



2015/16 Kenya Integrated Household Budget Survey (KIHBS)

"Measuring Well-Being for Sustainable Development"

Status Report as at April, 2016 (Half year Report)

Progress Report

Introduction

The 2015/16 Kenya Integrated Household Budget Survey (KIHBS) Started on 3rd September 2015 and is currently on the 8th month and it is implemented in period of 12 months. The survey is a representative random sample of selected conventional households in Kenya.

The main purpose of undertaking the 2015/16 KIHBS is to determine in detail the current pattern of household expenditure and consumption in order to update the weighting basis of the Consumer Price Index, the computation of poverty/welfare indicators and updating of national accounts benchmarks among other indicators. The diary of household expenditure and consumption over a 7-day period by the surveyed households is an added advantage to the survey.

Scope and Coverage

The survey is being conducted on sample basis and covers all conventional households in all urban and rural areas in Kenya. The survey employs a number of instruments to collect the data i.e. the household questionnaire's to capture the information on individuals in the areas of education, health, labour force particulars, the uptake of ICT services and their involvement in the domestic tourism; information at household level in areas of Consumption and Expenditure(both recall and diary), housing, water and sanitation, energy, agricultural inputs, agricultural outputs, livestock, household enterprises, credit, transfers, other income, shocks, food security and the uptake of ICT services at household level.

The other instruments include the market questionnaire which used to collect the local level prices from the market where most respondents purchased their goods and community questionnaire which collects the community level information through a participatory process.

Sample Design and Size

The general population from which the sample for the survey is formed comprises of all the households in the country. The 2015/16 KIHBS sample was drawn from the master sample that is developed and maintain by the Kenya National Bureau of Statistics (KNBS). The master sample uses a two stage cluster's sampling principle; in the first stage the census enumeration areas are selected to form clusters and in the second stage the households to be surveyed are identified.

A total sample of 2,400 clusters from the master sample was drawn from urban and rural areas in all the counties as the final sample for the survey, further ten (10) households were selected in each cluster giving a total of 24,000 households for the sample.

Survey Implementation

a) Sample Implementation

The sample has been divided into four (4) quarters, in the first two quarters, 602 clusters were covered in each quarter, while in the third and fourth quarters 598 clusters will be covered each. Within the quarter the sample further is divided into months and cycles, each month has two cycles and therefore a quarter has three months and six(6) cycles. Currently the survey is on the 16th cycle of the 3rd quarter.

Table 1: Number of cluster per quarter

Quarter	Number of cluster	Remarks
1	602	all clusters covered
2	602	all clusters covered
3	598	Ongoing
4	598	To be covered (June-August 2016)
Total	2400	

b) Survey Personnel

The data collection exercise is currently on course in despite personnel attrition having affected some teams across the 47 Counties. In ensuring field exercise continues smoothly, the Bureau trained additional 30 personnel in February 2016. The additional trained personnel has been deployed as follows; 19 joined second data entry at the headquarters, 3 joint the field teams while 8 are in the reserve list.

Table 2: Research Assistant personnel by Category

Categories	KNBS Staff	Temporary	Total
Field Interviewer	44	56	100
Field Editor/CAPI Interviewer	7	43	50
Field Data Entry	6	44	50
Field Supervisor	47	3	50
HQ Supervisor Data Entry	2	0	2
HQ Data Entry	9	28	37
Questionnaires –Quality checks and storage	2	0	2
ICT Technicians	2	0	2
Total	119	174	293
Reserves			
Reserves	10	28	38

c) Cluster Updating and Development

The cluster updating exercise was carried out in the first and second quarter in August and December, 2016 respectively. In addition, the updating exercise for the 598 clusters sampled for the third quarter, 460 clusters are currently being updated. At the beginning of 2015/16 KIHBS, 596 sampled clusters out 859 had not been developed. In the first and second quarters 263 clusters were developed in 21 counties while remaining 333 sampled clusters for the survey are currently being developed alongside the entire remaining cluster NASSEP IV.

d) Data Collection

The implementation of data collection in the field is on course with the Research Assistants (RAs) having learnt the art of interviewing using; the Paper Assisted Personal Interviews (PAPI), Computer

Assisted Personal Interviews (CAPI), Focus Group Discussions (FGDs) and Price questionnaires and data entry program. The cycle start and closing dates are being adhered to.

Monitoring and Evaluation of the Survey is done through the technical team who visits the teams to perform quality checks on the questionnaires and provide technical advice on the implementation of the survey instruments in the field.

The logistical challenges such as lack of enough equipment and natural attrition encountered by the teams during the 1st and 2nd quarters, have so far been alleviated through; recruitment and training of additional staff and procurement of more equipment. Any emerging potential threats to the field exercise are addressed as and when they arise.

f) Field data entry

The field data capture for the survey is done concurrently with the data collection in the field using laptops. The captured data is then transmitted to the servers at the KNBS Headquarters using 4G modems for the second entry. The data entry personnel in the field were provided with airtime of Ksh. 1, 000 per month for purchasing data bundles for this purpose. As at 30th March, 2016, the number of completed clusters in terms of questionnaire administration was 1,404, while the completed field data captured by now was 1,341 clusters.

Table 3: First Field Data Entry by Completion Rate

County	Cluster Covered as at 30th March 2016	No. of clusters complete/closed First data entry	Completion Rate	County	Cluster Covered as at 30th March 2016	No. of clusters complete/closed First data entry	Completion Rate
Nairobi	44	40	90.9	Kisumu	32	31	96.9
Nyandarua	28	25	89.3	Migori	31	31	100.0
Nyeri	30	29	96.7	Homa Bay	31	30	96.8
Kirinyaga	31	30	96.8	Kisii	34	32	94.1
Muranga	31	31	100.0	Nyamira	30	30	100.0
Kiambu	34	33	97.1	Turkana	28	28	100.0
Mombasa	30	30	100.0	West Pokot	28	26	92.9
Kwale	30	28	93.3	Samburu	26	24	92.3
Kilifi	30	27	90.0	Trans-Nzoia	30	30	100.0
Tana River	28	27	96.4	Baringo	28	28	100.0
Lamu	26	25	96.2	Uasin Gishu	32	31	96.9
Taita Taveta	28	20	71.4	Elgeyo Marakwet	28	28	100.0
Marsabit	26	25	96.2	Nandi	30	27	90.0
Isiolo	26	26	100.0	Laikipia	30	29	96.7
Meru	32	32	100.0	Nakuru	34	34	100.0
Tharaka	28	28	100.0	Narok	28	27	96.4
Embu	28	27	96.4	Kajiado	28	27	96.4
Kitui	30	30	100.0	Kericho	30	30	100.0
Machakos	31	30	96.8	Bomet	30	30	100.0
Makueni	31	31	100.0	Kakamega	30	30	100.0
Garissa	30	27	90.0	Vihiga	28	28	100.0
Wajir	28	25	89.3	Bungoma	30	28	93.3
Mandera	28	18	64.3	Busia	30	30	100.0
Siaya	30	28	93.3	Total	1,404	1,341	95.5

Response Rates

The response rate presented in this report are crude, given that we have not factored in the number of household which were found vacant during the survey period. We expect that when all factors are considered the response rate will go up. The cumulative national PAPI response rate as at 30th March

2016 is 91.0 per cent with 12,782 households covered out of the 14,040 households which were targeted as presented in Table 6. Further, the highest response rate by county was recorded in Nyeri with a response rate of 97.3 per cent while the lowest was recorded in Nairobi with a response rate of 76.1 per cent. Table 4 and Table 5 shows the response rate distributed into 1st and 2nd quarter. The low rates in the 1st Quarter is attributed to low awareness about the survey at the beginning.

CAPI Response Rates

The CAPI survey is implemented using tablets in the field and the data uploaded to the servers immediately after an interview in each of the six sampled households. The overall response rate for CAPI interviews is 99.3 per cent having covered 8,364 households out of the expected 8,426 household's number. The high response rate is due to replacement policy for CAPI interviews.

TABLE 4: KIHBS 2015/16 First Quarter Response (Field Reports) by County

County	Clusters	PAPI			CAPI		
		Households Sampled for	Response (HHs) PAPI	PAPI Response rate (Per cent)	Households Sampled for CAPI	Response (HHS) CAPI	Response rate(Per cent)
Nairobi	18	180	127	70.6	108	107	99.1
Nyandarua	12	120	110	91.7	72	72	100
Nyeri	13	130	124	95.4	78	78	100
Kirinyaga	13	130	114	87.7	78	78	100
Muranga	13	130	119	91.5	78	78	100
Kiambu	15	150	126	84.0	90	90	100
Mombasa	13	130	118	90.8	78	78	100
Kwale	13	130	113	86.9	78	78	100
Kilifi	13	130	119	91.5	78	77	98.7
Tana River	12	120	109	90.8	72	72	100
Lamu	11	110	103	93.6	66	66	100
Taita Taveta	12	120	105	87.5	72	63	87.5
Marsabit	11	110	89	80.9	66	66	100
Isiolo	11	110	107	97.3	66	64	97
Meru	14	140	137	97.9	84	78	92.9
Tharaka Nithi	12	120	108	90.0	72	72	100
Embu	12	120	110	91.7	72	70	97.2
Kitui	13	130	110	84.6	78	77	98.7
Machakos	13	130	122	93.8	78	78	100
Makueni	13	130	120	92.3	78	78	100
Garissa	13	130	102	78.5	78	72	92.3
Wajir	12	120	110	91.7	72	66	91.7
Mandera	12	120	94	78.3	72	72	100
Siaya	13	130	117	90.0	78	77	98.7
Kisumu	14	140	127	90.7	84	84	100
Homa Bay	13	130	114	87.7	78	78	100
Migori	13	130	118	90.8	78	78	100
Kisii	14	140	129	92.1	84	84	100
Nyamira	13	130	121	93.1	78	73	93.6
Turkana	12	120	103	85.8	72	72	100
West Pokot	12	120	110	91.7	72	72	100
Samburu	11	110	102	92.7	66	66	100
Trans Nzoia	13	130	119	91.5	78	77	98.7
Baringo	12	120	106	88.3	72	72	100
Uasin Gishu	14	140	128	91.4	84	84	100
Elgeyo Marakwet	12	120	112	93.3	72	72	100
Nandi	13	130	123	94.6	78	78	100
Laikipia	13	130	120	92.3	78	77	98.7
Nakuru	15	150	124	82.7	90	90	100
Narok	12	120	111	92.5	72	72	100
Kajiado	12	120	96	80.0	72	71	98.6
Kericho	13	130	114	87.7	78	78	100
Bomet	13	130	111	85.4	78	78	100
Kakamega	13	130	120	92.3	78	73	93.6
Vihiga	12	120	115	95.8	72	72	100
Bungoma	13	130	123	94.6	78	78	100
Busia	13	130	111	85.4	78	78	100
Total	602	6,020	5370	89.2	3,612	3,564	98.7

TABLE 5: KIHBS 2015/16 Second Quarter Response (Field Reports) by County

County	Clusters	PAPI			CAPI		
		Households Sampled for PAPI	Response (HHs) PAPI	PAPI Response rate (Per cent)	Households Sampled for CAPI	Response (HHs) CAPI	CAPI Response rate (Per cent)
Nairobi	18	180	143	79.4	108	108	100
Nyandarua	12	120	118	98.3	72	72	100
Nyeri	13	130	130	100	78	78	100
Kirinyaga	13	130	119	91.5	78	78	100
Muranga	13	130	127	97.7	78	78	100
Kiambu	15	150	133	88.7	90	90	100
Mombasa	13	130	116	89.2	78	78	100
Kwale	13	130	117	90	78	78	100
Kilifi	13	130	114	87.7	78	78	100
Tana River	12	120	107	89.2	72	72	100
Lamu	11	110	105	95.5	66	66	100
Taita Taveta	12	120	114	95	72	72	100
Marsabit	11	110	89	80.9	66	60	90.9
Isiolo	11	110	103	93.6	66	66	100
Meru	14	140	129	92.1	84	84	100
Tharaka	12	120	116	96.7	72	72	100
Embu	12	120	112	93.3	72	72	100
Kitui	13	130	120	92.3	78	78	100
Machakos	13	130	114	87.7	78	78	100
Makueni	13	130	124	95.4	78	78	100
Garissa	13	130	104	80	78	78	100
Wajir	12	120	107	89.2	72	72	100
Mandera	12	120	115	95.8	72	72	100
Siaya	13	130	124	95.4	78	78	100
Kisumu	14	140	129	92.1	84	84	100
Migori	13	130	123	94.6	78	78	100
Homa Bay	13	130	118	90.8	78	78	100
Kisii	14	140	135	96.4	84	84	100
Nyamira	13	130	123	94.6	78	78	100
Turkana	12	120	106	88.3	72	72	100
West Pokot	12	120	107	89.2	72	72	100
Samburu	11	110	108	98.2	66	66	100
Trans-Nzoia	13	130	121	93.1	78	78	100
Baringo	12	120	110	91.7	72	72	100
Uasin Gishu	14	140	127	90.7	84	84	100
Elgeyo Marakwet	12	120	115	95.8	72	72	100
Nandi	13	130	119	91.5	78	78	100
Laikipia	13	130	118	90.8	78	78	100
Nakuru	15	150	134	89.3	90	90	100
Narok	12	120	113	94.2	72	72	100
Kajiado	12	120	101	84.2	72	72	100
Kericho	13	130	126	96.9	78	78	100
Bomet	13	130	125	96.2	78	78	100
Kakamega	13	130	126	96.9	78	78	100
Vihiga	12	120	117	97.5	72	72	100
Bungoma	13	130	124	95.4	78	78	100
Busia	13	130	120	92.3	78	78	100
Total	602	6,020	5,545	92.1	3,612	3,606	99.8

TABLE 6: KIHBS 2015/16 Overall Response rate by County

County	Clusters	PAPI			CAPI		
		Households Sampled for PAPI	Response (HHs) PAPI	PAPI Response rate (Per cent)	Households Sampled for CAPI	Response (HHs) CAPI	CAPI Response rate (Per cent)
Nairobi	44	440	335	76.1	264	263	99.6
Nyandarua	28	280	268	95.7	168	168	100.0
Nyeri	30	300	292	97.3	180	180	100.0
Kirinyaga	31	310	281	90.6	186	186	100.0
Muranga	31	310	295	95.2	186	186	100.0
Kiambu	34	340	298	87.6	204	204	100.0
Mombasa	30	300	271	90.3	180	180	100.0
Kwale	30	300	265	88.3	180	180	100.0
Kilifi	30	300	269	89.7	180	179	99.4
Tana River	28	280	254	90.7	168	168	100.0
Lamu	26	260	247	95.0	156	156	100.0
Taita Taveta	28	280	259	92.5	168	159	94.6
Marsabit	26	260	210	80.8	156	150	96.2
Isiolo	26	260	243	93.5	156	154	98.7
Meru	32	320	306	95.6	192	186	96.9
Tharaka	28	280	260	92.9	168	168	100.0
Embu	28	280	259	92.5	168	166	98.8
Kitui	30	300	270	90.0	180	179	99.4
Machakos	31	310	285	91.9	186	186	100.0
Makueni	31	310	291	93.9	186	186	100.0
Garissa	30	300	245	81.7	180	174	96.7
Wajir	28	280	252	90.0	168	162	96.4
Mandera	28	280	249	88.9	168	168	100.0
Siaya	30	300	280	93.3	180	179	99.4
Kisumu	32	320	294	91.9	192	192	100.0
Migori	31	310	286	92.3	186	186	100.0
Homa Bay	31	310	283	91.3	186	186	100.0
Kisii	34	340	321	94.4	204	204	100.0
Nyamira	30	300	283	94.3	180	175	97.2
Turkana	28	280	242	86.4	168	168	100.0
West Pokot	28	280	255	91.1	168	168	100.0
Samburu	26	260	250	96.2	156	156	100.0
Trans-Nzoia	30	300	278	92.7	180	179	99.4
Baringo	28	280	256	91.4	168	168	100.0
Uasin Gishu	32	320	291	90.9	192	192	100.0
Elgeyo Marakwet	28	280	263	93.9	168	162	96.4
Nandi	30	300	280	93.3	180	180	100.0
Laikipia	30	300	274	91.3	180	179	99.4
Nakuru	34	340	293	86.2	204	204	100.0
Narok	28	280	261	93.2	168	168	100.0
Kajiado	28	280	227	81.1	168	167	99.4
Kericho	30	300	279	93.0	180	180	100.0
Bomet	30	300	275	91.7	180	180	100.0
Kakamega	30	300	285	95.0	180	175	97.2
Vihiga	28	280	270	96.4	168	168	100.0
Bungoma	30	300	283	94.3	180	180	100.0
Busia	30	300	269	89.7	180	180	100.0
Total	1404	14,040	12,782	91.0	8,424	8,364	99.3

g) Second Data Capture at the Headquarters

Completed questionnaires from the field were continually being sent by courier services to the headquarters for the second data capture. So far out of 1,404 clusters covered by 30th March 2016 1,189 clusters have been submitted for second data entry at data processing center in Nyayo House. By About 663 clusters had passed through the second data entry which is slightly over 50 per cent. This rate is low given that the field teams are at 95.5 per cent. There is need to review remuneration for the data processing center in Nyayo House team in order to motivate them. Table 7 shows the output of the second data entry per county.

Table 7: The number of clusters received and undergone 2nd entry by county

COUNTY NAME	Expected No. of clusters	No. of clusters Received at HQ	No. of clusters complete in 2nd entry	COUNTY NAME	Expected No. of clusters	No. of clusters Received at HQ	No. of clusters complete in 2nd entry
Nairobi	44	35	22	Kisumu	32	30	14
Nyandarua	28	26	15	Migori	31	21	13
Nyeri	30	30	15	Homa Bay	31	23	13
Kirinyaga	31	22	13	Kisii	34	28	14
Muranga	31	28	13	Nyamira	30	26	13
Kiambu	34	29	15	Turkana	28	22	12
Mombasa	30	26	13	West Pokot	28	26	15
Kwale	30	24	14	Samburu	26	22	15
Kilifi	30	25	14	Trans-Nzoia	30	30	15
Tana River	28	22	14	Baringo	28	22	16
Lamu	26	22	12	Uasin Gishu	32	32	14
Taita Taveta	28	28	16	Elgeyo Marakwet	28	20	12
Marsabit	26	20	11	Nandi	30	28	17
Isiolo	26	22	15	Laikipia	30	28	15
Meru	32	28	17	Nakuru	34	26	15
Tharaka	28	29	12	Narok	28	24	16
Embu	28	26	12	Kajiado	28	26	12
Kitui	30	28	16	Kericho	30	30	13
Machakos	31	27	13	Bomet	30	20	17
Makueni	31	27	15	Kakamega	30	24	13
Garissa	30	13	13	Vihiga	28	26	12
Wajir	28	24	13	Bungoma	30	30	13
Mandera	28	12	12	Busia	30	24	13
Siaya	30	28	16	TOTAL	1,404	1,189	663

Timelines

The data analysis for the 1st quarter is underway with their corresponding weighting having been completed. The data set from the 1st quarter will be used to prepare the dummy tables for the desired reports. In preparation for the report writing, the technical team is expected to develop the tabulation plans i.e. basic preliminary tables to be initiated using the previous basic reports. In addition, the thematic groups will be tasked to provide the priority indicators that will be used for generating the key reports and conducting basic STATA training. Towards achieving the analysis targets, there is need for a hands-on training of a technical team on various sectorial indicators.

Table 6: Proposed timelines for data analysis preparatory activities

Activity	Timeline
Data Collection and data entry in the field	Ongoing up to 31 st August 2016
Second data entry HQ	Ongoing up to 30 th October 2016
Weighting the dataset for both PAPI and CAPI	Between 1 st to 10 th November 2016
Data Quality Diagnostic	On going
Basic report thematic team consultations	May 2016
Obtain inputs from each thematic team for basic report tables	June 2016
Coding to generate basic report tables on KIHBS (Using 1 st quarter dataset)	June 2016
Coding to generate poverty and Labour report tables on KIHBS	June 2016
Final Data cleaning	November 2016
Produce Final STATA code to generate basic report tables on KIHBS (Using 1 st quarter dataset)	November 2016
Produce Final STATA code to generate poverty report tables on KIHBS	December 2016 – January 2017
Basic Report writing	January 2017- March 2017
Poverty and Labour report	January 2017- March 2017
Sharing of results with stakeholders	April 2017
Printing and dissemination of reports	May 2017

Budget and Funding

The overall 2015/16 KIHBS budget was estimated to be approximately KSh. 1,358.6 Million. So far by end of March 2016, KSh.955 Million has been committed for implementation of the survey.

Table 8: Challenges and Recommendations

S/NO	CHALLENGES	DETAILS	RECOMMENDATIONS
1	Attrition of Field Research Assistants and depletion of the reserves	<p>The field personnel from many Counties have left the survey and replacements have been made from the reserves hired at the onset of the survey.</p> <p>Some of the reserves that were hired are already engaged in other jobs/organizations and so are no longer available.</p> <p>The reserves remaining cannot be sufficient to cover attrition over the remaining 6 months of the survey.</p> <p>Second Training of thirty additional field personnel has already been conducted as a mitigation measure.</p>	Mitigation measures already in place.
2	Vehicle tyres	<p>Due to constant and intensive use of the vehicles the tyres were worn out fast.</p> <p>The requests for new tyres were made from most of the fleet in the field. The tyres that were procured in the first quarter did not cover the demand from the fleet.</p>	New tyres have been procured and issued to the affected Teams.
4	Vehicle Maintenance	<p>Following intensive use of the vehicles in the field Tear and wear for the old fleet is greater.</p> <p>The downtime for old fleet is longer hence affect data collection.</p>	<p>New purchased vehicles have been issued to replace the old fleet.</p> <p>The repairs of the fleet is done through contracted vehicle dealers i.e. Toyota Kenya etc.</p> <p>The downtime for the fleet is reduce by supervising the time taken by the dealers to conduct repairs.</p>

S/NO	CHALLENGES	DETAILS	RECOMMENDATIONS
3	Fuel for ASAL areas	<p>In some Counties the National oil service providers have no outlets. In other Counties the clusters are too far from the nearest outlet.</p> <p>Delays of provision of imprest to be used in fueling of the vehicles in these Counties hindered smooth running of field work.</p> <p>Field teams that did not surrender their imprests on time led to delay in provision of imprest for subsequent months for other teams.</p>	<p>The processing of imprest should be initiated earlier to ensure fuel availability is timely.</p> <p>The provision of imprest for fuel for teams that have surrendered need not to be affected by the teams that have not surrendered outstanding imprest.</p>
4	Response Rates	<p>Cases in which dwelling units were found vacant or demolished structures, Family Away, notably Refusals had an overall effect in the response rates of the survey teams.</p> <p>Updating of the clusters had been going on prior to field data collection so as to improve on the response rate.</p>	<p>Publicity and advocacy through media (Radio and Newspapers) should be carried out.</p>
5	Delay in provision of funds for FGDs facilitation and payment of chiefs and village elders.	<p>In the second quarter the funds for facilitation of Focus Group Discussions and payment of the chiefs and village elders delayed. This was due to delay of some teams in surrendering outstanding imprest.</p>	<p>The provision of new imprest need not be pegged to surrender of imprest by all teams to avoid delays and inconveniences.</p> <p>The teams should be notified to surrender on time to prepare for subsequent imprests.</p>
6	Depreciation of materials	<p>In many Counties the materials such as T-shirts and field bags are worn out.</p> <p>Stationery has also been depleted and requires to be</p>	<p>Replenishment in the third quarter (March - May 2016)</p>

S/NO	CHALLENGES	DETAILS	RECOMMENDATIONS
		replenished.	
7	Second Data Entry at Nyayo House	The newly trained nineteen data entry personnel have been deployed to join the second data entry team.	The team needs to be motivated by reviewing of their remuneration.
8	Publicity and advocacy	<p>In some counties, the teams faced resistance because of comparison with other organizations that give incentives to respondents. In Migori County the team has been labeled ‘illuminati’</p> <p>The chiefs’ in the same county seem to have been engaging village elders from outside the clusters and this aggravated the resistance.</p> <p>In some instances the message passed on to the targeted clusters by the chiefs and village elders contradicted the message relayed during publicity forums.</p>	Publicity should be intensified.

Table 1: 2015/16 KIHBS implementation matrix (24 cycles)

Quarter	Activity	Month	Year	Number of Days	Start Date	End Date
Quarter 1	Cycle 1	September	2015	14	3 rd Sept. 2015	16 th Sept. 2015
	Cycle 2	September	2015	14	17 th Sept. 2015	30 th Sept. 2015
	Slack Time	October	2015	1	1st Oct. 2015	1st Oct. 2015
	Cycle 3	October	2015	14	2nd Oct. 2015	15th Oct. 2015
	Slack Time	October	2015	1	16th Oct. 2015	16th Oct. 2015
	Cycle 4	October	2015	14	17th Oct. 2015	30th Oct. 2015
	Slack Time	October	2015	1	31st Oct. 2015	31st Oct. 2015
	Cycle 5	November	2015	14	1st Nov. 2015	14th Nov. 2015
	Slack Time	November	2015	1	15th Nov. 2015	15th Nov. 2015
	Cycle 6	November	2015	14	16th Nov. 2015	29th Nov. 2015
Slack Time	November	2015	1	31st Nov. 2015	31st Nov. 2015	
Quarter 2	Cycle 7	December	2015	14	1st Dec. 2015	14th Dec. 2015
	Cycle 8	December	2015	10	15th Dec. 2015	24th Dec. 2015
	Slack Time	December	2015	3	25th Dec. 2015	27th Dec. 2015
	Cycle 8	December	2015	4	28th Dec. 2015	31st Dec. 2015
	Slack Time	January	2016	3	1st Jan. 2016	3rd Jan. 2016
	Cycle 9	January	2016	14	4th Jan. 2016	17th Jan. 2016
	Cycle 10	January	2016	14	18th Jan. 2016	31st Jan. 2016
	Slack Time	February	2016	1	1st Feb. 2016	1st Feb. 2016
	Cycle 11	February	2016	14	2nd Feb. 2016	15th Feb. 2016
	Cycle 12	February	2016	14	16th Feb. 2016	29th Feb. 2016
Quarter 3	Slack Time	March	2016	1	1st Mar. 2016	1st Mar. 2016
	Cycle 13	March	2016	14	2nd Mar. 2016	15th Mar. 2016
	Slack Time	March	2016	1	16th Mar. 2016	16th Mar. 2016
	Cycle 14	March	2016	1	17th Mar. 2016	30th Mar. 2016
	Slack Time	March	2016	1	31st Mar. 2016	31st Mar. 2016
	Cycle 15	April	2016	14	1st Apr.2016	14th Apr.2016

Quarter	Activity	Month	Year	Number of Days	Start Date	End Date
	Slack Time	April	2016	2	15th Apr. 2016	16th Apr.2016
	Cycle 16	April	2016	14	17th Apr. 2016	30th Apr.2016
	Slack Time	May	2016	1	1st May 2016	1st May 2016
	Cycle 17	May	2016	14	2nd May 2016	15st May 2016
	Slack Time	May	2016	2	16th May 2016	17th May 2016
	Cycle 18	May	2016	14	18th May 2016	31st May 2016
Quarter 4	Slack Time	June	2016	1	1st Jun. 2016	1st Jun.2016
	Cycle 19	June	2016	14	2nd Jun. 2016	15th Jun.2016
	Slack Time	June	2016	1	16th Jun. 2016	16th Jun.2016
	Cycle 20	June	2016	14	17th Jun. 2016	30th Jun.2016
	Slack Time	July	2016	1	1st Jul. 2016	1st Jul.2016
	Cycle 21	July	2016	14	2nd Jul. 2016	15th Jul.2016
	Slack Time	July	2016	2	16th Jul. 2016	17th Jul.2016
	Cycle 22	July	2016	14	18th Jul. 2016	31st Jul.2016
	Slack Time	August	2016	1	1st Aug. 2016	1st Aug.2016
	Cycle 23	August	2016	14	2nd Aug. 2016	15th Aug.2016
	Slack Time	August	2016	2	16th Aug. 2016	18th Aug.2016
	Cycle 24	August	2016	14	18th Aug. 2016	31st Aug.2016