

Researcher Meeting and Survey Manual for Field Survey

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Researcher meeting

We need a researcher meeting for any survey.

For Safety Field Survey

- To recall the researchers about safety survey

By recommended to wear long-sleeved shirt, trousers, boot and hat on the field survey.

- To explain that it does not attempt to enter the hard walking field

It is essential to check the field condition from neighboring land or to confirm from knowledgeable person such as farmer.

For Safety Field Survey (cont.)

- To disseminate the emergency contact address
- To examine in advance on emergency action like accident of researcher
- To examine the compensation of accidental insurance claimed if the agency has a record

If it would be difficult to provide any state of compensation or accidental insurance for such accident, it should correctly inform this situation to researchers in order to avoid the trouble might be caused.

For Smooth Field Survey

- To prepare the researchers list in field survey

The list comprises of necessary items like researcher's name, gender, age, occupation, address, phone number, charging area mesh ID and etc. The regional office and headquarters office take possession the researchers list for each one and it has to be handled carefully.

For Smooth Field Survey (cont.)

- To issue the researcher certification card (ID card)

It is required to bring this cards to the field survey. In addition, it is required to describe expiration date (survey period) on this card.

For Smooth Field Survey (cont.)

- To set up survey period

The survey period will be about one month starting from the next day after researcher meeting. The due date of survey sheet would be 20 days starting from the next day of researchers meeting and urge researchers to submit survey sheet after the end of field survey as speedily as possible. The remaining 10 days become the period for the examination of survey sheets in regional office. The regional office will confirm the survey contents to researchers as necessary within these days. Otherwise, overdue confirmation after the survey period would not be implemented.

For Collect Field Survey

- To provide guidance to ensure the researchers go to the actual field.
- To interview between researchers and regional officers to identify the Area Mesh place where the researcher is in charged.

For Collect Field Survey (cont.)

- To explain that the border line of agricultural land on survey sheet

It would be simply judgment on Area Mesh photo, it therefore would be under the premises that researcher will modify based on field survey.

- To explain that this aerial photo has been taken since a couple years ago

The actual field condition has a possibility to be changed.

For Collect Field Survey (cont.)

- To provide a guidance that the judgment of agricultural land or not should be checked on the field carefully including field borderline.

Especially, to instruct that it does not take into account as agricultural land for material yard adjacent to agricultural land, clear space and pond irrigation.

- To provide a guidance that field survey conducts visual confirmation with hearing from cultivator and so on.

For Collect Field Survey (cont.)

- To provide a guidance that the judgment of fallow land or abandoned agricultural land
By hearing the intention of cultivated from cultivator.
- To instruct if it cannot be verified, it required to write down this notification on the survey sheet.
In this case, regional officer would finally judge the land category.
- To provide a guidance that it has to draw the borderline of each planted crops on the survey sheet

For Collect Field Survey (cont.)

- To provide a guidance that it is necessary to hear the crops planting schedule on unplanted land from cultivator and note the crop name on survey sheet.
- To provide a guidance that if there are peculiar cultivation forms such as mix planted (for example: cassava and soybeans) , it is essential to write down these notifications on the survey sheet.

For Collect Field Survey (cont.)

- To provide guidance that if there are unclear points or difficult to judge cases

It is essential to write down these notifications on the survey sheet.

Making of Survey Manual

- Survey manual is a kind of official document and has to be published if needed.
- Survey authority (regulation authority) and the utilization purpose must be described in the manual

Making of Survey Manual (cont.)

- The first purpose of survey manual for researcher is not for correct survey but safety survey.
- Wake-up call for safety survey is not too much description in survey manual.
- The contact address (phone number) in case of accident is a must description.

Making of Survey Manual (cont.)

- The status of researcher who is employed as a researcher by government stipulates in manual in order to be recognized for researcher the proper survey conducting.
- Researcher ID card proves the status of researcher and it is useful for avoiding the trouble in field survey.

Making of survey manual (cont.)

- Try to describe simply and keep to the minimum description.
- Try to describe easy ward as much as possible, in case describing technical ward attaches the ward explanation.

Making of Survey Manual (cont.)

- Clear the researcher obligation about “What”, “What’s step”, “How to do” and “By when”.
- Confirm the follow up survey that it may be a request for the content confirmation for researcher during survey period.
- Attach the example of description on survey sheet (questionnaire) in manual.

Thank You

