



RESTRICTED

RCCC/2009/17

REPORT

OF THE

SEVENTEENTH MEETING OF THE

REGIONAL CENSUS

COORDINATING COMMITTEE



CHAIRPERSON:

Ms. Gatlin Roberts
Chief Statistician
Statistical Office, Central Planning Division
Ministry of Finance, Planning & Economic
Development, Bay Street, Kingstown.
ST. VINCENT AND GRENADINES

DATE AND VENUE:

29 October 2009
Royal Saint Lucian Hotel
Gros Islet
SAINT LUCIA

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INTRODUCTION

The Seventeenth Meeting of the Regional Census Coordinating Committee was held at the Royal Saint Lucian Hotel, Gros Islet, Saint Lucia on 29 October 2009.

REPRESENTATION

A List of Delegates attending this Meeting is set out at **Annex II**.

1. OPENING

The Meeting commenced after some very brief Opening Remarks.

2. ELECTION OF CHAIRMAN

Ms. Gatlin Roberts, Chief Statistician, Statistical Office, Central Planning Division, Ministry of Finance, Planning & Economic Development, ST. VINCENT AND GRENADINES chaired the Meeting.

3. ADOPTION OF AGENDA

The Agenda, as adopted by the Meeting, is set out at **Annex III**.

4. PROCEDURAL MATTERS

The Meeting determined its hours of work and the manner in which it would conduct its business.

5 IMPLEMENTATION OF THE REGIONAL STRATEGY TO SUPPORT THE CONDUCT OF THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES IN MEMBER STATES

5.1 Report of Population and Housing Censuses Programme – Status Report on Activities

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	DECISIONS/RECOMMENDATIONS
<p>Paper RCCC/2009/17/2 entitled “<i>Status Report on the Implementation of a Regional Strategy of Support to the 2010 Round of Population and Housing Censuses in the Caribbean Community</i>” was presented to the Meeting by the CARICOM <u>Secretariat representative</u>.</p> <p>The presentation focused on providing feedback on the progress of work regarding the implementation of the various components of the Regional strategy of support to the 2010 Round of Population and Housing Censuses in the CARICOM Region.</p> <p>(i) There was continued review of the Core questionnaire particularly with respect to the theme of <u>Free Movement</u> which was reduced to one question. Guidelines on this topic were also prepared and submitted in a response to a request from member countries. Consultants hired by the Secretariat have visited selected countries to assist with</p>	<p>About eighty (80) personnel from NSOs and other line ministries from the region have been trained under the Demographic Analysis Workshops since it started in 2006.</p> <p>The workshop on Census Administration and Organisation brought together twenty two census managers/officers from the region to share their experiences. The Facilitators were former Directors of Statistics and other former Senior Statisticians from Member States.</p> <p>It became very clear at the workshop on Census Data Processing that countries will face challenges in data editing and as such called for training in this area.</p> <p>Funding of Censuses: During discussion it was revealed that some countries were having problem getting their government to approve their census budgets.</p>	<p>THE MEETING:</p> <p>Considered the Regional strategy in support to the 2010 Round of Population and Housing Censuses;</p> <p>Noted that there was continued review of the Core questionnaire particularly with respect to the theme of <u>Free Movement</u> which was reduced to one question. Guidelines on this topic were also prepared and submitted in a response to a request from member countries. Consultants hired by the Secretariat have visited selected countries to assist with questionnaire preparation.</p> <p>Recognised with concern the dropping of some key questions from the Common Core Questions developed by MS and AM.</p> <p>Countries were asked to reconsider these exclusions in the interest of the Common Census Framework.</p>

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<p>questionnaire preparation.</p> <p>(ii) For the period November 2008 to October 2009 the following activities were undertaken by the CARICOM Secretariat or in collaboration with other organisations as part of the preparatory activities for the 2010 Round of Population and Housing Censuses:</p> <p>(iii) 2009 Fourth <i>CARICOM Demographic Analysis Workshop – Strengthening Capacity in Demographic Analysis</i> executed by the CARICOM Secretariat and facilitated by the University of the West Indies, Mona, Jamaica and Salises St. Augustine, Trinidad and funded by Caribbean Development Bank and supported by DFID.</p> <p>(iv) 2009 – An assessment of mapping and GIS status in two Member States was conducted. Currently the Secretariat has engaged the services of a Consultant to assist countries in this area from November 2009 for a period of 12 months and is funded by DFID.</p> <p>(v) May 2009 – <i>CARICOM Workshop on Census Organisation and</i></p>		<p><u>Also noted</u> that the draft report of the workshops on Census Administration and Organisation and the Development of Common Methodologies had been circulated and would be finalised as soon as feedback is received from Member States and Associate Members;</p>

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<p><i>Administration</i> for the 2010 Round of Population and Housing Census in Grenada funded by DFID.</p> <p>(vi) May 2009 – <i>CARICOM Workshop on Common Methodologies</i> for the 2010 Round of Population and Housing Census in Grenada. This is a component of the Common Census Framework Project and is an IDB funded project. Two Consultants were also recruited to assist countries in this regard. Workshop was supported by DFID.</p> <p>(vii) Sept 2009 – <i>CARICOM Workshop on Census Data Processing</i> for the 2010 Round of Population and Housing Census in Saint Lucia funded by DFID.</p> <p>(viii) Oct 2009 – DevInfo 6.0 and CensusInfo Training conducted back to back in Guyana for the 2010 Round of Population and Housing Census organised by the CARICOM Secretariat in collaboration with UNICEF for the DevInfo v6.0 training and with UNSD and UNICEF for the CensusInfo Workshop which was supported by DFID.</p>		

5.2 Inter-American Development Bank Project on Common Census Framework Status Report

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<p>The Meeting received a presentation from the <u>Secretariat representative</u> on the activities under the Common Census Framework Project - RCCC/2009/17. The presentation covered the overall objective of the project, the benefits to be derived and the various components of the project. Also presented were the update on the project and the plan of action to be undertaken.</p> <p><u>Component 2: Workshop on the Use of Common Methodologies</u> - 25-29 May, 2009, Grenada chaired by Ms. Gatlin Roberts (St. Vincent and the Grenadines)</p> <p>25 Participants from Member States and Associate Members (MS/AM) were placed into three (3) groups to facilitate participation and discussion on the consensus required for Concepts and Definitions for the Common Methodology.</p> <p>Draft Workshop Report & recommendations were circulated for comments, feedback comments were received and the report was amended Final Report submitted to Countries.</p>	<p>It was pointed out that work had been completed under the first Component of the Project – Common Census Framework. Technical assistance has been offered to countries to prepare their national questionnaires. However, there was still some revision to be done on:</p> <p>(i) The Enumeration’s and Supervisor’s manuals using the Common Core Questions developed by MS and AM; and</p> <p>(ii) Assisting in the design of national questionnaires.</p> <p>The need to expedite the finalization and pre-test of the Common Questionnaire before the end of the year was stressed given that most countries were planning to conduct their censuses in 2010.</p>	<p>THE MEETING:</p> <p><u>Considered</u> the status report of activities under the Components of the Common Census Framework;</p> <p><u>Urged</u> Member States to support the implementation of Recommendations of the Common Census Framework;</p> <p><u>Recommended</u> that countries who have not yet finalised their questionnaire should try to consider including the core questions developed under the COMMON CENSUS FRAMEWORK project by MS/AM as they are key components of the project. Countries who have developed questionnaires should consider the CORE questions when reviewing the questionnaire.</p>

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<ul style="list-style-type: none"> • Recruitment of the Common Methodologies Consultants has been completed; • Preparation of draft Manuals for Trainers, Supervisors and Enumerator's are to be completed by 16th November 2009; • Consultants would facilitate the CARICOM Workshop on Train-the-Trainers 16-20, November, 2009 in Jamaica • Consultants would provide Technical Assistance to 8-10 Countries after consultation with MS/AM and focus will be on the countries doing enumeration in 2010. <p>Component 3: Compatibility of Dissemination Tools Terms of Reference (TOR) and Expressions of Interest (EOI) have been developed and are being reviewed. Further discussions are on-going on the use of CensusInfo and on data dissemination training.</p>		

6. STATUS REPORT BY COUNTRIES ON PREPARATION FOR THE EXECUTION OF THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES.

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<p>The Meeting received reports from Member States on work which they had completed and which they had started in the context of their planning for the execution of the 2010 Round of Population and Housing Censuses. Member States also advised of the dates which they had identified as Census Day.</p> <p>The reports were as follows:</p> <p>Antigua and Barbuda - Census day is 27 May 2011.</p> <p>Antigua and Barbuda reported that preparatory work was not fully started however they were in the process of establishing a GIS Unit and would need assistance.</p> <p>Barbados – Census day is 1st May 2010.</p> <p>An internal planning committee had been established. Having suffered a loss of expertise in the service, a series of sub - committees had been established to spread expertise around the office and to broaden the scope of new members of staff.</p>	<p>The significant costs related to censuses and the related activities presented a real challenge for Member States.</p> <p>The CARICOM Secretariat representative advised that through the Resources Consortium, resources should be mobilised to support Member States. It was however incumbent upon Member States to indicate clearly what their needs were for the entire process. This having been done they would need to state what could be covered with national resources and what would require external/donor funding.</p> <p>The Jamaica representative reported that there was a problem in terms of the availability of <u>geographers</u>. There was a need to map out new informal settlements and communities. This operation required technical persons that were not readily available. The staff of STATIN did not have the commensurate skills. There was therefore need for support in these areas. Previous experience has also shown that there is difficulty in finding field workers with the ability to read the maps at the end of the mapping exercise. A permanent Mapping</p>	<p>THE MEETING:</p> <p>Recognised that countries were at different stages of preparation for 2010 round of Censuses;</p> <p>Underscored: –</p> <ul style="list-style-type: none"> (i) the importance of early planning; (ii) the need for appropriate legislation to be in place; and (iii) the importance of project management and strategic planning for the Census; <p>It was suggested that quality assurance had implications for the entire census process. In this regard, there was need for a workshop or seminar to address quality management.</p> <p>Emphasised by CARICOM Secretariat that at the last Council Meeting, governments committed to fund Census 2010 Round.</p> <p>Also recognised that there were some census offices with their own Government</p>

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<p>Census operational procedures were being examined. The Census Advisory Group had been established and its first meeting was expected to take place in November 2008.</p> <p>The Bahamas – Census day is 3 May 2010.</p> <p>Three million US dollars (US\$3.0 million) had been budgeted for activities related to the 2010 Round of Population and Housing Censuses. Preparatory work had commenced and a few meetings had been convened. The first Census meeting was convened in March 2008, and Sub Committee meetings were held.</p> <p>Some mapping/GIS activity had already been undertaken in New Providence, Grand Bahama, Abaco, Inagua and Eleuthra.</p> <p>Belize – Census day is 12 May 2010.</p> <p>The National Census Advisory Committee had been established the budget for the 2010 census was approximately US\$3.5 million.</p> <p>The process of updating ED listings was ongoing. The planning process for the 2010 process was just starting.</p>	<p>division was needed in STATIN.</p> <p>Grenada was seeking to cut costs by using government buildings for the Census offices. Office space was also viewed by donors as contribution in kind. The inclusion of a public communications expert on the core Census Advisory Committee as in the case of Grenada was a best practice which could be emulated by other countries.</p> <p>The Secretariat representative said that small offices with limited resources should consider outsourcing as an option in the execution of their publicity campaigns.</p> <p>Antigua and Barbuda proposed to use the Government Information Service Unit and government television and radio stations to spearhead its census publicity campaign. These ought to be used effectively otherwise outsourcing should be considered.</p> <p>The UNFPA representative proposed that countries localise their Census field work by using community-based organisations in the coverage, planning and execution of the Census.</p> <p>The challenges posed by the weather and the availability of persons who will work were highlighted by most countries.</p>	<p>Information Service Units and others without.</p> <p>Recommended that Countries should consider using their Government Information Services, as well as Government radio and television stations to spearhead their publicity campaigns to cut cost.</p> <p>Also recommended that country reports should be submitted even in cases where there was no activity for a period. Member States could possibly identify the need for technical assistance by maintaining contact and providing reports to give impetus to the process.</p> <p>Further recognised that –</p> <p>(i) there were several challenges related to training in mapping and in most instances NSOs have to liaise with Lands and Surveys Department.</p> <p>(ii) Countries were at different stages in terms of addressing these challenges; and</p> <p>Noted that the CARICOM Secretariat's (CCS) Mapping/GIS expert would be available to assist Member States starting in November 2009 and that the</p>

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<p>Grenada – Census day is 12 May 2011.</p> <p>The planning process had just been initiated. The internal planning committee had started recruiting members from the available staff.</p> <p>The questionnaire had been conceptualised and consultations would be held with a view to finalising this questionnaire.</p> <p>A small budget would be submitted for parliamentary approval in December 2009. Assistance was needed in drafting a project document for submission to donors for support.</p> <p>The approach to data processing was being changed and the new approach will be revealed in the next meeting.</p> <p>Guyana – Census day is 30 July 2010.</p> <p>The internal Census Committee had been established. From this it was expected that six sub-committees would be formed.</p> <p>Each sub-committee was expected to prepare a proposal as part of the planning process with the Census Committee synthesising the proposals into an overall proposal.</p>	<p><u>Jamaica</u> anticipates an increase in the number of electoral districts which would likely come out during the mapping exercise and thus present a challenge.</p> <p><u>St. Vincent and the Grenadines</u> required assistance in terms of the reading of maps. A major challenge for the Census Office in St. Vincent and the Grenadines related to the haphazard way in which houses were set out. There was not a set pattern and there was need to explore geo-referencing.</p> <p><u>Suriname</u> was challenged by its geography with persons in the hinterland living in tribal communities.</p> <p><u>Anquilla</u> required assistance in the area of mapping/routing and also geo-referencing to boost the quality of their enumeration district maps.</p> <p><u>Bermuda</u> required training in GIS.</p> <p><u>The British Virgin Islands</u> needed assistance in examining ED sizes and in determining whether those should be reviewed. One problem that was experienced in 2001 was finding quality persons to work as enumerators and also backup staff.</p>	<p>Consultant had visited Saint Lucia and Trinidad and Tobago on fact finding missions.</p> <p>Also noted that Saint Lucia's Director met the Consultant whom he had discussions with and had found him to be very knowledgeable for the tasks ahead.</p> <p>Endorsed the view that countries needed to embrace the core questions in the Core and Non-Core Questionnaires developed by Member States/Associate Members to ensure harmonisation and ease of assessment at the regional level.</p> <p>Further noted the suggestion that a methodological type exercise was needed to ascertain the usefulness of aerial sampling as well as the establishment of aerial sampling units.</p> <p>Noted the offer by UNFPA to assist Member States to clean their data. Rules needed to be developed for an application for data editing throughout the editing program.</p> <p>Also noted the suggestion that technologies that were tried and tested in the Region should be used, given the closeness of 2010 round of population and housing censuses. Member States</p>

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<p>The Budget had been submitted to the Ministry of Finance.</p> <p>Jamaica – Census day is 11 April 2011.</p> <p>Two committees had been established. An internal planning committee and an external committee. The latter included external users.</p> <p>The census questionnaire was in the process of being developed.</p> <p>The cost of the Census presented is a challenge for Jamaica and the Census Office.</p> <p>A 5-year census budget was being prepared and the agricultural census budget was used as the basis for securing funding for the Census with the argument that it was a post Agricultural Census.</p> <p>St. Kitts and Nevis – Census day is 12 May 2011.</p> <p>The preliminary budget had been submitted and initial discussions had been held with stakeholders regarding adjusting questionnaire.</p> <p>Saint Lucia – Census Day: 12 May 2010.</p>	<p>The Cayman Islands required technical assistance in updating their GIS as the expertise was lacking within the Census Office.</p> <p>Barbados reported that they have lost their main GIS personnel and there was need for training in that area.</p> <p>Four countries (Antigua and Barbuda, Grenada, St. Kitts and Nevis and St. Vincent and the Grenadines) requested training in the use of PDA with GPS handsets.</p> <p>The UNFPA representative informed the Meeting that they could provide technical assistance in the use of GPS handsets and that a Memorandum of Understanding (MOU) was in place that addressed this in the context of the Resource Consortium.</p> <p>Suriname was interested in a training course on post enumeration surveys.</p> <p>The compatibility of data from PDAs with enabled GPS was also discussed.</p> <p>The Saint Lucia representative reported that there were drawbacks in respect of the use of PDAs and those new training techniques were required for their effective use. He also said that consideration should</p>	<p>could in the process benefit from the expertise available in the Region;</p> <p>Further noted that CARICOM Secretariat would present the Expert Group Meeting Report at the UWI short course/workshop where there would be a core of experts with a view to augmenting what was being sought in the Region;</p> <p>Noted that –</p> <p>(i) the UNFPA could facilitate the process of sharing handhelds once countries provided the financial resources for purchasing them; and</p> <p>(ii) If regions provide money the handhelds could be bought and the UNFPA would facilitate the sharing and training.</p> <p>Also welcomed the offer by the UNFPA to provide technical assistance. In the context of the Resource Consortium. There was a budget line that could be explored for that purpose;</p> <p>Further noted that many countries asked for technical assistance in mapping/GIS (included are Antigua and Barbuda, Belize, Grenada, Haiti, St Kitts & Nevis</p>

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<p>An internal planning committee had been established. Early in 2010 a National Advisory Committee would be established. The budget had been submitted to the government to for approximately EC\$2.5 million for census.</p> <p>In the context of human resource development, census staff had attended and benefited from a number of workshops on CPro. Also a small workshop in-house was planned to discuss CPro.</p> <p>Assistance was required in a number of areas.</p> <p>St Vincent and the Grenadines – Census day is 20 May 2011.</p> <p>Consultations had been initiated with stakeholders and interest groups and plans are expected to be finalised by the end of 2009.</p> <p>The agreement for the establishment of the Census Advisory Committee in January 2009 had been submitted to Cabinet.</p> <p>The internal planning committee had been established and it was hoped that it would start meeting soon.</p>	<p>also be given to the development of the scanning technology which some countries have gained some level of experience.</p> <p>He continued that editing program was another area of concern. Countries needed to be aware that this should be planned, developed and tested before going into the field in order to facilitate efficient processing after enumeration. It was also suggested that common variable names, definitions, <i>inter alia</i>, would make it easier for regional level analysis and harmonisation.</p> <p>A challenge for Guyana for 2002 was that the questionnaire had been printed in Brazil.</p> <p>There was concern that with short questionnaire forms there was loss of vital information on small areas and small groups.</p> <p>The Harvard University representative informed the meeting that the processing of census data from some countries (Fiji, Lesotho and Tanzania) using CPro had been completed and he was willing to share information with the CARICOM Secretariat. He also said that CPro was a basis of communication that allowed programmers and subject matter persons to:</p> <p>(i) talk to each other;</p>	<p>and Anguilla).</p> <p>Noted that In the context of the choice between the scanning and the use of PDAs, there would be legal implications to using PDAs.</p> <p>Also Noted that many Member States/Associate Members did not have updated satellite imagery. Google earth and Google earth 8 + were cited as programmes that could assist Member States even though cloud cover could present difficulties with these options.</p> <p>Agreed that extensive training of enumerators was important since face-to-face encounters provide high-quality census results.</p> <p>Noted that quality assurance had implications for the entire census process. In this regard, there was need for a workshop or seminar to address quality management.</p> <p>The meeting underscored the importance of early planning. Also stressed, was the need for appropriate legislation to be put in place. Project management and strategic planning for the census were cited as being very important, particularly in identifying and</p>

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<p>Suriname – Census Day is 24 August 2011.</p> <p>It was anticipated that the Internal Planning Committee would be established by April 2009. There is a permanent census office. The budget for the Census was approximately US\$3.9 million. The project document would be modelled after the 2004 project document and would include a log frame.</p> <p>Trinidad and Tobago – Census Day is 16 May 2010.</p> <p>The Census proposal had been completed in 2007.</p> <p>The proposed budget was in the Region of TT\$100 million or approximately US\$16 million.</p> <p>Three committees had been established – the Internal Census Committee, the IT Committee and the Demographic Committee.</p> <p>Enumeration and communication strategies had been devised. An article on the importance of the census had been published in the American Chamber of Commerce's publication.</p>	<p>(ii) ensure that what is sought is what is received. Having common items ensured compatibility across surveys as well as for Member States and</p> <p>(iii) there was a new version of CSPro which accommodated PDAs.</p> <p>In terms of the handling of visitation records, <u>Saint Lucia</u> had done some testing using PDAs. Data was then transferred to excel forms. The visitation records were scanned and produced electronically. It was suggested that sampling should be approached in a manner that would include the sampling of some topics that would not usually be included in the countries sample survey exercise.</p> <p>Mapping was the first defence to ensure quality work in the Census. Too little attention was being paid to maps. Member States should consult with the Secretariat in terms of their scheduling so that they could receive the requisite assistance from the Secretariat in terms of mapping.</p>	<p>rectifying problems that may arise.</p> <p>It was suggested that Member States should use the technologies that had been tried and tested such as scanning and manual data entry in Region given the closeness of 2010 Round. In the process, countries would benefit from the available expertise of the persons in the Region.</p> <p>It was also suggested that countries that have completed their questionnaires should put them online after the Census period so that other countries that are conducting their census in 2011 can have access and use them to develop their own.</p>

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<p>In respect of human resources there had been training in teleform and there was need for additional training of a similar nature.</p> <p>Anguilla – Census Day is 11 May 2011.</p> <p>Census preparation activities had commenced. An internal committee comprising members of in the census department had been established.</p> <p>All activities involved in the Census were being reviewed. Composition of the Advisory Committee is to be determined. The idea of providing annual updates on developments regarding the census was being deliberated. Budgeting was taking place for activities to be pursued on a yearly basis.</p> <p>Consideration was being given to strengthening laws. The theme and the logo for the census were currently being focussed on.</p> <p>Bermuda – Census Day is 20 May 2010.</p> <p>An internal census planning committee with ten sub-committees had been established.</p> <p>A memo had been prepared for the Ministry of Finance in respect of financing for the</p>	<p>Discussions</p> <p>Countries were called on to give indications of the size of their field staff, either proposed, tentative or the level of the last census.</p> <p>Grenada proposed to have its census related-legislation ready for scrutiny by parliament as early as possible. The finalisation of the Census questionnaire was, however, an important prerequisite.</p> <p><u>Countries reported on mapping, GIS and other field operations as follows:</u></p> <p>Antigua and Barbuda had recently conducted an agricultural census, an Information and Communication Survey and a Country Poverty Assessment. The activities helped to update some ED maps and to give the staff some field experience. For the 2010 Census Round, 300 enumerators will be used. There would be one supervisor assigned to 4 enumerators and one liaison officer for 4 supervisors.</p> <p>The Bahamas: There was a GIS Unit. Using GIS, the mapping exercise was 90% complete. For New Providence the biggest Island, there was a listing of all buildings and their usage. There was satellite</p>	

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<p>census.</p> <p>The assistance of the Attorney-General's office had been sought to ensure the correct interpretation of the Census Act. A Vision Statement had been prepared and 10 goals had been identified as well as 60 objectives related to the goals.</p> <p>A presentation had been made to the Civil Service advising of Census Day. A questionnaire had been sought to the public service regarding its data needs and this was also sent to the private sector.</p> <p>A calendar of timelines for census activities had been prepared. A Gantt Chart had also been done. It was the plan to outsource the publicity and awareness campaign. The possibility of having a countdown clock had been examined. A committee had been established for the logo for the census. The decision had been taken to have a traditional census.</p> <p>There was need for assistance in the area of training in both GIS and data analysis.</p> <p>In terms of human resources, the Census office is expected to hire three full time temporary officers during the census exercise for a period of three years depending on the budget. Approximately</p>	<p>imagery for Grand Bahama Island but no access. The delineation of Grand Bahama is still to be done. Imagery was available for all islands but the Statistics Office has no access.</p> <p>Mapping of New Providence was completed. It was the expectation that Grand Bahama mapping would be completed by January 2010.</p> <p>The Bahamas required training in GIS software and CARICOM Secretariat was being asked for assistance in this regard.</p> <p>In the 2000 Census Round, The Bahamas had used approximately 800 persons in the field and it was likely that this number would increase for the 2010 Round. In respect of information technology, the Bahamas was seeking equipment to process data and plans to use CSPro.</p> <p>Barbados – Since 2000 the Barbados Statistical Service had been continuously developing and reviewing ED maps.</p> <p>There were 750 persons identified for field operations. There will be about 3-4 editor/coders in a small unit in the census office. The census office will be in operation from now until 2012.</p>	

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<p>300 enumerators' field officers, training editors, coders, and enumerators were expected to be hired.</p> <p>British Virgin Islands – Census Day is 12 June 2010.</p> <p>Discussions on census preparation had commenced in July 2008. A tentative schedule for census activities had been prepared.</p> <p>A sensitisation and advertising campaign would be mounted in 2010. The census budget was prepared in 2009 and this would include advertising and training. The Census Advisory Committee was established on 31 August 2009. It was the intention to review census activities in 2002 with the aim of identifying any lessons to be learned.</p> <p>Assistance in planning, budget preparation and implementation would be welcome.</p> <p>Cayman Islands – Census Day is 10th Oct 2010.</p> <p>The Census plan had been approved.</p> <p>There were general elections scheduled to take place in 2009 in the Cayman Islands. The Census Advisory Committee had been</p>	<p>Barbados had decided to consider using the scanning technology. The finalisation of a common core of questions would facilitate planning for the 2010 Round.</p> <p>Belize – There was a GIS unit comprising one staff member. It would be necessary to increase the staff complement by one or two persons to help with the GIS work. Mexico would be providing assistance in the form of attachments to Mexico and it was expected that an expert would be sent to Belize to assist with the mapping work.</p> <p>Approximately one thousand (1000) persons were expected to help with census field work.</p> <p>Grenada – A significant amount of assistance would be required to help cover the activities to be undertaken in the remaining 2009 and 2010. A draft MOU had been prepared in respect of the secondment of a GIS expert to work with the Census Office. Assistance is needed for upgrading the available GIS software and in securing new equipment. Maps were 75% digitised. In the wake of hurricane Ivan it would be necessary to split maps.</p> <p>It was expected that by December 2009 the Census Coordination would be in place in</p>	

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<p>established and two meetings had already been convened. A small census office had been set up in the economic planning office. There was need for staff. A traditional census was being planned.</p> <p>The publicity plan had been done and the logo had been decided.</p> <p>The assistance of the UNFPA had been sought with respect to the demographic aspect of the census.</p> <p>Netherlands Antilles – Census Day is 29th January 2010 (new date is Jan 2011)</p> <p>The Census Project organisation was in place with persons assigned. All Advisory Committees had been established. The assistance of the media institute in The Hague had been sought in terms of publicity for the census. The indication from that institute was that assistance would only be provided in relation to data. A budget of approximately US\$ 2.8 million (this included PDAs), had been prepared. Collaboration with Aruba was being considered. Work had been halted pending the approval of the budget.</p>	<p>Grenada</p> <p>Guyana – With respect to mapping, the cartography unit was in the field doing the mapping exercise and the census office had been updating maps. GIS work is being done with assistance from the CARICOM Secretariat.</p> <p>During the 2000 Round there were twelve regional census officers, sixty coordinators, 300 supervisors and 2400 enumerators. The Cartography Unit had a complement of 3 staff members and help was needed in that unit. A sub-committee for questionnaire development and data processing had been established.</p> <p>Jamaica – For the 2011 census there would be approximately 5700 field workers. There would be six (6) interviewers assigned to one supervisor and twenty (20) supervisors to an area coordinator.</p> <p>A decision was yet to be made by Jamaica on whether the short form and long form would be used for the questionnaire as was the case in the 2000 round of census</p> <p>St. Kitts and Nevis – There was no GIS in the Census Office. Assistance was being sought in this regard. In terms of field staff, there were 140 in St. Kitts and 70 in Nevis.</p>	

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
	<p>There was one supervisor to forty enumerators. Mapping was ongoing. There had been some GIS training undertaken. There was need for updated satellite images to assist with the mapping.</p> <p>Saint Lucia -- A small GIS Unit had been in place since 1995. ED maps were updated on an ongoing basis and efforts were made to ensure that EDs do not go over a certain limit. In the six-month period prior to the census more persons would be hired to ensure the accuracy of the maps. The software used for the mapping exercise was ARC editor 97 and ArcView.</p> <p>Mapping and GIS were essential components and integral to the training of enumerators. There were 650 enumerators. Of this number, 200 were backup enumerators who would likely compensate for dropouts. There would be 10-15 area supervisors.</p> <p>One scanner had been purchased and a backup scanner would be purchased.</p> <p>Saint Lucia wished to follow the 2010 UN principles for tabulations and also the Regional guidelines. There would be flexibility in terms of what is designed.</p>	

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
	<p>St. Vincent and the Grenadines – Mapping had started and the GIS office had been splitting maps and reviewing and revising descriptions. There was ongoing collaboration with the Physical Planning Unit with a view to producing better maps.</p> <p>The Census Office was examining the possibility of extending the mapping training component. It has acquired ArcView software and GPS equipment.</p> <p>There would be 13 census divisions each with an area supervisor at a ratio of 1 supervisor to 5 enumerators. In all there will be 300 hundred field staff.</p> <p>Trinidad and Tobago – There was a GIS unit in place in Trinidad and Tobago.</p> <p>Many homes had not yet been surveyed. There were no maps for some EDs especially the new ones identified. Resources had been made available from the public sector investment programme for updating maps. It was intended that there would be 2064 enumerators and 306 field editors.</p>	

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
	<p>A questionnaire based on the model provided by the CARICOM Secretariat was being used and it was about 80 per cent completed. Stakeholders were to assist in completing the remaining 20 per cent.</p> <p>There was concern and need to balance/review the length of the questionnaire. Crime was a concern for Trinidad and Tobago.</p> <p>Anguilla – There was no GIS unit in the Census department. The Physical Planning Department provided assistance with mapping and GIS. There was reliance on the Physical Planning Department in terms of understanding mapping and GIS and some of the needs of the Census Office.</p> <p>Many communities had grown and there would be need to split these. Hurricane Omar had caused damage and it was realised that there were some big EDs without buildings. This would need to reduce the size of these EDs to help enumerators.</p> <p>There would be 54 enumerators with a ratio of 1 supervisor to 4 enumerators.</p> <p>Bermuda – There is a subcommittee in place to look at correct mapping problems but the committee has not met as yet.</p>	

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
	<p>There was a good mapping programme in place through the Works and Engineering Department. All buildings were numbered and this was a process that was facilitated by the post office. The GIS unit was expected to be in place by the end of 2009. The staff of the Census Office had attended workshops on GIS architecture and other GIS related issues. Geo-coding was being explored in Bermuda as well as integrating this with the questionnaires.</p> <p>In respect of the questionnaire, Bermuda was being guided by the UN and CARICOM Secretariat approaches in designing its questionnaire. This was expected to be finalised by December 2009. First pre-test of the draft questionnaire was done in May 2009. The Traditional paper and pencil method and also computer assisted telephone methods would be used for selected communities. Officers had been sent to Canada to observe their processes.</p> <p>With regard to field operations, there were 350 field staff in past. Field staff would be reintroduced. There would be one special area supervisor. There would be 5 enumerators to 1 supervisor. It was anticipated that there would be one hundred households per ED.</p>	

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
	<p>British Virgin Islands (BVI) – There was no personnel dedicated to GIS or mapping. The Town and Country Planning Department did all mapping activities.</p> <p>ED maps had been updated to cater for new houses built and proposed houses. In the 2001 census there were 55 EDs.</p> <p>The division of the country into post office codes had helped to address the challenge presented by the absence of building numbers and inadequate street names.</p> <p>Cayman Islands – The household register had been revised. There were good maps in the Lands and Survey Department. There will be about 250 field staff.</p> <p>In the Cayman Islands face-to-face interview will be the main approach to administering the questionnaire. The questionnaire would also be available to respondents online. The experience on drop off questionnaire at household for the household to complete was not favourable. The final decision on how to approach data collection was yet to be made.</p> <p>Netherlands Antilles - ArcView was the Geographic Information System software that was in use in that territory. The GIS unit was staffed by one person. The Dutch</p>	

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
	<p>Government was responsible for the GIS Project as well as a project for updating the address system. Only paper maps were available for some islands.</p> <p>In terms of field staff for collecting field data for the GIS there were 3 persons in field in Curacao and 2 persons for each of the other islands.</p> <p>Enumerators will be drawn from the schools</p>	

7. OTHER INITIATIVES TO SUPPORT THE CONDUCT OF THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES IN CARICOM

STATUS/ISSUES	CHALLENGES/BEST PRACTICES	MAIN DECISION
<p>The UNFPA representative provided an update of the activities and achievements for the two-year period 2008-2009. Among the major achievements for the period were:</p> <ul style="list-style-type: none"> • the establishment in July 2009 of a small Secretariat based in Belize, staffed by 3 persons; • the provision of technical 	<p>The UNFPA representative reported that despite major structural changes which affected the Sub-Regional Office's ability to source funding, work at the technical level continued through funding from the Latin America Office.</p> <p>There is an increase on South-to-South cooperation as demonstrated by the commitment of technical and financial</p>	<p>THE MEETING:</p> <p>Noted the Paper by the UNFPA in respect of the Resources Consortium in support of the 2010 Round of Censuses and UNFPA promised to email the link to the site to the participants.</p> <p>Also noted that the CARICOM Secretariat would seek donors who</p>

STATUS/ISSUES	CHALLENGES/BEST PRACTICES	MAIN DECISION
<p>assistance to support preparatory activities related to the 2010 Round of Census;</p> <ul style="list-style-type: none"> • the launch of the Resource Consortium website. <p>Among the countries in the Region benefiting from technical and financial support were Grenada and Cayman Islands:</p> <ul style="list-style-type: none"> • financial assistance for the purchase of PDAs and the technical assistance in the use of the PDAs were also provided to selected countries who expressed a desire to familiarise themselves with the use of the technology. • Grenada requested additional funds (for GPS and training to use the same) which were facilitated through the Barbados office. • Some countries received technical assistance to assist in their preparatory activities and planning for the 2010 Round. • Cayman Islands received technical assistance from ECLAC through a demographer. This mission was funded by UNFPA. 	<p>resources by the Latin America office in Panama to the Caribbean Sub-Region.</p>	<p>would participate in funding Associate States who were not part of the Resources Consortium, having regard to the different procedural arrangements in place for Associate States.</p>

STATUS/ISSUES	CHALLENGES/BEST PRACTICES	MAIN DECISION
<p>The UNFPA acknowledged that some countries are yet to receive technical assistance as a result of the establishment of the Resource Consortium.</p> <p>One of the outputs of the Resource Consortium was the launch of its website which when fully functional should facilitate the exchange of information between statistical agencies in the Region. The website will have an administrator who will facilitate the exchange and upload of information to the site.</p> <p>Among the features of the website are:</p>		
<ul style="list-style-type: none"> • An events scroll bar where news items and upcoming activities and events such as workshops, seminars etc. could be highlighted. • A Resource Centre which would allow end-users to submit and upload information to the site. • Forum for discussion purposes. • Website will allow countries to submit a request for technical assistance by uploading to the site. • Consultants and experts can have 		

STATUS/ISSUES	CHALLENGES/BEST PRACTICES	MAIN DECISION
<p>their CVs displayed on the site once they complete a form.</p> <p>The UNFPA representative mentioned that there are links to some statistical offices currently on the site. The intention is to have all the statistical offices' logos linked to the Consortium's site. Individual statistical offices were encouraged to have a link to the Consortium's webpage.</p> <p>In response, Barbados representative enquired whether audio and video could be uploaded, the UNFPA representative responded in the affirmative.</p> <p>The UNFPA representative further stated that while their present commitment and priority is to the Census, depending on the success of the Consortium, in relation to the Census, the possibility exists that the project could continue beyond the 2010 Round.</p>		

8 **CONSIDERATION OF CENSUSINFO**

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	DECISIONS/RECOMMENDATIONS
<p>The Secretariat representative provided an overview of some major lessons learnt from the 2000 Round of Censuses.</p> <p>The overall objective points to the necessity to take full advantage of the data collected through the census via appropriate dissemination and analysis mechanisms and the need for users to be able to have easy and quick access to data in all of its customized disaggregation by sex, age, by national and various sub-national levels and by time period for comparison purposes. The development and adoption of a common census for simple and easy dissemination of population census data for region-wide comparability in the 2010 Round of Population and Housing Census, using CensusInfo as the platform for disseminating the data from the 2010 Round of Population and Housing Census. This was recommended by the Fifteenth Meeting of the CARICOM Regional Census Coordinating Committee.</p> <p>The goal of CensusInfo is to disseminate the census indicators and basics tables on population and housing characteristics for the country as a whole and for geographical areas/administrative units that can be used for planning, management and evaluation of</p>	<p>OECS has requested support to set up OECS Info in the areas of</p> <ul style="list-style-type: none"> (i) Statistical Training; and (ii) Software. (iii) The development of a template for Census Info. (iv) The development of a template for the 2010 Global project. <p>The Suriname Representative informed the meeting that two persons were trained in DevInfo/CensusInfo and has endorsed the use of CensusInfo as a dissemination tool for the 2010 round.</p>	<p>THE MEETING:</p> <p>Considered CensusInfo and to promote its use in the dissemination of the 2010 Round of Population and Housing Censuses in the region;</p> <p>Noted the concerns relative to the mapping function and uploading of the maps to the CensusInfo. The CARICOM Secretariat informed the meeting that a Mapping/GIS Consultant was presently on board and he could assist in mapping function and uploading of maps into CensusInfo.</p> <p>Also noted that work will soon commence relative to updating the CensusInfo with data from the 2000 Round of Censuses;</p> <p>Further noted the comment made in relation to the endorsement of CensusInfo Application for the dissemination of 2010 Round of Population and Housing Censuses;</p> <p>Noted the concern relative to the migration of data from the DevInfo to</p>

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	DECISIONS/RECOMMENDATIONS
<p>development programs.</p> <p>The Secretariat representative stressed that CensusInfo is a powerful software tool based on DevInfo platform with new functionalities to meet the census dissemination requirements:</p> <p><i>A CensusInfo Workshop (12– 16 Oct 2009) was organised by the CARICOM Secretariat in collaboration with UNSD, UNFPA and UNICEF. The training targeted participants engaged in the dissemination of the 2010 Round of Census as well as persons engaged in planning, monitoring and evaluation in Member States.</i></p> <p>CENSUSINFO attributes include:</p> <ul style="list-style-type: none"> • CensusInfo presents information as indicators and tables with high quality maps and graphs • Profiles of local, minority and small population • Information for national, regional and local authorities and users, spatial and graphical analysis • Supplementary metadata covering definitions, classifications and coverage and quality assessment <p>Highlight of Discussions:</p> <p>The Saint Lucia representative informed the meeting that Saint Lucia as well as a lot of</p>		<p>CensusInfo.</p> <p>Also noted the call from Antigua and Barbuda seeking the way forward from CARICOM to commence their adaptation of DevInfo and request for the training materials from the CensusInfo workshop.</p>

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	DECISIONS/RECOMMENDATIONS
<p>countries have put a lot of census data into DevInfo and was concerned about the compatibility between DevInfo and CensusInfo and whether there will be some process or template to aid the process of migrating the census data that already exists in DevInfo to CensusInfo.</p> <p>The Secretariat Representative responded by informing the meeting that there will be no duplication of effort, it is a straight forward process relative to moving the data that already exists in DevInfo into CensusInfo through the use of the data exchange module in DevInfo and vice versa.</p> <p>The Antigua and Barbuda representative mentioned that they did not attend the CensusInfo workshop but would like the necessary materials to be forwarded to them. It was also mentioned that they are in a position to move forward with the development of their adaptation of DevInfo and was seeking assistance from the CARICOM Secretariat.</p>		

9 OVERVIEW OF CENSUS E-PORTAL

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
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STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
<p>The <u>Secretariat representative</u> provided background information relative to the development of the e-Portal, the features of the application, the tables that can be generated and the next steps in advancing the application. The Meeting also received a brief demonstration of the facility.</p> <p>In the discussion that followed it was indicated that technical assistance was being finalised to populate the Census e-Portal with data from the 2000 Round of Population and Housing Censuses for all countries.</p> <p>It was also pointed out that some level of details on gender can be generated using the facility and that this can be further enhanced with input from the relevant gender specialist. Further, the facility would be enhanced to include data warehousing capabilities so that the information can be easily generated.</p> <p>The <u>ECLAC representative</u> expressed interest in accessing the data in the e-Portal for analytical purposes.</p> <p>The <u>Saint Lucia representative</u> indicated that a number of initiatives were being undertaken to put Census data online – for</p>	<p>The success of the Census e-Portal depends on the availability of datasets from MS/AM.</p>	<p>THE MEETING:</p> <p><u>Noted</u> that the development of the Census e-Portal was completed and would soon be populated with data from the 2000 Round of Population and Housing Censuses;</p> <p><u>Also noted</u> that some countries have to seek permission from their government in order to release the 2000 Census Round dataset.</p> <p><u>Further noted</u> the need to ensure steps are taken to optimise the tools available for the dissemination of Census Data.</p> <p><u>Recommended</u> optimisation of tools to disseminate census data and not duplicate efforts.</p>

STATUS/ISSUE	CHALLENGES/BEST PRACTICE	MAIN DECISION
<p>example the use of Redatam, CensusInfo and the Census e-Portal. Therefore, it was necessary to ensure that steps were taken to optimise these tools and not duplicate efforts.</p>		

10. ANY OTHER BUSINESS

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<p>In the case of period of storage of old questionnaire (previous censuses) countries were reminded to look at what the laws in their respective countries say.</p> <p>The importance of capturing of information collected from the Visitation Record (VR) was also highlighted.</p> <p>Countries were reminded to select areas carefully for pre-test to include all groups of persons in the society. The meeting was informed of pre test already done in The Bahamas, Trinidad and Tobago, Bermuda, Barbados and Guyana's is on-going.</p>	<p>Country Preparation and support for CENSUS 2010 Round of Censuses by Governments is a big issue for some countries. The <u>Jamaica representative</u> expressed concern of support from the Government and approval from Heads of Government for the 2010 round of census including a regional budget and timeline.</p> <p>There was a call to involve private entities as regards financial support to census activities.</p>	<p>THE MEETING:</p> <p>Noted the concerns of Member States in moving forward for the census 2010 round;</p> <p>Agreed that there is need for some intervention by the CARICOM Secretariat to persuade Government to actively support census 2010 activities financially.</p> <p>Also agreed: that there should be a mid-year meeting of the Regional Census Coordinating Committee in July 2010.</p>

Close of Meeting

The Meeting ended with the usual exchange of courtesies

Census Dates, Estimated Cost of Conducting 2010 Round of Censuses and Assistance Required.				ANNEX I
No.	Country	Census Day	Estimated Cost	Assistance Required
1.	Antigua and Barbuda	May 2011	700,000.00	<ul style="list-style-type: none"> • Assistance in setting up GIS unit (training and use of GIS software) • Data editing and validation using CSPro.
2.	The Bahamas	May 2010	3,000,000.00	<ul style="list-style-type: none"> • Assistance in Data cleaning. • Training in CSPro
3.	Barbados	May 2010	2,500,000.00	<ul style="list-style-type: none"> • Assistance in updating maps using GIS. • Training in CSPro
4	Belize	12 May 2010	3,500,000.00	<ul style="list-style-type: none"> • Assistance in setting up GIS system (training and use of GIS software).
5	Dominica	11 May 2011	700,000.00	<ul style="list-style-type: none"> • Purchase of GPS handsets and training to use the same. • Evaluation of the census and its preparedness to conduct census • Data editing and validation using CSPro.
6	Grenada	12 May 2011	800,000.00	<ul style="list-style-type: none"> • Drafting of project document to be submitted to donors
7	Guyana	July 2010	2,300,000.00	<ul style="list-style-type: none"> • Assistance needed in The Cartography Unit to upgrade the GIS system. • Data editing and validation using CSPro.
8	Haiti	2013	0.00	
9	Jamaica	April 2011	10,000,000.00	<ul style="list-style-type: none"> • Geographers and map reading training
10	Montserrat	2 July 2011	0.00	
11	Saint Kitts and Nevis	May 2011	740,740.74	<ul style="list-style-type: none"> • Assistance in updating maps using GIS and acquisition of current satellite imagery to help with the mapping. • Data editing and validation

Census Dates, Estimated Cost of Conducting 2010 Round of Censuses and Assistance Required.				ANNEX I
No.	Country	Census Day	Estimated Cost	Assistance Required
				using CSPro
12	Saint Lucia	12 May 2010	1,200,000.00	<ul style="list-style-type: none"> • Assistance in Data editing
13	Saint Vincent and Grenadines	May 2011	666,666.67	<ul style="list-style-type: none"> • Map reading and GIS training
14	Suriname	August 2011	3,900,000.00	<ul style="list-style-type: none"> • Interested in a training course on census surveys. • Training in CSPro
15	Trinidad and Tobago	May 2010	16,666,666.67	<ul style="list-style-type: none"> • Computer assisted coding and data cleaning
16	Anguilla	May 2011	370,370.37	<ul style="list-style-type: none"> • Assistance in the area of mapping/routing and geo-referencing. • Data editing and validation using CSPro.
17	Bermuda	20 May 2010	1,900,000.00	<ul style="list-style-type: none"> • Assistance in Geographical Information System (GIS). • Data analysis
18	British Virgin Islands	12 June 2010	330,000.00	<ul style="list-style-type: none"> • Assistance in examining ED sizes. • Use of TELEFORM OCR/ICR technology
19	Cayman Islands	October 2010	1,700,000.00	<ul style="list-style-type: none"> • Assistance in updating maps using GIS. • Training in census analysis and report writing
20	Turks and Caicos Islands	15 July 2011	0.00	
21	Netherlands Antilles, Curacao	Jan 2011	2,100,000.00	<ul style="list-style-type: none"> • Assistance in Geographical Information System (GIS).
22	Aruba	Oct 2010		

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DRAFT AGENDA

- 1. OPENING REMARKS**
- 2. ELECTION OF CHAIRMAN**
- 3. ADOPTION OF AGENDA**
- 4. PROCEDURAL MATTERS**
- 5. IMPLEMENTATION OF THE REGIONAL STRATEGY TO SUPPORT THE CONDUCT OF THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES IN MEMBER COUNTRIES**

Report of Population and Housing Censuses Programme – Status Report on Activities

Inter-American Development Bank Project on Common Census Framework Status Report
- 6. STATUS REPORT BY COUNTRIES ON PREPARATION FOR THE EXECUTION OF THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES**
- 7. OTHER INITIATIVES TO SUPPORT THE CONDUCT OF THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES IN CARICOM**
- 8. CONSIDERATION OF CENSUSINFO**
- 9. PRESENTATION ON CENSUS E-PORTAL**
- 10. ANY OTHER BUSINESS**

ACRONYMS

BVI	British Virgin Islands
COHSOD	Council for Human and Social Development
CSPro	Census and Survey Processing System
UNSD	United Nations Statistics Division
EU	European Commission
IDB	Inter-American Development Bank
IPUMS	Integrated Public Use Microdata Series
MOU	Memorandum of Understanding
PDA_s	Personal Digital Assistants
RCCS	Regional Census Coordinating Committee
SCCS	Standing Committee of Caribbean Statisticians
UNICEF	United Nation's Children Fund
UNECLAC	United Nations Economic Commission for Latin America and the Caribbean
UNFPA	United Nation's Population Fund
ED	Enumeration District
UWI	University of the West Indies
ECLAC	Economic Commission for Latin America and the Caribbean

