sector consists mainly of central and local government units together with social security funds imposed and controlled by those units. It also includes NPIs engaged in non-market production and are controlled by government units or social security funds (SSFs).

Household Sector

Consists of all resident households. The principal functions of households are to supply labour, to undertake final consumption and, as entrepreneurs, to produce market goods and non-financial (and possibly financial) services. The fixed assets of a household business do not belong to the enterprise, but to the owner(s). The owner(s) of a household business is/are personally liable, without limit for any debts or obligations incurred in the course of production. Please note that an unincorporated enterprise owned by a household is not treated as a separate institutional unit unless it has sufficient information to compile a complete set of accounts and is operated as if it were a separate entity.

Non-Profit institutions Serving Households (NPISH) Sector

Consists of all resident non-profit institutions, except those controlled by government, that provide non-market goods or services to households or to the community at large.

International Standard Industrial Classification of All Economic Activities (ISIC)

Defined by United Nations, this classification is the international standard for the classification of productive economic activities. The main purpose is to provide a standard set of economic activities so that entities can be classified according to the activity they carry out.

Social Accounting Matrix (SAM)

Presentation of an SNA account in a matrix form, which elaborates on the linkages between Supply and Use Tables (SUT) and institutional sectors accounts.

Economically Significant Prices

Prices that have a significant effect on the amounts that producers are willing to supply and on the amounts that purchasers are willing to buy. These prices normally result when the producer has an incentive to adjust supply either with the goal of making a profit in the long run or, at a minimum, covering capital and other costs and consumers have the freedom to purchase or not purchase and make the choice on the basis of the prices charged.

Gross Domestic Product (GDP)

The total value of final goods and services produced by resident producer units of an economy for a specified time period. It is the sum of gross value added of all resident producer units (institutional sectors or industries). GDP provides an economic snapshot of an economy, used to estimate the size of an economic territory and growth rate.

Net Domestic Product (NDP)

The gross domestic product (GDP) less the consumption of fixed capital (CFC).

GDP at Constant Prices (Real GDP)

The total value of final goods and services of the current period using prices of a determined base/reference period.

GDP at Current Prices (Nominal GDP)

The total value of final goods and services priced in the current period of reporting.

GDP at Basic Prices (Factor Cost)

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

GDP at Market Prices

Also known as GDP at purchaser's prices, it is the sum of the gross values added of all resident producers at producers' prices, less subsidies on imports, plus all non-deductible Value Added Taxes (VAT) or similar taxes.

GDP per Capita

A metric that breaks down the output of an economy per person and is calculated by dividing the GDP of an economy by its population. It is used to compare the relative welfare or standard of living in different economies in a particular time period.

GDP Deflator

GDP deflator measures the price of output relative to its price in the base year. It is the ratio of Nominal GDP to Real GDP.

GDP Growth rate

The percentage change in real GDP over a period of time, mainly, year-on-year or quarter-on-quarter. The formula for calculating GDP growth rate is:

$$\text{Growth rate}_t = \frac{GDP_t - GDP_{t-1}}{GDP_{t-1}} \times 100$$

Where t = current period; t – 1 = previous period

Gross Savings

Gross savings are calculated as gross national income less total consumption, plus net transfers.

Gross Output

A measure of an industry's sales or receipts, which can include sales to final users in the economy (GDP) or sales to other industries (intermediate inputs). Gross output can also be measured as the sum of an industry's value added and intermediate inputs.

Intermediate Consumption

Intermediate consumption consists of the value of the goods and services consumed as inputs in the process of production, excluding fixed assets whose consumption is recorded as consumption of fixed capital; the goods or services may be either transformed or used up in the production process.

Gross Value Added (GVA)

This is the value of output less intermediate consumption. Value added represents the contribution of labour and capital to the production process.

Net value Added (NVA)

It is the gross value added less consumption of fixed capital (depreciation).

Gross Value Added at Basic Prices

Output valued at basic prices, less intermediate consumption valued at purchasers' prices.

Gross Value Added at Producers' Prices

Output valued at producers' prices less intermediate consumption valued at purchasers' prices.

Gross National Income (GNI)

It is defined as gross domestic product, plus net receipts from abroad of wages and salaries and of property income, plus net taxes and subsidies receivable from abroad. It is the value of all final goods and services produced in the year by labour and property supplied by residents of a country.

GNI per Capita

The gross national income, converted to US dollars using the World Bank Atlas Method, divided by the mid-year population.

Low Income Countries

Countries with GNI per capita of \$1,045 or less.

Lower Middle Income

Countries with a GNI per capita between \$1,046 and \$4,095.

Upper Middle Income

Countries with a GNI per capita between \$4,096 and \$12,695.

High Income Economies

Countries with a GNI per capita of \$12,696.

National Disposable Income

This is the sum of the disposable incomes of all resident institutional units/sectors. Gross (or Net) National Disposable Income (NDI) measures the income available to the nation for final consumption and gross (or net) saving. It is arrived at after adding net current transfers to GNI.

Quick Wins

Interventions that are already in the pipeline or have low-cost implications or having ready finance commitment or just requiring scaling-up in the next five years.

Game Changers

These are interventions that significantly alter the way things are done in the development strategies and interventions of this country and can transform Malawi faster if their implementation is prioritised.

Inclusivity

This is the concept that every person, regardless of their identity, is instrumental in transforming the Malawian society through participating in implementing strategies and interventions outlined in MIP-1.

Malawi 2063 (MW2063)

Malawi's national development vision which replaced vision 2020. The document includes the vision statement of Malawi to be "an inclusively wealthy and self-reliant nation" and contains other aspirations of Malawians.

MIP-1

The first 10-year implementation plan of the MW2063.

Catalytic Interventions

These are sector specific projects that aim at solving sector specific development challenges leading to accelerated development at national level.

Pillar and Enabler Coordination Groups (PECGs)

Units of selected organisations implementing projects related to an enabler or a pillar of MW2063 discharged with responsibility of coordinating efforts of all stakeholders to ensure successful implementation of MW2063 and MIP-1.

Self-Reliance

The ability by Malawi as a nation and Malawians to do things and make socio-economic and political decisions themselves without needing other people's resources.

Youth-Centricity

This means working alongside the youth as key partners in decisions regarding the implementation of MW2063 and MIP-1.

Knowledge Based Economy

This is an economic system in which the production of goods and services is based principally on knowledge-intensive activities that contribute to advancement in technical and scientific innovations which eventually lead to economic growth. The key element of value is the greater dependence on human capital and intellectual property for the source of the innovative ideas, information and practices developed through research.

Input-Output Tables (IOT)

Describe the sale and purchase relationships between producers and consumers within an economy. They can either show flows of final and intermediate goods and services defined according to industry outputs (industry by industry tables) or according to product outputs (product by product tables).

Property Income

Is the sum of investment income and rent. It accrues when the owners of financial assets and natural resources put them at the disposal of other institutional units. The income payable for the use of financial assets is called investment income while that payable for the use of a natural resource is called rent.

Quarterly National Accounts (QNA)

Constitute a system of integrated quarterly time series coordinated through an accounting framework. QNA adopt the same principles, definitions, and structure as the Annual National Accounts (ANA). In principle, QNA cover the entire sequence of accounts and balance sheets in the System of National Accounts (SNA); in practice, the constraints of data availability, time, and resources mean that QNA are usually less complete than ANA. The coverage of the QNA system in a country usually evolves. In the initial stage of implementation, only estimates of gross domestic product (GDP) with a split by industry and/or type of

expenditure may be derived.

System of Environmental and Economic Accounting (SEEA)

A satellite system to the System of National Accounts (SNA) developed by the United Nations Statistical Division (UNSD), for the incorporation of environmental concerns (environmental costs, benefits and assets) in the national accounts. The SEEA is intended to be a system with global application and standards, suitable for all countries and all aspects of the environment.

Supply and Use Tables (SUT)

Are in the form of matrices that describe how supplies of different kinds of goods and services originate from domestic industries and imports and how those supplies are allocated between various intermediate or final uses, including exports.

The System of National Accounts (SNA)

It is the internationally agreed standard set of recommendations on how to compile measures of economic activity in accordance with strict accounting conventions based on economic principles. The recommendations are expressed in terms of a set of concepts, definitions, classifications and accounting rules that comprise the internationally agreed standard for measuring such items as gross domestic product (GDP), the most frequently quoted indicator of economic performance.

Price Deflators

They are economic metrics that convert output measured at current prices into constant GDP. The GDP deflator shows how much a change in the base year's GDP relies upon changes in the price level. Because it isn't based on a fixed basket of goods and services, the GDP deflator has an advantage over the Consumer Price Index (CPI) and the Producer Price Index (PPI). Changes in consumption patterns or the introduction of new goods and services are automatically reflected in the deflator.

4.8.2 International Merchandise Trade and Balance of Payments Concepts

Bill of Entry

This is a document against which goods are entered to obtain customs clearance and with which any duties thereon are paid.

Broad Economic Category (BEC)

This is a 3-digit classification, which groups transportable goods according to their main end use. It is often used for the general economic analysis of international merchandise trade data.

Central Product Classification (CPC)

This is a classification based on the physical characteristics of goods or on the nature of the services rendered. The CPC covers products that are an output of economic activities, including transportable goods, non-transportable goods and services.

Certificate of Origin

This is an important international document that certifies that goods in a particular export shipment are wholly obtained, produced, manufactured or processed in a particular country. They also serve as a declaration by the exporters.

Cost, Insurance and Freight (CIF)

The type of values including the transaction value of the goods, the value of services performed to deliver goods to the border of the exporting country and the value of the services performed to deliver the goods from the border of the exporting country to the border of the importing country.

Domestic Exports

They are traditional and non-traditional exports manufactured or produced within the country.

Duty

This is money collected on import and export tariffs.

Economic Territory

The economic territory consists of the geographical territory administered by a government, within which persons, goods and capital circulate freely.

Export Tariff

It is a duty levied on goods being exported. Money collected under a tariff is called a duty.

Import Tariff

It is a duty levied on goods being imported.

Free on Board (FOB)

The type of values including the transaction value of the goods and the value of services performed to deliver goods to the border of the exporting country.

Goods for Processing

These are goods sent abroad or brought into the country for processing, including processing under contract. Examples are oil refining, metal processing, vehicle assembly and clothing manufacture.

Goods in Transit

This refers to goods simply being transported through a country.

Goods Sent Abroad for Processing

Includes goods for assembly, packing, labeling, or processing by an entity that does not own the goods concerned. Both inward and outward movements should be tracked to help identify associated manufacturing services on physical inputs owned by others.

Harmonised Commodity Description and Coding System (HS)

The harmonised system is an internationally standardised system of names and numbers to classify traded products.

International Trade in Services (ITS)

This is trade in services that takes place between a producer and a consumer that are, in legal terms, based in different countries.

Non-Tariff Barriers to Trade

These refer to restrictions that result from prohibitions, conditions, or specific market requirements that make importation or exportation of products difficult and/or costly.

Partner Country

These are participating countries. This is where Imports are classified to the Country of Origin while Exports are classified by the country of final destination.

Rules of origin

Are the specific provisions, developed from principles established by national legislation or international agreements ("origin criteria"), applied by a country to determine the origin of goods.

Standard International Trade Classification (SITC)

This is a product classification of the United Nations (UN) used for external trade statistics (export and import values and volumes of goods), allowing for international comparisons of commodities and manufactured goods.

Balance of Payments (BOP)

A statistical statement that summarises the transactions between residents and nonresidents during a specific time period. It consists of the goods and services account, the primary income account, the secondary income account, the capital account, and the financial account.

Current Account

Shows flows of goods, services, primary income, and secondary income between residents

and nonresidents. It's an important grouping of accounts within the balance of payments.

Goods and Services Account

Shows transactions in goods and services.

Primary Income Account

Shows amounts payable and receivable in return for providing temporary use to another entity of labour, financial resources, or non-produced nonfinancial assets.

Secondary Income Account

Shows redistribution of income, that is, when resources for current purposes are provided by one party without anything of economic value being supplied as a direct return to that party. Examples include personal transfers and current international assistance.

Capital Account

Shows credit and debit entries for non-produced nonfinancial assets and capital transfers between residents and nonresidents. It records acquisitions and disposals of non-produced nonfinancial assets, such as land sold to embassies and sales of leases and licenses, as well as capital transfers, that is, the provision of resources for capital purposes by one party without anything of economic value being supplied as a direct return to that party.

Financial Account

Shows net acquisition and disposal of financial assets and liabilities.

Reserves Assets

It is foreign financial assets available to, and controlled by, the monetary authorities of an economy for funding payments imbalances and, in some instances, financial needs.

Net Lending/Borrowing

The amount of financial assets that are available for lending or needed for borrowing to finance all expenditures – current, gross capital formation, non-produced non-financial assets, and capital transfers – in excess of disposable income. It is the balancing item in the capital account and is defined as: (Net saving plus capital transfers receivable minus capital transfers payable) minus (the value of acquisitions less disposals of non-financial assets, less consumption of fixed capital).

Errors and Omissions

It is a balancing item between the net current account and the capital and financial account from the one hand, and the net overall balance from the other hand. Imbalances result, in practice, either due to imperfections in sources of data or a compilation methodology. Therefore, a positive value of net errors and omissions indicates a non-recorded unclassified receipts, and a negative value indicates unclassified payments.

Special Drawing Rights (SDRs)

Are international reserve assets created by the International Monetary Fund (IMF) and allocated to its members to supplement existing reserve assets.

International Investment Position (IIP)

A statistical statement that shows at a point in time the value of: financial assets of residents of an economy that are claims on nonresidents or are gold bullion held as reserve assets; and the liabilities of residents of an economy to nonresidents.

Residence

The residence of each institutional unit is the economic territory with which it has the strongest connection, expressed as its centre of predominant economic interest.

4.8.3 Public Finance Concepts

Government Financial Statistics (GFS)

This is a government manual that contains detailed fiscal data on revenues, expenditures, transactions in financial assets and liabilities i.e. it includes all data for the general government sectors and sub-sectors.

Acid Test Ratio

The acid test ratio is calculated as current assets minus inventory divided by current liabilities.

Bonds

Are securities (usually short-term) that give holders the unconditional rights to fixed payment or contractually determined variable payment on a specified date or dates.

Budgetary Central Government (BCG)

It is often a single unit of the central government that encompasses the fundamental activities of the national executive, legislative and judiciary powers.

Cash Surplus/Deficit

It is the net cash inflow from operating activities less net cash outflow from investments in nonfinancial assets.

Central Bank

It is the national financial institution that exercises control over key aspects of the financial system.

Central Government

Subsectors consist of the institutional unit(s) of the central government plus those nonmarket non-profit institutions (NPIs) that are controlled by the central government.

Corporation

It is a legal entity that is separate and distinct from its owners. Current liabilities also known as short-term liabilities are debts or obligations that are due within one year.

Debt Instrument

Is defined as a financial claim that requires payment(s) of interest and/or principal by the debtor to the creditor at a date, or dates, in the future.

Debt Stock

Refers to the total value of the debt that a nation owes to all lenders.

Expense

Represents transactions that reduce the net worth of government.

Compensation of Employees

Is the total remuneration in cash or in kind payable to an individual in an employer-employee relationship in return for work performed by the latter during the reporting period.

Use of Goods and Services

Consists of the value of goods and services used for the production of market and non-market goods and services. It excludes consumption of fixed capital, subsidies, grants, social benefits or current transfers not elsewhere classified.

Consumption of Fixed Capital

Is the decline in the value of the stock of fixed assets during the accounting period as a result of physical deterioration, normal obsolescence, and normal accidental damage. It is treated as an expense hence deducted from the acquisition minus disposals.

Interest Expense

Is a non-operating expense shown on the income statement. It represents interest payable on any borrowings – bonds, loans, convertible debt or lines of credit. It is essentially calculated as the interest rate times the outstanding principal amount of the debt.

Subsidies

Are current unrequited transfers that government units make to enterprises on the basis of the level of their production activities or the quantities or value of goods and services they produce, sell, export or import. Subsidies are payable to producers only, not to final consumers, and are current transfers only, not capital transfers.

Unconditional Grant

A grant made from Central Government to Local Government that can be spent in any way the local government wishes.

Conditional Grant

Is fund given to Local Government to finance programs agreed upon between the Central Government and Local Government.

Social Benefits

Are current transfers received by households intended to provide for the needs that arise from certain events or circumstances.

Social Cash Transfer

These are programs that aim to provide basic social protection to those sections of the population who, for reasons beyond their control, are not able to provide for themselves.

Other Expenses

Include transfers (current and capital) to non-governmental organisations and other miscellaneous expenses.

External Debt or Foreign Debt

Is the portion of a country's debt that was borrowed from foreign lenders or creditors. These loans, including interest, must usually be paid in the currency in which the loan was made.

Extra Budgetary

Entities with individual budgets not fully covered by the main (or general) budget are considered extra budgetary.

Financial Claims

Is an asset that typically entitles the owner of the asset (creditor) to receive funds or other resources from another unit, under terms of a liability.

Gold Bullion

Is a financial asset only for the Central Bank or Central Government. It takes the form of coins, ingots, or bar with a purity of at least 995 parts per 1000, including such gold held in allocated gold accounts.

Medium Term Expenditure Framework (MTEF)

It is an annual rolling three-year expenditure agenda and plan designed by Government that underlines the medium-term expenditure priorities and budgets against which sector plans are developed and refined in the country.

Statement of Government Operations (SGO)

It is a summary of the transactions of the general government sector in a given accounting period. It presents details of transactions in revenue, expense, the net acquisition of nonfinancial assets, the net acquisition of financial assets, and the net incurrence of liabilities. Revenue is defined as the increase in net worth resulting from transactions, and expense as the decrease in net worth resulting from transactions. The net acquisition of nonfinancial assets equals gross fixed capital formation less consumption of fixed capital plus changes in inventories and transactions in other nonfinancial assets. The net operating balance is a summary measure of the ongoing sustainability of government operations, excluding gains and losses resulting from changes in price levels and other changes in the volume of assets.

Government Security

Is a bond or other type of debt obligation that is issued by a Government with the promise of repayment upon the security's maturity date.

Grants

Are transfers receivable by government units, from other resident or non-resident government units or international organisations, and that do not meet the definition of tax, subsidy or social contribution.

Gross External Debt

At any given time, gross external debt is the outstanding amount of those actual current, and not contingent, liabilities that require payment(s) of interest and/or principal by the debtor at some point(s) in the future and that are owed to nonresidents by residents of an economy.

Inventories

Are produced assets consisting of goods and services, which came into existence in the current period or in an earlier period, and that are held for sale, use in production, or other use at a later date.

Legal Entity

Are entities that are able to own assets, incur liabilities and they enter into transactions with other entities. They are normally recognised by law or by society, independently of the persons or institutions that own them.

Liability

Is established when one unit is obliged, under specific circumstances, to provide funds or other resources to another unit (the creditor). Liability can be classified as current and noncurrent.

Local Government Revenue

Are financial resources generated, mobilised or collected from taxes or revenue sources which are controlled by the Local Government as licenses, permits, market dues, plan fees, etc.

Local Government

Is a Government Unit with unique kinds of legal entities established by political processes that have legislative, judicial, or executive authority over other institutional units within a given area.

Net Acquisition of Financial Assets

Is identified by residency of counterparty (domestic or foreign), type of financial instrument (e.g. securities other than shares, loans, shares and other equity, etc.) and sector of counterparty (e.g. general government, central bank, other depository corporations, etc.).

Net Incurrence of Liabilities

Is identified by residency of counterparty (domestic or foreign). Current liabilities are used as a key component in several short-term liquidity measures.

Net Operating Balance

It is the balance of transactions affecting net worth (revenue less expense).

Non-Tax Revenue

Are charges made on businesses and individuals by authorities for permits, licenses and levies.

Non-Current Liabilities/Long-Term Liabilities

Are long-term financial obligations listed on a company's balance sheet that are not due for settlement within one year.

Non-Financial Assets

Are economic assets other than financial assets. The main categories of nonfinancial assets are: produced assets (such as fixed assets, inventories and valuables) and non-produced assets (such as natural resources, contracts, leases and licenses).

Non-Profit Institutions (NPIs)

Are legal or social entities created for the purpose of producing or distributing goods and services. However, they cannot be a source of income, profit or other financial gain for the institutional units that establish, control or finance them.

Public Corporations Sector

Consists of all resident corporations controlled by government units or by other public

corporations.

Public Deposit-Taking Corporations

Are financial corporations controlled by general government units or other public corporations whose principal activity is financial intermediation and who have liabilities in the form of deposits or financial instruments that are close substitutes for deposit.

Public Non-Financial Corporations

Are all resident nonfinancial corporations controlled by general government units or other public corporations that are part of the public nonfinancial corporations sub sector.

Quasi-Corporation

Is an entity that exercises some of the functions of a corporation but has not been granted separate legal personality by statute. For example, a public corporation with limited authority and powers such as country or school districts is a quasi-corporation.

Revenue

Is an increase in net worth resulting from a transaction. Other revenue (non-tax revenue) is all revenue receivable excluding taxes, social contributions and grants.

Social Contributions

Are actual or imputed revenue receivable by social insurance schemes to make provisions for social insurance benefits payable.

State Owned Enterprises (SOEs)

Are business enterprises where the state has significant control through full, majority, or significant minority ownership.

Tax

A mandatory fee charged ("levied") by a government on a product, income, or activity.

Classification of the Functions of Government (COFOG)

It classifies government expenditure data from the System of National Accounts by the purpose for which the funds are used.

Total Expenditure

By function, it represents expense plus the net acquisition of nonfinancial assets.

Total Gross Debt

Is the "total debt" or "total debt liabilities" consisting of all liabilities that are debt instruments.

Transaction in Non-Financial Assets

Changes the composition of the balance sheet by exchanging one asset (the nonfinancial asset) for another or a liability (the payment for the asset).

Transaction

Is an economic flow that is an interaction between institutional units by mutual agreement or through the operation of the law.

Transfers Not Elsewhere Classified (Receivable)

Include subsidies as well as gifts and transfers from individuals, private nonprofit institutions, nongovernmental foundations, corporations or sources other than governments and international organisations.

Transfers Not Elsewhere Classified (Payable)

Include a number of gifts and transfers to individuals, private non-profit institutions, nongovernmental foundations, corporations, or government units that are not included in other categories of transfers and serving quite different purposes.

Treasury Bills

Are short-term instruments that Government issues in order to borrow money through Central Bank for a period of a year or less.

Valuables

Are produced assets of considerable value that are not used primarily for purposes of production or consumption but are held primarily as stores of value.

Wages and Salaries

Are compensation of employees payable in cash or in kind except for social contributions payable by employers.

Wages and Salaries in Cash

Are amounts payable, in cash or any other financial instruments used as means of payment, to employees in return for work performed.

Wages and Salaries In Kind

Are amount payable in the form of goods, services, interest forgone and shares issued to employees in return for work performed.

Agreed Minute

A framework agreement or document which embodies all the main elements of the rescheduling agreed between the creditors of the Paris Club and a debtor country except for the moratorium interest rate. It is signed by representatives of the creditor government who

are obliged to recommend to their government that these terms be incorporated into bilateral agreements.

Amortisation Schedule

The schedule for the repayment of principal and payment of interest on an ongoing basis. For loans, the amortisation schedule is normally included in an annex to the contract or can be estimated from the contract.

Arrears

The amount of scheduled debt service payments that have fallen due but have not been paid to the creditor(s). In the context of the Paris Club, arrears are the unpaid amounts that fall due before the starting date of the consolidation period.

Average Maturity

Average maturity is defined as the weighted average time to maturity of all principal payments. The maturity of each principal payment is weighted by the value in the unit of account of that payment relative to all principal payments and aggregated. This indicator shows how long it takes on average to rollover the debt portfolio. A shortening suggests that the portfolio is being rolled over more frequently and therefore is more exposed to refinancing risks. Like SDR allocations, the exclusion of perpetual bonds from the calculation of average maturity should be considered.

Bilateral Debt

Loans extended by a bilateral creditor.

Bond

A document which, when signed, makes an obligation to pay a specified sum in the future. It is a certificate of indebtedness and it is classed as debts owed by a government, public body or company. A bond carries details of the interest rate payable on it as well as the dates and conditions of repayment. Bonds can be issued to the general public or via private placement.

Bullet Repayment

The repayment of principal in a single payment at the maturity of the debt.

Buyer's Credit

A financial arrangement in which a bank or financial institution, or an export credit agency in the exporting economy, extends a loan directly to a foreign buyer or to a bank in the importing economy to pay for the purchase of goods and services from the exporting economy. It is also known as financial credit. This term does not refer to credit extended directly from the buyer to the seller (e.g., through trade credits and advances payment for goods and services).

Commercial Credit

In the context of the Paris Club, loans originally extended on terms that do not qualify as official development assistance (ODA) credits. These are typically export credits on market terms but also include other non-ODA loans by governments.

Commitment

Generally, a firm obligation to lend, guarantee, or insure resources of a specific amount under specific financial terms and conditions. However, in the OECD's Arrangement on Guidelines for Officially Supported Export Credits, commitment simply refers to any statement, in whatever form, whereby the willingness or intention to provide official support is communicated to the recipient economy, the buyer, the borrower, the exporter or the financial institution.

Commitment Charge (or Fee)

This is the charge made for holding the undisbursed balance of a loan commitment. Typically, it is a fixed-rate charge (e.g., 1.5 percent a year) calculated on the basis of the undisbursed balance.

Completion Point

In the context of the HIPC Initiative, when the IMF and World Bank Executive Boards decide that an economy has met the conditions for assistance under the Initiative. The timing of the completion point depends on the satisfactory implementation of key structural policy reforms agreed at the decision point, the maintenance of macroeconomic stability, and the adoption and implementation of a poverty reduction strategy developed through a broad-based participatory process.

Concessional Level

A net present value calculation, measured at the time the loan is extended, that compares the outstanding nominal value of a debt and the future debt service payments discounted at an interest rate applicable to the currency of the transaction, expressed as a percentage of the nominal value of the debt. The concessional level of bilateral debt (or tied aid) is calculated in a similar manner, but instead of using the nominal value of the debt, the face value of the loan is used, i.e., including both the disbursed and undisbursed amounts, and the difference is called the grant element.

Concessional Loans

These are loans that are extended on terms substantially more generous than market loans. The concessional level is achieved either through interest rates below those available on the market or by grace periods, or a combination of these. Concessional loans typically have long grace periods.

Consolidation Period

In Paris Club restructuring agreements, it is the period in which debt service to be restructured (the “current maturities consolidated”) has fallen or will fall due. The beginning of the consolidation period may precede, coincide with, or come after the date of the Agreed Minute. The standard consolidation period is one year but sometimes debt payments over a two- or three-year period have been consolidated, corresponding with a multi-year arrangement with the IMF.

Coupon

A coupon payment of a bond is a periodic interest payment that the bondholder receives during the time between when the bond is issued and when it matures.

Credit

An amount for which there is a specific obligation of repayment. Credits include loans, trade credits, bonds, bills, etc., and other agreements that give rise to specific obligations to repay over a period of time usually, but not always, with interest. Credit is extended to finance consumption and investment expenditures, and financial transactions.

Credit Guarantee

Commitment by an export credit agency to reimburse a lender if the borrower fails to repay a loan. The lender pays a guarantee fee.

Creditor

The organisation or entity that provides money or resources and to whom payment is owed under the terms of a loan agreement.

Date Effective

The date when a composite/loan agreement or a grant becomes effective. It also applies to the date on which any amendment to a loan or grant becomes effective.

Debt Assumption

Debt assumption is a trilateral agreement between a creditor, a former debtor, and a new debtor under which the new debtor assumes the former debtor’s outstanding liability to the creditor and is liable for repayment of the debt. The activation of a guarantee is an example of debt assumption.

Debt Buyback

A debt buyback is the purchase by a debtor of all or part of its own external debt, not at its nominal value but at a market value including a discount.

Debt Conversion

The exchange of debt for a non-debt liability, such as equity, or for counterpart funds that

can be used to finance a particular project or policy.

Debt Default

Failure to meet a debt obligation payment, either principal or interest. A payment that is overdue or in arrears is technically “in default,” since by virtue of non-payment, the borrower has failed to abide by the terms and conditions of the debt obligation. In practice, the point at which a debt obligation is considered “in default” will vary.

Debt-For-Equity Swap

A transaction in which debt of an economy is exchanged, usually at a discount, for equity in an enterprise in the same economy. Although variable in form, such arrangements usually result in the extinction of a fixed-rate liability (e.g., a debt security or loan) denominated in foreign currency and the creation of an equity liability (denominated in domestic currency) to a nonresident. There may be clauses in the agreement to prevent the repatriation of capital before some specified future date.

Debt-Equity Swap

Also called debt capitalisation. An arrangement which results in the conversion of a developing country foreign currency debt into local currency equity in a domestic firm. The investor may be the bank holding the loan or a company which buys the loan from a bank at a discount. The loan is typically sold at near face value to the central bank of the host country for local currency instruments, which in turn are used to make the equity investment.

Debt Financing

The use of borrowed money to obtain finance.

Debt Swap

Debt swaps are exchanges of debt, such as loans or debt securities for a new debt contract (i.e., debt-to-debt swaps), or exchanges of debt-for-equity, debt-for-exports, or debt-for-domestic currency, such as to be used for projects in the debtor economy (also known as debt conversion).

Debt-For-Development Swap

Is when a country's foreign currency debt is sold to a development agency in the local currency which then uses the funds to finance a development project in that country.

Debt-For-Export Swap

When a portion of a country's debt obligations are offset by exports of domestic products.

Debt-For-Local Currency Swap

When a Central Bank issues a local currency debt obligation in exchange for a foreign debt claim.

Debt-For-Nature Swap

A debt swap operation aims at promoting projects that improve the environment. Such an operation can involve, for example, a creditor country adversely affected by pollution caused within the debtor country.

Debt Forgiveness

The voluntary cancellation of all or part of a debt within a contractual arrangement between a creditor in one economy and a debtor in another economy.

Debt Refinancing

Debt refinancing refers to the conversion of original debt including arrears, into a new debt instrument. In other words, overdue payments or future debt service obligations are “paid off” using a new debt obligation.

Debt Reorganisation

An action taken jointly by a creditor and a debtor that results in a change of the debt service profile in order to ease the burden of that profile. This action may take the form of debt reorganisation lending or debt relief grants. In the latter case, the action may be taken unilaterally by the creditor. Debt reorganisation includes debt forgiveness, rescheduling and refinancing operations. Currently, it is often used in the context of the Paris club or the London Club.

Debt Rescheduling

Debt rescheduling refers to the formal deferment of debt service payments and the application of new and extended maturities to the deferred amount. Rescheduling debt is one means of providing a debtor with debt relief through a delay and in the case of concessional rescheduling, a reduction in debt service obligations.

Debt Service

Refers to payments in respect of both principal and interest. Actual debt service is the set of payments actually made to satisfy a debt obligation including principal, interest and any late payment fees. Scheduled debt service is the set of payments including principal and interest, which is required to be made through the life of the debt.

Debt Write-Offs

Debt write-offs are unilateral actions through which a creditor can reduce the value of its debt claims on the debtor in its own books. Write-offs may arise, for instance, when the creditor regards a claim as unrecoverable, perhaps because of bankruptcy of the debtor, and so no longer carries it on its books. The corresponding liability should also be removed from the balance sheet of the debtor.

Decision Point

In the context of the HIPC Initiative, the point at which an economy's eligibility for assistance is determined by the IMF and World Bank Executive Boards on the basis of a debt-sustainability analysis and three years of sound performance under IMF- and World Bank-supported adjustment programs. The international community enters into a commitment at the decision point to deliver assistance at the completion point provided that the debtor adheres to its policy commitments.

Disbursements

The transactions of providing financial resources. The two counter parties must record the transaction simultaneously. In practice, disbursements are recorded at one of several stages: provision of goods and services (where trade credit is involved); placing of funds at the disposal of the recipient in an earmarked fund or account; withdrawal of funds by the recipient from an earmarked fund or account; or payment by the lender of invoices on behalf of the borrower. The term "utilised" may apply when the credit extended is in a form other than currency.

Disbursed Outstanding Debt (DOD)

The amount that has been disbursed but has not, as yet, been paid back or forgiven or, in other words, the total real disbursements minus actual repayments of principal.

Eurobond

A bond denominated in U.S. dollars or other currencies and sold outside the country whose currency is used.

Export Credit

A loan extended to finance a specific purchase of goods or services from within the creditor economy.

External Debt (Gross External Debt)

Gross external debt, at any given time, is the outstanding amount of those actual current, and not contingent, liabilities that require payment(s) of interest and/or principal by the debtor at some point(s) in the future and that are owed to nonresidents by residents of an economy.

Face Value

Face value is the undiscounted amount of principal to be paid to the holder at maturity (e.g., the redemption amount of a bond). Sometimes called initial contractual value, for loans, the face value is the original amount of the loan as stated in the loan contract. If the loan is not fully disbursed, then the face value will include future disbursements.

Grace Period and Maturity

The grace period for principal is the period from the date of signature of the loan or the issue of the financial instrument to the first repayment of principal. The repayment period is the period from the first to last repayment of principal. Maturity is the sum of both periods: grace plus repayment periods.

Grant

A legally binding obligation for the disbursement of a specified value of funds for which repayment is not required.

Grant Element

Grant Element refers to the measure of the concessionality of a loan, calculated as the difference between the face value of the loan and the sum of the discounted future debt service payments to be made by the borrower expressed as a percentage of the face value of the loan.

Interest

Interest is the cost that accrues on the principal amount and is paid periodically. It can be calculated either on a fixed-interest-rate or on a variable interest-rate basis. A fixed interest rate remains unchanged over a period of years while a variable interest rate is linked to a reference index (e.g., the London interbank offered rate, LIBOR), or the price of a specific commodity, or the price of a specific financial instrument that normally changes over time in a continuous manner in response to market pressures.

Legal Opinion

The issuance of a legal opinion is a formal legal document which confirms or questions the legal validity of a loan agreement. In general, the opinion is based upon the domestic law of the jurisdiction in which the lawyer is qualified.

LIBOR

The London Interbank Offered Rate measures the approximate cost to banks of funds which they obtain in the London interbank market. Each bank has its own IBOR which reflects the bank's borrowing costs. LIBOR rates are always related to deposits for a defined period of time: 3 months, 6 months, etc. There are interbank offered rates in the other financial centers such as the SIBOR in Singapore, the HIBOR or HKIBOR in Hong Kong and the EURIBOR for countries of the euro zone. The IBOR is the base on which the banks' lending margins are fixed and the spread differs reflecting the risk involved.

Loan Agreement

The legal evidence and terms of a loan.

Loan Guarantee

A legally binding agreement under which the guarantor agrees to pay any or all of the amount due on a loan instrument in the event of nonpayment by the borrower.

Maturity

The maturity period is an expression often used to denote all the period over which payments (principal, interest or commissions) are made for the loan and includes the grace period. Maturity can also be used as a synonym of instalment.

Maturity Date

The date on which a debt obligation is contracted to be extinguished.

Multilateral Creditors

These creditors are multilateral financial institutions such as the IMF and the World Bank as well as other multilateral development banks.

Net Present Value (NPV) of Debt

Refers to the nominal amount outstanding minus the sum of all future debt service obligations (interest and principal) on existing debt discounted at an interest rate different from the contracted rate.

Non-Concessional (Credit Terms)

Applies to any credit with a grant element not higher than 25%.

On-Lending

Also called relending. On-lending occurs when funds are borrowed by a domestic financial institution (normally public and acting on behalf of the government). The loan proceeds are to be made available, through a loan, to a third party within the country of the borrower, usually with the previous agreement of the foreign creditor.

On-Lending Borrower

The entity to which the original borrower (the responsible national authority) on-lends the money or resources which he has borrowed. The on-lending borrower's debt service obligations for the borrowed amount go to the original borrower.

Principal

Capital invested or the money loaned or borrowed on which interest is sometimes paid.

Sovereign Debt

Sovereign debt is debt that has been legally contracted by the national government.

Spread

Also called margin. A percentage added to a base rate (e.g. LIBOR), which determines the interest rate on a loan. The spread is the gross profit and remuneration for the risk incurred by the banks in the loan agreement.

Syndicate

When a group of banks and/or brokers grant a loan or underwrite and distribute a new issue of securities. By extension, it can also refer to a group of banks or securities firms who are involved in a Eurocredit or Eurobond issue.

Syndicated Loan

A loan agreement or an agreement on the issue of securities granted by a syndicate of banks or by banks in association.

Variable Interest Rate

A rate of interest that is computed by adding a spread to a predetermined base rate. For example, 1.25% over LIBOR.

Write-Off

The reduction of the disbursed and outstanding debts or payments due through forgiveness of the amounts by the creditor.

Actual Final Consumption of General Government

Is measured by the value of the collective consumption services provided to the community or large sections of the community by general government.

Actual Final Consumption of Households

Is measured by the value of all the individual consumption goods and services acquired by resident households.

Actual Final Consumption of NPISHs

Is measured by the value of the collective consumption services provided to the community or large sections of the community by NPISHs.

Ancillary Activity

An ancillary activity is a supporting activity undertaken within an enterprise in order to create the conditions within which the principal or secondary activities can be carried out.

Asset Boundary for Fixed Assets

The asset boundary for fixed assets consists of goods and services that are used in production for more than one year.

Barter

A barter transaction is one where one basket of goods and services is exchanged for another basket of different goods and services without any accompanying monetary payment.

Buildings Other than Dwellings

This includes whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the structures are included.

Claim

A claim (benefit) is the amount payable to the policy holder by the direct insurer or reinsurer in respect of an event covered by the policy occurring in the period for which the policy is valid.

Claims Outstanding

This cover claims that have not been reported, have been reported but are not yet settled or have been both reported and settled but not yet paid.

Collective Consumption Service

This is a service provided simultaneously to all members of the community or to all members of a particular section of the community such as all households living in a particular region.

Compensation of Employees

This is defined as the total remuneration, in cash or in kind, payable by an enterprise to an employee in return for work done by the latter during the accounting period.

Consumer Durable

A consumer durable is a good that may be used for purposes of consumption repeatedly or continuously over a period of a year or more.

Consumption Good or Service

A consumption good or service is defined as a good or service that is used (without further transformation in production as defined in the SNA) by households, NPISHs or government units for the direct satisfaction of individual needs (or wants) or for the collective needs of members of the community.

Consumption of Goods and Services

Is the act of completely using up the goods and services in a process of production or for the direct satisfaction of human needs or wants.

Contracts, Leases and Licenses

These are treated as assets only when both the following conditions are satisfied. The terms

of the contract, lease or license specify a price for the use of an asset or provision of a service that differs from the price that would prevail in the absence of the contract, lease or license. One party to the contract must be able legally and practically to realise this price difference.

Current Transfers to NPISHs

This consist of transfers received by NPISHs from other resident or non-resident institutional units in the form of membership dues, subscriptions, voluntary donations, etc. whether made on a regular or occasional basis.

Current Transfers Within General Government

This consists of current transfers between different government units.

Deductible VAT

Is the VAT payable on purchases of goods or services intended for intermediate consumption, gross fixed capital formation or for resale that a producer is permitted to deduct from his own VAT liability to the government in respect of VAT invoiced to his customers.

Defined Contribution Scheme

A defined contribution scheme is one where the benefits payable to an employee on retirement are defined exclusively in terms of the level of the fund built up from the contributions made over the employee's working life and the increases in value that result from the investment of these funds by the manager of the scheme.

Durable Good (Consumer Durable)

A durable good is one that may be used repeatedly or continuously over a period of more than a year, assuming a normal or average rate of physical usage.

Economic Flows

Reflect the creation, transformation, exchange, transfer or extinction of economic value. They involve changes in the volume, composition or value of an institutional unit's assets and liabilities.

Economic Owner

The economic owner of entities such as goods and services, natural resources, financial assets and liabilities is the institutional unit entitled to claim the benefits associated with the use of the entity in question in the course of an economic activity by virtue of accepting the associated risks.

Employers' Social Contributions

These are social contributions payable by employers to social security funds or other employment-related social insurance schemes to secure social benefits for their employees.

Equity

Comprises all instruments and records acknowledging claims on the residual value of a corporation or quasi-corporation after the claims of all creditors have been met.

Existing Fixed Asset

An existing fixed asset is one whose value was included in the stock of fixed capital of at least one producer unit in the domestic economy at some earlier point in time either in the current period or in the immediately previous accounting period.

Export Subsidies

These consist of all subsidies on goods and services that become payable by government when the goods leave the economic territory or when the services are delivered to non-resident units.

Export Taxes

These consist of taxes on goods or services that become payable to government when the goods leave the economic territory or when the services are delivered to nonresidents.

Financial Assets

These involve all financial claims, shares or other equity in corporations plus gold bullion held by monetary authorities as a reserve asset.

Financial Derivatives

These are financial instruments that are linked to a specific financial instrument or indicator or commodity, through which specific financial risks can be traded in financial markets in their own right.

Financial Intermediaries

These are institutional units that incur liabilities on their own account for the purpose of acquiring financial assets by engaging in financial transactions on the market.

Fines and Penalties

Are compulsory payments imposed on institutional units by courts of law or quasi-judicial bodies.

Finished Goods

This consist of goods produced as outputs that their producer does not intend to process further before supplying them to other institutional units.

Goods and Services Account

The goods and services account shows the balance between the total goods and services supplied as resources to the economy as output and imports (including the value of taxes

less subsidies on products not already included in the valuation of output) and the use of the same goods and services as intermediate consumption, final consumption, capital formation and exports.

Goods for Resale

Are goods acquired by enterprises, such as wholesalers or retailers, for the purpose of reselling them to their customers.

Goodwill and Market Assets

The value of goodwill and marketing assets is defined as the difference between the value paid for an enterprise as a going concern and the sum of its assets less the sum of its liabilities, each item of which has been separately identified and valued.

Government Units

Are unique kinds of legal entities established by political processes that have legislative, judicial or executive authority over other institutional units within a given area.

Gross Fixed Capital Formation (GFCF)

It is measured by the total value of a producer's acquisitions, less disposals, of fixed assets during the accounting period plus certain specified expenditure on services that adds to the value of non-produced assets.

Horizontal Integration

A horizontally integrated enterprise is one in which several different kinds of activities that produce different kinds of goods or services for sale on the market are carried out in parallel with each other.

Households' Actual Social Contributions

These are social contributions payable on their own behalf by employees, self-employed or non-employed persons to social insurance schemes.

Households' Social Contribution Supplements

This consists of the property income earned during the accounting period on the stock of pension and non-pension entitlements.

Import Subsidies

Consist of subsidies on goods and services that become payable when the goods cross the frontier of the economic territory or when the services are delivered to resident institutional units.

Income in Kind Received by Employees

Is measured by the value of the goods and services provided by employers to their employees in remuneration for work done.

Operating Surplus

Operating surplus measures the surplus accruing from production before taking into account any interest, rent or similar charges payable on financial or tangible non-produced assets borrowed or rented by the enterprise, or any interest, rent or similar receivable on financial or tangible non-produced assets owned by the enterprise.

Individual Consumption Good or Service

An individual consumption good or service is one that is acquired by a household and used to satisfy the needs or wants of members of that household.

Insurance Corporations

Consist of incorporated, mutual and other entities whose principal function is to provide life, accident, sickness, fire or other forms of insurance to individual institutional units or groups of units or reinsurance services to other insurance corporations.

Intellectual Property Products

Are the result of research, development, investigation or innovation leading to knowledge that the developers can market or use to their own benefit in production because use of the knowledge is restricted by means of legal or other protection.

Inventories

Are produced assets that consist of goods and services, which came into existence in the current period or in an earlier period and that are held for sale, use in production or other use at a later date.

Investment Income

Is the income receivable by the owner of a financial asset in return for providing funds to another institutional unit.

Joint Venture

A joint venture comprises the establishment of a corporation, partnership or other institutional unit in which each party legally has joint control over the activities of the unit.

Kind-of-Activity Unit

A kind-of-activity unit is an enterprise or a part of an enterprise that engages in only one kind of productive activity or in which the principal productive activity accounts for most of the value added.

Operating Lease

This is one where the legal owner is also the economic owner and accepts the operating risks and receives the economic benefits from the asset by using it in a productive activity.

Financial Lease

A financial lease is one where the lessor as a legal owner of an asset passes the economic ownership to the lessee who then accepts the operating risks and receives the economic benefits from using the asset in a productive activity.

Legally Constituted Corporation

A legally constituted corporation is a legal entity, created for the purpose of producing goods or services for the market, that may be a source of profit or other financial gain to its owner(s). It is collectively owned by shareholders who have the authority to appoint directors responsible for its general management.

Life Insurance

Is an activity whereby a policy holder makes regular payments to an insurer in return for which the insurer guarantees to provide the policy holder (or in some cases another nominated person) with an agreed sum, or an annuity, at a given date or earlier if the policy holder dies beforehand.

Listed Shares

These are equity securities listed on an exchange.

Local Unit

A local unit is an enterprise, or a part of an enterprise, that engages in productive activity at or from one location.

Stock Market (Equity Market)

A public entity for the trading of company stock or shares and derivatives at an agreed price.

Stock Exchange

A form of exchange which provides services for stock brokers and traders to trade stocks, bonds, and other securities. Stock exchanges also provide facilities for issue and redemption of securities and other financial instruments and capital including the payment of income and dividends. Securities traded on a stock exchange include shares issued by companies, unit trusts, derivatives, pooled investment products and bonds.

Market Output

It consists of output intended for sale at economically significant prices.

Market Producers

These are establishments all or most of whose output is market production.

Structured Markets

These are organised platforms where economic agents such as farmers, traders, processors

and financial institutions enter transparent and legal trading financial arrangements.

Military Inventories

This is a list that consists of single-use items such as ammunition, missiles, rockets, bombs, etc., delivered by weapons or weapons systems.

Net Lending

This is the difference between changes in net worth due to saving and capital transfers and net acquisitions of non-financial assets (acquisitions less disposals of non-financial assets, less consumption of fixed capital). If the amount is negative it represents net borrowing.

Net Social Contributions

These are the actual or imputed contributions made by households to social insurance schemes to make provision for social benefits to be paid. Fees charged by the administrators of the schemes are excluded from contributions payable.

Net Worth

Is defined as the value of all the assets owned by an institutional unit or sector less the value of all its outstanding liabilities.

Non-Deductible VAT

Is VAT payable by a purchaser that is not deductible from his own VAT liability, if any.

Non-Life Insurance

Is an activity similar to life insurance except that it covers all other risks, accidents, sickness, fire, etc.

Non-Life Insurance Technical Reserves

These are prepayments of net premiums and reserves to meet outstanding non-life insurance claims.

Non-Market Output

These are goods of individual or collective services produced by non-profit institutions serving households (NPISHs) or government that are supplied free, or at prices that are not economically significant, to other institutional units or the community as a whole.

Non-Market Producers

This comprises establishments owned by government units or NPISHs that supply goods or services free, or at prices that are not economically significant, to households or the community as a whole.

Non-Monetary Transactions

They are transactions that are not initially stated in units of currency.

Non-Performing Loan

This is when payments of interest or principal are past due by 90 days or more, or interest payments equal to 90 days or more have been capitalised, refinanced or delayed by agreement or payments are less than 90 days overdue but there are other good reasons (such as a debtor filing for bankruptcy) to doubt that payments will be made in full.

Output for Own Final Use

This includes products retained by the producer for his own use as final consumption or capital formation.

Payments of Compensation

These are current transfers paid by institutional units to other institutional units in compensation for injury to persons or damage to property caused by the former that are not settled as payments of non-life insurance claims.

Permit to Undertake a Specific Activity

Is one where the permits are limited in number and so allow the holders to earn monopoly profits, the monopoly profits do not come from the use of an asset belonging to the permit issuer, a permit holder is able both legally and practically to sell the permit to a third party.

Permits to Use Natural Resources

These are third-party property rights relating to natural resources.

Actual Premium

The actual premium is the amount payable to the direct insurer or reinsurer to secure insurance cover for a specific event over a stated time period.

Earned Premium

The premium earned is the part of the actual premium that relates to cover provided in the accounting period.

Net Premium

These are actual premiums plus premium supplements less the insurance service charge payable by the policy holders.

Price

The price of a good or service is defined as the value of one unit of that good or service.

Primary Incomes

These are incomes that accrue to institutional units as a consequence of their involvement in processes of production or ownership of assets that may be needed for purposes of production.

Principal Activity

The principal activity of a producer unit is the activity whose value added exceeds that of any other activity carried out within the same unit.

Producer's Price

This is the amount receivable by the producer from the purchaser for a unit of a good or service produced as output minus any VAT, or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer.

Product Balance

The product balance for any product recognises that the sum of output at basic prices plus imports plus trade and transport margins plus taxes on products less subsidies on products is equal to the sum of intermediate consumption, final consumption and capital formation, all expressed at purchasers' prices, plus exports.

Production

Is an activity, carried out under the responsibility, control and management of an institutional unit, that uses inputs of labour, capital, and goods and services to produce outputs of goods and services.

Property Income

Is the sum of investment income and rent.

Purchasing Power Parity (PPP)

Is defined as the number of units of B's currency that are needed in B to purchase the same quantity of individual good or service as one unit of A's currency will purchase in A.

Real Holding Gains and Losses

A real holding gain (loss) is the amount by which the value of an asset increases (decreases) over the neutral holding gain for the period in the absence of transactions and other changes in the volume of assets.

Realised Holding Gain

A holding gain (loss) is realised when an asset that has increased (decreased) in value due to holding gains (losses) since the beginning of the accounting period is sold, redeemed, used or otherwise disposed of or a liability incorporating a holding gain or loss is repaid.

Rent

Is the income receivable by the owner of a natural resource (the lessor or landlord) for putting the natural resource at the disposal of another institutional unit (a lessee or tenant) for use of the natural resource in production.

Rental

Is the amount payable by the user of a fixed asset to its owner under an operating lease or similar contract for the right to use that asset in production for a specified period of time.

Research and Development

This is the value of expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society and use of this stock of knowledge to devise new applications. This does not extend to including human capital as assets within the SNA.

Residence

The residence of each institutional unit is the economic territory with which it has the strongest connection, in other words, its centre of predominant economic interest.

Saving

This signifies part of disposable income (adjusted for the change in pension entitlements) that is not spent on final consumption of goods and services.

Secondary Activity

Is an activity carried out within a single producer unit in addition to the principal activity and whose output, like that of the principal activity, must be suitable for delivery outside the producer unit.

Social Assistance Benefits in Cash

These are current transfers payable to households by government units or NPISHs to meet the same needs as social insurance benefits but which are not made under a social insurance scheme requiring participation usually by means of social contributions.

Social Entity

Is one whose existence is recognised by law or society independently of the persons or other entities that may own or control it.

Social Insurance Benefit

Is a social benefit payable because the beneficiary participates in a social insurance scheme and the social risk insured against has occurred.

Social Insurance Scheme

Is an insurance scheme where the following conditions are satisfied:

- a. The benefits received are conditional on participation in the scheme and constitute social benefits as this term is used in the SNA, and
- b. At least one of the following three conditions is met:
 - i. Participation in the scheme is obligatory either by law or under the terms and

- conditions of employment of an employee or group of employees.
- ii. The scheme is a collective one operated for the benefit of a designated group of workers, whether employed or non-employed, participation being restricted to members of that group.
 - iii. An employer makes a contribution (actual or imputed) to the scheme on behalf of an employee, whether or not the employee also makes a contribution.

Social Security Benefits in Cash

These are social insurance benefits payable in cash to households by social security funds.

Taxes on Income

These are taxes on income, profits and capital gains.

Taxes on Products

Are taxes that are payable per unit of some good or service.

Trade Margin

Is the difference between the actual or imputed price realised on a good purchased for resale and the price that would have to be paid by the distributor to replace the good at the time it is sold or otherwise disposed of.

Transfer

Is a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset in return as a direct counterpart.

Unearned Premium

The unearned premium is the amount of the actual premium received that relates to the period past the accounting point.

Unlisted Shares

These are equity securities not listed on an exchange.

Vertical Integration

A vertically integrated enterprise is one in which different stages of production, which are usually carried out by different enterprises, are carried out in succession by different parts of the same enterprise.

Volume Index

A volume index is an average of the proportionate changes in the quantities of a specified set of goods or services between two periods of time.

4.8.4 Banking and Currency Concepts

Banking

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

Money

Money is a generally accepted, recognised and centralised medium of exchange in an economy that is used to facilitate transactional trade for goods and services.

Narrow Money (M1)

Currency outside commercial banks and the local currency denominated demand deposits of the resident private sector.

Broad Money (Money Supply) (M2)

Money Supply (M2), broadly defined, comprises currency with the public, demand deposits, quasi-money (margins on documentary letters of credit and letters of guarantee, time deposits and investment deposits).

Monetary Base (Reserve Money)

The monetary base consists of currency in circulation outside the Reserve Bank of Malawi (currency with the public and currency with commercial banks), commercial banks' reserves and demand deposits with the Reserve Bank of Malawi.

Net Foreign Assets

They are the External Assets less Foreign Liabilities for both the central bank and commercial banks.

Net Claims on the Central Government

The amount advanced to Government by the commercial banks and the Central Bank plus the Central Bank's and commercial banks' holdings of Government securities and less Government deposits at the commercial banks and at the Central Bank.

Domestic Credit

It is the net claims on Government by the Central Bank and the commercial banks plus loans to public entities and the private sector.

Net Domestic Assets

It is net claims on Government by the Central Bank and the commercial banks plus loans to public entities and the private sector, and Other Items Net (OIN).

Currency

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

Securities

Securities include government debt, both long- and short-term, company shares and company debt. Securities may be registered where legal ownership depends on the entry in a register, normally run by a bank and the paper is merely evidence of ownership, or in bearer form, where the bearer is conferred by possession of the document.

Loan

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

Overdraft

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

Promissory Note

A financial instrument that contains a written promise by one party (the note's issuer or maker) to pay another party (the note's payee) a definite sum of money either on demand or at a specified future date.

Bond

A bond is a fixed obligation to pay that is issued by a corporation or government entity to investors. Bonds are used to raise cash for operational or infrastructure projects.

Treasury Bill

Short-term government security with maturity of one year or less.

Repo

Is a securities repurchase agreement where securities are provided for cash with a commitment to repurchase the same or similar securities for cash at a fixed price on a specified future date.

Interest Rate

The cost or price of borrowing or the gain from lending normally expressed as an annual percentage amount.

Policy Rate

Is the key lending rate of the Central Bank in a country.

Devaluation

Devaluation is a downward adjustment to a country's value of money relative to a foreign currency or standard.

Budget

A statement of a government's planned receipts and expenditures for some future period, usually a year.

Development Plan

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

Cash Flow

The pattern over time of a firm's or Government's actual receipts and payments.

Projection

A prediction made based on current observations and historical growth trends to project future results.

Indicative Planning Figures (IPFs)

A set of forecasts of activities in various sectors, which would guide firms about their future transactions.

4.8.5 Taxation Concepts

Tax Revenue

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

Gross Tax Revenue

Tax revenue including Government tax payments and tax refunds.

Net Tax Revenue

Net tax revenue refers to Gross tax revenue minus Government tax payments and tax refunds.

Tax Refund

A tax refund is a reimbursement to a taxpayer of any excess amount paid to the federal government or a state government.

Domestic Direct Taxes

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

Domestic Indirect Taxes

Taxes chargeable on consumption of domestically produced goods.

Pay As You Earn (PAYE)

Tax chargeable on employment income earned by an employee. This may be in cash, in kind or both.

Corporation Tax

Corporation tax refers to tax chargeable on business income earned by limited companies.

Withholding Tax

A tax deducted at source by a person on the basis of the gross value of another person to whom the tax is applicable. Withholding tax is in fact income tax paid in advance or as a final tax depending on the circumstances.

Individual Income Tax

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

Tax on Interest in Banks

Tax charged on interest income earned on deposits in commercial banks.

Rental Income Tax

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

Casino Tax

Tax charged on income earned from gambling.

Value Added Tax (VAT)

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

Excise Duty

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

Import Duty

A levy imposed on imported goods.

International Trade Taxes

Taxes collected on import duties, export duties, profits of export or import monopolies, exchange profits, and exchange taxes.

Business Income

Any income derived by a person in carrying out a business.

Employment Income

Any income derived by an employee from any employment.

Gross Income

The total amount of business, employment and property income derived during the year by a person other than income exempt from tax.

CHAPTER 5: Agricultural Concepts and Definitions

Total Land Owned

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

Arable Land

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

Cultivated Land

This includes all land under crops.

Leased Land for Cultivation

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

Rented Land for Cultivation

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

Land Tenure

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

Customary Land

Land owned through prevailing customs or traditional laws of the community.

Freehold Tenure

A form of tenure which involves the holding of registered land in perpetuity or for a period less than perpetuity which may be fixed by a condition or enables the holder to exercise, subject to the law, full powers of ownership of land.

Leasehold Tenure

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

Public Land

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

Squatter

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

Agricultural Holding

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

- a. **A single management** – management exercised by an individual or household, jointly by two or more individuals or households, by a clan or tribe or a co-operative or government parastatals.
- b. **An economic unit** – a unit under the same management and shares the same means of production such as labour, farm buildings, farm implements and machinery or drought animals.
- c. **The holding** – one or more parcels located in one or more separate areas provided the parcels belong to the same economic unit. The requirements of sharing the same production means should be fulfilled to justify the consideration of various parcels as components of one economic unit.

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

The following additional points will assist in understanding the term holding:

- a. There are holdings that do not have a significant area e.g. poultry or piggery, hatcheries, for which a bit of area of land is not absolutely necessary.
- b. There are holdings that may be operated by holders who have other occupations in addition to being a holder.
- c. There may be holdings that are operated jointly by two or more individuals; communal grazing is not considered a holding or part of the holding.
- d. Land used by the holder for agricultural production including land owned, land rented in but excluding land rented out.

Holder

A person who exercises management control over the holding operations and takes major decisions regarding resource use. The holder has technical and economic responsibility for

the holding and may undertake all responsibility directly or delegate responsibilities related to the day-to-day work management.

Subsistence Farmer

A person who produces crops primarily for own consumption.

Commercial Farmer

A person who produces agricultural products intended for the market.

Parcel

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

Garden

Is a parcel that is used for farming only.

Plot

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

Size of Holding (Total Holding Area)

The combined area of all the parcels in a holding within a given area. Land owned by the holder but rented to others should not be included in the total holding area.

The holding area includes farmland, and land occupied by farm buildings if the house is located within the holding.

Land area of the holder's house is also included in the total holding area if the house is not located off the holding and is not used solely for residential purposes.

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

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

Acre

An imperial unit of measure of land area, and is 70 yards by 70 yards. The area is about

4000 square metres (approximately 64 metres x 64 metres).

Hectare

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

Season

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

Farmland

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

Anchor Farms

Big aggregate and commercial farms that also purchase agricultural commodities from cooperatives and associations mainly to supply an agro-processing company.

Gross Cultivable Area

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

Net Cultivable Area

The difference between gross cultivable area and uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelterbelts.

Area Harvested

The total area from which the crop is gathered. Some temporary crops are grown more than once on the same land in the same agricultural year (successive crops). In such cases, the land should be counted once to obtain the area harvested for that crop in reporting area harvested.

Net Area Harvested

Net area harvested refers to area actually harvested.

Gross Area Harvested

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

Major Crops

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

Minor Crops

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

Primary Crops

Are those which come directly from the land and without having undergone any real processing, apart from cleaning. They maintain all the biological qualities they had when they were still on the plants. Primary crops are divided into temporary and permanent crops.

Temporary Crops

Crops that mature within one or more rainy seasons, for example, beans and maize, but are destroyed after harvesting.

Permanent Crops

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

Permanent Crops of Productive Age

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

Crops at that stage should be enumerated as "of productive age" even if, due to meteorological conditions or other reasons they have not yielded a harvest during the reference year. Senile or other trees of productive age but no longer productive, should not be enumerated if it is possible to identify them. It is important to classify trees into productive and non-productive age groups.

Perennial Crops

Plants that need not to be replanted after each harvest, for example, bananas, sugarcane and others.

Cash Crops

Crops grown specifically for sale. Examples of traditional cash crops are: tobacco, tea, cotton, coffee, sugarcane etc. Non-traditional cash crops include low-value food staples (maize, groundnuts, pulses and other cereals), spices and high-value industrial crops (vanilla, ginger and chilies) and oil seeds, horticultural crops (roses, vegetables, pineapples).

Food Crops

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

Cereals

These are temporary primary crops which are annual plants, generally of the gramineous

family, yielding grains used for food, feed, seed and industrial purposes, e.g., ethanol. They exclude legumes, such as pulses, but include rice, canary seed, buckwheat and triticale.

Pulses

These are annual leguminous temporary primary crops yielding grains or seeds used for food, feed and sowing purposes. The denomination "pulses" should be limited to crops harvested for dry grain only, excluding, therefore, crops harvested green for forage, used for grazing or as green manure, and also crops harvested green for food (green beans, green peas, etc.), which are considered vegetables. They exclude those used mainly for extraction of oil, e.g., soybeans. Also excluded from this group should be those leguminous crops whose seeds are used exclusively for sowing purposes, such as alfalfa and clover.

Roots and Tubers

These plants grow generally as temporary primary annual crops and yield roots, tubers, rhizomes, corms and stems which are used largely for human food, either as such or in processed form, but also for animal feed. These crops contain mainly starch. Their water content is very high. The denomination "roots and tubers" excludes those crops which are cultivated mainly for feed (mangels, swedes), or for processing into sugar (sugar beets), or which are generally classified as "roots, bulb and tuberous vegetables" (onions, beets).

Sugar Crops

Are temporary primary crops cultivated primarily for the manufacture of sugar, secondarily for the production of alcohol (food and non-food) and ethanol. The main component of sugar crops is simple monosaccharides (glucose and fructose) and particularly disaccharides (sucrose or saccharose). Two main sugar crops are sugar cane and sugar beets.

Sugar Cane

It is a perennial grass (replanted at certain intervals using pieces of the cane stalks).

Sugar Beets

It is an annual crop, propagated by the seed of the flowers.

Temporary Oil-bearing Crops

These are usually called oilseeds. They are temporary primary annual plants whose seeds are used mainly for extraction of culinary and industrial oils, excluding essential oils.

Temporary Fibre Crops

Are annual crops yielding vegetable fibres, mostly soft fibres, which are utilised by the textile industry to produce first thread and yarn, and, from these, innumerable fabrics or manufactures. The primary fibre crops are cotton, jute and flax.

Vegetables

Are temporary primary plants cultivated both as field crops and garden crops, both in the

open and under glass. Vegetables contain principally water, amounting to 70 to 95 percent of the total weight.

Tobacco

Any of a genus of temporary primary plants, *Nicotiana*, cultivated for their leaves. Tobacco is consumed primarily through smoking, and less extensively through chewing or sniffing. The main active element of tobacco leaves is alkaloid nicotine, a highly toxic substance.

Fodder Crops

Fodder crops are those cultivated explicitly or primarily for feeding animals. These can be temporary or permanent.

Fruit Crops

Are permanent primary crops yielding fruits and berries which generally are characterised by their sweet taste and their high content of organic acid and pectin. Apart from strawberries, all fruits and berries are permanent crops, mainly trees, bushes and shrubs, but also vines and palms. Bananas, plantains, grapes, dates and carobs may be considered fruit crops while nuts, olives, coconuts, melons and water melons may not be considered fruit crops.

Nuts

These are permanent primary tree crops yielding dry fruits or kernels. They are characterised by their woody shells or hard husks which are generally covered by a thick, fleshy/fibrous outer husk which is removed at harvesting time.

Permanent Oil-Bearing Crops

These are perennial plants whose seeds (kapok), fruits or mesocarp (olives) and nuts (coconuts) are used mainly for extraction of culinary or industrial oils and fats.

Spices, Condiments and Aromatic Herbs

Spices are permanent primary plants which, in one or the other of their components (rhizome, bark, fruits, berries, seeds, etc.), contain strongly flavoured and aromatic substances, and for that reason are used mainly as condiments.

Coffee

A permanent tropical shrub or small tree yielding two-seeded fruits or cherries which are processed to free the seeds or "beans" from the pulp fruit and then from the mucilage and silver skin covering the beans.

Cocoa

It is a permanent tropical rain-forest tree cultivated for its beans which are contained in large numbers in ovoid pods growing directly on the trunk and on the large branches.

Tea

Is a permanent shrub or small tree of the Camellia family that is cultivated in sub-tropical and tropical regions, mainly the Far East and China, for the tender leaves which prepared by different processes give the so-called "made" tea. There are two main varieties: assamica and chinese. Green tea is black tea not fermented.

Natural Rubber

Natural rubber is a permanent milky fluid latex which exudes when the tree is cut (tapped), and coagulates on exposure to air. The dried latex is treated with sulphur at high temperatures in a process known as vulcanisation to increase the more desirable properties of the final product, such as elasticity, strength and stability.

Hops

A climbing perennial vine cultivated for the female unfecundate inflorescence called hop "cones". Ripe, dry cones, which are used for imparting a bitter flavour to malt liquor, are the primary product.

Successive Cropping

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

Pure Stand

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

Mixed Crops

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

Associated Crops

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

Inter-Planted Crops

Crops planted between rows of another crop (e.g. sorghum or groundnuts between cotton rows, or groundnuts between maize or sorghum rows). Inter-planting is a kind of mixed cropping. It is desirable to assign the inter-planted crop area to individual crops in proportion to the area occupied by each crop.

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

Mixed Cropping

Is a cultivation practice whereby two or more different crops are grown simultaneously in the same field. If the two crops are planted in alternating rows then the specific type of mixed cropping is known as inter-cropping.

Plantation

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

Fertilisers

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

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 and K₂O) and this includes the following:

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

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. These are classified into two types namely: compounds such as NPK (Nitrogen [N] Potassium [P] and Phosphorus [K]) which is mainly used for basal dressing and straight fertilisers such as urea which is mainly used for top dressing.

Pesticides

A generic name for plant protection products. It refers to any substance used in agriculture intended to control, destroy, repel, or attract a plant pest. Pesticides include many different kinds of chemicals (organic and inorganic), and micro-organisms. The active substance has the desired toxic effect, though other ancillary materials present in the product are not always benign. There are also some pesticides without a definable active substance, which work mechanically or by smell. Any living organism that causes damage or economic loss or

transmits or produces disease may be the target pest. Pests can be animals (such as insects or mice), unwanted plants (weeds), or micro-organisms (bacteria, viruses, fungi, etc.).

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.

Insecticides

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

Fungicides

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

Irrigation

Irrigation is the artificial process of applying controlled amounts of water to land to assist in production of crops. Irrigation helps to grow agricultural crops, maintain landscapes, and revegetate disturbed soils in dry areas and during periods of less than average rainfall. When rainwater or uncontrolled overflow from rivers and streams is collected and later used on the land for crop production, it is considered as irrigation. Types of irrigation commonly used in Malawi include: gravity fed; motorised pump; treadle pump; watering canes; dams; and canal based.

Drip Irrigation

Irrigation practice which minimises the use of water and fertiliser by allowing water to drop slowly to the roots of plants, either onto the soil surface, or directly to the root zone, through a network of valves, pipes, tubing and emitters.

Drainage

The removal of excess water from land surface and/or the upper soil layer to make non-productive wetland productive and productive wetland more productive.

Fallow Land

Fallow land includes land that has been cropped before but is not being cropped now. This could be intentional to allow the land to regain its fertility. This land could be fallowed unintentionally because the household does not have tools and labour to work on it. If a household abandons land because it has lost its original fertility but still maintain a claim on it, this land will also be considered to be under fallow.

Livestock

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

Livestock Classes

These are animals that have similar anatomical and genetic characteristics. These include bovines (cattle and buffaloes), sheep, goats, pigs and poultry.

Bovine (Cattle)

The following are categories of bovine cattle:

Bull – this is a mature male bovine

Cow – this is a mature female bovine that has given birth to a calf

Heifer – this is a female that is from one year old to breeding age

Yearling – this is cattle that has been weaned but is less than one year old

Weaner – this is a bovine between suckling age and yearling

Calf – this is a day old to a weaner

Steer – this is a castrate ox, a trained steer

Goat

The following are categories of goat:

Buck (Billy) – this is a mature male caprine

Doe (nanny) – this is a mature female caprine

Kid – this can be male or female immature goat

Sheep

The following are categories of sheep:

Ram – this is a mature male sheep

Ewe – this is a mature female sheep

Lamb – this is immature female or male sheep

Pigs

The following are categories of pigs:

Boar – this is a mature male pig

Sow – this is a mature female pig

Gilt – this is a female that has reached breeding age

Piglet – this can be male or female immature pig

Baconer – it is a mature male or female pig that can be slaughtered

Pocker – this is a young pig after weaning that can be slaughtered

Poultry

The following are categories of chicken:

Cock – this is a mature male chicken

Hen – this is a mature female chicken

Cockerel – this is a male chicken that has reached breedable state

Pullet – this is a young female that has reached breedable state (yotetela)

Chick – this is a chicken from birth to breedable age.

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

Livestock Products

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

Artificial Insemination

It is the process of collecting sperm cells from a male animal and manually depositing them into the reproductive tract of a female. It is used instead of natural mating in many species of animals because of the many benefits it can reap.

Milking Animals

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

Milk Production

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

Slaughtered Heads

Number of animals slaughtered within national boundaries.

Slaughterables

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

Livestock Off-Take

This is an annual percentage of the total population of livestock that is slaughtered or sold.

Livestock Production Systems

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

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

The following are important when considering livestock production systems:

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

Livestock Population

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

Overgrazing

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

Paddocking

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

Fishery

An enterprise of raising or harvesting fish and other aquatic life. Commercial fisheries include wild fisheries and fish farms both in fresh water and oceans.

Fish Farming

All activities relating to the raising of fish in unnatural water reservoirs e.g. in ponds, tanks,

cages etc.

Fingerlings

Small fish (seed) from 5g to 10g stocked for rearing/production. It refers to the development stage of fish following fry stage and continuing into the first three months of its life. In aquaculture, a fingerling is also referred to as seed as it grows out into table size fish.

Aquaculture

The breeding, rearing and harvesting of fish, shellfish, algae and other organisms in all types of water environments (the farming of aquatic organisms). This implies some form of intervention in the rearing process to enhance production such as regular stocking, feeding, protection from predators, etc.

Agricultural Inputs

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

Agricultural Transport

The means of carrying agricultural goods of the holding, members of the holder's households, or workers from one place to another for agricultural purpose. These can include oxen, donkeys, bicycles, trucks, etc.

Land Utilisation

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

Forest

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

Natural Forest

Trees that are growing in their natural habitat.

Man-Made Forest

Trees that are planted by the holder on the holding, e.g. eucalyptus trees

Savannah Woodland

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

Shifting Cultivation

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

Biological Production

It refers to the production still on the plants. Production actually harvested excludes harvesting losses and production not harvested for various reasons. Marketed production, or production for sale, excludes also own consumption by farmers and perhaps some after-harvest losses.

Agro-Ecological Zone

A geographical area which is fairly homogeneous with respect to climate, soils and general natural balance. It may change from time to time in terms of area coverage depending on the researchers' needs. It can also be understood as a geographical area exhibiting similar climatic conditions that determine its ability to support rain-fed agriculture.

Terracing

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

Mulching

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

Farming Systems

These refer to the classification of populations of individual farm types that have similar resource bases, enterprise patterns, household livelihoods and constraints and for which similar development strategies and interventions would be appropriate.

Food Balance Sheet

A food balance sheet is a comprehensive representation of the pattern of a country's food supply during a specified reference period.

Food Availability

Food availability is defined as the quantity of any substance, whether raw, processed or semi-processed (including drinks), that is available for human consumption during a given reference period. The quantities defined by this variable represent the amount of food that is available for consumption at the retail level.

Stocks

Stocks are defined as the aggregate total of product allocated to storage for use at some

future point in time (regardless of their intended future utilisation). Stocks can be held by a variety of actors (governments, manufacturers, importers, exporters, wholesale merchants and farmers) at any level of the supply chain, from production up to, but excluding, retail.

Prevalence of Undernourishment

Expressed as a percentage, it is an estimate of the proportion of the population whose habitual food consumption is insufficient to provide the dietary energy levels that are required to maintain a normal active and healthy life.

Self-Sufficiency Ratio

Self-Sufficiency Ratio (SSR) shows the magnitude of production in relation to domestic utilisation. It is the extent to which a country's supply of commodities is derived from its domestic production or the extent to which a country relies on its own production resources.

Import Dependency Ratio

Import Dependency Ratio (IDR) indicates the extent to which a country's supply of commodities came from imports. A high ratio implies greater dependency on importation.

Supply Utilisation Accounts

Supply utilisation accounts are time series data dealing with statistics on supply (production, imports and stock changes) and utilisation (exports, seed, feed, waste, industrial use, food, and other use) which are kept physically together to allow the matching of food availability with food use.

Agricultural Households

A household is considered an agricultural household when at least one member of the household is operating a holding (farming household) or when the household head, reference person or main income earner is economically active in agriculture.

Land Productivity

Farm output value per hectare (area). Land productivity can indicate the land's ability to support and sustain life and is useful for identifying land degradation.

Soil Health

Soil health, also referred to as soil quality, is the continued capacity of soil to function as a vital living ecosystem that sustains plants, animals and humans.

Food Security

It is when people have a permanent physical, social and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life.

Food Insecurity Experience Scale (FIES)

Is a measure of access to food at the level of individuals or households. It measures severity of food insecurity based on people's responses to questions about constraints on their ability to obtain adequate food.

Post-Harvest Losses

The measurable degradation in both quantity and quality of food production from harvest to consumption.

Extension Services

All the different activities that provide the information and services needed and demanded by farmers and other actors in rural settings. These include technical advice on agriculture and the necessary inputs and services.

Climate Smart Agriculture

Climate-smart agriculture (CSA) is an approach that helps guide actions to transform agri-food systems towards green and climate resilient practices. CSA supports reaching internationally agreed goals such as the SDGs and the Paris Agreement. It aims to tackle three main objectives: sustainably increasing agricultural productivity and incomes; adapting and building resilience to climate change; and reducing and/or removing greenhouse gas emissions, where possible.

CHAPTER 6: Environmental and Land Management Concepts and Definitions

6.1 Environmental Concepts

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. The EIA also provides plans for mitigation of the adverse effects.

Sustainable Use

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

Conservation

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

Environmental Protection

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

Environmental Accounting

Physical and monetary accounts of environmental assets and the costs of their depletion and degradation. Also called green accounting, it refers to modification of the System of National Accounts to incorporate the use or depletion of natural resources.

Agro-Ecological Zones

Are geographical areas exhibiting similar climatic conditions that determine their ability to support rain-fed agriculture.

Green Economy

A low carbon, resource efficient and socially inclusive economy. In a green economy, growth in employment and income are driven by public and private investment into such economic activities, infrastructure and assets that allow reduced carbon emissions and pollution, enhanced energy and resource efficiency, and prevention of the loss of biodiversity and ecosystem services.

Green Housing

Green housing architecture is part of an ecological approach that aims to reduce energy consumption in the house. Green housing material should be healthy and environmentally friendly in its use and the way it is made. With green building materials, power consumption is low and its production is not harmful to the environment.

Blue Economy

An economy that comprises a range of economic sectors and related policies that together determine whether the use of ocean resources is sustainable. According to the World Bank, the blue economy is the "sustainable use of ocean resources for economic growth, improved livelihoods, and jobs while preserving the health of ocean ecosystem."

Ecosystem Conservation

A comprehensive plan that seeks to maintain all species of plants and animals in a geographic area through the management of natural resources.

Green Businesses

These are also called sustainable businesses. They seek to balance profit with the health of the planet and its various populations. The degree to which sustainable practices are embraced and implemented varies widely among them depending on many conditions, including public awareness, the economy, the level of industrialisation, the degree of government support and regulation, and even the age of the entrepreneurs and decision makers in a given region.

Corporate Accounting

The term usually refers to environmental auditing but may also include the costing of environmental impacts caused by corporations.

Natural Resource Accounting

Accounting system that deals with stocks and stock changes of natural assets, comprising biota (produced or wild), subsoil assets (proved reserves), water and land with their aquatic and terrestrial ecosystems. It is frequently used in the sense of physical accounting as distinguished from monetary (environmental) accounting.

Physical Accounting

Natural resource and environmental accounting of stocks and changes in stocks in physical (non-monetary) units, for example, weight, area or number. Qualitative measures expressed in terms of quality classes, types of uses or ecosystem characteristics may supplement quantitative measures. The combined changes in asset quality and quantity are called volume.

Air Pollution

The presence of contaminant 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.

Hazard

A potentially dangerous event, substance, human activity or condition that may cause loss of life, injury, or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

Resilience

The ability of a system, community or society exposed to hazards to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner, through among other things, the preservation and restoration of its essential basic structures and functions.

Land Degradation

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

Alkalinisation

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

Ecosystem

The complex of plant and animal communities and their inter-relations with each other and with non-living environment.

Biodiversity

The total variety of life on earth in all its forms, levels and combinations. It includes diversity within genetic differences, species differences and ecosystem 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.

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.

Land Reclamation

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

on the wetlands and seabeds.

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 rainwater 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.

Climate

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

Climatic Change

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

Greenhouse Gases

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

Greenhouse Effect

The trapping of infra-red (heat) radiation from the earth's surface in the atmosphere by the greenhouse gases.

Enhanced Greenhouse Effect

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

Greenhouse Gas Emission

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

Enhanced Greenhouse Emissions

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

Global Warming

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

Emission

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

Afforestation

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

Reforestration

An artificial establishment of a forest by planting or seeding in an area which was originally a forest.

Deforestation

The process of replacement of forests by other land use or vegetation types.

Fauna

All animal life.

Flora

All plant life.

Environmental Sanitation

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

Waste

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

Solid Waste

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

Biological Waste

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

Agricultural Waste

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

Industrial Waste

Liquid, solid and gaseous wastes originating from the manufacture of specific products.

Species

All the individuals and populations of a particular kind of organism maintained by biological mechanisms that result in their breeding only with their own kind.

Water Conservation

The control and development of water resources, both surface and underground water, in a manner that promotes sustainable use.

Water Pollution

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

Environmental and Social Impact Assessment (ESIA)

A process for predicting and assessing the potential environmental and social impacts of a proposed project, evaluation alternatives and designing.

Forestry Reserves

Portions of state lands where commercial harvesting of wood products is excluded in order to capture elements of biodiversity that can be missing from sustainably harvested sites.

Plantation Forest

Managed forests in which the trees are planted (as opposed to naturally regenerated) of the same age and generally of the same species and are intended to maximise the production of wood fibre.

Harvesting Cycle

Number of years that a forest requires before harvest.

Natural Regeneration

The process by which juvenile plants and coppice naturally replace plants which have died or have been killed.

Forest Degradation

Reduction in the capacity of a forest to produce ecosystem services such as carbon storage and wood products as a result of anthropogenic and environmental changes.

Payment of Ecosystem Services

Arrangements through which the beneficiaries of environmental services, from watershed protection and forest conservation to carbon sequestration and landscape beauty, reward those whose lands provide these services with subsidies or market payment.

6.2 Land Management Concepts

Registered Land

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

Topographic Survey

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

Cadastral Survey

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

Safe Drinking Water

This is clean water supplied from an improved water source such as boreholes, shallow wells fitted with a hand pump, protected spring, gravity fed schemes or treated piped water, subject to the maintenance of a safe drinking water chain. Bottled water packed by approved companies is also considered safe drinking water.

Domestic Water

Safe water for human consumption, washing and cooking by persons resident on the land where the source occurs. Water for not more than 30 livestock or water for irrigating subsistence gardens or for watering subsistence fishponds also falls under this category.

Access to Improved Water Source

Access to improved water source is the percentage of people who have access to a

minimum of 27 litres/person per day from an improved water source.

Improved Water Source

It is one that provides a community or a household with water which is considered likely to be safe to drink, free from risks of contamination, economically affordable and reliable over a long time period.

Reliable Water Source

It is one capable of supplying its beneficiaries a minimum of 27 litres per capita per day. Currently, rain water and bottled water do not contribute to access rates.

Improved Water Supply Coverage

It is the ratio of people served with improved water sources (according to the design of the water supply source) in a given area to the total number of people in that area.

The access to improved water source is categorised into service levels which are described below:

- a. Safely managed which is when an improved water source is located on the premises, available when needed and free from microbiological and priority chemical contamination.
- b. Basic service is when the improved water source is within 30 minutes round trip water collection time.
- c. Limited service is when the water collection time from an improved water source is more than 30 minutes round trip.
- d. Unimproved service is when the water source, by nature of its construction, does not adequately protect the water source from outside contamination and this includes surface water.

Access to Safe Water (“Water Coverage”)

The percentage of people within reasonable walking distance (1.5km for rural and 0.2km for urban) to an improved reliable water source. A reliable water source is one capable of supplying its beneficiaries a minimum of 20 litres per capita per day. Currently, rain water and bottled water does not contribute to access rates.

Water Source Functionality Rate

The percentage of improved water sources that are functional at the time of a spot check.

Functional Water Point

The water point is considered functional if it is providing water at a minimum appropriate flow rate at the time of a spot check and if all the components of the water extraction system are in good working order.

Partially Functional Water Point

The water point is considered partially functional if it is providing water at a rate below the minimum acceptable flow rate (0.25 L/s for point source groundwater source and 0.76 L/s for taps) at the time of a spot check.

Non-Functional Water Point

A water point is considered non-functional if the water point is not providing water at the time of a spot check. There are several possible reasons for non-functionality that could be used for standard reporting;

- a. **Broken:** the water point is not producing water but could be repaired or rehabilitated.
- b. **Disconnected (Non-payment):** The water point has been disconnected due to other factors but could be reconnected.
- c. **Vandalised:** the water point is not producing water because of vandalism and theft but could be repaired or rehabilitated.
- d. **Abandoned:** The water point is not producing water or is not being used due to water quality reasons and should not be repaired or rehabilitated.

Water for Production

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

Sanitation

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

Access to Safe Sanitation and Hygiene

The percentage of the population using; (a) safely managed sanitation facility, (b) a handwashing facility with soap and water.

Safely Managed Facility

It is one where excreta are safely disposed of on site or treated offsite.

Basic Handwashing Facility

It is defined as a device to contain, transport or regulate the flow of water to facilitate handwashing with soap and water in the household.

The sanitation facilities are further categorised into service levels as follows:

- a. Safely managed is a private improved sanitation facility where faecal wastes are safely disposed of on site or transported and treated offsite, plus the handwashing facility with soap and water.
- b. Basic service is a private improved facility which separates excreta from human contact.
- c. Limited service is when an improved facility is shared with other households.
- d. Unimproved service is an unimproved sanitation facility which does not separate excreta from human contact.

Improved Sanitation Facility

An improved sanitation facility has the following characteristics:

- a. A well-constructed or functional pit or receptacle with a minimum depth of 1 meter (which is not full or overflowing);
- b. Impermeable floor made of concrete, plastic, tiles or burnt bricks with cement lining and foot rests;
- c. A good superstructure with a door, roof and walls which would offer privacy, comfort, security and dignity for the user and some other hygiene features such as a tight-fitting drop hole cover which would minimise smell and movement of flies.

Examples of improved sanitation facilities include flush or pour flush toilets, ventilated improved pit latrines, pit latrines with slab and composting toilets. However, the mentioned sanitation facilities are not considered improved if they are shared by many households or are open to the public.

Basic Facility (Adequate Facility)

Basic facility has the following characteristics:

- a. A pit latrine of any depth which is not full or overflowing;
- b. Floor is a well finished mad slab with a drop hole;
- c. Roof can be made of anything but must provide shelter from rain;
- d. Some form of improvised foot rest or no foot rest (that will guide appropriate positioning);
- e. A superstructure with some form of a door or a type of closing mechanism or enclosure and a roof.

Unimproved Facility (Unsatisfactory Toilet)

Refers to a facility without any hygienic features such as a key hole shaped drop hole, tight fitting drop hole cover, and foot rests that guide the appropriate positioning on the drop hole. The facility contains the following elements:

- a. Pit latrines where walls are missing or do not provide privacy for the user (e.g. walls are missing or inadequate) and/or there is no roof;
- b. Hanging toilets;
- c. Bucket latrines;

- d. A pit or receptacle of any depth which is not full or overflowing. No other form of hygienic features such as a tight-fitting drop hole cover (which would minimise smell and movement of flies).

Open Defecation

This is the human practice of defecating outside rather than into a toilet. People may choose fields, bushes, forests, ditches, streets, canals or other open space for defecation.

Open Defecation Free (ODF)

This is the term used to describe communities that have shifted to using toilets instead of open defecation. These can be measured if the following are observed in the community:

- a. No visible faeces found in the environment/village;
- b. Every household as well as public/community institutions using toilets for disposal of faeces.

Ground Water

This is the water found underground in the cracks and spaces of the soil, sand and rock. It is stored in and moves slowly through geologic formations of soil, sand and rocks called aquifers. An aquifer is a body of porous rock or sediment saturated with groundwater.

Groundwater Levels

Groundwater level is the distance (below ground level) from ground level to where the formation (soil, rock and sand) is saturated with water or the level to which groundwater would rise in a well that is drilled in a confined (pressurised) aquifer. This is used as an indicator of the amount of groundwater in aquifers where shallower or smaller number water levels indicate higher amount of groundwater and deeper or bigger number water levels indicate lower amount of groundwater.

Surface Water

This is any body of water found on the earth's surface including both the saltwater in the ocean and the freshwater in rivers, streams and lakes.

Surface Water Level

Surface water level is the vertical distance from the deepest point at a cross section of a water body to the top of the water therein contained or flowing.

Wastewater

Wastewater is any water that has been contaminated by human use. It is "used water from any combination of domestic, industrial, commercial or agricultural activities, surface runoff or storm water, and any sewer inflow or sewer infiltration".

Water Abstraction

This is the process of taking water from any source either temporarily or permanently for irrigation, industry, recreation, flood control or treatment to produce drinking water.

Water Abstraction License

A permit given by an authority (National Water Resources Authority) to an individual, an organisations or committee to abstract water from its original source.

Ambient Water Quality

This is the water quality of a water body measured immediately upstream (or outside) of the influence of a particular source of pollutants or pollutant parameters during average flow conditions.

Water Quality

This refers to the physical, chemical and biological characteristics of water based on the standards of its usage. It is most frequently used by reference to a set of standards against which compliance, generally achieved through the treatment of the water, can be assessed. Currently the Government of Malawi standards are used for water quality standards.

Integrated Water Resource Management

This is the process which promotes the coordinated development and management of water, land and related resources in order to maximise the resultant economic and social welfare in an equitable manner without compromising the sustainability of vital ecosystems.

Transboundary Water

These are aquifers, and lake and river basins shared by two or more countries.

Water Stress

This occurs when the demand for water exceeds the available water quantity during a certain period or when poor quality restricts its use. Water stress causes deterioration of fresh water resources in terms of quantity (aquifer over-exploitation, dry rivers, etc.) and quality (eutrophication, organic matter pollution, saline intrusion, etc.).

Water Efficiency

Water efficiency is reducing water wastage by measuring the amount of water required for a particular purpose and the amount of water used or delivered.

Non-Revenue Water

This refers to the difference between water produced and consumed or it refers to all the water that does not make it from point A (the source of the water distribution system) to point B (the end user) because it got lost along the way due to leakage, wastage or theft.

Water Conservation

This refers to the preservation, control and development of water resource, both surface and groundwater, and prevention of pollution.

CHAPTER 7: Energy and Natural Resources Concepts and Definitions

7.1 Energy Concepts

Electricity

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

Kilowatt (kW)

It is the electrical unit of power equal to 1000 watts.

Kilowatt-Hour (kWh)

It is the basic unit of electric energy equal to one kilowatt of power supplied to or taken from an electric circuit for one hour.

Megawatt

It is one million watts or 1000 kilowatts.

Megawatt-hour

It is one thousand kilowatt-hours or one million-watt hours.

Generation

The process of producing electric energy by transforming other forms of energy; or, the amount of electric energy produced, expressed in kilowatt hours.

Transmission

The ownership, operation, management or control of electricity transmission facilities for whatever purpose.

Distribution

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

Consumer

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

Installation

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

Public Lamp

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

Transmission and Distribution Losses

They are the technical and non-technical losses. They include electricity losses due to operation of the system and the delivery of electricity as well as those caused by unmetered supply. This comprises all losses due to transport and distribution of electrical energy and heat.

Energy to GDP Ratio

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

Materials and Energy Balances

Accounting tables that provide information on the material input into an economy delivered by the natural environment, the transformation and use of that input in economic processes (extraction, conversion, manufacturing, consumption) and its return to the natural environment as residuals/wastes). The accounting concepts involved are founded on the first law of thermodynamics, which states that matter (mass/energy) is neither created nor destroyed by any physical process.

Energy Balances

Production, transmission and final consumption of different forms of energy.

Renewable Energy

Energy that is capable of being renewed by the natural ecological cycle.

Electricity/Energy Loss

The amount of electricity generated but not accounted for.

Energy Intensity in GDP

Total value of energy used as a proportion of the national GDP.

Electricity Use per Capita

The average amount of electricity used per person per year.

Electricity Generation per Capita

The average amount of electricity produced per person per year.

Electricity Tariff

The price of a unit of electricity consumed.

National Grid Electrification Rate

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

Clean Fuels and Technologies

These include the following:

- i. **For cooking:** solar, electric, liquid petroleum gas (LPG) or cooking gas, natural gas, biogas, and alcohol/ethanol.
- ii. **For space heating:** central heating, solar air heaters, electricity, natural gas, LPG/cooking gas, biogas, and
- iii. **For lighting:** electricity (including solar panels); solar-powered lantern or flashlight; rechargeable flashlight, mobile, torch, or lantern; battery powered flashlight, torch, or lantern; biogas lamp; and LPG lamp.

Solar Cooker (Thermal Energy)

Solar cookers directly capture the sun's thermal rays, convert them to heat, and in some models, retain that heat for cooking.

Electric Stove (Thermal Energy)

Electric stoves convert electrical energy into heat for cooking. Electricity is a form of energy that is carried through wires. The electricity to power these stoves can be generated outside of the home and distributed to the home through a grid or micro-grid.

Piped Natural Gas Stove

Piped natural gas stoves exclusively burn natural gas, a fossil fuel that consists primarily of methane.

Biogas Stove

Biogas stoves burn biogas produced in local anaerobic digesters. A single digester can serve one or multiple households. The digester converts organic waste and dung into combustible methane gas called biogas, which is piped from the digester to the cookstove.

Liquid Petroleum Gas (LPG)/Cooking Gas Stove

Liquid petroleum gas (LPG) stoves exclusively burn LPG, which is a gaseous fuel obtained during petroleum refining and consists mainly of butane or propane.

Manufactured Solid Fuel Stove

Manufactured cookstoves are often constructed from prefabricated materials or materials usually not readily available in the immediate community.

Traditional Solid Fuel Stove

Traditional cookstoves are usually constructed at home. Traditional cookstoves are made with local materials, such as mud, ceramics or clay.

Liquid Fuel Stove

Liquid fuel stoves can be pressurised or unpressurised. Pressurised liquid fuel stoves can be used with pre-pressurised fuels or can be equipped with self-pressurising technology, like a hand pump. One type of unpressurised stove uses wicks to draw fuel from the tank or reservoir.

Moveable Firepan

A moveable firepan is contained and moveable fire that can be transported from one place to another, such as in a metal tray or metal box.

Three-Stone Stove/Open Fire

Three-stone cooking fires use stones or rocks to support the pot. Sometimes, a circle of stones is placed besides the fire itself, to keep the fire from spreading into the environment, and to keep wind away from the fire.

Alcohol/Ethanol

Alcohol as a cooking fuel is produced by fermentation of sugars from various crops, such as maize, sorghum, wheat, cassava and sugarcane. Types used for cooking include ethanol, butanol, methanol, and isopropanol.

Gasoline/Diesel

Gasoline is a transparent, petroleum-derived liquid used mainly as fuel for internal combustion engines. Gasoline primarily consists of organic compounds and often contains additives.

Kerosene/Paraffin

Kerosene is a product of crude oil distillation, and mainly consists of a mixture of hydrocarbons. It has a high energy density. Kerosene is a colorless liquid, although it can yellow over time.

Coal/Lignite Unprocessed

Coal is a black, solid, carbon-rich material found underground and used in different forms for household cooking, heating and lighting. The major classes of coal are lignite (brown coal), bituminous (black coal), and anthracite.

Coal/Lignite Briquettes/Pellets

This category of processed coal is for coal that has been transformed from its raw form into pellets, briquettes, or another processed form. Some examples are bee-nest coal briquettes (also called “bee-hive”), coal pellets, and coal cakes.

Charcoal Unprocessed

Charcoal is charred wood, which has lost all moisture and its most volatile contents in the

production process. Charcoal is usually produced by slowly heating wood in the absence of oxygen.

Charcoal Briquettes/Pellets

This category is for charcoal that has been processed into briquettes or pellets.

Wood

Wood is collected either directly from trees and large bushes or from sections that have died or fallen to the ground.

Firewood

Firewood is unprocessed wood that is burned for fuel. Firewood may be dried and/or chopped into smaller logs, pieces, or sticks in preparation for use, but otherwise the fuel is unprocessed.

Agricultural or Crop Residue

Crop residues are any non-timber (or non-wood), solid biomass, or plant-generated material that is used as fuel. Common types of crop residues are straw, stem, stalks, leaves, husk, shell, peel, lint, stones, pulp and stubble.

Animal Waste/Dung

Dung is the undigested waste excreted by animals, especially cattle, goats, sheep, yaks, elephants, llamas, etc. Fresh dung needs to be dried before it can be used as a fuel.

Processed Biomass Pellets/Briquettes

Processed biomass is timber or non-timber biomass that has been densified or compacted. This fuel can take the form of wood pellets, briquettes and other forms. Biomass materials that can be used are wood, crop residue, pine needles, scrap paper, etc.

Woodchips

Woodchips are timber or non-timber biomass that has been broken into small chips, but has not been processed further.

Garbage/Plastic

Garbage is non-biomass waste material, such as plastic or other synthetic materials.

Sawdust

Sawdust or wood dust is a by-product of cutting, grinding, drilling, sanding, or otherwise pulverising wood or any other material with a saw or other tool. It is composed of fine particles of wood.

Central Heating

Central heating systems produce heat in a central location and distribute it via ducts or

pipes to multiple, interconnected spaces. Heat can be distributed through warmed air, steam, or liquids.

Manufactured Space Heater

Space heaters are devices for heating an enclosed space. Manufactured heaters are produced in a centralised location and sold or distributed to the end user or household as a finished product.

Traditional Space Heater

Traditional heaters are made in the household by household members or by a local artisan with local materials such as ceramics, clay, bricks or scrap metal.

Heat Pump

Heat pumps are devices that use a refrigerant and heat-exchange coils to extract heat from the ambient environment and transfer it indoors for space heating. Heat pumps consist of an outdoor compressor/condenser unit and an indoor air-handling unit, both typically powered by electricity. Heat pumps are often connected to a network of ducts or pipes to distribute hot air or water throughout the house, but they can also be wall-mounted to heat a single room or area.

Candle

A candle is made up of an ignitable wick embedded in wax or another flammable solid substance, such as tallow, that provides light.

7.2 Petroleum Exploration Concepts

Appraisal Well

A well that is drilled to collect information and samples from the reservoir to delineate the size or quantity of hydrocarbon accumulation in order to determine commercial potential of oil and gas.

Exploration (Exploratory) Well

A well drilled with the objective of discovering a new oil or gas accumulation or for the purposes of obtaining stratigraphic information which may assist in the discovery of a new oil or gas accumulation.

Fixed Platform

It is an offshore structure built on concrete and steel legs anchored directly into the seabed for supporting a deck with space for drilling rigs, production facilities and crew quarters in oil and gas extraction.

Formation Test

A temporary completion of a well by means of special testing equipment for the purpose of evaluating the potential productivity of a reservoir and obtaining a sample of the reservoir fluids.

Mobile Drilling Unit

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

Mobile Platform

A non-fixed construction platform or a mobile drilling unit.

Mud

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

API (American Petroleum Institute) Gravity

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

Barrel

A common measure of crude oil containing 42 US gallons or 35 UK imperial gallons which is about 159 litres or 0.15899m³.

Basin

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

Production Well

It is a well used to retrieve petroleum or gas from an underground reservoir.

Suspended Well

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

7.3 Natural and Mineral Resources Concepts

Building Mineral

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

Exploration License

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

Exploration Area

The land covered by or acquired under an exploration license.

Holder

A person to whom a license is granted under the mining laws, and includes every person to whom that license is lawfully transferred or assigned.

Industrial Minerals

Minerals that are commercially mined by a person for use in Malawi or industrially processed into finished or semi-finished products, and includes such other minerals as the Government may declare by notice published in the Gazette.

Location License/Small Scale Operations

Authorisation or warrant for prospecting and mining operations which do not involve substantial expenditure and use of specialised technology.

Mine

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

Mineral

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

Mining Lease

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

Prospecting License

Authorisation or warrant granting right to search or explore a designated area for mineral deposits or oil for a limited period.

Mineral Agreement

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

Mineral Deposit

A mass of naturally occurring mineral material of economic value.

Mineral Right

Entitlement of the owner to exploit a mine and/or produce any or all of the minerals lying below the surface of the property.

Mineral Processing

Procedures, such as dry and wet crushing and grinding of ores or other products containing minerals, to raise concentration of the substance mined.

Mineral Product

A substance derived from an ore by mining or processing.

Mining Area

The area for which authorisation/permission to mine has been granted.

Precious Minerals

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

Prospect

A place likely to yield mineral deposits.

Retention License

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

Retention Area

Land subject to a retention license.

Mineral Dealer's License

A license authorising buying and selling of minerals.

Goldsmith's License

A license authorising manufacturing of any article from any precious mineral or from substance containing any precious mineral.

Mineral Rent

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

Royalty

An amount payable on the gross value of the minerals based on the prevailing market price. Royalty is payable on minerals obtained in the course of prospecting, exploration, mining or mineral beneficiation operations.

Beacon

A post fixed or erected for demarcating an area subject to mineral right.

Production Sharing Agreements

Is an arrangement or contract between government and investor(s) which governs mineral resources exploration and production rights.

Mineral Title

A grant under laws and mining regulations to a person or group of approved persons of the right to develop and exploit a properly delineated area for its mineral wealth.

Mining Cadastre

Is a secure mineral rights system which records the geographical location, ownership and time validity of mining rights.

Gemstone

It is a piece of mineral crystal in cut and polished form that is used to make jewelry or other adornments.

Mining Accident

Any occupational injury to any person as a result of mining work within the area of mining activity for which medical treatment is administered or results in loss of consciousness or death.

Explosives

Any chemical compound, mixture or device that is manufactured to produce an explosion by

sustained chemical reaction in itself.

Carat

It is the unit of weight for measuring precious stones and pearls that is equivalent to 200mg that is used.

Rare Earth

A group of 17 metal chemical elements widely used for manufacturing high-tech consumer products.

Mining Claims

It is a parcel of public mineral land that a miner possesses for mining purposes.

Geochemical

Alterations in the earth's crust as a result of chemical changes

Geochemical Exploration

Analysing the chemical composition of samples of rock, soil, stream sediments, plants or water.

Geophysical Exploration

The search for mineral or mineral fuels or determining the nature of earth material.

Mineral Assessment

Estimating the number of deposits or the tonnage of metal within some specified region.

Mineral Resources

The most precious assets of the nation which need to be protected and subjected to sustainable use with the aim of satisfying short-term need for mineral materials and the long-term goals of social and economic development.

Mineral Exploitation

The negative impact on the environment caused by the use of mineral resources for economic growth.

7.4 Forest Cover Concepts

Forest Cover Rate

Percentage of land area covered by a canopy of trees.

Crown Closure

An integrated measure of canopy 'over segment of the sky hemisphere above one point on

the ground’.

Trees

A woody perennial plant having a single well-defined stem and a more or less defined crown and includes palms, shrubs, bamboos, sapplings, re-aboots of all ages and of all kinds and parts thereof.

Woody Vegetation

A woody perennial plant having a single well-defined stem and a more or less defined crown and includes palms, shrubs, bushes, climbers, seedlings, bamboos, sapplings, re-aboots of all ages and of all kinds and parts thereof.

Forest

Land with woody vegetation.

For national mapping, woody vegetation should be dominant class in a minimum mapping area of 0.5 hectares: for mapping, the woody vegetation should be a minimum of 10% crown closure and a potential height of 5 meters at maturity.

The definition of forest, therefore, is the following:

- a. All natural forest land including open woodland down to 10% cover;
- b. All plantations of trees used for timber and non-timber purposes;
- c. All conservation and reservation areas including National Parks, Wildlife Reserve, botanical gardens and other protected areas (such as those of specific environmental, scientific, historical, cultural or spiritual interest) where they meet the definition above.

7.5 Science and Technology Concepts

Research

Creative work and original investigation undertaken on a systematic basis to gain new knowledge, including knowledge of humanity, culture and society.

Research Intensity

The ratio of a country’s gross expenditure on Research and Development (R&D) to the country’s GDP. Thus, the higher the research intensity the greater the national emphasis or expenditure on R&D in relation to its economy.

Researchers

Professionals engaged in the conception or creation of new knowledge, products, processes, methods and systems and also in the planning and management of the projects concerned.

Applied Research

Original investigation to acquire new knowledge with a specific application in view. Activities that determine the possible uses for the findings of basic research. The results of applied research are intended primarily to be valid for a single or limited number of products, operations, methods or systems. Applied research develops ideas into operational form. Information or knowledge derived from applied research may be published in peer-reviewed journals or subjected to other forms of intellectual property protection.

Basic Research

Work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without a specific application in view.

Science

The systematic study of the structure and behaviour of the physical and natural world through observation, experimentation, and the testing of theories against the evidence obtained.

Technology

The machinery and equipment developed from the application of scientific knowledge.

Biotechnology

Is the application of science and technology to living organisms as well as parts, products and models thereof, to alter living or non-living materials for the production of knowledge, goods and services.

Development

Is the application of research findings or other scientific knowledge for the creation of new or significantly improved products, services or processes.

Experimental Development

Systematic work using existing knowledge for creating new or improved materials, products, processes or services, or improving substantially those already produced or installed.

Experimental Research

Systematic work drawing from knowledge gained from research and practical experience that is directed to producing new materials, products, processes or services, or to improving substantially those already produced or installed.

Full Time Equivalent (FTE)

The true measure of the number of people involved in R&D. FTE is based on the actual proportion of times a researcher, technician or support staff spends on R&D activities during a surveyed year.

Innovation

The implementation of a new or significantly improved product (good or service), or process, a new marketing method, or a new organisational method in business practices, workplace organisation or external relations. It can also be understood as a new method, idea, product which comes out of a scientific endeavor.

Intellectual Property Rights (IPR)

The general term for the assignment of property rights through patents, copyrights and trademarks. These property rights allow the holder to exercise a monopoly on the use of the item for a specified period.

Marketing Innovation

The implementation of a new marketing method involving significant changes in product design or packaging, product placement, product promotion or pricing.

Nanotechnology

The understanding and control of matter at dimensions of roughly 1 to 100 nanometres, where unique phenomena enable novel applications. It encompasses nanoscale science, engineering and technology. Nanotechnology involves imaging, measuring, modelling and manipulating matter at this length scale.

Organisational Innovation

The implementation of a new organisational method in the firm's business practices, workplace organisation or external relations.

Outsourced R&D

Outsourced or extramural expenditures are the amounts an organisation pays or commits to pay to another organisation for the performance of R&D during a specific period. This includes acquisition of R&D performed by and/or grants given to other organisations for performing R&D.

Patent

A right granted by a government to an inventor in exchange for the publication of the invention; it entitles the inventor to prevent any third party from using the invention in any way, for an agreed period.

Process Innovation

Use of new or significantly improved methods for the production or supply of goods or services. The innovation (new or improved) must be new to your enterprise but it does not need to be new to your industry sector or market. It does not matter if the innovation was originally developed by your enterprise or by other enterprises.

Product Innovation

The introduction to market of a new or significantly improved good or service with respect to its capabilities such as improved user-friendliness, components, software or sub-systems. The innovation (new or improved) must be new to your enterprise but it does not need to be new to your industry sector or market. It does not matter if the innovation was originally developed by your enterprise or by other enterprises.

Technicians

Persons whose main tasks require technical knowledge and experience in one or more fields of engineering, physical and life sciences or social sciences and humanities. They participate in R&D by performing scientific and technical tasks involving the application of concepts and operational methods, normally under the supervision of researchers.

Technology

The state of knowledge concerning ways of converting resources into outputs.

CHAPTER 8: Tourism Concepts and Definitions

Tourist

Is any person travelling to a place other than that of his/her usual environment for less than 12 months, for any main purpose, including business, leisure or other personal purpose, other than the exercise of an activity remunerated from within the place visited.

International Tourist

A non-resident visitor who comes to a country for a pleasure trip, holiday, business, family affairs, mission, meeting and religious purposes and stays at least for one night in a collective or private accommodation in the country. It also refers to tourism that crosses national borders.

Tourist Arrivals

A tourist is a visitor who stays at least one night in a collective or private accommodation in a place or country visited. One person visiting the same place or country several times is counted each time as a new arrival.

Tourist Accommodation

Any facility that regularly provides overnight accommodation for tourists. It is divided into collective tourist establishments and private tourist accommodation.

Collective Tourist Establishment

Any accommodation establishments that provide overnight lodging for the traveler in a room or some other unit.

Private Tourist Accommodation

Self-catering apartment, e.g. cottages, apartments that are rent out to tourists.

Tourism

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

Inbound Tourism

This is the tourism activities of a non-resident visitor within the country of reference on an inbound tourism trip.

Outbound Tourism

The tourism activities of resident visitors outside the country of reference, either as part of an outbound tourism trip or as part of a domestic tourism trip.

Domestic Tourism

Refers to tourism activities of resident visitors within the economic territory of the country of reference.

Tourism Density

Number of international tourist arrivals divided by residents of a destination.

Tourism Intensity

Number of nights spent by non-resident tourists divided by residents.

Tourism Dependency

Ratio of international tourist receipts relative to GDP.

Tourism Satellite Account (TSA)

TSA is a statistical tool for the economic accounting of tourism. It can be seen as a set of 10 summary tables, each with their underlying data and representing a different aspect of the economic data relative to tourism: inbound, domestic tourism and outbound tourism expenditure, internal tourism expenditure, production accounts of tourism industry, the Gross Value Added (GVA) and Gross Domestic Product (GDP) attributed to tourism demand, employment, investment, government consumption, and non-monetary indicators.

Visitor

Any person travelling a trip to a destination outside his/her usual environment, for less than a year, for any purpose (business, leisure or other personal purpose) other than to be employed by a resident entity in the country or place visited.

Domestic Visitors

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

International Visitors

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

Same Day Visitor

A visitor who does not spend a night in a place visited.

Bed Nights

The total number of nights spent by guests in an accommodation establishment over a given period of time. The following should be presented:

- a. Accommodation type

- b. Grade of accommodation
- c. Location of accommodation
- d. Size of accommodation
- e. Month

Bed-Place

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

Bed Space

Is a sleeping place for one person set up in an establishment. The number of bed-spaces indicates how many persons can be accommodated in an establishment at the same time.

Occupancy Rate

Percentage of average number of bed nights sold to the average number of bed nights on offer for sale in a particular month.

Room Occupancy Rate

Percentage number of room nights sold to the average number of room nights on offer for sale during a particular month. It shows the level of utilisation of rooms.

Bed Occupancy Rate

Percentage number of bed-places sold to the number of bed-places on offer for sale in a particular month. It shows the level of utilisation of beds.

Hotel

Any premises, wherein or whereon the business of supplying lodging and meals for reward is or is intended to be concluded and includes an inn.

Motels

Are hotels designed for motorists (located along a motorway) and usually has a parking area next to the room for motor vehicles and a service station for the travelers' convenience.

Lodges

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

Resthouse

Any premises offering simple accommodation facilities and providing bed and beddings,

ablution and toilet facilities of the lowest acceptable quality.

Inn

Is a small hotel usually a building where travelers can seek lodging, food and drink.

Cottages

Are usually modest, often cozy, dwellings typically in a rural or semi-rural location. It is usually a second home.

Recreational Spaces

Public and private areas that are predictably used for hunting, fishing, bird watching, bike riding, hiking, or camping or other recreational use.

Tourism Centre

An office that supplies information to people who are visiting an area for pleasure or interest, for example advice on things to see, accommodation, etc.

Usual Environment

Is a geographical area within which an individual conducts his/her regular life routines. The minimum is within 50 Kilometers.

Country of Residence

The country of residence of an individual is determined according to the centre of his predominant economic interest.

Destination (Main Destination) of a Trip

The main destination of tourism trip is defined as the place visited that is central to the decision to take the trip.

Place of Usual Residence

The place of usual residence is the geographical place where the enumerated person usually resides and is defined by the location of his/her principal dwelling.

Copyrights

This is a form of protection provided to the authors of "original works of authorship" including literary, dramatic, musical, artistic and certain other intellectual works, both published and unpublished. A copyright provides the author the exclusive right to reproduce or sell the work.

Royalties

This can be defined as payments made to an author by the person using his/her copyrighted material. In order to receive royalties, the work must generally receive a copyright or patent.

CHAPTER 9: Transport Concepts and Definitions

Transport

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

Mode of Transport

Method of transport used for conveying goods and passengers; mostly the following are classifications: air, road, railway, inland waterways, maritime and pipeline.

Traffic

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

Traffic Police

A police officer who directs traffic or gives fines to people who break traffic rules.

Average Daily Traffic

The volume of traffic passing a point or segment of a highway, in both directions, during a period of time, divided by the number of days in the period and factored to represent an estimate of traffic volume for an average day of the year.

Traffic Count

A count of vehicular or pedestrian traffic, which is conducted along a particular road, path, or intersection; undertaken either automatically or manually by observers who visually count and record traffic on a hand-held electronic device or tally sheet.

Domestic/Local Traffic

The traffic performed between two points located in the same country/territory.

International Traffic

The traffic performed between the designated points in one country and points in another country/territory.

Freight

Any property carried on a transport mode other than mail, stores and baggage. For statistical purposes, freight includes express freight and parcels and diplomatic bags but not passenger baggage.

Container

Special box to carry freight, strengthened and stackable and allowing horizontal or vertical transfers.

Tonne-Kilometer

Unit of measurement representing the transport of one tonne of goods over a distance of one kilometer.

Passenger

Any person, excluding on-duty crews, who makes a journey. Infants in arms are included in air transport.

Passenger-Kilometer

Unit of measurement representing the transport of one passenger over one kilometer.

Travel Time

The duration from the moment of departure from one activity/point to the moment of arrival at the next activity/point.

Bus Rapid Transit

It is a high-quality bus-based public transport system designed to improve capacity and reliability relative to a conventional bus system; it does this through the provision of dedicated lanes, with busways and iconic stations typically aligned to the center of the road, off-board fare collection, and fast and frequent operations.

Vessel

A ship, drilling rig, production platform, sea plane and includes any vessel, lighter, tug, barge, structure or launch, however propelled, used or intended for use in navigation or mining.

Passenger Vessel

A vessel carrying more than 12 passengers.

Cargo Vessel

A vessel designed or designated to carry goods.

Fishing Vessel

A vessel, irrespective of the method used, which is for the time being employed in fishing for the purpose of sale or trade and which does not carry passengers or goods other than in connection with such employment.

Harbour

A place or area designated as port.

Multimodal Transport

Transport of goods by at least two different modes of transport.

Navigation Mark

A lighthouse, beacon, busy traffic separation scheme mark, ships routing mark and any marks used for navigation.

Home Port

The port of registration of the vessel or the place at which a vessel is habitually kept when not on voyage.

Locomotive

A self-propelled vehicle that runs on rails and is used to move railroad cars.

Wagon

An unpowered railway vehicle that is used for the transportation of cargo.

Train

A series of connected wagons or railway carriages moved by a locomotive or by integral motors.

Railway

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

Train/Railway Station

Is a railway facility or area where trains regularly stop to load or unload passengers or freight or both.

Dry Port (Inland Port)

An inland intermodal terminal directly connected by road or rail to a seaport, operating as a centre for the transshipment of sea cargo to inland destinations.

Transport Corridor

A generally linear area that is defined by one or more modes of transportation like highways, railroads or public transit which share a common course.

Road

A thoroughfare, route, or way on land between two places that has been paved or otherwise improved to allow travel by foot or by some form of conveyance (including a motor vehicle, cart, bicycle or horse).

Paved Road

Is a road covered with hard surface material (as of crushed stones, hydrocarbon binder or bituminised agents, concrete or cobblestone) intended to sustain vehicular or foot traffic.

Unpaved Road

Is a road with a stabilised base not surfaced with crushed stones, hydrocarbon binder or bituminised agents, concrete or cobblestone.

Classified Road

Main roads (except for a few local authority motorways) which are of regional and urban strategic importance designated as “classified” under legislation.

Unclassified Road

Roads in the least important categories i.e. local distributor and access roads not categorised under legislation.

Fuel Levy

It is a tax charged on every litre of fuel (petrol/diesel) sold.

Roadway

The part of the road that is improved, designed or ordinarily used for vehicular traffic, as not to include the shoulder, and where a road includes two or more separate roadways. It refers to any one roadway separately and not all of the roadways collectively.

Street

Any highway, road or service lane, or any land reserved for a highway, road or service lane, and includes any bridge, footway, square, court, alley or passage, whether a thoroughfare intended for use by the public or not.

Public Road

Any road or street under the jurisdiction of and maintained by a public authority and open to public travel.

Bridge

A structure carrying a road, path, railway, etc. across a river, road or other obstacle. The bridge includes a culvert and a causeway.

Weighbridge

A platform scale flush with a roadway for weighing vehicles, carts etc. There are two types of weighbridges, fixed and mobile scales. Under fixed weighbridges, there are: single axle weighbridge, axle unit weighbridge and multi-deck scales. Under mobile weighbridges, there are: portable weighing equipment, high speed weigh in motion scales (HSWIM) and low speed weigh in motion scales (LSWIM).

Single Axle Weighbridge

They are small transversal devices that weigh one axle of a vehicle at a time.

Axle Unit Weighbridge

These weighbridges consist of a single deck supported on the weighing mechanism (usually 4 load cells). The size of these weighbridges is typically 3.2m x 3m to 3.2m x 4m. Axle unit scales are typically placed on strategic routes that carry less than 500 heavy vehicles per day.

Multi-Deck Scales

These scales comprise a number of decks of different lengths. Each deck is individually supported by its own weighing mechanism (typically four load cells, one on each corner). Multi-deck scales are usually equipped with four decks although some have five, three or even two decks.

Portable Weighing Equipment

This consists of wheel scales which are placed on the road surface. Although these are sometimes used to weigh the wheels on only one side of a vehicle, it is far more accurate to weigh all the wheels of a vehicle simultaneously.

High Speed Weigh in Motion Scales (HSWIM)

These are axle load scales that are placed in the road surface and designed to weigh the axles of heavy (and other) vehicles travelling at normal operating speeds. A HSWIM installation usually consists of electromagnetic loops in the road before and after the scales.

Low Speed Weigh in Motion Scales (LSWIM)

It operates optimally at constant speeds of about 5 km/h. It is also equipped with a rigid deck, supported on four load cells designed to weigh one axle at a time. The weighing algorithms are similar to those of a HSWIM as all axle loads are recorded and the vehicle's dimensions are derived from the movement across the scale.

District Road

Roads connect the district headquarters with other places of the district.

Rural Access Indicator (RAI)

Percentage of population living within 2 km of an all-season road.

Station/Port

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

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.

Aircraft

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

Aircraft Movement

An aircraft take-off or landing at an airport. For airport traffic purposes, one arrival and one departure are counted as two movements.

Commercial Air Transport Flight

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

Direct Transit Traffic

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

Domestic Airport

Any airport not designated to handle international air traffic.

Domestic Flight

A flight having exclusively domestic flight stages (airport) using the same flight number.

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 having one or more international flight stages, where all its flight stages use the same flight number.

Non-Scheduled Commercial Air Transport

Commercial air transport flights other than scheduled service flights.

Transfer or Indirect Transit Passengers

Passengers arriving and departing on a different aircraft within 24 hours, or on the same aircraft bearing different flight numbers. They are counted twice: once upon arrival and once upon departure.

Pipeline

A closed conduit with pumps, valves and control devices, for conveying fluids and gases or finely divided solids by pumping or compression.

CHAPTER 10: Geographical, Administrative and Quality Assessment Concepts and Definitions

10.1 Geography and Mapping Concepts

Administrative Boundaries

Area or division of a country delineated by the government for purposes of administration. These include the international boundary, provincial boundary, district boundary, constituency boundary and ward boundary.

Map

The visual representation usually on a flat surface of either the entire earth's surface or part of it in a reduced form showing natural and/or man-made features existing.

Base Map

A base map is a map depicting background reference information such as landforms, roads, landmarks, and political boundaries, onto which other thematic information is placed. You can add information to a base map by overlaying other information on top of it.

Cadastral Map

Map showing the boundaries of subdivisions of land, often with the bearings and lengths thereof and the areas of individual tracts, for purposes of describing and recording ownership. It may also show culture, drainage and other features relating to land use and value.

Aerial Photography

Techniques for taking photographs from an aerial platform, usually a low flying aircraft. It is also sometimes called vertical photography or orthophotography. Air photos are used for photogrammetric mapping, allowing a high degree of accuracy.

Aerial Survey

A cartographic survey by means of aerial photography or other remote sensing technology.

Bearing

The horizontal angle at a given point, measured clockwise from magnetic north or true north to a second point.

Geographical Information System (GIS)

A computer system capable of capturing, storing, editing, integrating, manipulating, analysing and displaying geographically referenced data related to positions on earth's surface. For instance, in a Geographical Information System (or Geospatial Information System), data is represented as several layers where each layer holds data pertaining to a

group of features with the same geometry.

Global Positioning System (GPS)

It is a space-based navigation system that provides location and time information in all weather conditions, anywhere on or near the earth, where there is an unobstructed line of sight to four or more GPS satellites.

Boundary

A line which defines the extent of an aerial unit or the locations where two areas meet. A boundary is represented in a GIS as a line feature which may define a side of a polygon. The boundary may or may not be visible on the ground, i.e., it can follow real world features such as roads and rivers or it can be defined solely by geographic coordinates.

Buffer

A zone or area of a specified distance around a geographical feature (points, lines or polygons). Buffer operations are to identify or define an area within a specified distance around a feature. For example, you may create a buffer to define an area around a river to identify land that cannot be developed, or you may want to create a buffer to select features within a specified distance of a feature.

Cartography

The art and science of making maps and charts. The term may be taken broadly as comprising all the steps needed to produce a map: planning, aerial photography, field surveys, photogrammetry, editing, colour separation, and multicolour printing. Mapmakers, however, tend to limit use of the term to the map-finishing operations in which the master manuscript is edited and colour separation plates are prepared for lithographic printing.

Remote Sensing

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

Aerial Photographs

Photographs of a part of the earth surface taken by a camera mounted in an aircraft for mapping purposes.

Compass

An instrument containing a magnetised pointer which shows the direction of magnetic north and bearings from it.

Confluence

The junction of two rivers, especially rivers of approximately equal width.

Contours

Contours are lines that connect points of equal value (such as elevation, temperature, precipitation, pollution or atmospheric pressure). The distribution of the lines shows how values change across a surface. Where there is little change in a value, the lines are spaced farther apart. Where the values rise or fall rapidly, the lines are closer together. Contours make it possible to represent the height of mountains and steepness of slopes on a two-dimensional map surface.

Control Mapping

Points of established position or elevation, or both, which are used to fix references in positioning and correlating map features. Fundamental control is provided by stations in the national networks of triangulation and traverse (horizontal control) and leveling (vertical control). Usually, it is necessary to extend geodetic surveys based on fundamental stations, over the area to be mapped, to provide a suitable density and distribution of control points. Supplemental control points are those needed to relate the aerial photographs used for mapping with the system of ground control. These points must be positively photoidentified, that is, the points must be positively correlated with their images on the photographs.

Control Station

Point on the ground whose position (horizontal or vertical) is known and can be used as a base for additional survey work.

Coordinates

Linear and (or) angular quantities that designate the position of a point in relation to a given reference frame.

Datum

In surveying, a reference system for computing or correlating the results of surveys. There are two principal types of datum: vertical and horizontal.

Vertical Datum

It is a level surface to which heights are referred.

Horizontal Datum

It is used as a reference for position.

Digitising

The process of translating geographic feature information on paper maps into digital coordinates. Digitising usually refers to the manual process of tracing lines and points on a

paper map attached to a digitising table with a mouse like cursor that captures coordinates and stores them in a GIS database.

Digitising Table

A digitising table is an electronic device consisting of a table upon which the map or drawing is placed. The user traces the spatial features with a hand-held magnetic pen, often called a mouse or cursor.

Dissolve

A GIS function that deletes boundaries between adjacent polygons that have the same value for a specific attribute. For example, enumeration area polygons can be dissolved based on the code of their supervisory units to create ward maps.

Elevation

Vertical distance of a point above or below a reference surface or datum.

Equator

In cartography, the reference parallel, i.e., latitude 0° north and south.

Estuary

That portion of a stream influenced by the tide of the body of water into which it flows; it is an arm of the sea at a river mouth.

Feature

A geographic object displayed on a map or stored in a GIS database. Features can be natural or manmade real-world objects (a river or a settlement) or they can be conceptual or defined features (e.g. administrative boundaries).

Field

A column in a database table. At the same time, a field can be an attribute.

Flood Plain

Belt of low flat ground bordering a stream channel that is flooded when runoff exceeds the capacity of the stream channel.

Form-Lines

Lines, resembling contour lines, drawn to present a conception of the shape of the terrain without regard to a true datum or regular spacing.

Framework Data

In the context of national GIS activities, a set of general purpose geographic themes or base data such as administrative boundaries, elevation or transportation infrastructure. Framework or national spatial data infrastructure initiatives aim at coordinating the

development and standardisation of GIS data sets of framework data in a country.

Geocoding

The process of assigning geographic codes to features in a digital database; it is a GIS function that determines a point location based on street address.

Geodesy

Science concerned with the measurement and mathematical description of the size and shape of the earth and its gravitational fields. Geodesy also includes the large-scale, extended surveys for determining positions and elevations of points in which the size and shape of the earth must be taken into account.

Geodetic Control

A network of precisely and accurately measured control or reference markers that are used as the basis for obtaining new positional measurements. They are also called benchmark points.

Geodetic Network

This is a group of interconnected geodetic points and serves as the basis for carrying out measurements in the field of engineering geodesy.

Geoid

Figure of the earth visualised as a mean sea level surface extended continuously through the continents. It is a theoretically continuous surface that is perpendicular at every point to the direction of gravity (the plumbline).

Geographic Attributes File

A database table that is tightly linked to the spatial objects stored in a GIS coordinate file. The geographic attribute file or table contains specific information on each feature such as its identifier, name and surface area. In some systems, this file is also called point, line or polygon attribute table. Data stored in external tables can be linked through a relational database operation.

Geographic Code

A unique alphanumeric identifier that is assigned to a legal, administrative, statistical or reporting unit.

Geographic Database

A logical collection of data pertaining to features that relate to locations on the earth's surface.

Graticule

In cartography, the grid of longitudes and latitudes drawn on a map.

Geographic Graticule

System of coordinates of latitude and longitude used to define the position of a point on the surface of the earth with respect to the reference spheroid.

Geo-Referencing

The process of determining the relationship between page coordinates and real-world coordinates. Geo-referencing is necessary after digitising, for example, to convert the page coordinates measured in digitising units (e.g. Centimetres or inches) into the real-world coordinate system that was used to draw the source map.

Geospatial

A term that is sometimes used to describe information of a geographic or spatial nature.

Great Circle

The circle that is formed by intersecting a plane through the centre of a sphere. For example, all meridians and the equator are great circles. On the sphere, the shortest path between two points is along the great circle that passes through both points.

Grid

A geographic data model that represents information as an array of uniform square cells. Each grid cell has a numeric value that refers to the actual value of a geographic phenomenon at that location (e.g., population density or temperature) or it indicates a class or category (e.g., the enumeration area identifier or soil type).

Greenwich Meridian

The longitude of reference, i.e., 0° east or west. It passes through the English town of Greenwich, a suburb of London.

Hill

A Hill is a naturally raised area of land, not as high or craggy as a mountain.

Image

A representation of a part of the earth's surface. However, an image is usually produced using an optical or electronic sensing device. For instance, scanned aerial photographs or remote sensing data are usually referred to as images. In terms of data storage and processing, an image is very similar to a raster or grid.

Imagery

Visible representation of objects and/or phenomena as sensed or detected by cameras, infrared and multispectral scanners, radar, and photometers. Recording may be on photographic emulsion (directly as in a camera or indirectly after being first recorded on magnetic tape as an electrical signal) or on magnetic tape for subsequent conversion and

display on a cathode ray tube.

Integration

In GIS, the process of compiling a consistent set of spatial data from heterogeneous sources.

Vertical Integration

Refers to the ability of GIS to combine different data layers that are referenced in the same coordinate system.

Infrastructure

The system of public works in a country, state or region, including roads, utility lines and public buildings.

Island

An Island is a piece of land completely surrounded by water.

Lagoon

A lagoon is a shallow body of water separated from a larger body of water by barrier islands or reefs.

Lake

A lake is a large area of water surrounded by land and not connected to the sea except by rivers or streams.

Legend

In cartography, the information on a map that explains which symbols are used for the features and variables that are represented on the map. This includes the symbol key required to interpret the map, for example, the shade colours and corresponding value ranges of a population density map.

Join

In relational database management systems, the process of attaching values from a database table to another table based on linking a foreign key to its primary instance in the external table.

Land Use Classification System

Coding system of categories and subcategories designed for use on a map to designate land or water use.

Land Use Map

Map showing by means of a coding system the various purposes for which parcels of land are being used by humans.

Landmark

Monument of material mark or fixed object used to designate a land boundary on the ground. It is any prominent object on land that may be used to determine a location or a direction in navigation or surveying.

Latitude

The “y coordinate” in a polar coordinate system on a sphere. It is measured as the angular distance in degrees north or south of the equator. Also called parallel.

Longitude

The “x coordinate” in a polar coordinate system on a sphere. It is measured as the angular distance in degrees east or west of the Greenwich meridian.

Layer

Refers to a GIS’s ability to overlay and combine different thematic layers that are referenced in the same coordinate system. Also called coverage.

Level Surface

Surface which at every point is perpendicular to the plumbline or the direction in which gravity acts.

Logical Accuracy

A term used for the degree by which relationships among geographic features on a map or in a GIS database are represented correctly (e.g., adjacent to, connected to). A GIS database can be logically accurate even if its positional accuracy is limited.

Map Composition

The arrangement of map elements to create a cartographic product that is visually appealing and correctly represents the phenomena that are represented.

Map Digitisation

Conversion of map data from graphic to digital form.

Map Elements

Components of a thematic or topographic map, such as title, legend, scale, north arrow, graticule, borders and neat lines.

Map Extent

The coordinates in map units that define the rectangle that encloses all features contained in a specific map display or a GIS database; i.e., the minimum and maximum x and y coordinates in a digital database or the part of a database shown in a map display.

Map Projection

A mathematical procedure for converting locations on the earth's surface into a planar coordinate system. Depending on the mathematical formulae employed, map projections have different properties. Some preserve the shape of regions on the globe; others preserve relative area, angles or distances.

Map Series

Family of maps conforming generally to the same specifications and designed to cover an area or a country in a systematic pattern.

Map Units

The units of measurement in which coordinates in a GIS database are stored; e.g., centimetres, metres or degrees, minutes and seconds.

Marsh

A Marsh is an area of low-lying land which is flooded in wet seasons.

Meridian

A reference line that is defined by the corresponding longitude. For example, the Greenwich meridian.

Mean Sea Level

The average height of the surface of the sea for all stages of tide, used as a reference surface from which elevations are measured.

Metric System

Decimal system of weights and measures based on the meter as a unit length and the kilogram as a unit mass.

Mountain

A Mountain is a large natural elevation of the earth's surface rising abruptly from the surrounding level.

Neatline

Line separating the body of a map from the map margin. On a standard quadrangle map, the neatlines are the meridians and parallels delimiting the quadrangle.

Orientation

The state of being in correct relationship in direction with reference to points of the compass.

Origin of Coordinates

Point in a system of coordinates that serves as a zero point in computing the system's elements or in prescribing its use.

Normalisation

The conceptual procedure in database design that removes redundancy in a complex database by establishing dependencies and relationships between database entities. Normalisation reduces storage requirements and avoids database inconsistencies.

Orthophotographic Map

Map produced by assembling orthophotographs at a specified uniform scale in a map format.

Overedge

Any portion of a map lying outside the nominal map border (neatline).

Overlay

The combination of two data layers that are in the same geographic reference system. Overlay can be done for cartographic display purposes or the two layers can be physically combined to create a new GIS data set (e.g., polygon overlay, point in polygon, line in polygon, etc.).

Overprint

New material printed on a map or chart to show data of importance or special use in addition to those data originally printed.

Overshoot

In digitising, a line that has been extended beyond the point where it should connect with another line. The resulting spurious line segment is sometimes called a dangle.

Parallel of Latitude

A circle, or approximation of a circle, on the surface of the earth, parallel to the Equator, and connecting points of equal latitude.

Plain

Region of uniform general slope, comparatively level, of considerable extent, and not broken by marked elevations and depressions (it may be an extensive valley floor or a plateau summit); It is a flat, gently sloping, or nearly level region of the sea floor.

Plateau

A Plateau is an area of fairly level high ground.

Plotter

A plotter is a computer printer for printing maps ranging from A4 to A0 and beyond.

Photogrammetry

Science or art of obtaining reliable measurements or information from photographs or other sensing systems.

Photomap (Photographic Map)

Map made by adding marginal information, descriptive data, and a reference system to a photograph or assembly of photographs.

Prime Meridian

Meridian of longitude 0 degrees, used as the origin for measurements of longitude. The meridian of Greenwich, England, is the internationally accepted prime meridian on most charts. However, local or national prime meridians are occasionally used.

Physical Map

A physical map shows different physical landscape features. They, however, use colors to show changes in the landscape.

Pixel

From picture element. Similar to a cell in an image, grid or raster map.

Point

A zero-dimensional object. An x, y coordinate that is used in a digital geographic database to represent features that are too small to be shown as lines or polygons. For example, households, wells or buildings are often shown as points.

Polygon

Two-dimensional object. An area feature that is represented in a vector GIS as a sequential series of x/y coordinates. These define the lines that enclose the area; i.e., the first and last coordinate of the polygon are identical.

Polygon Overlay

A GIS operation in which two polygon data layers are combined to create a new data layer. The output layer consists of the areas of intersection of both sets of input polygons. The attribute table of the new data layer contains the attributes from both input data sets.

Quality Control

The steps and procedures in a database development project or cartographic production system that ensure that the resulting data or output comply with specified standards of accuracy and usability.

Raster

A geographic data model that represents information as a regular array of rows and columns, similar to a grid or image. Raster cells are usually, but not always, square. Area or line features are represented as groups of adjacent raster cells with the same value.

Rectification

The process by which an image or grid is converted from image coordinates to real world coordinates. This usually involves rotation and scaling of grid cells, and thus requires resampling or interpolation of grid values. This is similar to transformation of vector data.

Registration

The process of matching features in two maps or GIS data layers so that corresponding objects are coincident. Registration is based on a series of ground control points, and is related to transformation and rubber sheeting.

Reference Map

In the context of census mapping, a cartographic product (hardcopy or digital) that displays some portion of the census geographic framework, e.g., a data collection or statistical dissemination unit.

Resolution

A measure of the smallest detail that can be distinguished on a map or in a digital database. Resolution determines the accuracy at which the location and shape of a map feature can be accurately represented at the given map scale. In raster GIS and image data, resolution is sometimes used to refer to the cell or pixel size.

Satellite

An artificial body placed in orbit round the earth or another planet in order to collect information or for communication.

Satellite Image

A digital data set that has been recorded from an earth orbiting satellite either photographically or by a scanner on board the satellite. A satellite image in a GIS is similar to a raster or grid data set.

Scale

In cartography, the relationship between the distance on a map and the corresponding distance on the earth's surface. Scale is reported as a ratio, for example, 1:100,000, which means that 1 centimetre on the map equals 100,000 centimetres on the earth's surface. Since scale is a ratio, a "small scale" map shows a relatively large area, while a "large scale" map shows a small area. More generally, scale refers to the level of observation or enquiry which may range from micro-scale to macro-scale phenomena.

Scanning

A data capture technique in which information on hard copy documents (e.g., paper or mylar) is captured and converted into a digital image by means of a light sensitive optical device. For map data, scanning is an alternative to data input by digitising. After scanning a map, the image data are usually converted to vector format using raster to vector conversion software or on screen tracing of line and point features.

Sea Level (Water Level)

Height of the surface of the sea at any given time.

Sketch Map

A map (often hand drawn) that shows main features of a given area but which may not have a high degree of positional accuracy and may thus not correctly represent distances and dimensions of objects. A sketch map may, however, have a high degree of logical accuracy, meaning that relationships between objects are correctly represented. It is also called a schematic map or a cartoon map.

Source Material

Data and information of any type that is used to compile a map or a GIS database. This may include field observations, aerial and terrestrial photographs, satellite images, sketches, thematic, topographic, hydrographic, hypsographic maps, sketch maps and drawings, tabular information and written reports that relate to natural and human made geographic features.

Spatial Analysis

The set of techniques for extracting useful information from geographically referenced data. Spatial analysis includes the integration of geographic datasets, qualitative and quantitative methods for evaluating the data, and modelling, interpretation and prediction. In GIS, spatial analysis often refers to the methods of GIS data integration such as polygon overlay or neighbourhood analysis. In a wider sense, it includes, for instance, spatial process models (e.g. migration dynamics) and spatial statistics (e.g., regression models that account for the spatial arrangements and relationships among observations).

Multi-Scalar Spatial Analysis

This is analysis relating to synthesis of, or having the character of, multiple space attributes.

Spatial Integration

A process that acquires its fullest significance in terms of movements and changes, that is through a dimension that is too often hidden in the geography of modernisation: the practice of space.

Spot Elevation

Point on a map or chart whose height above a specified datum is noted, usually by a dot or a small sawbuck and elevation value. Elevations are shown, on a selective basis, for road forks and intersections, grade crossings summit of hills, mountain, etc.

Spatial Data

Information about the location, dimensions and shape of, and the relationships among, geographic features. In GIS, spatial data are technically classified as points, lines, areas and raster grids.

Stereoscopic

Pertaining to the use of binocular vision for observation of a pair of overlapping photographs or other perspective views, giving impression of depth.

Swamp

A swamp is an area of land of low-lying permanently saturated, or filled, with water

Survey

Orderly process of determining data relating to any physical or chemical characteristics of the earth.

Symbols

In cartography, the design elements used to represent map features. Symbol types are points, lines and polygons of a certain shape. Symbolisation involves the choice of graphic variables such as shape, size, colour, pattern and texture.

Table

In database management systems, the set of data elements arranged in rows (records or instances) and columns (fields or items). The number of columns is usually fixed by the definition of the table structure while the number of rows is flexible.

Template

In cartography, a standardised design of peripheral map elements (borders, neat lines, north arrows) that can be used for a standardised map series. In database management systems, it refers to an empty table created for multiple purposes for which only the fields or items have been defined.

Thematic Map

A thematic map is a map that focuses on a particular theme or special topic. An example of a thematic map would be one showing the population change of Malawi in specific locations from 2008 to 2018.

Topographic Map

A topographic map is a detailed and accurate two-dimensional representation of natural and human-made features on the earth's surface. The most distinctive characteristic of a topographic map is that the three-dimensional shape of the earth's surface is modeled by the use of contour lines. Topographic maps produced by the Surveyor General are available in different scales: 1:30,000; 1:50,000 and 1:100,000. Maps with a scale of 1:30,000 are relatively large-scale. At this scale, features as small as a single home can be shown.

Topography

Surface features, both natural and man-made, collectively depicted on topographic maps.

Traverse

Sequence of lengths and directions of lines connecting a series of stations obtained from field measurements and used in determining positions of the stations.

Triangulation

Method of extending horizontal position on the surface of the earth by measuring the angles of triangles and the included sides of selected triangles.

Trilateration

Method of surveying wherein the lengths of the triangle sides are measured, usually by electronic methods, and the angles are computed from the measured lengths.

Undershoot

In digitising, a line that has not been extended all the way to the point where it should connect with another line.

Universal Transverse Mercator (UTM) Grid

Military grid system based on the transverse mercator projection, applied to maps of the earth's surface extending from the Equator to 84 Degrees north and 80 degrees south latitudes.

Vector Data

A GIS data model in which the location and shape of objects is represented by points, lines and areas that are fundamentally made up of x, y coordinates.

Vertex

One of a series of x, y coordinate that defines a line. The first and last vertices of a line are usually called nodes.

Line

A one-dimensional object. A geographic data type consisting of a series of x, y coordinates,

where the first and last coordinates are called nodes and the intermediate coordinates are termed vertices. It is also referred to as an arc or a chain. The part of a line between two intersections with other lines is called a line or arc segment.

Photogrammetry

The art and science of extracting measurements and other information from photographs. In the context of mapping, the procedures for gathering information about real world features from aerial photographs or satellite images.

Valley

A Valley is a low area of land between hills or mountains, typically with a river or stream flowing through it.

10.2 Administration Concepts

Administrative Area

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

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 defined boundaries encompassing either countries, districts or any other specificity and is normally named according to the compass direction with respect to the surrounding areas. It can be administrative, ethnic, statistical etc.

Zone

These are geographical areas with defined boundaries for subject specific administrative purposes such as education, health and agriculture zones.

Urban Area

Urban areas in Malawi constitute the following: all areas within city boundaries, all district centers, and all townships. These are settlements where the dominant activities are urban oriented or where non-agriculture functions are more dominant than agriculture functions. These areas are designated by the Department of Physical Planning. The definition of what constitutes an urban area varies from country to country.

Municipality

Urban centre declared as such by the Minister responsible for local government according to local government laws. A municipal status is a step towards city status and higher than township.

National Urban Policy

A coherent set of decisions derived through a deliberate government-led process of coordinating and rallying various actors for a common vision and goal that promotes more transformative, productive, inclusive, resilient and long-term urban development processes. It provides an opportunity to regulate and capitalise on opportunities for urbanisation.

Urban Authority

The autonomous political body administering cities, municipalities or towns and may be headed by a Mayor in case of City or Municipality, or Chairman in case of towns.

Urban Resilience

The capacity of a city, municipality or township to adapt and rebound when exposed to hazards or systematic change in such a way that it will maintain an acceptable level of functional organisation.

Urban Sprawl

A spatial phenomenon where a city grows outwards beyond its suburbs to its outskirts. It is also referred to as an irresponsible and often poorly planned development that destroys agricultural and natural land systems.

Urban System

This is where cities and metropolitan regions develop not as isolated functional nodes but as points of organisation, management and control in a highly competitive spatial economic and demographic setting and with the nation/state as an active player internal to the process of change of these cities and regions.

City

An urban area declared as such by the President within the context of provisions of the Local Government Act.

Town

- i) Politically, an urban area so declared by the Minister responsible under the Local Government Act (1998) and administered by an elected body called town council (see city);
- ii) Physically, an area consisting of a compact agglomeration of dwellings, shops, offices and public buildings usually with paved roads, street lighting, public services and a population pursuing an urban way of living. These aspects or urban functions by subjective and

arbitrary delineation make a town different from a village centre. However, there is no accepted definition of a town as what is called a town in one country may actually be a village in another country.

District Centres

An urban centre with central place functions, services and facilities having influence over a whole district (such a centre is also called main market centre, implying that it is not just district headquarters that may have influence over the whole district) as designated by the National Physical Development Plan.

Industrial Districts

A geographic area containing a number of firms producing similar products, including firms operating at different stages of a production process.

Urbanisation

The process by which there is an increase in the proportion of people living in urban areas. It is the transition from a mainly rural to mainly urban society that follows and supports a process of concentrating population and economic activities in urban settlements. The common indices used to describe urbanisation are: population size, population density and level of administration. Urbanisation can also be understood as the transition from a mainly rural to mainly urban society that follows and supports a process of concentrating population and economic activities in urban settlements.

Industrialisation

Industrialisation is a term that refers to the process of transforming the economy of a country from relying on raw commodities in agriculture and mining sectors to relying on manufacturing.

Industrialising Mining

Developing mines, mostly through PPP arrangements.

Special Economic Zones (SEZ)

Is an area in a country that is subject to different economic regulations than other regions within the same country. The economic regulations of Special Economic Zones tend to be conducive and attract foreign direct investment.

Export Processing Zones (EPZ)

This is a customs area where one is allowed to set up a plant, machinery, equipment and materials for manufacturing of export goods under security, without payment of duty.

Secondary Cooperatives

These are cooperatives at district or regional level focusing on a single or multiple value chains but composed of membership of primary cooperatives at lower level or community

level.

Job Centers

A place where job seekers can go to get advice on finding a job, and to look at advertisements placed by recruiters seeking new employees.

Anchor Firms

These are firms that have key position in the regional economy through their interaction with suppliers and other firms in the region and have interaction with the international market.

Secondary Cities

Secondary cities are also called small or intermediate urban centres or intermediary cities. They are urban centres below primary cities, but their definition is contextual. Although population size is a common denominator, other considerations like historical and political decisions also matter.

Rural Area

All areas which are outside the geographical boundaries of urban areas as defined above. It is an area without urban functions, ideally the opposite of urban area even though the dividing line between what is rural and what is urban is blurred. Rural areas are generally characterised by relatively low population density and a high ratio of people working in agriculture.

Rural Centres

Centres not falling within the definition of “urban” because of their small population size but have some central functions such as markets, postal services and schools which may not be available at village centre.

Urban Centres

Built-up area with a high population density and infrastructure of built environment. Urban areas are created through urbanisation and are categorised by urban morphology as cities, towns, conurbations, or suburbs.

Settlement

A settlement is a community where people live.

Human Settlement

The totality of the human community, whether city, town or village, with all the social, material, organisational, spiritual and cultural elements that sustain it. The fabric of human settlements consists of physical elements and services to which these elements provide the material support.

Sparse Settlement

Sparse settlement reflects the idea that urban areas are those that have the most people and that are most densely settled, while rural areas are more sparsely populated and settled.

Informal Settlements

Residential areas where i) inhabitants have no security of tenure vis-à-vis the land or dwellings they inhabit, with modalities ranging from squatting to informal rental housing; ii) the neighbourhoods usually lack, or are cut off from, basic services and city infrastructure; and iii) the housing may not comply with current planning and building regulations, and is often situated in geographically and environmentally hazardous areas.

Inclusiveness

Practices that involve stakeholders and community members in co-creation and co-producing processes, policies and programs for defining and addressing public issues.

Remoteness

Remoteness affects the opportunities people have to gain access to markets and to public services. It is most often represented by the difficulty of physical travel to places where markets and services are more available.

Land Cover

Land cover is the physical cover on the land including vegetation (either planted or naturally occurring) and any buildings or features constructed by humans. Land cover reflects and determines land use which is related to the human activities that take place there.

Land Use

Land use is what people do on the landscape (for example, build factories, construct houses, create parks, grazing cattle) with the intention of getting benefit from its use.

Constituency

An electoral boundary segmented for the purpose of electing a member of the National Assembly.

Constituency Boundary

A Constituency Boundary is a representation of a constituency on an election thematic map and is symbolised as a polygon feature. A collection of wards forms a Constituency in urban settings.

Polling District

The smallest segment into which a country is divided for purposes of voting. This is a catchment area where people who vote at a particular polling station reside.

Polling District Boundary

It is a representation of a Polling District on an election thematic map and is mapped as a polygon feature.

Polling Station

A Polling Station is a gazetted venue within a Polling District where voters cast their ballots during an election. It is denoted as a point feature on an election thematic map.

10.3 Quality Assessment Concepts

Participation

An active process by which beneficiaries influence the directions and execution of a development project with a view of enhancing their wellbeing. It involves the local people in planning process and incorporates their knowledge in finding solutions to their own problems.

Participatory Learning and Action (PLA)

A process of learning from, and with, community members, investigating, analysing and evaluating constraints and opportunities and making informed decisions regarding development projects and programs.

Participatory Rural Appraisal (PRA)

A set of approaches and methods involving stakeholders that emphasise local knowledge and enable people to appraise, analyse, plan, implement, monitor and evaluate their programs. PRA principles include action follow up, embracing error, showing respect, learning reversals, optimal ignorance, offsetting biases and triangulation of data.

Triangulation

Process by which the area under investigation is looked at from different (two or more) perspectives. These can include two or more methods, sample groups or investigators. It is used to ensure that the understanding of an area is as complete as possible or to confirm interpretation through the comparison of different data sources.

Rapid Rural Appraisal (RRA)

A quick way of learning about a community and its ways of life as expressed by the community itself. It is a variation of PRA which is widely used where information is required by external agents but must be expressed by the communities themselves in their way and with their emphasis.

Action Research

This is when researchers design a field experiment, collect the data, and feed it back to the

participants both as feedback and as a way of modelling the next stage of the experiment.

Analytic Induction

Use of constant comparison specifically in developing hypotheses, which are then tested in further data collection and analysis.

Case Study

An in-depth study of a case or cases (a 'case' can be a program, an event, an activity, an individual), studied over time using multiple sources of information (e.g. observations, documents, archival data, interviews). It can be exploratory, explanatory, descriptive or a combination of these.

Constant Comparison

An iterative method of content analysis where each category is searched for in the entire data set and all instances are compared until no new categories can be identified.

Content Analysis

A form of analysis which usually counts and reports the frequency of concepts/words/behaviors held within the data. The researcher develops brief descriptions of the themes or meanings, called codes. Similar codes may at a later stage in the analysis be grouped together to form categories.

Data Analysis

A systematic process of working with the data to provide an understanding of the research participant's experiences. While there are several methods of qualitative analysis that can be used, the aim is always to provide an understanding through the researcher's interpretation of the data.

Discourse Analysis

The linguistic analysis of naturally occurring connected speech or written discourse. It is also concerned with language use in social contexts, and in particular with interaction or dialogue between speakers.

Cost Benefit Analysis (CBA)

Is a systematic approach to estimating the strengths and weaknesses of alternative interventions or projects. It is used to determine options which provide the best approach to achieving benefits while preserving savings in, for example, transactions, activities, and functional business requirements.

Qualitative Research

Empirical research in which the researcher explores relationships using non-numerical rather than quantitative data.

Quantitative Research

Empirical research in which the researcher explores relationships using numeric data.

Social Map

A Participatory Learning and Action (PLA) tool used to get baseline information on social and economic features of interest in a community and at a particular point in time. For instance, social maps can be used to plot all the houses in a village, the heads of households, persons with disabilities, pregnant mothers, etc.

Resource Map

A PLA tool that is used to get baseline information on community resources/assets in the community at a given point in time. For instance, resource maps can be used to plot the health units, schools, water points, forests, swamps or any other important asset for the community.

Daily Activity Profile

One of the PLA tools used to do gender analysis in relation to development. The daily activity profile analyses the different roles performed by women as compared to those of men and those performed by girls compared to boys on a typical day.

Livelihood

A means of living. This comprises capabilities and the assets (including human, social, natural, physical and financial resources).

Livelihood Analysis

A set of tools that makes a detailed examination of the way an individual, household or given community lives and survives. The tool helps to understand their problems, coping mechanisms, how they make decisions, etc.

Institutional/Venn Diagrams

A PLA tool that helps researchers to know about the community's assessment of institutions and how they relate to the community's welfare. They can be used to show the key institutions and individuals in a community and their importance for decision-making.

Focus Group Discussion (FGD)

A rapid assessment, semi-structured data gathering method in which a purposively selected set of participants gather to discuss issues and concerns based on a list of key themes drawn up by the researcher/facilitator.

Semi-Structured

The interviewer has a slightly more focused agenda than in an unstructured interview. Questions are phrased to allow the participants to tell the story in their own way and an

interview guide is used to ensure information is gathered on areas of interest to the researcher.

Hawthorne Effect

The impact of the researcher on the research participants or setting, notably in changing their behaviour.

Ethics

These are standards that should be upheld to guard researchers and participants from potential harm or risk, and should be made at each stage of the research design and include informed consent, voluntary participation and respect for confidentiality.

Ethnography

This is a detailed description and interpretation of a cultural or social group to be generated. Data collection is primarily through participant observation or through one-to-one interviews. The importance of gathering data on context is stressed, as only in this way can an understanding of social and cultural processes and the behaviour that comes from them be developed.

Well-Being Ranking

A tool used to investigate perceptions on wealth differences and inequalities in a community. The tool brings out local indicators of wealth and well-being and identifies the most disadvantaged members in the community.

Observation

A strategy for data collection involving the process of watching participants directly in the natural setting. Observation can be participatory (i.e. taking part in the activity) or non-participatory (the researcher watches from the outside).

Pair-Wise Ranking

One of the methods of prioritising in PLA used to determine the main problems or preferences of individuals/community members by comparing two variables at a time out of a given set of problems/priorities/preferences.

Preference Ranking

The process of determining the main preferences of individuals or groups within a set of given issues. What is most preferred is given the highest rank.

Causal Flow-Charts

Enables the researcher to understand the root causes and effects of the problems on the community welfare. Solutions to these problems are identified and usually, this method is preceded by the pair-wise ranking method through which communities are able to rank their problems.

Phenomenology

An approach that allows the meaning of having experienced the phenomenon under investigation to be described, as opposed to a description of what the experience was. This approach allows the reader to have a better understanding of what it was like to have experienced a particular phenomenon.

Time Trend/Historical Profile

A method which captures the historical perspectives of the community by comparing the community's present state and the past with respect to the subject of interest.

Project Clustering Scheme

A planned intervention relating to a number of similar projects that occur together in a locality or country.

CHAPTER 11: Decentralisation and Local Government Concepts and Definitions

Decentralisation

A process by which central government legally transfers or devolves some of its administrative, political, financial resources and authority, decision making powers and responsibilities to local governments with a view to promote popular participation. The major forms of decentralisation include de-concentration, devolution, delegation and privatisation.

De-Concentration

The transfer of some administrative functions and powers from central government to some lower level/branches of the state, or to locally based officials who remain part of, and upwardly accountable to, central government ministries and agencies.

Devolution

The legal transfer of some powers, authority, functions of central government to lower levels of government that are constitutionally recognised and have democratically elected representatives of citizens.

Delegation

It is the transfer of functions and resources to a subordinate authority with the capacity to act in the behalf of the superior authority without a formal transfer of authority in the same structure. An example is when an office of lower level is assigned to perform some duties or tasks by the higher office. However, the lower office will still be required to consult the higher office on matters that require decision-making.

Privatisation

Privatisation occurs when a government-owned business, operation or property becomes owned by a private, non-government party.

Fiscal Decentralisation

The transfer of fiscal resources, powers to generate revenues and also authority and responsibility over budgets, expenditures and financial decisions to local governments.

Grant

These are funds that are transferred from the consolidated fund to local government either conditionally or unconditionally to enable them deliver services to fulfill other obligations and legal mandates. Grants may also refer to funds, goods and services from other institutions/entities for which no repayment is required.

Conditional Grants

Earmarked or ring-fenced funds that central government transfers to local governments to

enable them finance deliverable services and implementation of programs that are specifically agreed upon between central government and local governments. Such funds cannot be used for delivery of services other than those specified.

Unconditional Grant

These are funds that central government transfers without any preconditions to local governments for implementation and delivery of goods and services. Local governments have discretion over what goods and services can be paid for from these resources. Such funds are also known as the General Resources Funds (GRF).

Equalisation Grant

The money paid to a local government that is lagging behind the national average standard in terms of revenue collection and service delivery.

Local Revenue

Financial resources generated, mobilised or collected from sources within the area under the jurisdiction of the local government. The sources may include property rates, ground rent, fees and licenses, commercial undertakings and service charges.

Central Government Transfers

These are funds that are transferred from the consolidated fund to local government either conditionally or unconditionally to enable them to deliver services to fulfill other obligations and legal mandates.

Development Project

A set of activities designed to achieve specific developmental objectives or a set of objectives within a designated time period.

Development Program

A set of activities that normally consists of an interrelated group of projects to produce multi-sectoral results.

Flagship Programs and Projects

Large scale programmes and projects that will accelerate Malawi's progress towards creating an inclusively wealthy and self-reliant nation as espoused in MW2063 and MIP-1.

Local Development Plan

This is a detailed compilation of prioritised and costed activities or projects that a local government intends to carry out over a defined period of time with a view to meet the needs of its citizens.

Local Development Planning Process

The process of using the approved decentralised structures to set goals and objectives,

mobilise and judiciously allocate resources to micro projects conceived by local communities with the aim of achieving sustainable socio-economic development and poverty eradication in an area.

Monitoring

A systematic and continuous collecting and analysis of information as a project program progresses.

Evaluation

A periodic assessment of the efficiency, effectiveness, impact, sustainability and relevance of a project in the context of stated objectives.

Budget Framework Paper

A document that provides comprehensive data and background information to budgeting through a review of past performance and achievements of funded activities and sets out the basis for future budgeting and prioritisation.

Co-Funding

A situation whereby more than one organisation or institution agree to jointly finance the delivery of a particular service or implementation of a project.

Accountability

The acknowledgement and assumption of responsibility by all stakeholders for actions, products, decisions and policies including the administration, governance and implementation within the scope of the role or employment/elected position and encompassing the obligation to report, explain and be answerable for the resulting consequences.

Degree of Autonomy

The extent to which local governments exercise their given decision-making authority and powers including budget resources without seeking approval or consent from a higher authority such as central government.

Intergovernmental Fiscal Transfer System

A systematic and objective way or criteria for allocating grants among local governments, based on weights attached to particular development indicators. The system is based on a number of sectoral formulae that attaches weights to development indicators based on the extent of achievement or failure to achieve a particular target.

Fiscal Capacity

The ability to raise revenue from own sources.

Public Service Delivery

Efficient use of resources with binding national service charters that provide timely and best possible standards for Malawians, and efficient and competent personnel in the Public Service.

Public Sector Reforms

These consist of deliberate changes to the structures and processes of public sector organisations with the objective of getting them to run better. Structural change may include merging or splitting public sector organisations while process change may include redesigning systems, setting quality standards and focusing on capacity-building.

Local Authority

A body corporate which is part of the public service to which Central Government devolves some of its functions for delivery closer to where the beneficiaries are. This body has its own political leadership system charged with managing and overseeing delivery of development and civic services at local level. It can be a District, Municipal or City Council.

Local Government Area

A geographic area which is designated as such under the Local Government Act, and is under the jurisdiction of a particular local authority.

Council

A body of democratically elected people's representatives (called Councilors) from a particular local government area and is legally established to facilitate local policy formulation, development planning, implementation and delivery of services to citizens. The term may also refer to a group of all the elected Councilors and the other members of a Council as provided in the Local Government Act.

Councilor

An individual who is popularly elected to represent, in a Council meeting, the interests of the electorate and all citizens from a particular Ward.

Ward

A defined political or administrative sub-division of a local authority from where a Councilor represents the interests of the electorate and the rest of the people in that area.

By-Law

A rule or regulation that is made by a local authority based on some sectoral policy or national legislation and is intended to govern, regulate and control the operation and delivery of particular goods and services in the particular local government area where it was made.

Community Contribution

The monetary value attached to inputs and/or factors of production that project beneficiaries contribute towards the implementation of communal project as a way to assure supporting institutions of ownership and commitment to sustain the project.

Market

An authorised place or premises that are set up and maintained only by a local government to allow the public sell and buy goods and services of their choice.

CHAPTER 12: Information and Communications Technology Concepts and Definitions

12.1 ICT Concepts

Information and Communication Technologies (ICT)

The means of generating, processing, transporting, presenting, storing and using information.

Data

Information in raw or unorganised form in a manner suitable for communication, interpretation or processing. Data can be input, stored, and processed by human beings or computer for output as usable information.

Data Collection

The process of gathering, measuring and recording data for further processing.

Data Processing

Operations performed on a given set of data to extract the required information in an appropriate form such as diagrams, reports or tables. It is a process that converts data into information.

Data Storage

The process or place of storing information or data including in an electronic form on media such as a computer disk or external storage device.

Data Security

The protection of an organisation's data from unauthorised access, modification, destruction or disclosure. Appropriate technical and organisational measures are taken to ensure an appropriate level of security in relation to the risks represented by the processing and the nature of the data to be protected.

Information

The result of processing, manipulating and organising data in a way that adds to the knowledge of the person receiving it.

Information Dissemination

The systematic distribution of information or knowledge through a variety of ways to potential beneficiaries.

Information Technology

The methods and techniques used to produce, manipulate, store, communicate or disseminate information by automatic means. These include computer and communications hardware and software used to automate and augment clerical, administrative and management tasks in organisations.

Computer Hardware

A comprehensive term for all of the physical parts of a computer for inputting, storing and outputting data which include mechanical, magnetic, electronic and electrical components making up a computer system. Examples are disks, disk drives, display screens, keyboards, printers, boards, and chips.

Computer Peripherals

Any external device attached to a computer, but not part of it, and is more or less dependent on computer. These include: input device (mouse, scanner, etc.), output device (printer, plotter, speaker), storage device (Memory cards, external hard disk, external CD drive), communication device (microphone, external modem, router).

Automated Computer System

An assembly of computer hardware, software, firmware or any combination of these, configured to accomplish specific information-handling operations such as communication, computation, dissemination, processing and storage of information.

Computer Software

A set of programs, procedures, algorithms and its documentation concerned with the operation of a data processing system. Program software provides input/output instructions to the computer hardware. Computer software is divided commonly into two main categories: system software and application software.

System Software

Computer programs (instructions) that control, integrate, maintain and manage the operations of a computer system.

Application Software

Complete computer program that performs specific tasks which are either customised or user-specified. Application programs come in a wide variety such as accounting programs, database programs, graphics, illustration programs and word processing programs.

Computer Literacy

The knowledge and ability to operate and use computer programs, computer applications and other related technologies that are associated with computers.

Communication Technology

The methods and techniques that transmit information in electronic form. These fall into two broad groups of either cable based or wireless. Cable technologies include telephones and facsimiles. Wireless technologies include radio, television, microwave and satellite.

Network

A group of interconnected (via cable and/or wireless technologies) computers and peripherals that is capable of sharing data, software and hardware resources between many users.

Internet

A vast computer network linking computer networks worldwide. The Internet includes commercial, educational, governmental and other networks, all of which use the same set of communication protocols.

Intranet

A computer network that uses Internet Protocol technology to securely share any part of an organisation's information or network operating system within that organisation. It is the connection of computer networks in a local area.

Extranet

A network that allows controlled access to partners, vendors and suppliers or an authorised set of customers.

International Bandwidth Usage

Average usage of all international links including fiber-optic cables, radio links and traffic processed by satellite ground stations and teleports to orbital satellites (usually expressed in Mbit/s).

Website

Is a set of related web pages located under a single domain name.

World Wide Web (WWW)

The World Wide Web, or simply Web, is a way of accessing information over the medium of the Internet using hyperlinks. It is an information-sharing model that is built on top of the Internet. The web uses the HTTP protocol, only one of the languages spoken over the internet, to transmit data. The web utilises browsers such as Internet Explorer or Firefox to access web documents called web pages that are linked to each other via hyperlinks. Web documents also contain graphics, sounds, text and video.

Bandwidth

The amount of data that can be carried from one point to another in a given time period

(usually a second) in a network. This kind of bandwidth is usually expressed in bits (of data) per second (bps). Occasionally, it is expressed as bytes per second (Bps).

Broadband

An internet connection with a much larger capacity than dial-up or ISDN ((bandwidth normally greater than 2Mb/s).

E-government

The use of technology by government to interact with citizens, improve services and streamline operations.

Dojo

The world's most comprehensive smart home cybersecurity solution and was built from the ground up as an enterprise-grade, network security service for the smart home. There are billions of connected devices on the market today – from smart alarms, thermostats, baby monitors, etc.

Wi-Max ((Worldwide Interoperability for Microwave Access)

A family of wireless communications standards initially designed to provide 30 to 40 megabit-per-second data rates.

Modem

A hardware device that converts data into a format suitable for a transmission medium so that it can be transmitted from computer to computer.

Cable Modem

A type of network bridge and modem that provides bi-directional data communication via radio frequency channels.

Dongle

A small piece of hardware that connects to another device to provide it with additional functionality like internet.

External Hard Drive

A portable storage device that can be attached to a computer through a USB or FireWire connection or wirelessly.

Digital Subscriber Line (DSL)

A family of technologies that are used to transmit digital data over telephone lines.

XDSL

Refers collectively to all types of digital subscriber lines, the two main categories being ADSL and SDSL. Two other types of XDSL technologies are High-data-rate DSL (HDSL) and Very

high DSL (VDSL).

Fixed Internet Broadband

A fast internet connection of high speed accessed to the public equal to, or greater than 256Kilobit/second.

Voice Over Internet Protocol (VoIP)

A technology that allows you to make voice calls using a broadband internet connection instead of a regular (analog) phone line.

Virtual Services

Wide range of administrative technology and professional support tasks, all of which can be completed remotely via phone, email, Skype, fax or internet.

E-Commerce

Is the trading or facilitation of trading in products or services using computer networks such as the internet.

Cyber Security

Refers to the body of technologies, processes and practices designed to protect networks, devices, programs and data from attack.

Hacking

A hacker is someone who seeks and exploits weaknesses in a computer system or computer network.

Phishing

Is the attempt to acquire sensitive information such as usernames, passwords and credit card details (and sometimes, indirectly, money), often for malicious reasons.

Ransomware

Is a type of malware that restricts access to the infected computer system in some way and demands that the user pay a ransom to the malware operators to remove the restriction.

Vishing

Is the criminal practice of using social engineering over the telephone system to gain access to private personal and financial data. Example: those text messages like “Mtukula pakhomu mwawina malata).

Big Data

Is a term for datasets that are so large or complex that traditional data processing applications are inadequate.

Mega Bites Per Second (MBPS)

Is referred to as the internet speed measured in number of bites per second.

Cloud Computing

An IT development, deployment and delivery model, enabling service users to have ubiquitous, convenient and on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications and services), that can be rapidly provisioned and released with minimal management effort or service-provider interaction. Cloud computing enables cloud services.

The Internet of Things

Is the internet-able nature of modern physical devices, vehicles and buildings. You may also have heard of IoT products as connected devices or smart devices. The Internet of Things is everything that connects to the internet.

Big Data Analytics

Big and complex datasets that are analysed to indicate, reveal and show patterns or behaviors.

Mobile Phone Penetration

The number of SIM cards or mobile phone numbers in a country.

SIM cards Penetration

The number of SIM cards in a country.

12.2 Infrastructure and Universal Access Concepts

Infrastructure

The basic physical and organisational structures and facilities (e.g., buildings, roads and power supplies) needed for the operation of a society or enterprise.

Universal Access

Universal access is understood to be the possibility for every citizen of the world, regardless of their digital skills, geographical and socio-economic situation, to create and/or use for themselves or through telematics networks already installed in their environment, and to find and place on the internet, information useful for their life plans.

Digitalisation

To turn an image (artwork, photographs, text) into a format usable by a computer system through a process that scans the image into digital bits.

Audiovisual

Using both sight and sound, typically in the form of slides or video and recorded speech or music.

Information Systems

Are computerised tools that assist people in transforming data into information. It consists of infrastructure (physical and hardware components), software, people, procedures (manual and automated) and data.

Data Centre

A data centre is a special building constructed to house servers. The data centre consists of a number of rooms with special filtration and air conditioning to keep servers free of dust and at their optimum operating temperature, and preventing the significant quantities of heat they generate from building up and damaging them. The building provides special electricity supplies with generators that supply power in the event of a power cut, and provide physical security in the form of guards and locks to ensure that only the owners of the servers and their appointed staff can gain access to a server, to prevent theft. Lastly, data centres have multiple high-quality internet connections with backups, allowing the servers within to remain connected to the internet at high speed, even if faults or accidents break one or more of the connections.

Server

A computer that provides a specific kind of service to other computers. Can be used to store critical data for retrieval. A server also acts as the communications gateway between many computers connected to it, responding to requests for information from client computers. On the internet, all web pages are held on servers. This includes search engine and directory data accessible from the internet.

Open Source

Software whose source code is published and made available to the public, enabling anyone to copy, modify and redistribute the source code without paying royalties or fees.

Connectivity

Refers to the use of computer networks to link computers to one another, and provide information resources between computer systems and their final users.

Internet Service Provider (ISP)

A company that provides its customers (other organisations and individuals) with easy and user-friendly access to the internet via dial-up, ISDN, ADSL, or other type of connection. ISPs typically charge a monthly fee for this service which will vary according to the customer's type of usage, for example a customer may have a Broadband, anytime or off-peak connection package. It is also customary for an ISP to provide their own proprietary content,

including news, advice, multimedia, shopping and various online services such as web browsing, e-mail and website hosting facilities.

Fiber to the Office

An alternative cabling concept for local area network office environments.

Internet Penetration

The rate (predominantly measured in percentage) of the total population of a given country or region using internet.

Active Subscription

A subscription where the system was used at least once during the last three months.

Asymmetric Digital Subscriber Line (ADSL)

Modern technology that converts twisted-pair telephone lines into access parts for multimedia and high-speed data communications. The bit rates transmitted in both directions are different. A data communications technology that enables faster data transmission over copper telephone lines than a conventional voice band modem can provide.

Back Door

An undocumented way of accessing a system, bypassing the normal authentication mechanisms. Some back doors are placed in the software by the original programmer and others are placed on systems through a system compromise such as virus or worm. Usually, attackers use back doors for easier and continued access to a system after it has been compromised.

Bandwidth

The amount or volume of digital data that can be transferred through a communications connection. A bit-rate measure of available or consumed data communication resources is expressed in bits/ second or multiples thereof.

Binary

Refers to two as in binary variables (yes, no). It is also a form of computer encoding based on individual pieces of information or bits which take two values 0 and 1. In mathematics and digital electronics, a binary number is a number expressed in the base-2 numeral system or binary numeral system which uses only two symbols: typically 0 and 1. The base-2 numeral system is a positional notation with a radix of 2. Each digit is referred to as a bit.

Bit

The smallest unit of data that a computer can process and store. It is represented by a single binary value usually 0 or 1, similar to an on/off light switch. A bit can also be understood as a basic information unit in binary systems which assumes a value of 0 or 1.

Bits per Second (BPS)

A measure of transfer speed in digital communication networks.

Broadband Access

Access to the public internet (through TCP/IP connection) at downstream speeds greater than or equal to 256 Kbits/s.

Broadband Over Power Line (BPL)

Technology that allows internet data to be transmitted over utility power lines.

Byte

A group of 8 binary digits or bits that can be processed as a unit by computer programs (Kilobyte = 1000 bytes).

Modulator

Demodulator device at subscriber locations for use in conveying data communications on a cable-television system.

Cable-Television Service

Multi-channel programming delivered over a coaxial cable for viewing on television sets.

CDMA2000

Multi-carrier for 3G mobile cellular network.

Subscribers

A person who pays to receive or access a service.

Cellular Subscribers

Persons using mobile telephones who subscribe to an automatic public mobile telephone service which provides access to the PSTN using cellular technology. This can include analogue and digital cellular systems but should not include non-cellular systems. Subscribers to fixed wireless (for example, Wireless Local Loop), public mobile data services or radio paging services are not included.

Coaxial Cable

Type of cable with center wire surrounded by insulation with a grounded shield or braided wire to minimise electrical and radio frequency interference.

Code Division Multiple Access (CDMA)

Digital cellular technology that does not assign a specific frequency to each user; instead, every channel uses the full available spectrum.

Computer

A desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets.

Contracted Capacity

Bandwidth put into the service but not all of which is used; some is reserved for restoration or redundancy.

Courier Services

Courier services are express delivery services which include time definite delivery. They are fast, door-to-door and pick-up delivery services for urgently needed parcels.

Metadata

A collection of information that describes the content, quality, condition, format, lineage and any other relevant characteristic of a data set. It is data about data.

Data

In ICT, the raw material of information entered into and stored within a computer or file.

Database

A logical collection of information that is interrelated and which is managed and stored as a unit in the same computer file.

Data Dictionary

A data catalogue that describes the contents of a database. Information is listed about each field in the attribute tables and about the format, definitions and structures of the attribute tables.

Data Entry

Data entry is the act of transcribing some form of data into another form, usually using a computer program.

Data Format

Specific or proprietary set of data structures within a software system.

Data Model

User's conceptual design of a dataset that describes database entities and their relations to each other.

Datasets

A logical collection of values or database objects relating to a single subject, usually presented in tabular form.

Data Standardisation

The process of reaching agreement on common data definitions, formats, representation and structures of all data layers and elements.

Data Storage

Information/data stored or backups electronically to be used at a given time. Example for data storage media are external hard drives, memory card, flash disks, CDs, etc.

Data Structure

Implementation of a data model consisting of file structures used to represent various features.

Data Type

The field characteristic of the columns in an attribute table, for example, character, floating point and integer.

Delivering Products Online

Products delivered over the internet in digitised form, for example, reports, software, music, videos, computer games; and online services such as computer-related services, travel bookings or financial services.

Dial-up Internet

Narrowband internet access that uses a modem to connect to the internet through a fixed telephone line. It requires a modem to dial a phone number for internet access.

Digital Terrestrial Television (DTT)

Technological evolution from analogue to digital terrestrial television providing capability for several channels.

Direct Exchange Line (DEL)

The equivalent of an analogue fixed telephone line.

Direct-to-Home Satellite Services (DTH satellite)

Satellite television broadcast services received via a satellite dish.

Email

Electronic mail, commonly known as email or e-mail. It is a method of exchanging digital messages from an author to one or more recipients.

Enhanced Data Rates for GSM Evolution (EDGE)

A faster version of GSM wireless service.

Ethernet (LAN)

A family of computer networking technologies for local area networks (LANs) commercially introduced in 1980.

Evolution Data Optimised (EV-DO)

Telecommunication standard for the wireless transmission of data through radio signals; part of the CDMA200 standard family.

2.5G Mobile-Cellular Network

The General Packet Radio Service (GPRS) mobile communications technology, a packet-data technology that allows GSM operators to offer wireless data services at throughput rates of up to 115 kbit/s. Third generation of mobile communications technology, a group of mobile technologies that have been approved by ITU as IMT-2000. These technologies allow voice, data and video communications. Currently, five standards have been specified as IMT-2000 based on various combinations of mobile technologies: CDMA direct spread (WCDMA), CDMA multicarrier (CDMA2000), CDMA time division (TD-CDMA), TDMA single carrier and FDMA/TDMA and O FDMA.TDD WMAN (IEEE 802.16).

2G Mobile-Cellular Network

Second generation of mobile communications technology. It differs from the predecessor technologies in that it is a digital cellular technology, which includes standards such as Global System for Mobile communications (GSM) and CDMAOne.

Access Point Name (APN)

It is the name of a gateway between a GSM, GPRS, 3G or 4G mobile network and another computer network, frequently the public internet. A mobile device making a data connection must be configured with an APN to present to the carrier.

Automated Fingerprint Identification System (AFIS)

It is a biometric identification (ID) methodology that uses digital imaging technology to obtain, store and analyse fingerprint data.

Broadband Global Area Network (BGAN)

It is a global satellite network with telephony using portable terminals. The terminals are normally used to connect a laptop computer to broadband Internet in remote locations although as long as line-of-sight to the satellite exists, the terminal can be used anywhere.

Broadcast License

It is a type of spectrum license granting the licensee permission to use a portion of the radio or TV frequency spectrum in a given geographical area for broadcasting purposes. The licenses generally include restrictions which vary from band to band.

Broadcasting Studio

A room or set of rooms specially equipped for broadcasting radio or television programs, making phonograph records, filming motion pictures and others.

Cable Television (CATV) Service

Multichannel programming delivered over a coaxial cable for viewing on television sets.

Census and Survey Processing System (CSPro)

It is a software package for entering, editing, tabulating, and disseminating data from censuses and surveys.

COBIT 5

An overarching framework for the governance of enterprise IT.

Commercial Radio

It is a radio station that generates revenue through advertising, also called radio commercials, radio spots or advertising jingles. The advertisements are released by companies which find the commercial radio to be a good medium to take their message to their customers.

Community Radio

It is usually a short-range, not-for-profit radio station or channel that caters for the information needs of people living in a particular locality.

Database Management System (DBMS)

It is a system software for creating and managing databases. The DBMS provides users and programmers with a systematic way to create, retrieve, update and manage data.

Decoder

A device capable of converting audio or video signals into a different form, for example from digital to analogue. It uses the same types of technologies as data projectors which accept computer output but projection TVs are designed to process standard and high-definition TV signals.

Projector Screen

An installation consisting of a surface and a support structure used for displaying a projected image for the view of an audience. Projection screens may be permanently installed as in a movie theatre; painted on the wall; or portable with tripod or floor-rising models.

Electronic Media

It is one in which electronic or electromechanical energy is used to transmit information to

the audience i.e. using television radio, and internet.

Fibre Optic

Flexible transparent fibre made of very pure glass not much wider than a human hair that acts as “light pipe” to transmit light between the two ends of the fibre.

Film Production

An action of recording an event by a camera as a set of moving images and shown in a cinema or on television.

Film

A story or event recorded by a camera as a set of moving images and shown in a cinema or on television.

Firewall

Software or hardware that controls access into and out of a network or computer.

Fixed Broadband Internet Access Tariffs

The cheapest broadband entry plan converted to US\$ for a minimum 256 k/bits per second connection.

Fixed Broadband Internet Subscribers

Entities (for example, businesses, individuals) subscribing to paid high-speed access to the public Internet (a TCP/IP connection).

Fixed Broadband

Technologies such as DSL, at speeds of at least 256kbit/s, cable modem, high-speed leased lines, fibre-to-the-home, power-line, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX.

Fixed Internet Subscribers

The total number of internet subscribers with fixed access which includes dial-up and total fixed broadband subscribers cable modem, DSL internet subscribers, other fixed broadband and leased line internet subscribers.

Fixed Telephone Line

A telephone line connecting a customer’s terminal equipment (for example, telephone set, facsimile machine) to the public switched telephone network (PSTN) and which has a dedicated port on the telephone exchange.

Full-Time Equivalent (FTE)

The unit representing the conversion of part-time work to full-time.

General Packet Radio Service (GPRS) Mobile Communications Technology

Packet data technology that allows GSM operators to offer wireless data services at throughput rates up to 115kbit/s.

Gigabits per Second

Gbit/s 1000 Mbit/s.

Gigabyte (GB)

1000 million bytes.

Global System for Mobile Communications (GSM)

A standard set to describe technologies for second generation (“2G”) digital cellular networks.

High Speed Packet Access (HSPA)

Amalgamation of two mobile-telephony protocols that extend and improve the performance of existing WCDMA protocols.

Hypertext Transfer Protocol (HTTP)

The underlying protocol used by the World Wide Web.

Income per Fixed Line

Total fixed line revenue divided by the number of main lines in operation. The revenue includes non-refundable connection charges, line rentals and local, national long distance and international call usage charges. It typically also includes revenue from public payphones.

Information Dissemination

Systematic distribution of information or knowledge through a variety of ways to potential beneficiaries/users.

Information Security

The protection of information and information systems against unauthorised access or modification of information, whether in storage, processing or transit, and against denial of service to authorised users.

Input/Output

Refers to the communication between an information processing system (such as a computer) and the outside world, possibly a human, or another information processing system. Inputs are the signals or data received by the system and outputs are the signals or data sent from it.

Integrated Services Digital Network (ISDN)

Network that provides digital connections between digital network interfaces.

Intellectual Property/Asset

Creation of the mind; inventions; literary and artistic works and symbols, names, images and designs used in commerce.

International Calls

Calls originating in a country and terminating abroad; calls from fixed geographic numbers to foreign fixed and mobile numbers.

International Internet Bandwidth

The capacity that backbone operators provide to carry Internet traffic, measured in megabytes per second (mbps).

Internet Banking

Includes electronic transactions with a bank for payment, transfers, among others or for looking up account information.

Internet Protocol (IP)

Most commonly used set of rules for dispatching data across a large computer network that enables the exchange of voice information primarily in the form of packets, using IP protocols.

Internet Protocol Television (IPTV)

Multimedia services such as television/video/audio/ text/graphics/data delivered over an IP-based network managed to support the required level of quality of service, quality of experience, security, interactivity and reliability.

IT Capacity

Turned-on bandwidth in a fibre-optic system which is ready for use.

Kbit/s

Kilobits per second (1 kilobit per second = one thousand bits per second).

Leased Line

A line which connects two locations for private voice and/or data telecommunication service, either through a dedicated physical cable or a virtual connection.

Local Area Network (LAN)

Network connecting computers within a localised area such as a single building, department or site.

Local Newspaper

A paper that is printed in the local language that contains news, articles of opinion, features, and advertising.

Long-term Evolution (LTE)

4-G wireless-broadband technology developed by the Third Generation Partnership.

Malware (Malicious Code)

Short for malicious software code or software that is specially designed to damage, disrupt, steal or, in general, inflict some other “bad” or illegitimate action on data, hosts or networks.

Managed VoIP

Publicly available telephone service provided using voice over internet protocol (VoIP) for call origination whereby the operator controls the quality of service provided.

Media House

It is a digital agency specialising in web design, graphic design, hosting, marketing consulting and social media. These could be television, radio and news media houses.

Mobile (Cellular Phone/Cell Phone)

Portable telephone subscribing to a public mobile telephone service using cellular technology which provides access to the PSTN. This includes digital and analogue systems, as well as IMT-2000, (3G).

Mobile Broadband Subscriptions

Subscriptions to mobile cellular networks with access to data communications (for example, the internet) at broadband speeds such as WCDMA, HSDPA, CDMA2000, 1Xev-DO AND CDMA 2000 1x EV-DV, irrespective of the device used to access the internet (handheld computer, laptop or mobile phone, etc.) These services are typically referred to as 3G or 3.5G, among others.

Mobile Cellular Telephone Prepaid Tariffs

Tariffs based on the methodology of the OECD low user basket. For international comparability, this indicator is calculated by the International Telecommunication Union (ITU).

Mobile Cellular Telephone Subscriptions

Subscriptions of portable telephones to a public mobile telephone service using cellular technology which provides access to the PSTN.

Mobile Telecom Revenue per Subscriber

Total mobile telecom revenue divided by the number of mobile subscribers.

Mobile Video Van

This is a mobile van that goes to different places for public awareness in terms of education and entertainment using audio-visual.

Mobile Virtual Network Operator (MVNO)

An organisation which provides mobile cellular services to its customers but does not have allocation of spectrum.

Multichannel TV Subscriptions

Services that provide TV additional programming beyond free-to-air terrestrial channels. Multichannel TV services are cable TV, direct-to-home satellite services, internet-protocol TV and digital terrestrial TV.

Multimedia Messaging Service (MMS)

May convey text, graphic and audio content.

Multi-Router Traffic Grapher (MRTG)

Software for monitoring and measuring the traffic load on network links. It allows the user to see traffic load on a network over time in graphical form.

Naked DSL

Service that does not require a telephone-line rental. A naked DSL (a.k.a. standalone or dry loop DSL) is a digital subscriber line (DSL) without a PSTN (analogue telephony) service or the associated dial tone. In other words, only a standalone DSL internet service is provided on the local loop.

Narrowband Internet Access

Access to the public internet (through a TCP/IP connection) at downstream speeds below 256 kbit/s.

Narrowband

Analogue modem (dial-up via standard phone line, Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256kbit/s.

National Calls

Public voice-telephony calls, including local calls, dial-up calls to the internet and long distance calls.

News Conference

Media event in which news makers (sources) invite journalists to hear them speak and most often ask questions.

News

Information about current events.

Newspaper

A paper that contains news, articles of opinion, features and advertising that is printed and distributed.

Other Terrestrial Television

Such as microwave multipoint distribution systems (MMDS) and satellite master antenna television (SMATV).

Packet

Based network able to provide telecommunication services and make use of multiple broadband, Qos-enabled transport technologies and in which service-related functions are independent from underlying transport-related technologies.

Postal Services

Transmission of letters, packages, periodicals and related services. Postal services ensure that postal items are delivered. A postal item refers to anything dispatched by postal service such as letter post, parcel post, money orders, etc. Letter post items are defined as priority items and non-priority items weighing up to 2kgs, letters, post cards, printed papers, small packets weighing up to 2kgs and literature for the blind weighing up to 7kgs.

Press Briefing

It is a meeting called by an organisation, government, etc., to inform the Press of something.

Press Statement/Release

It is a written or recorded communication directed at members of a news media for the purpose of announcing something ostensibly newsworthy.

Projector

This is an optical device that projects an image (or moving images) onto a surface commonly a projection screen.

SAS

A statistical analysis system package for data analysis.

Satellite Dish

A telecommunications device used to send and receive microwave signals. It is a parabolic shaped antenna used for data transmission and broadcasting. Satellite dishes are used for all kinds of data communication. The signals can be sent anywhere without having miles of cables.

Solar Power System

The conversion of energy from sunlight into electricity, either directly using photovoltaics (PV), indirectly using concentrated solar power or a combination.

Statistical Packages

Programmable computer software used to produce statistics.

Streaming

It is content sent in compressed form over the Internet and displayed by the viewer in real time. With streaming video or streaming media, a web user does not have to wait to download a file to play it. Instead, the media is sent in a continuous stream of data and is played as it arrives.

Television (TV)

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.

Television Channel

A broadcast frequency or virtual number over which a television station or television network is distributed.

Television Transmitter

It is a device which broadcasts an electromagnetic signal to the television receivers. Television transmitters may be analogue or digital.

Trojans

Programs that perform like a real program some user may wish to run but which also performs unauthorised actions. Users are often tricked into loading and executing it on their systems. After activation, it can achieve any number of attacks on the host from irritating the user to damaging the host (deleting files and activating viruses). Trojans spread through user interaction such as opening or downloading an e-mail attachment.

Viruses

A type of malware that propagates by inserting a copy of itself into and becoming part of another program, and often spreading from one computer to another, leaving infections as it travels.

Worms

A malicious program that self-replicates across networks. Computer worms are similar to viruses in that they replicate functional copies of themselves and they can cause the same type of damage. In contrast to viruses, which require the spreading of an infected host file,

worms are standalone software and do not require a host program or human help to propagate. To spread, worms either exploit vulnerability on the target system or use some kind of social engineering to trick users into executing them.

Transmission Grid

Is a network of power stations, transmission lines, and sub-stations. Energy is usually transmitted within a grid with three-phase AC.

Transmission Site

A site/place installed with transmission equipment for conversion of broadcasting of an electromagnetic signal to the broadcasting station.

Wide Area Network (WAN)

Telecommunication network that covers a broad area (that is, any network that links across metropolitan, regional, or national boundaries).

12.3 Telecommunication and Broadcasting Concepts

Spectrum

Range of electromagnetic wave frequencies. The visible spectrum, for example, ranges from wavelengths of about 400 to 700 nanometers.

Telecommunication

The communication at a distance by electronic transmission of impulses, as by telegraph, cable, telephone, radio or television.

Broadcasting

Spreading a message or signal over a wide area (or to all connected devices) without specific targeting.

Wireless

A network terminal that uses electromagnetic waves, such as RF, infrared, laser, visible light, and acoustic energy, not wires, for telecommunications.

Telephone

Electronic equipment that converts sound into electrical signals that can be transmitted over distances and then converts received signals back into sounds.

Antenna (Aerial)

A device used to transmit and/or receive electromagnetic waves. In mobile phone technology, it is the physical part of a mobile phone that is designed to receive or transmit the radio frequency signals which the handset uses to communicate with the telephone

network. A mobile may contain an internal antenna that is concealed within its case or there may be a short or stubby external antenna that protrudes about 3 cm or more outside the case. Some mobile phones include an FM radio and in this case the headset lead usually acts as the radio's antenna. The headset must then be connected to the phone to ensure good reception.

Backbone

A communication network designed to carry the bulk of the traffic. They are typically sets of wire lines, radio links, or fibre-optic cables that connect one local network to another or one regional network to another. Backbone networks are of necessity high-speed, wide bandwidth connection paths, designed to cope with the high-density of traffic that is designed to flow through them. The points of interconnection in the network are called 'nodes'.

Cellular Base Station or Towers

A fixed radio station in the cellular network, which communicates with mobile telephones using radio waves. Cellular Base Station, is also called a Base Transceiver Station, which will include transmitters, receivers, tower and antenna, and control equipment to interconnect with other base transceiver stations and the public switched network via landline or microwave links.

Coverage Area

The geographical area in which a wireless network company offers cellular service for their own mobile phone subscribers. It is also called a service area.

Microwave

The range of radio frequencies between 1 GHz and 30 GHz (i.e. between wavelengths of 300 mm and 10 mm). Examples of use are cellular phone carriers' point-to-point and point-to-multipoint communications, the nationwide distribution of radio and TV channels and radio links between earth stations and orbiting satellites.

Smartphone

A mobile phone with computer-like features that can include e-mail, an internet browser, a personal organiser, a touch screen or a keyboard.

Broadcasting Digital Migration (BDM)

The process of converting television signals from analogue to digital technology.

Transmitters

A set of equipment used to generate and transmit electromagnetic waves carrying messages or signals, especially those of radio or television.

Cellular or Cell

The infrastructure of the mobile telephone network that is sub-divided into many small areas, each of which is served by a Base Transceiver Station.

Tablet

A mobile device, typically with a mobile operating system and touchscreen display processing circuitry.

Phablet

A class of mobile device designed to combine or straddle the size format of smartphones and tablets.

Set Top Boxes

A device used for sending and decoding digital signal for digital broadcasting on Television sets.

Electronic Media

Media that use electronics or electromechanical audience (electronic communication process) to access content. For example: telephone, radio, television and smartphone, etc.

Print media

It is that means of mass communication through which information is disseminated in printed form e.g. newspaper, magazine, printed journal, etc.

Analog Transmission

Transmission of analog signal over analog channels.

Digital Transmission

Transmission of a digital signal over digital channels.

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