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REPORT

OF THE

CARICOM WORKSHOP

ON CENSUS ORGANISATION AND

ADMINISTRATION FOR THE 2010 ROUND OF

POPULATION

AND HOUSING CENSUSES



CHAIRPERSON:

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DATE AND VENUE:

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GRENADA

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LIST OF ACRONYMS

CATI – Computer Assisted Telephone Interview

CCDAP - Caribbean Census Data Analysis Project

CCS – Caribbean Community Secretariat

CPU – Census Planning Unit

CSO – Central Statistics Office

GIS – Geographical Information System

NAC – National Advisory Committee

NGO – Non-Governmental Organisation

NSO – National Statistics Office

OECS – Organisation of Eastern Caribbean States

RCCC – Regional Census Coordinating Committee

SCCS – Standing Committee of Caribbean Statisticians

STWG - Specialised Technical Working Group

TAC – Technical Advisory Group

TWG - Technical Working Groups

**UNECLAC - United Nations Economic Commission for Latin America and the Caribbean
CARICOM**

UNFPA - United Nations Population Fund

VR - Visitation Record

INTRODUCTION

The CARICOM Workshop on Census Organisation and Administration for the 2010 Round of Population and Housing Censuses was held at the Coyaba Beach Resort Grand Anse, Grenada from 18-22 May 2009.

REPRESENTATION

A List of Delegates attending this Meeting is set out at **Annex I to this Report**.

1. OPENING

The Opening Ceremony for the CARICOM Workshop on Census Organisation and Administration for the 2010 Round of Population and Housing Censuses was held at the Coyaba Beach Resort Grand Anse, Grenada on 18 May 2009 and was presided over by Master of Ceremonies (MC), Ms. Beryl Ann Clarkson, Statistician, Grenada Central Statistics Office.

The Welcome Address was also given by Ms. Beryl Ann Clarkson. The Opening Remarks were delivered by Dr. Philomen Harrison, Project Director, Regional Statistics of the Caribbean Community.

The Feature Address was delivered by Statistics Consultant, Mr. Curlan Gilchrist, Grenada Central Statistics Office who represented the Minister of Finance, Grenada. He emphasised on the need to put proper quality assurance measures and explore the use of new emerging technologies to improve on data archiving and data-warehousing and to make the 2010 round of censuses the best of all times. Mr Gilchrist added that the 2010 round of population and housing censuses in the region should not be taken as a large sample survey but to put everything in place to have a complete enumeration.

Mr. Vincent D Williams gave the Vote of Thanks.

2. ELECTION OF CHAIRMAN

Mr. Edwin St. Catherine, Director of Statistics, Central Statistics Office, Saint Lucia, chaired the Meeting.

3. ADOPTION OF AGENDA

The Agenda as adopted by the Meeting is at **Annex II to this Report**.

4. PROCEDURAL MATTERS

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

5. ORIGIN OF POPULATION AND HOUSING CENSUSES – THE CARIBBEAN CONTEXT:

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>5.1 Evolution of Population and Housing Censuses in the Caribbean</p>	<p>The Consultant/Facilitator from Trinidad and Tobago reviewed the literature on Population Censuses in British Caribbean territories. He indicated that Population and Housing Censuses commenced in the early 1840's and thereafter continued on a regular basis that is almost every ten (10) years.</p> <p>The formal Censuses of the early 1840's were carried out in accordance with the instructions of the English Registrar General whose memorandum to the Secretary of State for the British Colonies in the Caribbean set down certain standard practices for the conduct of Censuses.</p> <p>Following the emancipation of slavery in 1838, there was a tendency for the ex-slaves to drift away from the plantations resulting in a depletion of the labour supply to meet the needs of the plantation owners.</p>	<p>the recommencement of censuses in the Caribbean in 1946 exhibited significant regional collaboration with all participating member countries utilising a common approach. This period marked a watershed in the planning and execution of Population and Housing Census and in fact provided a benchmark for future censuses.</p> <p>The Statistical Organisation established in Jamaica for the undertaking of the Census in 1943 was extended and expanded to serve as the "regional body" and provided great assistance to other colonies in the undertaking of census exercises for 1946.</p> <p>The 1946 Census was processed "mechanically" as compared to "manually" for all previous censuses.</p>	<p>THE MEETING:</p> <p>Noted that no Censuses were undertaken in 1941 due to World War II;</p> <p>Also noted that political Independence brought change for commonalities in a regional census;</p> <p>Further noted that some of the National Statistical Offices established informal Census Units during the 1990 Round resulting in a better state of readiness when these Units were formally established and funded;</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>5.2 Historical Overview on the Conduct of Population and Housing Censuses in Selected Countries: (a) Trinidad and Tobago</p>	<p>British Colonial rule made it easier for collaboration on Censuses in the OECS countries.</p> <p>The Regional Census Co-ordinating Committee (RCCC) coordinated the 1990 regional census programmes for CARICOM Member States including the provision of guidelines and technical assistance to the participating countries.</p> <p>The Consultant/Facilitator from Trinidad and Tobago stated that during the period 1844 to 1931, ten (10) population censuses were taken in Trinidad with ten-year intervals during the periods 1851 to 1931.</p> <p>Population Censuses for Tobago were conducted separately for the periods 1851 and 1861. Censuses after this period were taken as a single unit i.e. as Trinidad and Tobago. The close link established by CARICOM Member States through membership of the</p>	<p>The Census of 1960 marked a significant step in census operations for the 13 countries of the Region, most of which were undergoing significant political and constitutional changes.</p> <p>These included the disintegration of the West Indian Federation leading to the establishment of Independence for the three larger countries of Jamaica, Trinidad and Tobago and Barbados.</p>	<p>Noted that in the period 1947 to 1959, no censuses were undertaken in Trinidad and Tobago;</p> <p>Also noted that a review of censuses in Trinidad and Tobago indicated a high level of uniformity during the periods 1960 to 2000, especially for the Core Data Fields which allowed for data comparability and analysis of key areas in the socio-economic and demographic aspects of the population at both the domestic, regional and international levels;</p>

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	<p>1980 Census Regional Co-ordinating Committee (RCCC) and the Standing Committee of Caribbean Statisticians (SCCS) made Trinidad and Tobago a party to the planning and procedures adopted for the conduct of the 1980 census.</p> <p>This is reflected in the uniformity in the definitions of the concepts and inclusion of core data sets in the census questionnaire by Member States.</p>	<p>During the 1970 Round of Census Trinidad and Tobago Central Statistics Office established a Census Planning Unit and followed similar procedures to that of the 1960 Census.</p> <p>The NSOs (like other National Statistical Offices in the region) continued to face severe challenges during the planning and execution of census activities. These challenges were basically budgetary in nature with consequences in the late establishment of the Census</p> <p>A Planning Unit was established with appropriate and adequate staffing, office accommodation and equipment.</p> <p>The failure to establish a unit in the past placed severe constraints in the conduct of census activities.</p>	<p><u>Further noted</u> that political independence brought change for commonalities in a regional censuses;</p> <p><u>Recommended</u> the need for a high level of uniformity across census decades to allow for commonalities of censuses over time;</p> <p><u>Also recommended</u> the establishment of census units at NSOs for effective running of census operations.</p>

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<p>(b) OECS Countries</p>	<p>The Consultant/Facilitator from Saint Vincent and the Grenadines presented that a review of Population and Housing Census Records showed that censuses have been undertaken in most of the OECS member states since 1871, and every ten years thereafter except 1901 and then, until 1921.</p> <p>In 1941, World War 11 was raging so no census was taken again until 1946, and then in 1960, 1970, 1981, 1991 and 2001. Antigua took a census in 1960 but did not participate in 1970 and 1981.</p> <p>In 1931, there was the famous Great Depression and Saint. Vincent and the Grenadines was the only member state of the OECS territories along four (4) other Caribbean countries that conducted a census that year.</p> <p>Preparatory plans for the 1981 census followed the pattern of the 1970 census, with the RCCC again effectively co-ordinating the activities of the</p>	<p>The West Indies Federation which was established in the late 1950's received funding for the 1960 census from the colonial office. However in the early 1960's the Federation collapsed and the OECS countries both in the eastern region and the western region could not fund the remaining activities for the 1960 census.</p> <p>For the 1970 round of censuses, the Regional Census Co-ordinating Committee (RCCC) was established and was instrumental in co-ordinating the efforts of all the countries in the Commonwealth Caribbean.</p>	<p>Noted the importance of the establishment of the Regional Census Coordinating Committee (RCCC) in coordinating census activities in the Region.</p>

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	<p>countries in the region. The RCCC was responsible for the design and printing of the census documents and the preparation and printing of the training manuals.</p> <p>The 1991 Census of Population and Housing was carried out under the Statistics Ordinance of each Member State and the Census Regulations of 1991. The Regional Census Coordinating Committee once again provided substantial support.</p> <p>Preparation for the 2001 Population and Housing Census started late in the Member States of the OECS. The OECS Secretariat in Saint Lucia took the initiative to start the activities somewhere around the first quarter of 2000.</p>		

6. THE MAIN USES OF THE RESULTS OF POPULATION AND HOUSING CENSUSES -

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>6. MAIN USES OF THE RESULTS OF POPULATION AND HOUSING CENSUSES</p>	<p>The Consultant/Facilitator from Trinidad and Tobago stated that the United Nations (1998) defines a census as a process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating statistical data, pertaining at a specific time to all living quarters and occupants thereof in a country or in a well delimited part of a country.</p> <p>A Census provides a snapshot of population size and composition</p> <p>It provides a basis for evaluating mid-year population estimates</p> <p>Can provide an indirect estimation of births, deaths and migration</p> <p>Provides the basis for the establishment of a population register</p>	<p>The main challenge identified is the production of timely results to aid users (mainly government, researchers, international agencies and students) to make effective and informed decisions in the Region.</p> <p>Census results are used for Public Sector Decision-Making, Administrative Purposes and Research Purposes. Among them are:</p> <p>Determining enrolment at the different levels of the education system</p> <p>Determining resources at the various levels for example, the need for teachers</p> <p>The allocation of school places</p> <p>Providing public health care services and resources such as nurses, doctors, vaccines</p>	<p>THE MEETING :</p> <p>Noted the examples of use of Census results in Member States e.g.</p> <p>Antigua- used census information for mapping and poverty assessment</p> <p>Belize- used census data in the establishment of a business register.</p> <p>Grenada- used census data as a sampling frame to conduct other surveys and the establishment of a business register</p> <p>Dominica- used education data from census results and for the establishment of a family register</p> <p>Guyana- used census results to derive a poverty map and was helpful in disaster response during the 2005/2006 floods</p>

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	<p>Provides a base year for population projections</p> <p>Provides the basis for calculation of Millennium Development Goals</p> <p>Gauging the magnitudes of key population parameters that could be useful in determining sampling errors and sample sizes during the conduct of sample survey.</p>	<p>Determining the allocation of protective services, for example, police stations, fire stations, emergency services</p> <p>Provision of public housing needs, for example housing units, land for building houses</p> <p>Determining the size of the electorate and the configuration of constituency boundaries and evaluating the validity of electoral lists.</p>	<p>Anguilla- used census result in disaster preparedness.</p> <p>St. Vincent and The Grenadines: used census results for the location of new schools</p> <p>St. Kitts and Nevis- Used census results to estimate migration figures in the absence of migration data</p> <p>Recommended the involvement of all stakeholders i.e. political parties and funding agencies to assist in the planning and execution of the 2010 round of censuses.</p>

7. MANAGEMENT OF POPULATION AND HOUSING CENSUSES – AN OVERVIEW

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
7.1. Conventional Approach	<p>The Consultant/Facilitator from Trinidad and Tobago presented that conventional census for our purpose, is one in which members of the public respond to a census questionnaire or interviewers are employed to collect information from individuals and households on a range of topics at a specified time.</p> <p>The essential features which are incorporated into the conventional approach to census taking are:</p> <ul style="list-style-type: none"> • Individual enumeration; • Universality within a defined territory; • Simultaneity and • Defined periodicity <p>In some cases, production of <i>small area data</i> is an added feature</p>	<p>Advantages Of The Conventional Census</p> <ol style="list-style-type: none"> 1. The national statistical organisation has control over the preparation. 2. Through its public awareness campaign, it generates interest for other official statistics. 3. It engenders a sense of national participation as it presents an opportunity to the national statistical organization to highlight the importance of the objectives and timely statistics for the society at large. 4. It provides a snap-shot of the entire population at a specified period and the availability of data for small geographic areas. 5. It is particularly suited for countries having a federal structure and having the requirement of producing a population count by various social and economic 	<p>THE MEETING:</p> <p>Noted that the conventional censuses are elaborated, complexed and costly data collection activities. There are various methods that can be used for collecting the data, such as a mail or drop-off questionnaire, the telephone, personnel Interviews, the Internet or a combination of such methods to reduce the complexity;</p> <p>Also noted that the organisational inefficiencies may influence a census undercount in conventional approach;</p> <p>Recommended that Countries employing the conventional design may utilise different methodologies in doing so.</p>

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<p>7.2 Application of Strategic Planning</p>	<p>Features of Conventional Approach to Managing Census</p> <p>Data should be compared from registers to detect shortfalls.</p> <p>Lack of Management training.</p> <p>Overloaded workloads for enumerators.</p> <p>Pre-listing of enumeration areas ought to be undertaken.</p> <p>Built-in redundancy into the planning process.</p> <p>Implementing a mapping exercise early.</p> <p>Eliminating delays due to staff bureaucracy.</p> <p>Managerial and Project Management Training required.</p> <p>The Consultant/Facilitator from Trinidad and Tobago presented that strategic planning is an organization's process of defining its mission</p>	<p>characteristics simultaneously for all geographic areas to meet the needs of planning and the allocation of resources.</p> <p>6. The defining of electoral boundaries also demands simultaneity and for this reason also the conventional approach may be better.</p> <p>Censuses are carried out infrequently and gives rise to major organisational headaches. They are usually undertaken only once every 5 or 10 years so that census data are often several years' out of date, un-timeliness of census results and in some cases, questionable data quality.</p> <p>The aim of the strategic planning process is to ensure that:</p> <ul style="list-style-type: none"> • Each project or phase is properly resourced and 	<p>THE MEETING:</p> <p>Noted the benefit of the strategic planning in terms of:</p>

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	<p>and future direction with short and long term performance targets. It considers how it is going to get there in light of its external and internal situation and making decisions on allocating its resources to pursue the strategy.</p> <p>Strategic Planning can also be considered as:</p> <ul style="list-style-type: none"> • Management’s plan of running the organisation or a project. • Satisfying the organisation’s competitive position • A process to establish priorities on what will be accomplished in the future • A process that forces the organisation to make choices on what has to be done and what will not be done 	<p>organised</p> <ul style="list-style-type: none"> • That the output of each phase or project is of sufficient quality for all subsequent phases • All dependences between the different phases are identified • The planning process should not remain static but should be dynamic and continuous and should be flexible enough to take into account changes that occur along the way <p>Benefits Of Strategic Planning</p> <p>Following are the major benefits of strategic planning:</p> <ul style="list-style-type: none"> • Forces a look into the future and therefore provides an opportunity to influence the future or assume a proactive posture in shaping the organisation • Create awareness of external threats 	<p>(a) pro-activeness; (b) direction and focus; (c) motivation and purpose; (d) accountability etc.</p> <p>Recommended the strategic planning approach to the conduct of census;</p>

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	<ul style="list-style-type: none"> • A process that pull the entire organisation together around a single plan for execution • A process that creates a broad outline on where resources will get allocated <p>To understand the interdependence of the project plan, there is need to develop a framework with a hierarchical structure.</p> <ul style="list-style-type: none"> • Projects (e.g. planning, preparation, field operations) • Phases (e.g. training) • Activities (e.g. map preparation) • Tasks (e.g. review of previous census methods) <p>All strategic planning deals with some basic strategic questions:</p>	<ul style="list-style-type: none"> • Better problem avoidance because it promotes interaction among managers at all divisional and functional levels • Initiate and influence action • Formulate better strategies (systematic, logical, rational approach) • To motivate key personnel within the organization and engender lesser resistance to change • Involves everyone into the system and provides standards of accountability for people, programs and allocation of resources • Establishes a shared direction and focus 	

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<p>Bermuda experience</p>	<ul style="list-style-type: none"> • Where are we now • Where do we want to go • What outcome we must achieve • How will we get there • For whom do we do it <p>The Chief Statistician of Bermuda presented the PESTLE Approach method. A PESTLE analysis is a useful tool for understanding or covering the 'big picture'.</p> <p>In order to ensure that our 2010 census questionnaire was relevant, Bermuda all Government Departments and Ministries that would have been tasked with developing initiatives to support the policies and programmes that the Government is planning for the country.</p>	<p>Bermuda had in-house training on Project Management and recommended to participants to do the same.</p> <p>UNFPA commended Bermuda on their initiative which showed the importance of documentation throughout the census process.</p> <p>The Bahamas: mentioned specific problems of gated communities and non-response: How to strategically deal with these to enumerate them.</p> <p>Saint Lucia: suggested e-mail communication and online appointment when dealing with hard-to-get households.</p>	<p>THE MEETING:</p> <p>Noted that the Before Action Review (BAR) Process helps to find out your intended results and measures, what challenges could be anticipated, what others learnt in similar situations and what will make the biggest difference;</p> <p>Recommended the approach of Bermuda utilising GANTT Chart and identifying hot spots as part of the whole strategic management process;</p> <p>Also recommended that one should adjust plans when the situation changes and share their experiences.</p>

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	<p><u>PESTLE</u> P - Political E - Economic S - Sociological T - Technological L - Legal E - Environmental</p> <p>Undertook a strategic plan where staff was involved.</p> <p>GANTT Chart was used that identifies every specific activity.</p> <p>New Initiatives: Computer Assisted Telephone Interviews (CATI), paper and pencil interview approach, appointment scheduling system, geographic information system (GIS).</p> <p>Selected Action Items</p> <ul style="list-style-type: none"> ▪ Vision Statement ▪ Stakeholder Assessments ▪ Census Calendar of Activities ▪ Project Mapping (Major/Minor Tasks) ▪ Hot Spots and Contingency Planning 	<p>The Secretariat suggested to participants to write to building managers in countries and involve all stakeholders including political parties.</p> <p>Anquilla was forced to put in project document when in search for funding</p>	

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<ul style="list-style-type: none"> ▪ Gantt Chart Development ▪ New Census 2010 Initiatives ▪ Budgeting <p>Bermuda 2010 Census Vision Statement : The Department of Statistics will collect socio-economic data about every individual and dwelling unit in Bermuda across all 244 census districts during the period May 2010 to August 2010</p> <p>Knowledge Materials</p> <ul style="list-style-type: none"> • Review of the Assessment of the 2000 Round of Population and Housing Censuses and Proposed Strategy for the 2010 Round of Population and Housing Censuses in the CARICOM Region; • How Australia Takes a Census, 2001 Census, Australian Bureau of Statistics; 		

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	<ul style="list-style-type: none"><li data-bbox="472 246 911 354">• Draft Report, CARICOM Meeting of Population and Housing Census Experts; 2010 Census Management Plan, US Census Bureau		

8. **THE 2010 WORLD POPULATION AND HOUSING CENSUS PROGRAMME AND THE UNITED NATIONS PRINCIPLES AND RECOMMENDATIONS FOR POPULATION AND HOUSING CENSUSES Rev 2**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>8.1 An overview of the 2010 World Population and Housing Programme and the UN Principles and Recommendations for Population and Housing Censuses.</p>	<p>The 2010 World Census Programme was approved by the Statistical Commission at its 36th Session.</p> <p>The three essential goals are:</p> <ul style="list-style-type: none"> • to agree on international principles and recommendations to conduct a census; • to facilitate countries in conducting censuses during the period 2005-2014 • to assist countries to disseminate census results in a timely manner <p>World Census Programme Activities</p> <ul style="list-style-type: none"> • Development of Census Methodological Guidelines 	<p>Major Changes in the Revision 2:</p> <ul style="list-style-type: none"> • Contracting out • Funding for the census • Quality assurance (instead of quality control) • Enhanced section on census mapping including on geo-coding and contemporary GIS • Focus on hard to capture and enumerate population groups e.g. Homeless and Indigenous populations • Promotion of, and training on, use of data <p>Other additions to the Revision 2 are:</p> <ul style="list-style-type: none"> • Introducing definition on Place of usual residence; • Impact of the additions on regional and international data comparability; 	<p>THE MEETING:</p> <p>Noted the 2010 World Census Programme Goals and activities;</p> <p>Also noted the major changes in the UN Principles and Recommendations for Population and Housing Censuses revision 2;</p> <p>Further noted that all recommended tabulations require metadata. Metadata are necessary for understanding underlying concepts and methodology.</p> <p>Types of metadata</p> <ul style="list-style-type: none"> • Core topics represented • Source of statistics • Type of population count • Definition of urban/rural

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>8.2. Alternative Approaches to Conducting Censuses</p>	<ul style="list-style-type: none"> • Facilitating Exchange of Experience • Assisting Countries in Improving their Statistical Capacity in Census Taking <p>http://unstats.un.org/unsd/census2010.htm</p> <p>The Presenter stated that if traditional census-taking is on the card, then perhaps a thrust towards the establishment of Population Registers as has been the case in some European countries.</p>	<ul style="list-style-type: none"> • Set of recommended tables <p>Core Topics</p> <ul style="list-style-type: none"> • Topics of high relevance across countries; • Permit national and international comparability of data by use of common concepts and definitions ; • Developed through international consultative process; • Main variables for recommended tabulations • Population - 31 core topics with 25 direct and 6 derived • Housing - 21 core topics <p>Fundamental features of census taking highlighted were:</p> <ul style="list-style-type: none"> • Cost Effectiveness • Relevance • Accuracy and Reliability • Timeliness • Coherence and Comparability 	<p>THE MEETING:</p> <p>Noted the following fundamental features of census taking:</p> <ul style="list-style-type: none"> • Cost Effectiveness • Relevance • Accuracy and Reliability • Timeliness • Coherence and Comparability

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>8.3. The Use of Sampling in the Conduct of Population and Housing Censuses</p>	<p>The Long and Short Forms can be used in traditional census to cut cost.</p> <p>The Use of Short Forms only along with an annual community survey such as the American Community Survey.</p> <p>The Consultant/Facilitator presented that the results of statistical analyses are almost never likely to generate a perfectly valid representation of population parameters whether based on enumerating the whole population or taking samples.</p> <p>With regard to census taking, the prevalence of systematic error from a variety of sources impact greatly on the validity of results</p> <p>This impact is potentially more profound than if the same results were to be generated on the basis of a sample drawn from the population of interest.</p>	<p>The following best practices were highlighted:</p> <ul style="list-style-type: none"> • The higher the level of precision, the larger and/or more complex, the sample; • Smaller sampling operations may make it more possible to hire higher quality interviewers, to devise and pose questions of greater detail and to minimise response error; • Sampling procedures in census-taking should be guided by an experienced sampling statistician versed in sampling theory and survey research practices. 	<p>THE MEETING:</p> <p><u>Noted</u> that the combined effect of sampling and systematic errors interfered with both the reliability and validity of results emanating from the analysis of surveys;</p> <p><u>Recommended</u> that the main concern would be to develop a sampling plan that could maximize the reliability of statistical results and contribute to gains in efficiency;</p> <p><u>Also recommended</u> the use of sampling that might be a reliance on data collected in a previous census.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>8.4. The Use Outsourcing in the Conduct of Censuses – Jamaica Census 2001 (Data Capture)</p>	<p>The use of SHORT and LONG FORMS: The SHORT FORM asked questions relating to six population subjects and one housing subject. It is claimed that one could complete the SHORT FORM in 10 minutes, on the average and covers about 83% (5 in every 6) of housing units.</p> <p>The LONG FORM asked questions related to fourteen additional population subjects and 13 additional housing subjects. It is also claimed that one could complete the LONG FORM in approximately 38 minutes, on the average about 17% (1 in every 6) of housing units in the USA were expected to receive the long form for Census 2000</p> <p>The Jamaican delegate who presented the paper pointed out that decision to outsource stemmed from:</p> <ul style="list-style-type: none"> • Short implementation period 	<ul style="list-style-type: none"> • In the absence of previous data, pilot testing is recommended based on sampling approaches that rely on purposive or judgmental sampling rather than on some probability sample. <p>Contracting the data capture proved beneficial to STATIN in various ways:</p>	<p>THE MEETING:</p> <p><u>Noted</u> that technical input from the Census staff was crucial to the success of the outsourcing (data capture).</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<ul style="list-style-type: none"> • Need to deliver Census reports within a shorter time frame • Unwillingness to re-invest in technology that would not build the capacity of the Institute <p>Contract Process: Contract process was supervised by a Consultants from an auditing and advisory firm</p> <p>Their role was to undertake the co-ordination of the activities prior to the selection of an appropriate vendor for processing the data.</p> <p>Activities of the Consultant: Preparation of Request for Proposal (RFP) document for submission to vendors.</p> <p>Identification of suitable vendors to bid on the RFP - done in collaboration with STATIN staff.</p> <p>Co-ordination and management of vendor response process.</p>	<ul style="list-style-type: none"> • The Contractor established a separate entity to process the questionnaires. STATIN would not have been able to provide that level of capital equipment to support the process; • The Contractor was able to employ additional resources to deal with unforeseen challenges and the specified deadlines; • Outsourced reduced internal stress that would have been associated with establishing an administrative structure for the processing of the data; • The other work of the Institute was not directly affected as the data conversion was not a distraction during the processing stage; • Since the contractor was local this enabled STATIN to adopt the technology as support was now available. An important factor is that the improved technology provided the opportunity to print questionnaires locally; 	<p><u>Recommended</u> the need for the contract to be as flexible as possible to allow for unpredicted changes which may arise throughout the process;</p> <p><u>Also recommended</u> that cost benefit analysis should be done before considering outsourcing any census activity.</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<p>Co-ordination of detailed evaluation of responses received from vendors.</p> <p>Description of RFP Process: RFP outlined the requirements and terms for the outsourcing of the data processing</p> <p>Requirements included:</p> <ol style="list-style-type: none"> 1) Capturing of the data 2) Storage and processing of the data 3) Management of data processing operation <p>RFP provided detailed information on the estimated data volumes for Census 2001 i.e. –</p> <ol style="list-style-type: none"> 1. Total number of questionnaires 2. Total sheets for scanning 3. Total characters per questionnaire 	<ul style="list-style-type: none"> • Long term relationship now established with the contractor who provides services for large surveys, training and support and acts as a backup facility in the case of technology failure at STATIN. 	

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	4. Total pages/images for processing RFP provided detailed 'field' descriptions of the questionnaires to be scanned.		

9. **STATISTICAL LEGISLATION GOVERNING THE CONDUCT OF CENSUSES IN THE REGION – CASE STUDIES OF STATISTICS ACT/ CENSUS REGULATIONS**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations																		
<p>9. Statistical Legislation Governing The Conduct Of Censuses In The Region – Case Studies Of Statistics Act/ Census Regulations</p>	<p>Statistical legislation sets out the authority and powers of a statistical agency and its role in the overall system, including its position in the national administration.</p> <p>Key Elements of Statistical Legislation</p> <ul style="list-style-type: none"> • Functions of Statistical System • Power to Collect Statistical Information • Professional independence of statistical system • Confidentiality of data • Coordination in Statistical Organisation <p>Census Order</p> <p>The Census Order consists of 7 parts</p>	<p>In almost every Statistics Act there is a clause empowering the country to conduct a census</p> <p>The clause is worded differently as indicated in the following table</p> <table border="1" data-bbox="978 646 1423 1455"> <thead> <tr> <th>Country</th> <th>Caption of clause</th> </tr> </thead> <tbody> <tr> <td>Anguilla</td> <td>Power to direct taking of a census</td> </tr> <tr> <td>Antigua</td> <td>Population census</td> </tr> <tr> <td>The Bahamas</td> <td>Taking census</td> </tr> <tr> <td>Barbados</td> <td>Power to direct that a population census be taken</td> </tr> <tr> <td>Belize</td> <td>Power to direct that a census be taken</td> </tr> <tr> <td>Bermuda</td> <td>Taking Census</td> </tr> <tr> <td>British Virgin Islands</td> <td>Population Census</td> </tr> <tr> <td>Cayman Islands</td> <td>Power to direct taking a</td> </tr> </tbody> </table>	Country	Caption of clause	Anguilla	Power to direct taking of a census	Antigua	Population census	The Bahamas	Taking census	Barbados	Power to direct that a population census be taken	Belize	Power to direct that a census be taken	Bermuda	Taking Census	British Virgin Islands	Population Census	Cayman Islands	Power to direct taking a	<p>THE MEETING:</p> <p>Recommended that a census order is necessary even though a Statistics Act may mandate a NSO to conduct a census;</p> <p>Also recommended that other practices that are not essential but are useful can be included according to the country individual needs.</p>
Country	Caption of clause																				
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Agenda Item	Main Issues	Challenges/Best Practices		Main Decisions/Recommendations
	<ul style="list-style-type: none"> • Short Title • Interpretation • Date of census • Persons with respect to whom information shall be furnished • Persons by whom information shall be furnished • Particulars to be stated in the census returns • Revocation <p>Statistical legislation should provide for coordination between other statistics gathering agencies.</p> <p>Either by prescribing clear responsibilities in specific areas or establish a process to make such arrangements</p> <p>The relationship should be defined or specific dispositions should be made for establishing such a relationship.</p>		<p>census</p> <p>Dominica Population Census</p> <p>Grenada Power to direct that a census be taken</p> <p>Guyana Power to direct that a census be taken</p> <p>Jamaica Power to direct taking a census</p> <p>Montserrat Power to direct taking of Population census</p> <p>Saint Lucia Power to direct that a Population census be taken</p> <p>St Kitts</p> <p>St Vincent Census</p> <p>Surinam</p> <p>Trinidad & Tobago Power to take census</p> <p>Turks & Caicos</p> <p>Draft Model from ECCB Power to direct taking of population census</p>	

10. **INITIAL CONSIDERATIONS IN THE CONDUCTING OF POPULATION AND HOUSING CENSUSES**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>10.1 The Commencement of the Planning Process – Initial Preparatory Work.</p>	<p>The Consultant/Facilitator from Trinidad and Tobago informed the meeting that initial preparation should include:</p> <ul style="list-style-type: none"> • Decision to conduct census and early thoughts of census dates. • A review and evaluation of methodologies used during the previous Census • The preparation of a Project Proposal to conduct the Census. This should include, staffing and equipment requirements, a Calendar of Activities, documentation of country and regional needs, draft budget estimates, etc. 	<p>The absence or late establishment of a Census Planning Unit (CPU) could result in serious errors and a lack of evaluation of certain key planning phases.</p> <p>Late establishment could also result in scarce or late allocation of financial resources, especially given the usual lack of interest showed by most Governments in this regard.</p> <p>A CPU which is not fully operational and staffed could result in the absence of accurate and timely documentation of census procedures.</p>	<p>THE MEETING:</p> <p>Noted that UNFPA has a template (GANTT Chart) on census planning activities however each country needs to tailor to their own needs;</p> <p>Recommended that it is important to have a budget, even if in draft from very early, as this would allow international agencies to respond to funding needs also;</p> <p>Also recommended the use of other tools such as Microsoft Project and Project Management in the planning.</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>10.2 The Establishment of Committees of Relevant Stakeholders.</p>	<p>The Consultant/Facilitator from Trinidad and Tobago stated that in order to enhance census operations in the early stages The Census Planning Unit (CPU), should establish a number of (formal/ informal) Technical Working Groups (TWG's).</p> <p>The CPU should also establish a Technical Advisory Committee (TAC) and a National Advisory Committee (NAC). These two Committees are formalised via an approved Cabinet Note indicating the objectives and composition of these committees.</p> <ul style="list-style-type: none"> • The Technical Advisory Committee (TAC) comprising the principal users of census data. • The National Advisory Committee (NAC), comprising NGO's, Members of Parliament and representatives from the business community, etc. 	<p>The objectives of the Technical Advisory Committee are as follows: -</p> <ul style="list-style-type: none"> • Assist the Director of Statistics on all technical aspects relating to the planning and implementation of the Census; • Ensure that the Census Questionnaire is designed to meet the needs for benchmark statistics for various purposes; • Assist with the design and development questionnaire; • Assist with the development of concepts and definitions; • Assist with the preparation of a tabulation plan; and • Ensure that the highest and most acceptable standards are used in the planning and execution of the Census. 	<p>THE MEETING:</p> <p>Recommended that members to be included in the NAC should be persons of influence on major issues especially budgetary allocation;</p> <p>Also Recommended that members to be included in the TAC should be persons with technical know how on various topics to be considered under the census.</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>10.3 Preparation of Proposals/Identification of Resources - Elements of Budgeting for Census Activities.</p>	<p>The composition of the Technical Working Groups (TWG) should be drawn from internal staff with census expertise in specific area.</p> <p>The TWG would be allocated exercises in specific areas such as review of census concepts and definitions, census control documents, review of census training and field enumeration manuals and provision of inputs into the design and content of the census (draft) questionnaire.</p> <p>The Consultant/Facilitator from Trinidad and Tobago presented that the preparation of a Census Budget is of critical importance towards the financing of the various phases of the census operations.</p>	<p>The objectives of the National Advisory Committee are as follows:</p> <ul style="list-style-type: none"> • Ensure that enquiries of key interest groups in the society are adequately represented in the questionnaire; • Promote public awareness and participation in the census; and • Provide advice on regulations that may need to be developed to facilitate the execution of the census as well as other pertinent non-technical areas. <p>Members of the Committees may be offered some incentives</p> <p>In the computation of the budgetary estimates a list of the different items of expenditure should be compiled for each census activity by accounting period. The list should include:</p> <ol style="list-style-type: none"> 1. Staffing Needs: 2. Equipment and Supplies : 	<p>THE MEETING:</p> <p>Recommended that information on previous census budget estimates should be reviewed and use lessons learnt to improve the current estimates;</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<p>The preparation of the Census Budget Estimates is based on the details as will be listed in the “Calendar of Census Activities” over the duration of the census activities.</p> <p>Inflation rates over the census period and insurance cover should be considered in the preparation.</p>	<p>3 Printing of Census Enumeration Documents, Associated Enumerable Supplies and Related Costs,</p> <p>4 Capital Equipment.</p> <p>5. Services:</p> <p>Discussions and or consultations with administrative and or accounting personnel, subject matter specialists and senior personnel involved in the last census would provide valuable tips in the preparation of a reliable census budget estimates</p>	<p><u>Also recommended</u> that estimates should be included for contingency to cover omissions and under-estimates as well as use of appropriate inflation rates or indices to cover rising costs over the duration of census activities.</p>

11. **PREPARATION AND DEVELOPMENT OF THE QUESTIONNAIRE AND OTHER CENSUS DOCUMENTS**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>11.1 Questionnaire Design and Development</p>	<p>The Consultant/Facilitator from Saint Lucia pointed out that Questionnaire development is assisted by the input of the subject matter personnel and the Technical and National Advisory Committee.</p> <p>It is also facilitated by the results obtained from the previous census.</p> <p>There are three types of questionnaires</p> <ul style="list-style-type: none"> • Single individual questionnaire • Single household questionnaire • Multi-household questionnaire <p>Single individual Questionnaire: Contains information for only one person</p>	<p>Single individual Questionnaire is more flexible for compiling information if the processing is done manually.</p> <p>Household Questionnaire has the advantage of being easy to manage in an enumeration and is especially convenient for obtaining a count of the number of households and for determining the relationship of each member of the household</p> <p>Multi-household Questionnaire can be awkward to handle because of its size.</p> <p>Features of the census questionnaire The last census questionnaires in the region consisted of the following sections</p> <ul style="list-style-type: none"> • Migration • Characteristics of Individuals • Disability • Health • Birthplace and Residence 	<p>THE MEETING:</p> <p>Noted that when mark sensing type of questionnaire is used, proper pencil type is acquired;</p> <p>Recommended that special emphasis should be placed on the importance of marks on mark sensing type of questionnaires during training of enumerators and supervisors and coders;</p> <p>Also recommended that some key issues to consider during planning the design of questionnaire included in the following:</p> <ul style="list-style-type: none"> • Size of page to be used • Variable naming convention • Variable properties e.g. string, numeric, length • Required fields verses non mandatory fields • Consistency checking or validation rules for each field • Linking questionnaire design to processing (IT Consultant)

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<p>Household Questionnaire: This contains information for all the members of the household or housing unit.</p> <p>Multi-household Questionnaire: It contains information for as many persons as can be entered on the form including members of several households</p> <p>This type is more economical from the standpoint of printing costs and is also convenient for processing on conventional or electronic tabulating equipment,</p> <p>Institutional Questionnaire This is used when only the number of persons by broad age-sex groups is recorded.</p> <p>It is used in cases where conventional enumeration methods are not practical. e.g. hotels, prisons this type of questionnaire is also used for the homeless</p>	<ul style="list-style-type: none"> • Education and Training • Marital Status, Union Status • Fertility • Economic activity • Crime • Where Spent Census Night 	<p>Further recommended that questionnaire size should be cut down since the size could determine processing cost;</p> <p>Recommended that one have to verify the draft questionnaire before going into production.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>11.2 Development of other Key Documents such as visitation records, control forms, means of identification, call</p>	<p>The Consultant/Facilitator from Saint Lucia presented that there are four principal manuals namely Trainers, Supervisor, Enumerator, and editor/coder manuals.</p> <p>The Trainers Manual has information for trainers emphasising the key sections:</p> <ul style="list-style-type: none"> • What are maps and why are they needed • What is a Visitation Record, how to fill it • The Census Questionnaire explaining each section in detail. <p>The Supervisor’s Manual The manual consists of Supervisor’s duties; Census day arrangements; Duties of the enumerator; The Institutional Questionnaire and instructions for filling this form; Principles of a good field supervisor; and Qualities of a good field supervisor</p>	<p>Other Key Census documents and forms that are of equal importance are:</p> <ul style="list-style-type: none"> • Visitation Record (VR) • Call back cards • ID Cards • Income Flash Cards • Supervisor control booklets • Enumerator Control booklets • Thank you cards <p>The Visitation Record (VR) As the name implies, is designed to monitor your field visits during the census enumeration.</p> <p>It is also used to construct a register of all households, business places and institutions in the country.</p> <p>This register will be used in selecting a sample for post-Census checks and may be used also for the conduct of sample surveys during the inter-censal years.</p>	<p>THE MEETING:</p> <p>Recommended The ratio of supervisor to enumerator should be 1 to 5;.</p> <p>Also recommended that the Visitation Record should be accurately and completely filled out since it provides quick preliminary count of the population.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>11.3 Printing of Questionnaires and other Documents</p>	<p>The Enumerator’s Manual provides background information on the purpose of the Population and Housing Census detailed instructions on how to fill the Visitation record and census</p> <p>The Editor’s/Coder’s Manual contains consistency checks; Age Conversion table; District codes; Country codes; School codes; Workplace codes; and any other table of codes which may be country specific.</p> <p>The Consultant/Facilitator from Saint Lucia presented that Questionnaires are ready for printing after they have been pre-tested – and all necessary changes are completed.</p> <p>The next hurdle is whether you would print locally or by an overseas printery who has lots of experience in that process.</p>	<p>Do cost analyses before hiring a company to do any printing</p>	<p>THE MEETING:</p> <p>Recommended that an estimate of the projected population is necessary to know how many individual questionnaires are needed to be printed;</p> <p>Also recommended that an estimate of the number of households expected is necessary. An additional percentage is required for spoilage and also for training.</p>

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	<p>The next question is what type of data capture you will use (be it scanning or conventional data entry)</p> <p>Other documents for printing</p> <ul style="list-style-type: none"> • Visitation Records • Enumerator maps and Supervisor maps • Call back cards • ID Cards • Income Flash Cards • Weekly Control forms • Summary Control forms • Institutional Questionnaires • Hard covers for Supervisor and Enumerator manuals • Editor/Coder Manuals • Thank you cards • Any other document that the Census Officer thinks necessary for proper management of the census 		

12. **MAPPING AND GEOGRAPHICAL INFORMATION SYSTEMS (GIS) CAPABILITIES IN THE CONDUCT OF POPULATION AND HOUSING CENSUSES**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>12. Mapping And Geographical Information Systems (GIS) Capabilities In The Conduct Of Population And Housing Censuses</p>	<p>The Presenter from CARICOM Secretariat said the Census mapping programme is among the most daunting, costly and one of the most technically demanding of census activities.</p> <p>The role of maps in the census lies in supporting enumeration task and presenting census results. With the advent of GIS and thematic mapping, this role has been expanded.</p> <p>The Census Mapping task has 3 major components:</p> <ul style="list-style-type: none"> • Pre-Census Planning, which includes budgeting, staffing allocation; • Census Enumeration Comprising data collecting and management; and 	<p>Without well defined ED boundaries the possibility of double counting or omissions increases.</p> <p>There should be the need for quality assurance measures to ensure good quality maps, extensive training in Mapping and the re-classification of new areas and geo-coding</p> <p>NSO's may need to rely on expertise in this area (Mapping and GIS) in other Government Agencies, and not necessarily go it on their own.</p> <p>A Census Mapping Exercise should include:</p> <ul style="list-style-type: none"> • The establishment of a mapping unit • Developing a timetable • Identifying the source of data • Designing the enumeration areas and field management boundaries 	<p>THE MEETING:</p> <p>Noted that misuse of personal confidential information was flagged;</p> <p>Recommended that the quality of the maps used has a major influence on the quality and reliability of Census data, and therefore influences acceptance of the results;</p> <p>Also recommended the use of GIS mapping in determining the location of schools and hospitals, etc.</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<ul style="list-style-type: none"> • Post Census Operations involving data dissemination and Resource allocation. <p>Maps are needed in a Census to manage the overall operation.</p> <p>Before a National Statistics Office commences a Mapping Exercise, it is needed to consider the most appropriate technology to be used, whether the maps will be hand-drawn, Cadastral, etc and which Government agency has the ability to produce the Enumeration Area (EA) Maps.</p> <p>Bermuda – Raised the issue of outdated maps due to the erecting of new building sites. They also wanted to know if any technical assistance was being provided by the CARICOM Secretariat to Member States and Associate Members in this area.</p>	<p>CARICOM – A special listing exercise can be done, or one can use ongoing surveys to update maps.</p> <p>UNECLAC cautioned about the issue of confidentiality of information which can be derived from various mapping software. The need for careful thinking and laws to govern and coordinate the uses of such software was encouraged</p> <p>Saint Lucia- The movement towards geo-coding of buildings and persons to these buildings rules out incompatibility between ED boundaries with other agencies such as the Ministry of Health. This was done by Saint Lucia in 2001</p>	

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<p>CARICOM - Technical assistance is being coordinated. In fact some countries such as Barbados and Cayman Islands have already benefited. The procurement process is seen as the critical issue in this regard. Bermuda will be included in this assistance.</p>		

13. **STAFF RECRUITMENT AND TRAINING**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>13.1. Structure of the Workforce.</p>	<p>The Consultant/Facilitator from St. Vincent and The Grenadines presented that it is common for the basic management structure to involve three layers of hierarchical management.</p> <p>The three layers are:</p> <ul style="list-style-type: none"> • Regional/area coordinator, (area) • Supervisors and • Enumerators/coders. <p>There are a number of key issues the census office needs to address in formally determining the structure of the workforce. These issues are interrelated and dependent on one another and they should not be considered in isolation. Key issues to be addressed are:</p> <ul style="list-style-type: none"> • Roles/ responsibilities • Time available • Staffing ratio 	<p>The supervisor/enumerator ratio is the most important as it has the most impact on dealings with the public during enumeration.</p> <p>Establishing the ratio of supervisors to enumerators cannot be done by formula and will involve some level of qualitative rather than objective judgement.</p> <p>It is also likely that the ratio will vary within a country (e.g., between urban and rural areas) owing to differing conditions in the various areas</p>	<p>THE MEETING:</p> <p>Recommended that it is important to consider the geographic, logistical, communications and any social factors when determining the structure of the workforce to support the enumeration phase of a census;</p> <p>Also recommended that as a rule of thumb, a 1 to 5 ratio of supervisor to enumerator can be used as a starting point and then varied accordingly.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>13.2. Staff Recruitment and Remuneration.</p>	<p>The Consultant/Facilitator from St Vincent and the Grenadines mentioned that the principal objectives of the recruitment exercise should be to recruit staff that are capable of undertaking the duties of the various positions and in sufficient numbers for all geographic areas.</p> <p>Have certain clear requirements (e.g. speaking/ writing are very important) capable of capturing main points and need to have some basis to reject persons.</p> <p>While a ratio of one enumerator per enumeration area is a useful starting point, the numbers will need to be adjusted to cater for differential growth in the expected numbers of:</p> <ul style="list-style-type: none"> • Single enumeration areas that require more than one enumerator; • Several enumeration areas that may be combined to create a workload for a single enumerator; 	<ul style="list-style-type: none"> • An important issue when recruiting staff is to recruit them as close as possible to the date when they will commence work. • However, at the same time recruitment cannot commence too late as this may leave insufficient time to undertake additional recruitment campaigns in areas where there may be a shortfall in applicants. • Publicity is necessary for the recruitment campaign • In some countries, government regulations may prescribe the methods that may be used for the recruitment of staff and these will need to be taken into account. • Field staff need to be assured that payment will be commensurate with the amount and difficulty of the work they will undertake. 	<p>THE MEETING:</p> <p>Recommended not to tie payment to field staff for every household enumerated since that has associated problems. Field staffs are tempted to increase number of households by hurrying and not doing what is required;</p> <p>Also recommended that field staff should have fixed payment plus additional money for extra households completed above a set number;</p> <p>Further recommended the recruitment teachers/government departments staff with tax free salary and also University of Aruba students to get credit in their academic work.</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<ul style="list-style-type: none"> • Special dwellings in enumeration areas that may require a separate enumerator. These dwellings can include hospitals, hotels, defence force barracks, or prisons; • Reserve staff that can be used as replacements for staff not able to complete their duties. <p>The recruitment campaign can be conducted separately or conjointly for each level of staff. However, selection within field operations normally works on a cascade principle, that is, where each level in the field staff management structure is responsible for recruiting the next level down. Issues to be considered include the following:</p> <ul style="list-style-type: none"> • Employment commencement dates, which may differ for each level of staff; 	<ul style="list-style-type: none"> • UNFPA alerted the meeting of the tendency of interference in some countries of politicians in recruitment. • Persons receiving remittances from family and friends and therefore do not want to work • Bermuda mentioned that the pool of temporary workers in their country was shrinking. • Aruba has similar problems with recruitment as Bermuda. • Grenada warned of the politicisation of recruitment process and advised that countries should try to institute measures whereby 30-40% more persons are trained in case of any eventuality. • The best trainees should be taken as editors/coders 	

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<ul style="list-style-type: none"> • Capacity required to process a large number of applications at one time rather than processing smaller groups of applications over a period of time; • Adoption of a joint process, which can be universal or only apply to various components of the recruitment campaign (e.g., advertising, distribution and processing of applications). Joint processes may lead to efficiency savings; • Desirability of attracting applicants of appropriate quality to each level in the management structure. If joint advertising is used for all levels, a greater proportion of applicants are likely to apply for every position. 	<ul style="list-style-type: none"> • In Anguilla the majority of persons have two jobs and makes it difficult to find persons with free time to conduct surveys or censuses. 	

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>13.3. Staff Training Strategies</p>	<p>The Consultant/Facilitator from St Vincent and The Grenadines presented that a high proportion of staff from all levels of the census workforce are usually short-term temporary staff.</p> <p>They generally have limited experience or training in statistical collection activities. It is therefore important that they are given sufficient training to understand the following matters:</p> <ul style="list-style-type: none"> • The importance of their duties; • How their efforts fit into overall census goals; • Issues such as confidentiality; • The way they are expected to undertake those duties. <p>The training should aim at equipping more senior staff with a high level of understanding of their role and the nature and relevance of the census. It is therefore important that the</p>	<ul style="list-style-type: none"> • Training should be delivered as close as possible to the time at which it is to be used. • This applies to the field operation phase of the census as well as to other aspects of the cycle. • High-quality training guides and videos will make it more likely that the approved standard procedures will be used with consequent high-quality outcomes. 	<p>THE MEETING:</p> <p>Recommended the use of the Master Trainers' Principle by using the Statistical Office staff as the Trainers'.</p>

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	<p>more senior staff are well trained, with particular focus on understanding the importance of their duties and how they contribute to the overall census goals.</p> <p>Cascade principle: An effective way of undertaking training is to follow a cascade principle, where each level in the staff management structure trains the level immediately below it.</p> <p>Using this principle, the Area Supervisors are trained by staff from the census office; the Area Supervisors then train the supervisors, who train the enumerators.</p> <p>Master trainers principle: Another method employs master trainers who are responsible for training staff in particular geographic regions. These trainers would initially undergo training (often referred to as training the trainers) in the census office.</p>		

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>13.4 Staff Retention Strategies and Safety, Staff Performance and Integrity</p>	<p>They are then responsible for training staff in a particular geographic region.</p> <p>The Consultant/Facilitator from St Vincent and the Grenadines said that regardless of budget constraints census workforce have to be paid well so that they would be ready and willing and probably anticipating working again 10 years from this census.</p> <p>Even in the best-run census, there will be situations that pose a risk to the well-being of field staff.</p> <p>Ways of minimising potential risks should be covered in the training for all levels of field staff.</p> <p>The matters to be covered could range from correct methods for handling enumeration materials to managing encounters with domestic animals. Training in</p>	<p>Young people who are just out of school are better to be recruited as field staff since they are more likely to remain to the end of the exercise.</p> <p>Managers must ensure that the staff members understand the philosophy behind the approach to quality through performance and integrity.</p> <p>Managers should not establish systems that disproportionately focus on merits and demerits of individual staff members at the expense of the team.</p>	<p>THE MEETING:</p> <p>Noted that Staff Retention is one of the major challenges for every office and more so individuals who are temporary employees of an exercise that takes place once every ten years.</p>

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	<p>this area should concentrate on the more common occurrences rather than on those that rarely occur.</p> <p>It cannot be overemphasised that staff involvement is a vital ingredient to the quality of the census results. Therefore, an environment needs to be established in which staff contributions are respected.</p>		

14. **FIELD ORGANISATION AND MANAGEMENT**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>14.1 Timing Of Enumerators</p>	<p>The Consultant/Facilitator from Trinidad and Tobago presented that main consideration here is to conduct the census in a period which is likely to yield the best results.</p> <p>Some of the factors that determine the best time for enumeration are:</p> <ul style="list-style-type: none"> • It should be conducted in the period in which enumeration can be carried out simultaneously in all parts of the country. • Weather conditions • Shouldn't be carried out close to festivals or a period during which there are long holidays, elections, etc. • Should be guided by the availability of personnel, since school teachers are 	<p>The choosing of a census date should be guided by the date of the last census, once that date was found to be satisfactory.</p> <p>A fixed census date (i.e. same day and month in the census year) enhances the comparability of data as well as provides administrative discipline.</p> <p>Each person alive should be included in the reference point.</p>	<p>THE MEETING:</p> <p>Recommended choosing fixed census date (i.e. same day and month in the census year).</p> <p>Also recommended that sufficient time should be given to enumeration, although it is advisable to keep the period short to avoid double count or omissions.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>14.2 Conduct Of Pilot Testing</p>	<p>mainly used.</p> <ul style="list-style-type: none"> The time chosen should be when most people are staying in their usual place of residence. <p>The Consultant/Facilitator from Trinidad and Tobago said that testing is a process during which all aspects of the census programme are tested to resolve any outstanding problems in advance of the main census activities.</p> <p>This is done with a view of minimizing errors during the main census activities and ensuring a smooth operation.</p> <p>The conduct of a Pilot Test should never be taken lightly.</p> <p>The PRE-TEST includes those that evaluate the questionnaire and field procedures.</p> <p>The tests are important since they give guidance in optimising scarce resources and seek to correct</p>	<p>PILOT TEST or PILOT CENSUS is best done about one year before actual enumeration.</p> <p>Consultant - In the event that one is unable to conduct a pre-test or a pilot census, one can rely on challenges faced during the previous census.</p> <p>Consultant - Working times and days should be clearly stated in the Terms of Reference, and signed by all parties to avoid the problem of field staff missing work on weekends for religious reasons.</p>	<p>THE MEETING:</p> <p><u>Recommended</u> that countries conduct pre-test and pilot test to correct deficiencies before going to the enumeration.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>14.3 Field Management Strategy Including Document Control And Distribution Plan, Workload Allocation, Establishment Of Field Offices, etc.</p>	<p>deficiencies. They are even more useful when there have been administrative and technological changes and new topics.</p> <p>Testing can give an idea of general public reaction.</p> <p>The Consultant/Facilitator from St Vincent and the Grenadines presented that the distribution and return of census materials is the largest piece time movement of materials. It involves the receipt of materials, bulk storage during the packing operation for preparation for distribution to field staff.</p> <p>Some materials needed are: Enumerators Materials:</p> <ul style="list-style-type: none"> • Questionnaires • Enumerator Manual • Maps • Clipboards • Pencils, erasers, etc <p>Supervisors' Materials</p> <ul style="list-style-type: none"> • Supervisors Manuals: • Administrative Materials • Enumerators Record 	<p><u>Decisions must be made</u> concerning the nature and responsibilities of the centrally controlled distribution and return of census materials.</p> <p>Once these <u>decisions have been made</u>, the key inputs to the dispatch and return of materials are as follows:</p> <p>(a) Workload estimates from the mapping and or listing programmes to establish packing volumes for transport requirements;</p> <p>(b) Name and address details from the recruitment activity to establish details on delivery the field staff and pick-up points.</p> <p>Consultant – Supervisors should be asked about the use or</p>	<p>THE MEETING:</p> <p><u>Recommended</u> that NSO should have a permanent office established as an integral part of the statistical system continuously and responsible for census work.</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>14.4 Monitoring And Evaluation – The Role Of Supervisors, Coordinators In Enabling The Collection Of Complete And Accurate Information.</p>	<p>Books</p> <ul style="list-style-type: none"> • Enumerators Maps • Training and Procedural Manuals <p>Regional Managers Materials</p> <ul style="list-style-type: none"> • Regional Managers Manuals: • Administrative Materials • Training Manuals <p>The Consultant/Facilitator from St Vincent and the Grenadines presented that the Coordinator and/or the Supervisor are an important links in terms of evaluating the procedures, documentation and training. Their roles are:</p> <p>(a) to provide retraining of enumerators who require it following their initial training course;</p> <p>(b) to enhance the enumerators' performance through practical advice;</p>	<p>ownership of a motor vehicle.</p> <p>UNFPA – Training manuals should include level of checks for each level of staff.</p> <p>Performing quality assurance on the work of enumerators can be done in four ways:</p> <p>(a) Observing interviews during enumeration;</p> <p>(b) Checking households already enumerated;</p> <p>(c) Checking coverage of the enumeration area;</p> <p>(d) Checking completed census forms.</p>	<p>THE MEETING:</p> <p>Recommended the following measures to serve as quality control on enumerators' performance -</p> <ul style="list-style-type: none"> • supervisors observing interviews during enumeration; • supervisors checking households already enumerated; • supervisors checking coverage of the enumeration area; • supervisors checking completed census forms.

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	<p>(c) to provide support and encouragement;</p> <p>(d) to provide contact, open communication and feedback;</p> <p>(e) to perform quality assurance on enumerators' work; and</p> <p>(f) to ensure recommended improvements are implemented.</p>		

15. **PUBLIC AWARENESS PROGRAMMES**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>15. Public Awareness Programmes</p>	<p>The Consultant/Facilitator from Trinidad and Tobago said census publicity is an essential aspect of the census enumeration activities and is of major importance in the provision of information to the public regarding the merits of the census and at the same time seeking the public assistance, participation and cooperation in the census exercise.</p> <p>A Specialised Technical Working Group (STWG) should be established to concentrate on the Census publicity activities.</p>	<p>The following is a list of strategies that can promote the awareness and participation rates with reference to census coverage –</p> <ul style="list-style-type: none"> • A contest to be held among a select group of students of primary and secondary schools in developing a logo and jingle for the census; • Design essay competition on “Usefulness of Census” or related census topics for students by age groupings in primary and secondary schools; • Preparation of special package(s) on census topics for publication in the Print Media; • Preparation of drama videos with prominent local artists advocating the merits of the census and urging public participation. 	<p>THE MEETING:</p> <p>Noted that Census publicity is costly and usually contributes towards a significant percentage of the total census expenditure;</p> <p>Recommended that the selection of key personnel in National Statistical Offices associated with the census exercises, senior officials from Ministries who are key stakeholders and principal users of census data as well as representatives from Non-governmental Organisations to make presentations as well as respond to public queries on “Radio and TV Talk Shows” with respect to the Census. Personnel from these afore-mentioned could appear singly or jointly on these programs.</p>

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		<p>The script should include local dialect where necessary and should be mixed with humour to flavour the message.</p> <ul style="list-style-type: none"> • Distribution of census promotion packages for distribution to the print and electronic media, schools, non-governmental and community based organisations requesting the circulation and or dissemination of information content to their respective customers or clients; • Printing of Census Leaflets for distribution to households by the domestic postal authority. • Establishment and assistance in the distribution process; • Preparation of Banners and placement of same at strategic locations throughout the country; • Preparation of Fact Sheets outlining the major aspects of the Census such as the historical and current uses of the census data; 	

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		<ul style="list-style-type: none">• Establishment of a Publicity Web Site;• Publicising of Hot line Numbers to facilitate queries from the general public;• Promotion of specific incentives to households.	

16. CENSUS DATA PROCESSING STRATEGIES

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>16.1 Elements of Census Data Processing, An Overview Of the Processes From Tabulation Plans to the Generation of Clean Datasets</p>	<p>The IT Consultant/Facilitator from Trinidad and Tobago presented that data processing is one of the most important and challenging activities of Census administration.</p> <p>It entails several core processes:</p> <ul style="list-style-type: none"> • Manual editing and coding of questionnaires • Data entry and/or capture • Consistency checking and editing • Tabulation and dissemination <p>Consistency checks can be done during the Data entry phase, however in a controlled manner so as not to slow down the process.</p> <p>Technology has placed new demands to give consideration to data processing activities as early as the questionnaire development stage</p>	<p>UNFPA – Editing does not increase data quality, only data appearance. Manual editing needs to be assisted by records of how the data was processed</p> <p>Consultant – Edit programs should be developed early (for Pilot Testing phase) and continually refined.</p> <p>Aruba – Could one be provided with a template of an editing programme?</p> <p>The UNSD and US Census Bureau advised against manual editing. Editing information can be obtained from the Handbook on Population and Housing Census Editing.</p> <p>CCS – Stressed the importance of developing a tabulation plan along with the questionnaire, since it gives guidance to the questions.</p> <p>The equipment you use can impact your questionnaire design, for example, in the use of a scanner, checked boxes are preferred to writing or shading.</p>	<p>THE MEETING:</p> <p>Noted that REDATAM, which was used to disseminate Saint Lucia’s 2001 Census result, is being promoted. UN-ECLAC has the technical capacity to assist countries who want to use REDATAM. Training in REDATAM was held in 2008, and possibly another one in last quarter of 2009.</p> <p>Recommended that a tabulation plan should be arrived at early so as to ensure the correct structure, layout of table, title and formatting.</p>

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	<p>Software selection should depend on the users and their capability of using and managing the software.</p> <p>Varying capacities to process data across countries have resulted in countries taking different approaches to data processing.</p> <p>Advances in computer micro processing capabilities have removed the need for specialized mainframe hardware previously required in earlier censuses</p> <p>CCS: There is some amount of support in the areas of Data Processing, in terms of a workshop to be held with IT Consultants and other subject persons, and Dissemination, through the use of DEVINFO, which has been accepted as the dissemination tool of choice for the 2010 Round of Censuses by the RCCC.</p>	<p>A decision should be made very early concerning the treatment of unknown or missing data.</p> <p>UNFPA – Paper questionnaires should not be used along with PDA’s to enter data. Different software packages are applicable at different stages of the Census data processing, such as DEVINFO for dissemination, etc.</p> <p>Belize – Tested the PDA, but most of the feedback was negative, especially with regards to the excessive length of time taken</p>	

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<p>16.2 Approaches To Census Data Processing, from Conventional Approaches to Intensive Application of Information and Communication Technologies.</p>	<p>The IT Consultant from Trinidad and Tobago pointed out that varying capacities to process data across countries have resulted in countries taking different approaches to data processing varying from:</p> <ul style="list-style-type: none"> • In house cleaning with limited technical assistance from external specialists • Complete dependence on external specialists • Outsourcing to private consultants/individuals <p>Scanning speed will be determined by:</p> <ul style="list-style-type: none"> • Quality of the scanner machines • Size of non-drop out color • Paper quality, cleanness and weight 	<p>If outsourcing the data processing activity, proper contractual arrangements should be made well in advance</p> <p>In instances where data will be processed in house the requisite hardware, software and human input must be well managed</p>	<p>THE MEETING:</p> <p>Recommended that cost benefit analyses should be used to guide the choice of data processing method since the population of countries in the region are much smaller;</p> <p>Also recommended that if outsourcing the data processing activity, proper contractual arrangements should be made well in advance</p>

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>16.3 Location Of Census Data Processing Centres And The Establishment Of The Data Processing Workforce Structure</p>	<p>The IT Consultant from Trinidad and Tobago pointed out that Data Processing Workforce Structure should be among the following:</p> <p>Personnel to Consider:</p> <ul style="list-style-type: none"> • Data Processing Project Manager • System Administrator • Systems Analyst – Statistician/Demographer • Database Administrator/ Developer/Programmer • Team Leader • Batch Coordinator • Scan Operator • Data Entry/Operators/Verifiers <p>All personnel should be aware of the targeted completion dates for data processing activities</p> <p>Daily/weekly targets should be set with respect to number of batches to be processed</p> <p>Greater levels of supervision may be required during the earlier stages of each activity</p>	<p>The maintenance of most micro computer equipment no longer requires adherence to rigid standards in terms of temperature, humidity dust and the like.</p> <p>However, heavy duty servers may require special attention with regard to power supplies and regular maintenance.</p> <p>In the case of traditional archiving, well protected space for storage of the completed census forms before, during and after processing will have to be secured.</p>	<p>THE MEETING</p> <p>Recommended that where possible, remuneration should be tied to timeliness and quality of work done;</p> <p>Also recommended that quality assurance personnel should institute checking procedures at frequently scheduled intervals to ensure proper compliance</p>

17. THE PROCESS OF QUALITY ASSURANCE

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>17. The Process Of Quality Assurance</p>	<p>The Consultant/Facilitator, a Research Fellow at the University of The West Indies pointed out that quality assurance refers to planned and systematic production processes that provide confidence in a product's suitability for its intended purpose.</p> <p>The set of activities that are carried out to set standards and to monitor and improve performance so that the care provided will satisfy stated or implied objectives.</p> <p>Quality Management (QM) Philosophy</p> <p>QM identifies the range of activities required to ensure that each of the objectives of the census is met and managed throughout the life of the project.</p> <p>Some of the measures are:</p> <ul style="list-style-type: none"> • Errors should be avoided rather than detected and fixed 	<p>Key Aspects of Quality Plan</p> <p>In data processing there is the need to develop series of rules to validate data collected so as to-</p> <ul style="list-style-type: none"> • identify record omission • incorrect hierarchical order • record duplication • data inconsistencies <p>Apply range of quality check on</p> <ul style="list-style-type: none"> • Editing and coding • Data capture • Data edit and transformation • Tabulation • Double keying of all or selected percentage of data • Inline routing of questionable records to Supervisor based on exception handling rules • Range checks • Customization of confidence level threshold at a field level instead of using system defaults • Database Lookups • Network Infrastructure • Suitability of hardware environment • Security • Redundancy 	<p>THE MEETING:</p> <p>Recommended that one should avoid error other than to fix errors which have occurred;</p> <p>Also recommended the establishment of a good record-keeping (e.g. documenting cost items, sources of errors etc) as a means of quality control;</p> <p>Further recommended the establishment of a quality assurance plan in the conduct of census.</p>

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	<ul style="list-style-type: none"> • The earlier an error is detected, the less the cost of correcting it • The cost of preventing an error is much less than the cost of fixing it • In order to ensure quality throughout our process we need a proper project management methodology that promotes QM at every stage of the data processing cycle <p>Quality Assurance Processes:</p> <ul style="list-style-type: none"> • Define the quality checkpoints • Determine what needs to be reviewed at each checkpoint • Assign reviewers • Develop testing strategy • Specify defect control –How do you plan to minimize errors • Develop configuration control (naming, storage, security, backup and version control. • Present training plan 	<ul style="list-style-type: none"> • Hardware • Power • Backup (onsite and off site) • Support and Maintenance arrangements <p>St. Lucia: Issues of quality are related to time.</p> <p>Consultant: The use of</p> <ol style="list-style-type: none"> 1. forward-reversal method (get the sense what population would be like without taking into consideration migration). 2. looking at evaluation exercises that were done in previous census 3. importance documenting all relevant diagnostics e.g. errors are guarantees that measures taken are correct. <p>CARICOM: main idea in quality assurance is try to avoid errors. Good quality assurance plan taken into consideration for collection of data in the field is close checks of enumerators.</p>	

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	<ul style="list-style-type: none"> • Timely feedback of results that are sufficient to facilitate some form of corrective action • Spot checks, complete verification and sample verification <p>Domains for Implementing Quality Assurance Standards</p> <ul style="list-style-type: none"> • Early Preparatory Phase • Pre-enumeration Phase • Enumeration Phase • Data Processing Phase • Data Presentation Phase 	<p>The major influencing attributes can be characterized into four areas, namely:</p> <ul style="list-style-type: none"> • Perceived task complexity • Resistance to change • User training • Management support 	

18. EVALUATION AND ANALYSIS OF CENSUS RESULTS

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>18.1 Method Of Evaluation Of Census Results</p>	<p>The Consultant/Facilitator, former Deputy Director of Statistics from Saint Lucia said although every effort is being made to conduct a perfect exercise, it is also very necessary to know the degree of completeness of the census count.</p> <p>Some methods of evaluation of census results are:</p> <ul style="list-style-type: none"> • Re-enumeration • Comparison of successive censuses • Internal consistency within a single census • Check against independent aggregates • Matching against individual records • Post enumeration sample survey • Or a combination of any of the above. 	<p>Consultant – If possible, persons who worked on previous surveys should be selected to work under the current census, but they should be re-trained so as to minimize errors</p>	<p>THE MEETING:</p> <p>Recommended the hiring of persons who worked on previous census(es).</p>

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<p>18.2 Analysis Of Census Results</p>	<p>The Consultant/ Facilitator, a Research Fellow from the University of the West Indies said there is a need to interrogate the census data and in particular different domains of the data in order to elucidate important relationships between key variables as reflected by simple but effective techniques of statistical and demographic analysis.</p> <p>Some of these techniques are:</p> <ul style="list-style-type: none"> • Cross Tabulations • Frequency Distributions • Measures of Central Tendency • Basic Fertility, Mortality and Migration measures • Descriptive Statistics <p>The illustration of these measures using graphs, etc helps to convey the information. The information should target specific groups, public sector, students, professionals, etc. A number of problems hampered The Caribbean Census Data</p>	<p>Lessons Learnt on the Census Data Analysis Project:</p> <ul style="list-style-type: none"> • The Census Data Analysis Project was initiated 4-5 years after the completion of census enumeration in countries, yet the countries were at variable stages with regard to the readiness of their data for such analyses. • The Bahamas assembled the expertise on-island and was able to produce a report that met with the reviewer’s satisfaction. Perhaps, this could be done for other countries that exhibit potential with regard to honing the required skills. Such skills have be reinforced through workshops hosted by CARICOM • A maximum of 10 writers who could be recruited in the different phases to write these reports in the event that home-grown talent cannot be identified. 	<p>THE MEETING:</p> <p>Noted the problem encountered in the Caribbean Census Data Analysis Project.</p> <p>Recommended that the Census Analysis Project should be phased in accordance with the readiness of country data.</p> <p>Also recommended the use of local expertise (for countries that exhibit potential with regard to honing the required skills) to produce census analytical report as the case of the Bahamas which worked satisfactory.</p> <p>Further recommended that new writers should not be recruited unless there is evidence of their written work of a similar nature. This should be a requirement in addition to the submission of a curriculum vitae. There should be a maximum of three.</p>

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	<p>Analysis Project (CCDAP). Some are:</p> <ul style="list-style-type: none"> • Variable quality of the census data across the countries • Cross-country variations with respect to the readiness of their census data for analysis at the time when the project had started • Variable protocols with respect to user interface with the census data across countries • Differences in questionnaire items despite some attempt to harmonise the main content areas of the questionnaire • Variable analytical and technical abilities of writers some of whom aborted the project due to their inability to rise above the challenges posed 	<ul style="list-style-type: none"> • Some writers despite completing their reports lacked the technical skills required to effectively interpret many of the results emerging from the statistical analyses. 	

19. DISSEMNATION OF THE CENSUS RESULTS

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>19.1 Methods of Dissemination</p>	<p>The IT Consultant/Facilitator from Trinidad and Tobago pointed out that traditional forms of paper dissemination are becoming more uncommon.</p> <p>Electronic documentation primarily in the form of PDF format is fast becoming the de facto standard of distribution</p> <p>Distribution of CD/DVD also is common</p> <p>The Internet is another powerful medium which provides the additional ability to interact and self serve</p> <p>Online Data Warehousing where data is put on line for users to access is fast catching the eyes of users.</p>		<p>THE MEETING:</p> <p><u>Recommended</u> the use of web-based technology (e.g. Devinfo or CensusInfo and REDATAM) to disseminate the census results.</p>

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<p>19.2 Acceptance and Confidentiality of results</p>	<p>The Consultant/ Facilitator, a Research Fellow from the University of West Indies said having evaluated the census data and found it to be sufficiently valid based on satisfactory assessments resulting from quality assurance diagnostics, the census-taking secretariat may opt to disseminate the results of the population and housing census.</p> <p>Often times, there are discrepancies between the results published by the census and other data sources, for example, more recent estimates of the mid-year population might not be consistent with the census count resulting from the census</p> <p>Additionally, there might be reservations among specific cultural groups that their existence in the population is disproportionately under-represented or not represented at all.</p> <p>This might be true of small sub-populations who felt disenfranchised when their small size precludes their classification</p>	<p>The dissemination of census results ought to be scheduled in accordance with a Gantt Chart and management of the process should be sufficiently tight to establish realistic timelines and ensure that dissemination is timely</p> <p>Quality assurance standards that have been pursued at the various stages of producing the census results as well as associated diagnostic features ought to be documented as a methodological statement that could be effectively used to rebut claims challenging the validity of the census results</p> <p>Census administrators also need to reflect on the spread of small sub-populations predicated on religion, nativity and ethnicity, and host a special consultation involving the leadership of such groups as a means of advocacy and to entertain their claims for recognition in census counts</p> <p>The greater the departure of dissemination from proposed timelines, the greater the grounds for suspicion that the data are compromised to favour specific sub-populations</p>	<p>THE MEETING:</p> <p>Noted that refuting erroneous statements by public announcers need to be handled carefully and diplomatically.</p> <p>Recommended the use of sampling, recoding and aggregation as a means of concealing the characteristics of cases that stand out. To this end, some data items are lost but this is helpful in reducing the risk of disclosure if not eliminating it altogether;</p> <p>Also recommended that to protect the confidentiality of the data is to grant high-end researchers access to the data on contractual terms providing that they take the oath of secrecy that is usually taken by statisticians;</p>

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	<p>and rather places them among the residual group “other”.</p> <p>Census administrators also need to reflect on the spread of small sub-populations predicated on religion, nativity and ethnicity, and host a special consultation involving the leadership of such groups as a means of advocacy and to entertain their claims for recognition in census counts.</p>	<p>Reliable, accurate, relevance must be engendered in the census to allow acceptance by the public.</p> <p>Any semblance of invasion of privacy through the dissemination of micro data files may impair the trust that the public places in the national statistical office.</p>	

20. **PRODUCTION OF AN ADMINISTRATIVE REPORT CONTINUOUS DOCUMENTATION OF ALL CENSUS PROCESSES.**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
<p>20. Production of An Administrative Report and Continuous Documentation of All Census Processes</p>	<p>The Consultant/Facilitator from Trinidad and Tobago pointed out a preservation of census material, a record of the entire census taking.</p> <p>Should include problems encountered and their solutions. It is a historical memory.</p> <p>The report should focus on issues and challenges, technological and methodological aspects.</p> <p>The purpose is to retain as much as possible the skills and knowledge acquired during the census period.</p> <p>Commence preparation as soon as decision is made to take the census and continue throughout the operation</p> <p>The report is used to plan subsequent censuses; lessons learnt for better management operations in the future census operations.</p>	<p>Bermuda: has not done this aspect of census before (i.e. produce an Administrative Report) as outlined by the consultant in much detail but will embark on developing such a report during the 2010 Round.</p> <p>Saint Lucia mentioned the administrative tool, a documentation application software of the World Bank that document variables in database. There should be a process of how all documents are retained</p> <p>Consultant: Most administrative reports are documented at the end of census which is not a good practice</p> <p>Ideally it should be the census officer who should work on the report, but can delegate to a team very knowledgeable of census aspects.</p> <p>It is critical to document each census meeting.</p>	<p>THE MEETING:</p> <p>Noted the Accelerated Data Program (ADP) software for documentation;</p> <p>Also noted that UNSD also has a website on census knowledge base (resource consortium).</p>

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Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
	<p>The report also serves as quality assurance for users of the data. It provides confidence to use of census data when they see what is in the document.</p> <p>CARICOM: There is software for documentation of census and survey activities. It is free and user friendly. The name of software is Nesta Metadata Editor Toolkit. (ADP Accelerated Data Program on World Bank website)</p>	<p>The Administrative Report is for public viewing and all bad and good things should be reported</p> <p>Dominica plans to document all activities during and not after the census and had exposure to the ADP tool.</p> <p>UNFPA: reported of a knowledge based website being developed. The website is practically ready and only waiting on officially to go ahead. Document on experiences/discussions will be on the site.</p>	

21. **ANY OTHER BUSINESS**

Agenda Item	Main Issues	Challenges/Best Practices	Main Decisions/Recommendations
			<p>THE MEETING:</p> <p><u>Expressed appreciation</u> and gratitude to ALL the Facilitators/ Consultants for their support and the desire for continued support in the future;</p> <p><u>Commended</u> the Facilitators for the level of detail presentations throughout the Workshop and its usefulness in facilitating the Regional 2010 Census Programme of Work.</p>

Close of Meeting

The Meeting ended with an exchange of courtesies

*Caribbean Community (CARICOM) Secretariat
19 October 2009*

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AGENDA

- 1. OPENING CEREMONY**
- 2. ELECTION OF CHAIRMAN**
- 3. ADOPTION OF AGENDA**
- 4. PROCEDURAL MATTERS**
- 5. ORIGIN OF POPULATION AND HOUSING CENSUSES- THE CARIBBEAN CONTEXT:**
 - 5.1 Evolution of Population and Housing Censuses in the Caribbean
 - 5.2 Historical Overview on the Conduct of Population and Housing Censuses in Selected Countries: - Trinidad and Tobago and OECS Countries
- 6. THE MAIN USES OF THE RESULTS OF POPULATION AND HOUSING CENSUSES:**
- 7. MANAGEMENT OF POPULATION AND HOUSING CENSUSES-AN OVERVIEW:**
 - 7.1 Conventional Approach
 - 7.2 Application of Strategic Planning

- 8. THE 2010 WORLD POPULATION AND HOUSING CENSUS PROGRAMME AND THE UNITED NATIONS PRINCIPLES AND RECOMMENDATIONS FOR POPULATION AND HOUSING CENSUSES Rev 2**
 - 8.1 An Overview of the 2010 World Population and Housing Census Programme and the United Nations Principles and Recommendations for Population and Housing Censuses (Rev 2)
 - 8.2 Alternative Approaches to Conducting Censuses
 - 8.3 The Use of Sampling in the Conduct of Population and Housing Censuses.
 - 8.4 The Use of Outsourcing in the Conduct of Censuses

- 9. STATISTICAL LEGISLATION GOVERNING THE CONDUCT OF CENSUSES IN THE REGION - CASE STUDIES OF STATISTICS ACTS/ CENSUS REGULATIONS.**

- 10. INITIAL CONSIDERATIONS IN THE CONDUCTING OF POPULATION AND HOUSING CENSUSES:**
 - 10.1 The Commencement of the Planning Process – Initial Preparatory Work
 - 10.2 Establishment of Committees of Relevant Stakeholders
 - 10.3 Preparation of Proposals/Identification of Resources-Elements of Budgeting
 - 10.4 Other Preparatory Activities

- 11. PREPARATION AND DEVELOPMENT OF THE QUESTIONNAIRE AND OTHER CENSUS DOCUMENTS:**
 - 11.1 Questionnaire Design and Development
 - 11.2 Development of Other Key Documents such as Visitation Records, Control Forms, Means of Identification, Call Back Cards, Flash Cards etc.
 - 11.3 Printing of Questionnaires and Other Documents

- 12. MAPPING AND GEOGRAPHICAL INFORMATION SYSTEMS (GIS) CAPABILITIES IN THE CONDUCT OF POPULATION AND HOUSING CENSUSES**
- 13. STAFF RECRUITMENT AND TRAINING:**
 - 13.1 Structure of the Workforce
 - 13.2 Staff Recruitment and Remuneration
 - 13.3 Staff Training Strategies
 - 13.4 Staff Retention Strategies and Other Issues Such as Safety, Staff Performance and Integrity
- 14. FIELD ORGANISATION AND MANAGEMENT:**
 - 14.1 Timing of Enumeration.
 - 14.2 Conduct of Pilot Testing
 - 14.3 Field Management Strategy Including Document Control and
 - 14.4 Distribution Plan, Workload Allocation, Establishment of Field Offices etc.
 - 14.5 Monitoring and Evaluation – The Role of Supervisors, Coordinators in Enabling the Collection of Complete and Accurate Information
- 15. PUBLIC AWARENESS PROGRAMMES**
- 16. CENSUS DATA PROCESSING STRATEGIES:**
 - 16.1 Elements of Census Data Processing an Overview of the Processes from Tabulation Plan to the Generation of Clean Datasets

16.2 Approaches to Census Data Processing, from Conventional Approaches to Intensive Application of Information and Communications Technologies

16.3 Location of Census Data Processing Centres and the Establishment of the Data Processing Workforce Structure

17. THE PROCESS OF QUALITY ASSURANCE

18. EVALUATION AND ANALYSIS OF CENSUS RESULTS:

18.1 Method of Evaluation of Census Results

18.2 Analysis of Census Results

19. DISSEMINATION OF THE CENSUS RESULTS:

19.1 Methods of Dissemination

19.2 Acceptance and Confidentiality of Results

20. PRODUCTION OF AN ADMINISTRATIVE REPORT – CONTINUOUS DOCUMENTATION OF ALL CENSUS PROCESSES

21. ANY OTHER BUSINESS
