



**RESTRICTED**

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# **DRAFT REPORT**

**OF THE**

## **CARICOM WORKSHOP ON THE DEVELOPMENT OF COMMON METHODOLOGIES FOR THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES IN THE REGION**



**CHAIRPERSON:**

**Ms. Gatlin Roberts  
Chief Statistician  
Statistical Office  
ST. VINCENT AND THE GRENADINES**

**DATE AND VENUE:**

**25-29 May 2009  
Coyaba Beach Resort  
Grand Anse  
GRENADA**

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**LIST OF ACRONYMS**

<b>CCS</b>	–	Caribbean Community Secretariat
<b>CSO</b>	–	Central Statistics Office
<b>ILO</b>	–	International Labour Organisation
<b>ISCO</b>	–	International Standard Classification of Occupations
<b>ISIC</b>	–	International Standard Industrial Classification of All Economic Activities
<b>ISO</b>	–	International Standard Organisation
<b>NSO</b>	–	National Statistics Office
<b>OECS</b>	–	Organisation of Eastern Caribbean States
<b>PRPHC</b>	–	Principles and Recommendations for Population and Housing Censuses Revision 2
<b>P&amp;R</b>	–	Principles and Recommendations for Population and Housing Censuses Revision 2
<b>RCCC</b>	–	Regional Census Coordinating Committee
<b>SCCS</b>	–	Standing Committee of Caribbean Statisticians
<b>SNA</b>	–	System of National Accounts
<b>T&amp;T C&amp;D</b>	–	Trinidad & Tobago Concepts and Definitions Manual
<b>UN</b>	–	United Nations
<b>UNECLAC</b>	–	United Nations Economic Commission for Latin America and the Caribbean
<b>UNFPA</b>	–	United Nation Population Fund
<b>UNSD</b>	–	United Nations Statistics Division

## **INTRODUCTION**

The CARICOM Workshop on the **Development of Common Methodologies for the 2010 Round of Population and Housing Censuses in the Region** was held at the **Coyaba Beach Resort, Grand Anse, Grenada from 25-29 May 2009**.

The Workshop was convened to agree to basic guidelines for the standardisation of methodologies and processes to be used in the 2010 Round of Population and Housing Censuses; to forge consensus with respect to the development of Common Methodologies to be used in the 2010 Round of Population and Housing Censuses and to address issues with regard to data collection, data capture, data validation and tabulation processes relative to the common questionnaire that has been developed.

The expected outputs were the standardisation of Methodologies and Processes; the approval of Data Collection techniques; and the compilation of the methodology guidelines into a technical document.

## **REPRESENTATION**

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

## **OPENING**

The Opening of the CARICOM Workshop on the Development of Common Methodologies for the 2010 Round of Population and Housing Censuses was held at the Coyaba Beach Resort, Grand Anse, Grenada on 25 May 2009.

The Welcome Address was given by **Ms. Beryl Ann Clarkson, Statistician, Central Statistics Office, Grenada**.

The Opening Remarks were delivered by **Dr. Philemon Harrison, Project Director, Regional Statistics, CARICOM Secretariat.**

There was no Feature address, as this meeting was considered a continuation of the first Workshop on Census Administration and Organisation held at the same venue from 18-22 May 2009.

**Mr. Kenneth Bissoon from the Central Statistical Office, Trinidad and Tobago,** gave the Vote of Thanks.

Participants were placed into three (3) groups to facilitate participation and discussion on the consensus required for Concepts and Definitions for the Common Methodology. A List of participants for the Group discussions is set out at **Annex II to this Report.**

**2. ELECTION OF CHAIRMAN**

**Ms. Gatlin Roberts, Chief Statistician, Statistical Office, St. Vincent and the Grenadines,** chaired the Meeting.

**3. ADOPTION OF AGENDA**

The Agenda as adopted by the Meeting is set out at **Annex III** to this Report.

**4. PROCEDURAL MATTERS**

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

5. **AN OVERVIEW OF THE COMMON FRAMEWORK FOR POPULATION CENSUS IN CARICOM PROJECT**

A presentation was made by the **Project Coordinator, Regional Statistics, CARICOM Secretariat** which provided an overview of the Common Framework for Population Census in CARICOM Project financed by Inter-American Development Bank (IDB) and United Nations Population Fund (UNFPA). This Common Framework was developed to support the implementation of the 2010 Round of Population and Housing Censuses in the CARICOM Region. Also the IDB/UNFPA support was to enable more comparable data to serve the CARICOM Single Market and Economy (CSME) integration process, to realise economies of scale and achieve cost effectiveness.

It was stated that the Project include the development and adoption by the Standing Committee of Caribbean Statisticians (SCCS), of a CARICOM-wide framework for population censuses for the 2010 Round of Censuses and the provision of Region-wide comparable data that will guide public policy decisions.

The project objectives would be achieved through three basic components that seek to forge consensus on methodologies; disseminate recommendations and best practices; support implementation of technical recommendations and promote tools that facilitate open access to the data and help dissemination. The main benefit of the project would be the creation, adoption, and dissemination of standardised methodology to produce high quality social statistics from the 2010 Round of Population and Housing Censuses data.

6. **FRAMEWORK FOR THE HARMONISATION OF CENSUSES -  
DEVELOPMENT OF BASIC GUIDELINES**

A presentation on the need for harmonisation of censuses was made by the **Census Coordinator, Regional Statistics, CARICOM Secretariat.** Attention was drawn to the fact that the censuses of the year 2010 will differ somewhat from past censuses given that the use of a common questionnaire is being promoted to make the outputs of the censuses more comparable, cost effective and user-relevant.

It was recognised that the process of adopting Common Methodologies must take into consideration issues that are country specific together with issues that are common throughout the Region. National Statistical Offices will therefore discuss and agree on the basic guidelines for the development of Common Methodologies to be derived based on the Common Questionnaire that has been developed in the interest of harmonisation.

**INDIVIDUAL CENSUS QUESTIONNAIRE - CORE TOPICS**

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QUESTIONS	Group 1	Group 2	Group 3	Recommendation
<b>F: ECONOMIC ACTIVITY (15 years and over)</b>				
<p><b>Key Terms:</b> <i>Labour-force, Employed, Unemployed, Active population, Inactive Population, reference Periods: employed and unemployed, Number of hours work, status of employment, Classification of occupations and</i></p>	<p>The Labour Force or the Economically Active Population consists of two groups:</p> <p>(a) The Employed (b) The Unemployed</p>			<p>The Labour Force or the Economically Active Population consists of two groups:</p> <p>(a) The Employed (b) The Unemployed. This definition is accepted by all.</p>
<p><b>F0.</b> Age group (labour-force)</p>	<p>Belize uses 14 years and over .Haiti asks persons under 10 years but the data can be compared across the age groups (15 yrs+).</p>	<p>The region uses 15 and over. Countries using scope outside 15 years + should adjust for national purposes but report the standard regionally.</p>	<p>The regional standard is 15 and over. Special cases will adjust for national purposes but report the standard regionally.</p>	<p>It was generally agreed that tables for comparison will cover age 15 years and over some countries may still collect data from persons of age below 15 years. (e.g. Haiti)</p>
<p><b>F1:</b> What did you/ (N) do most during the <b>past week</b>?</p>	<p>Haiti has two weeks and Bahamas has a fixed period. Use last completed calendar week prior to enumeration as the reference period. Definition of work P&amp;R page 158 para 2.2.54. Also note the worked for at least one hour be stipulation</p>	<p>Reference Period 1 week prior to Census. Remains country specific and tabulate from 15 years +</p>	<p>Follow the guidelines in P&amp;R Rev2 paragraph 2.249 and use the Fixed week. However, the issue of comparability if the methodologies are changed. In addition, <b>F1</b> may need follow up questions to gather information about work force.</p>	<p>One week reference period recommended. Agreed to use fixed calendar week which should be declared before enumeration. (e.g. first 7 days in the last completed month). At least one hour of work in the reference period is enough to classify someone as 'worked'.</p>

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<p><b>F2:</b> What type of <i>worker status</i> applies to you/ (N)?</p>	<p>It's worded differently among countries and it was felt that the term "worker status" should be simplified. P&amp;R page 169 para. 2.310</p>	<p>Use what is specified but include volunteers as recommended by the UN as in P&amp;R page 161 2.268</p>	<p>Question is a little unclear and need further explanation.</p>	<p>Employment status refers to the type of contract of employment (implicit or explicit) with other persons or organisations that the economically active person has in his/her job.</p>
<p><b>F3:</b> What kind of work were you/ was (N) doing during the past week ()?</p>	<p>"Main" should be included in the actual question. Countries are free to choose categories</p>	<p>Recommend that the question should ask: What did you do most during the past week? As opposed to what type of work were you doing?</p>	<p>Include main occupation in the question itself.</p>	<p>It was agreed to introduce the word 'MAIN' in the question to read "<b>F3:</b> What kind of <b>main</b> work were you/ was (N) doing during the past week? The question seeks to get the <b>main</b> occupation of the person. <b>Main occupation</b> - (4-digit codes ISOC recommended)</p>
<p><b>F4:</b> What kind of business is carried out at your/ (N) workplace (Industry)?</p>	<p>"Main" should be included in the actual question.</p>	<p>Coding of industry should be done at the four digit level using ISIC</p>	<p>Ask the question but give sufficient space for business name and description. Question F7 before F4</p>	<p>It was agreed to introduce the word 'MAIN' in the question to read "<b>F4:</b> What kind of <b>main</b> business is carried out at your/ (N) workplace (Industry)? The question seeks to get the <b>main</b> industry <b>Main industry</b> - (4-digit codes ISIC recommended)</p>
<p><b>F5:</b> How <i>many hours</i> did you/ (N) work during the past week?</p>	<p>This should refer to the total, both main and any other jobs. Para 2.323</p>	<p>Remain as is. The total hrs in main job</p>	<p>Include how many hours worked in main occupation for the past week.</p>	<p>It was recommended that the number of hours should be for main job since the preceding questions relate to <b>main</b> job. Countries may add additional questions to capture hours for other jobs.</p>

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<b>F6:</b> Where is your/ (N's) place of work?	Question was excluded by Trinidad and Bahamas. Question may cause some confusion and may lose info. Refers to the main job. Clarify justification for the this question in light of question F7	Omit this question see QF7	Remove 'go to work address' from the response since the question F7 is asked before	The general consensus was to remove the questions since F7 captures what the question is seeking for.
<b>F7:</b> What is the name and address of your/ (N) workplace?	Refers to the main job.	Remain	Question F7 before F4	
<b>F8:</b> What did you/ (N) do most during the <b><i>past 12 months?</i></b>	12 months from enumeration	Remain	Leave as is	Agreed to use fixed calendar 12 months (or year) which should be declared before enumeration. (e.g. last 12 month preceding census day or last 12 month before new year).
<b>F9:</b> How <b><i>many months</i></b> did you/ (N) work for the past 12 months?	working back from enumeration period		Leave as is	
<b>(a) Labour Force</b>	The Labour Force or the Economically Active Population consists of two groups:  (a) The Employed (b) The Unemployed	Recommend the use of ILO definition. Countries collect the data specific to them but tabulation start from 15 years +		Recommended the use of ILO definition. Countries may collect the data specific to their demand but tabulation start from 15 years and over.
<b>(b) Employed Population</b>	ILO concept and definition in line with the SNA.	ILO definition used and minimum of one hour considered as work		ILO concept and definition in line with the SNA.
<b>(c) Unemployed Population</b>	ILO concept and definition in line with the SNA.	ILO definition used - 1 week and 12 months should be maintained		ILO concept and definition in line with the SNA.
<b>(d) Active Population</b>	ILO concept and definition in line with the SNA.	ILO definition		

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<b>(e) Inactive Population</b>	ILO concept and definition in line with the SNA.	ILO definition		
<b>(f) Reference Periods: Employed and Unemployed</b>	1 week prior to enumeration	Recommend that the twelve month and the one week period be kept and if countries so chose use a shorter period between.		Recommended that the twelve month and the one week period be kept and if countries so chose use a shorter period between.
<b>(g) Status of Employment</b>	ILO concept and definition in line with the SNA.			ILO concept and definition in line with the SNA.
<b>(i) Classification of Occupation</b>	Should be aligned to ISCO	Use ISCO four digit level for classification		Use ISCO four digit level for classification.
<b>(j) Classification of Industries</b>	Should be aligned to ISIC	ISIC Classification for should be used for coding		Use ISIC four digit Classification for coding.
<b>Work</b>	At least 1 hour during the reference period (Ref. P&R Pg. 158)	At least 1 hour during the reference period (Ref. P&R Pg. 158)		Work means engagement in economic activity. For the current activity at least 1 hour work during the reference period is sufficient (Ref. P&R Pg. 158)
<b>Industry</b>	Industry should be define base on ILO concept and definition. (Refer to P&R page 168)			Industry (branch of economic activity) refers to the kind of production or activity of the establishment or similar unit in which the job of economically active person was located during the reference period established for data on economic characteristics.

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<b>B. MIGRATION (BIRTH PLACE AND RESIDENCE)</b>				
<b>Key Terms:</b> <i>Usually live, Place of birth, foreign Born and length of stay, last live, main reasons for returning, free movement of persons, etc.</i>				
<b>B1:</b> Where do you/does (N) <i>usually live</i> ?	Definition should be clearly defined base on the P&R (page 102). (6 month period highlighted) Some clarifications are needed for students studying abroad.	Definition for usual place of residence should be maintained as in UN P&R	Seek further clarification for timeframe for usual residence	Recommended six months and a day as the reference period for usual residence.
<b>B2:</b> Where were you/ was (N) born?	Refer to the P&R (page 120) paragraph 2.58 for definition,	Ensure that mother's place of residence at birth is given	The question should be "where were you born" and then if you are born in the census country specify which address.	Those born abroad should be treated as such (i.e. Born Abroad (country name mentioned). They should not be treated as those born in the country. Ensure that mother's place of residence at birth is given as place of birth.
<b>B3:</b> In what year did you/ (N) come to live in (name of country)?	We should put last in the question to avoid confusion with multiple entries. In what year did N last come to live in (name in country) Bahamas has last.	Year moved to settle not, the year when the preparation for moving started (UN country codes to be used)	A skip pattern for persons born abroad	This refers to the year moved to settle in the place and not the year when the preparation for moving started ( <b>For Foreign born persons only</b> ) (UN country codes to be used).
<b>B4:</b> In what year did you/ (N) last come to live in this geographic subdivision or location?	Country specific	Year moved to settle	Leave as is	Meant to capture internal migration. It is for <b>ALL persons</b> .

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<b>B5:</b> In which geographic sub-division e.g. Region/ Parish/ County/ District) did you/ (N) <b>last live?</b>	Country specific	Note should be taken that it means where you lived prior to coming current location	Leave as is	
<b>B6:</b> Have you/ has (N) ever lived in another country?	UN Codes	UN Codes	Leave as is but special consideration for the time period stipulation	Recommended to use numeric UN Country codes (ISO).
<b>B7:</b> In which country did you/ (N) last live?		UN Codes		Recommended to use numeric UN Country codes (ISO).
<b>B8:</b> In what year did you/ (N) return to live in (name of country)	Six months rule should be applied	Deportee to be replaced by INVOLUNTARY RETURN.		'DEPORTEE' which is one of the options to be replaced by INVOLUNTARY RETURN.
<b>B9:</b> What is the <b>main reason</b> why you/ (N) returned to live in (name of country)	Additional response options included by Trinidad and Tobago should be consider by other member states.			Countries may consider additional response options such as those in Trinidad and Tobago's questionnaire.
<b>B10:</b> Did you/ (N) live at this address <b>five (5) years ago?</b>				
<b>B10a:</b> If 'NO' in which country or geographic sub-division did you live five years ago?	Is it necessary to have B10 both B11, needs greater clarity on the migration methodology. Ref P&R page 121 para 2.69			Countries may decide to use either 5 years or ten years.
<b>B11:</b> Did you/ (N) live at this address <b>ten (10) years ago?</b>	Is it necessary to have B10 both B11, needs greater clarity on the migration methodology. Ref P&R page 121 para 2.69			
<b>B11a:</b> If NO in which country or geographic <b>sub-divisional area</b> did you live ten years ago?				

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<p><b>B12:</b> Did you/ (N) move under the <b>Free Movement of Persons Regime</b>?</p>	<p>Not included by Trinidad and Tobago and Belize and Bahamas. However Bahamas and Haiti did not sign on to CSME. Trinidad suggested that this data can be collected by administrative sources. Heads of state signed</p>	<p>Countries who are signatory to the treaty should consider these questions. If there are other source to get data (example administrative records from agencies who are delegated by law to collect the information)</p>		<p>Countries who are signatory to the treaty should consider questions <b>B12 – B16</b>. Further Clarification needed. Definition of Categories to be verified by CCS with CSME office before distributing to countries. Questions <b>B12 – B16</b> to be revised by CCS. <b>NB:</b> Questions B12 – B16 have been replaced by <b>B3A</b> in the revised Common Core Questions.</p>
<p><b>B13:</b> If YES, under which <b>category</b> did you move?</p>		<p>Clarification on the Definition of the CATEGORIES</p>		
<p><b>B14:</b> Did your/ (N's) spouse move with you/ (him/her)?</p>				
<p><b>B15:</b> Did your/ (N's) <b>dependents</b> move with you/ (him/her)?</p>				
<p><b>B16:</b> When did you/ (N) move/ obtain <b>approval to stay</b> under the Free Movement?</p>				
<p><b>EDUCATION AND TRAINING</b></p>				
<p><b>D. EDUCATIONAL ATTAINMENT</b></p>				<p>Countries agreed to use ISCED 97 codes</p>

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<p><b>Key terms:</b> <i>Age limit, level of education, type of educational institution, student, distance learning, Non-vocational education, Highest level of examination, years of schooling, highest examination passed, mode of transport, Type of training, etc.</i></p>				
<p><b>D0:</b> Age group</p>	<p>All Ages</p>	<p>Countries should collect for all ages since it is important for policy decisions</p>	<p>Each country should use their defined age category in the country. Set the standard at 5 years for reporting.</p>	<p>All Ages preferred but countries can start from 3 year old and up. Also recommended that education on-line will be considered just as classroom education. Tables will be generated for 5 years and over. ISCED codes will be used.</p>
<p><b>D1:</b> Are you/ is (N) <b>currently attending</b> an Educational Institution?</p>	<p>Physical presence in school</p>	<p>Physical presence in school. Educational Institution should be defined as a place that offers organised supervision P&amp;R pg 149</p>	<p>Engage/Interaction with some form of formal learning system/instruction at the time of the census day. Some clarification should be defined as full time and part time. This should be based on main economic activity</p>	<p>Educational Institution should be defined as a place that offers organised supervision. Some countries may add additional question to collect information on FULL-TIME and PART-TIME schooling.</p>

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<p><b>D2:</b> What type of <b>Educational Institution</b> are you/ is (N) attending?</p>		<p>The following grouping should be considered; Day-care/ Nursery and Pre school should be classified as pre- primary. Jamaica thinks kindergarten and Infant school should go here; Countries should use the ISCED classification and if there are any adjustment by countries this should be explained in there documentation.</p>	<p>Ensure there is a clear distinction between education and training.</p>	<p>Countries should use the ISCED classification and if there are any adjustment by countries, this should be explained in there documentation. There should be a clear distinction between education and training.</p>
<p><b>D3:</b> What is the <b>highest level of education</b> that you have/ (N) has attained?</p>	<p>Responses should be aligned to ISCED97 by UNESCO P&amp;R Page 150 para 2.219</p>	<p>The level the individual has completed or at which the person stopped attending school</p>	<p>The level of education achieved/reached/attended but different from completed</p>	<p>Agreed that responses should be aligned to ISCED97 by UNESCO P&amp;R Page 150 para 2.219. Recommended that ATTAINED will mean grade completed at the most advanced level (P&amp;R page 150)</p>
<p><b>D4:</b> What is the <b>highest examination</b> you have / (N) passed?</p>		<p>This refers to actual examination taken. Does not include entrance exams taken for acceptance to educational institutions</p>	<p>D4 should look at level of certification or accreditation or qualification</p>	<p>The highest examination passed will mean highest qualification e.g. degrees, diplomas, certificates, professional titles etc. that an individual has acquired, whether by full-time study or private study, whether conferred in the home country or abroad, and whether conferred by educational authorities, special examination bodies or professional bodies. The categories should be country specific. On-line education will be accepted just as classroom education.</p>

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<b>E. TRAINING</b>		15 years and over, recommended	15 years and over, should coincide with Labour laws	Training means the person has acquired a skill or will acquire a skill which will equip him/her for a particular job. Training can be practical or theoretical, formal or informal or done in apprenticeship. The important thing is that it should be organised and systematic. Should be tabulated from 15 years and over
<b>E1:</b> Have you/ has (N) ever received/ attempted any training to fit you/ (N) for employment or occupation/ profession?	There should be clarification as to whether formal or informal or both. Reconsider the use of the word "fit". Belize measuring vocational training and other countries measure both formal and informal	Training means the person has acquired a skill or will acquire a skill which will equip him/her for a particular job. Training can be practical or theoretical, done in apprenticeship. The important thing is that it should be organised training. Should be tabulated of 15 years and over	This should apply to all training throughout your lifetime. Training is seen as anything outside of formal education. Training should be both past or current	The age limit should be set in line with the labour force questions (which means 15 years and over). The wording of the question (E1) should be redefined to cover on-going training. The new question should read ' <b>E1:</b> Have you/ has (N) ever received/ attempted any training <b>or are you currently being trained</b> to fit you/(N) for employment or occupation/ profession?'
<b>E2:</b> Which category of response applies to you/ (N)?	Questions should relate current and past training		Answer must be related to either current or past training	Question relates to current and past training.
1. <i>Completed training</i>				
2. <i>Undergoing training currently</i>				
3. <i>Attempted training but did not complete</i>				
4. <i>Don't know</i>				

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5. <i>Not Stated</i>				
<b>E3: What is the field for which the highest level of training</b> was completed/ attempted or is undergoing by you/ (N)?	P&R silent. Did not have enough cross discussion due to lack of concepts and definitions by most countries		Determine a classification system used in the field of training	It was agreed to consider the use of Trinidad and Tobago training classifications. This can be obtained from CARICOM Secretariat or Central Statistics Office of Trinidad and Tobago.
<b>E4: In your/ (N) field of highest level of training, what was the main method used?</b>			Remain as is	
<b>E5: How long was the period of your/ (N's) highest level of training?</b>			The standard should be in months and years	
<b>E6: What type of qualification/ certification did you/ (N) receive on completion of the training at the highest level?</b>				
<b>STUDENT</b>	Trinidad and Tobago C&D page 12			A student is a person enrolled and registered in a particular educational programme.
<b>DISTANCE LEARNING</b>	Trinidad and Tobago C&D page 12			Distance Learning is defined as any form of organised educational experience in which teaching and learning take place with teachers at a distance from the learners for most of the time.
<b>Highest Level of Examination</b>	P&R Page 152 para 2.229			P&R Page 152 para 2.229

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<b>Non Vocational Training</b>	Trinidad and Tobago C&D page 13			
<b>G. MARITAL AND UNION STATUS (15Years and Over)</b>				
<b>Key Terms:</b> <i>Age Group, Types of marital status and Union status,</i>				
<b>G0:</b> Age group		Suriname 12+;; Jamaica 16 yrs +; Country specific depending on the law since countries had	15 years and over but still collect for ages under 15 in respective countries	'Never Married applies to persons who are 'SINGLE'. Marital Status of less than 15 years of age persons may be captured by countries who wish to (e.g. Haiti collects from age 10 - lowest in the region), but reporting for comparison purposes, the meeting recommended sticking to 15 years and over.

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<p><b>G1: What is your/ (N's) marital status?</b></p>	<p>Common law is an option for the Bahamas Group consensus on the Age from 15 Years and over, but countries adopt the age base on their legal requirements</p>	<p>Marital status refer to the legal status of the relationship .All persons formally married whether or not living with partner to whom they are legally married (Recommend SINGLE not to be used)</p>	<p>Remain</p>	<p>Marital status refers to the legal status of the relationship. It is the personal status of each individual in relation to the marriage laws or customs of the country. Recommended that NEVER MARRIED should be used and remove the word SINGLE. SEPARATED refers to legal separation only except for The Bahamas. In Bahamas 'SEPARATED' covers both legal and de facto separation even if not legal. Recommended that Bahamas should make provision in their questionnaire so as to be able to compare result with other countries. 'MARRIED' for The Bahamas only refers to those legally married and living with their spouse. For all other countries MARRIED' refers to all persons formally married whether or not living with partner to whom they are legally married.</p>
<p><b>G2: What is your/ (N's) present union status?</b></p>	<p>Clarification on the objective of the question, whether fertility or family structure. (Should refer to both sexes). Ask for all Ages but tabulate for comparison starting 15yrs +</p>	<p>Union status refer to the actual type of relationship in which the person is in</p>	<p>Remain</p>	<p>With the exception of The Bahamas and Barbados (who will seek further consultations) the question will cover both Males and Females. Countries may ask for all Ages but tabulation for comparison starting 15years and over.</p>

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<b>H. FERTILITY</b>	Clarification on the objective of the question, whether fertility or family structure.		For clarity point of reference is census date should be clear in manual	
<b>Key Terms:</b> <i>Age Group, Sex, Live births, still birth, union status, etc.</i>				
<b>H0:</b> Age group	Start age should be country specific but all data to be compared for 15 - 49. Data can still be compared from the age group 15-49 of fertility for demographic analysis	Age group 12 yrs + (no cut off point)	14 and over but reporting 15 years to 49 years	For reporting purposes countries present agreed to cover age 15 years and above but countries could collect information on persons less than 15 years of age (e.g. Haiti and Suriname) so as to get information on teenage pregnancies and other issues. Countries may also wish to cover both MALES and FEMALES.
<b>H1:</b> How many live born children have you/ has (N) ever had and how many are males and females?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22			Live births refer to the live-born children to a woman. It includes children born alive but died later. (Refer to P&R page 143).
<b>H2:</b> How many of your/ (N's) live born children are still alive?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22		Issue of sensitivity	Live birth should be defined fully P&R page 143 and Trinidad C&D page22
<b>H3:</b> How old were you/ was (N) when you/ (N) had your/ her first live born child?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22			Live birth should be defined fully P&R page 143 and Trinidad C&D page22
<b>H4:</b> How old were you/ was (N) when you/ (N) had your/ her last live born child?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22			Live birth should be defined fully P&R page 143 and Trinidad C&D page22.

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<b>H5:</b> What is the date of birth of the last child born alive?	Self explanatory			
<b>H6:</b> How many live births did you/ (N) have in the past 12 months?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22		12 month period ends at the date of census. Seek clarification on this question for clearer understanding	12 month period ends at the date of census.
<b>H7:</b> How many of the children who were born in the past 12 months have died?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22		12 month period ends at the date of census. A sensitive issue	Live birth should be defined fully P&R page 143 and Trinidad C&D page22.
<b>H8:</b> Of what sex and age in months were the children (in months) who died in the past 12 months?	Live birth should be defined fully P&R page 143 and Trinidad C&D page22		12 month period ends at the date of census	Live birth should be defined fully P&R page 143 and Trinidad C&D page22.
<b>A. PERSONAL CHARACTERISTICS</b>				
<b>Key terms:</b> <i>Number of persons, Household, head of household, date of last birthday? Etc.</i>			Recommend using the Household keeping concept/ Except Barbados who depend on the dwelling unit concept - Person or group living in a dwelling unit. It was noted that The Bahamas and Haiti have similar concept as Barbados.	Recommend using the Household keeping concept. Barbados, The Bahamas and Haiti use dwelling unit concept - Person or group living in a dwelling unit. In the 2000 round Homeless persons were counted. Jamaica's definition of HOMELESS will be adopted in conjunction with the definition in the P&R.

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<p><b>A1:</b> What are the Names of the persons <i>who live in this household</i>?</p>	<p>Consensus among all countries with regards to the Household definition.</p>	<p>All persons who slept 4 days in past week and ate at least one meal to be considered a member of the household</p>		<p>The <b>concept of household</b> will be used. A household is defined as one or more persons living together and sharing at least one of the main daily meals. Barbados, Bahamas and Haiti will do consultation in order to be able to adopt the same concept (instead of the <b>Dwelling unit</b> concept). In the dwelling unit concept there can be more than one household in one dwelling unit.</p>
<p><b>A2:</b> What is your/ N's <i>relationship</i> to the <i>head of household</i>?</p>	<p>Trinidad Concepts and Definitions pages 6 and 7</p>			
<p><b>A3:</b> What is your/ (N's) Sex?</p>	<p>Self explanatory</p>			<p>Self explanatory.</p>
<p><b>A4:</b> What is your/ (N's) date of birth?</p>	<p>Self explanatory</p>			<p>Self explanatory</p>
<p><b>A5:</b> What was your/ (N's) Age at <i>last</i> birthday?</p>	<p>Check on date of birth</p>			
<p><b>A6:</b> To which <i>Ethnic</i> group do you/ does (N) belong?</p>	<p>Self explanatory but countries choose responses based on specific needs</p>	<p>Country specific but relates to persons cultural background</p>	<p>It is specific to each country categorization</p>	<p>Ethnic group pertains to people of the same race sharing common and distinctive cultural characteristics.</p>
<p><b>A7:</b> What is your/ (N's) <i>religious affiliation/ denomination</i>?</p>	<p>Country specific</p>		<p>Give a list and what is not there the respondent please specify</p>	<p>Religion is the religious or spiritual belief or preference of a person at the time of enumeration regardless of whether or not this belief is represented by an organised group or affiliation.</p>

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<b>J. INCOME</b>				
<b>Key terms:</b> <i>Gross income, last pay day etc.</i>				T
<b>J1:</b> How often do you/ does (N) get paid?	Trinidad asked monthly and Bahamas does not ask this question. They do not have info on the frequency. Recommend all persons 15 and over	This income come from main paid employment	What is to measured, all income, main occupation income, personal income. If your are measuring all income then J1 irrelevant	Agreed to collect the income on <u>Main job</u> in relation to the main employment for all persons 15 years and over.
<b>J2:</b> What was your/ (N) gross pay/income during the last pay period?	Regardless of pay period it can be aggregated monthly as Trinidad does for comparison	Gross from main paid job	What is to measured, all income, main occupation income, personal income	Regardless of pay period it can be aggregated into monthly period as Trinidad did for comparison purposes.
<b>Gross Income</b>	Trinidad C&D page 24			
<b>Last pay period</b>	Regardless of pay period it can be aggregated monthly			
<b>INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>				
<b>I. ACCESS TO THE INTERNET</b>				UNSD made a point that ACCESS relate to Household while USAGE relates to Individual
<b>I1:</b> Do you have/ does (N) has access to the internet	Countries free to include in the household section as well. Trinidad and Bahamas has put ICT in both sections. ICT manual should be use to define access.	Recommend to reframe the question to 'Have you accessed the internet in the last 3 months'	Remain as is	Recommended to apply questions on ICT at both Individual and Household level. The questions are to cover for a period of Last three months preceding census day

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<p><b>I2:</b> How did you/ (N) access the Internet in the last three (3) months?</p>	<p>ICT manual should be use to define access. Trinidad asked for the last 12 months but it is recommended that it should be three months to be more relevant. Multiple responses can be ticked.</p>	<p>Clarity of the options/categories sought</p>	<p>For the options don't need to know the various types of cell phones, PDAs, handheld devices. The question should be reworded to say where and how. The question should not be limited to main access. Frequency</p>	<p>Recommended the use of three months period to be more relevant. Multiple responses can be ticked.</p>
<p><b>C. DISABILITY</b></p>			<p><b>Disability has been reclassified since 2000 round of census</b></p>	
<p><b>C1:</b> Do you/(N) have <i>difficulty</i> ...</p>	<p>Needs a time line to qualify. Refer to the Washington group for responses for disability status. Learning and understanding should be a response option.</p>	<p>Agreed to use the Washington Group questions set out. Will there be any age limit (coverage)?</p>	<p>Based upon the reclassification of Disability the module should be modified: Those crippled, will they be captured under (3) or (6)</p>	<p>Agreed to use Washington Group questions. However for clarity, CARICOM should explore a way to get the Washington Group to come and explain further on this new approach as is being done to the African region. All AGES should be covered. Duration of the problem should have lasted for six months and over. Questions should be kept exactly the way they are as suggested by the Washington Group.</p>
<p>1. Seeing (even with glasses)?</p>				
<p>2. Hearing (even using hearing aid)?</p>				
<p>3. Walking or climbing stairs?</p>				
<p>4. Remembering or concentrating?</p>				
<p>5. Self-care?</p>				

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6. Upper body function				
7. Communicating and speaking?				
<b>ADMINISTRATIVE / GEOGRAPHIC INFORMATION</b>				
<b>Administrative/ Geographic Identification</b>				
<b>Population Coverage</b> ( inclusion or exclusion of certain population groups, institutional or non-institutional ) de jure , de facto, etc.	Adopt the UN Country code.	UN Country code (Numeric codes) to be used. Building # and the Dwelling Unit # should be on the Visitation Record		Country specific i.e. countries will choose administrative divisions which best describe their areas. Agreed to use UN country code (ISCO) (Numeric version). Agreed that the Dwelling unit number will be on the questionnaire. Also agreed that information on the Visitation Record (VR) will be captured and be linked to the household data file so as to get information on the buildings which are not dwelling units.
				Institutional Population: (P&R page 190-191, 196). To be counted only unless one is going to stay six months and a day or more. Hotels will be treated as collective living quarters

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<b>K. CENSUS NIGHT</b>				
<b>K1:</b> Where did you spend census night?	Trinidad page 25/OECS C&D page 74-75	It is used to get de facto count.	remain as is	The question is placed at the end of the INDIVIDUAL questionnaire. It is a reference period/time to calculate de facto count.
<b>NON-CORE QUESTIONS - INDIVIDUAL QUESTIONNAIRE</b>				
<b>F: ECONOMIC ACTIVITY</b>				
<b>F10:</b> What steps did you (N) take during the past week to look for work?	Reponses should include "relatives, friends or other persons".	Validating question for LF determination	It is a validating question for countries to determine unemployed	Validity check question. Reponses may include "relatives, friends or other persons".
<b>B: MIGRATION (BIRTH PLACE AND RESIDENCE)</b>				
<b>B17:</b> Of which countries are you/ is (N) a citizen?	P&R page 126 para 2.97 definition of citizenship should be used.	Confusion on the difference of citizenship and nationality. Citizenship is a legal status which makes it equal to nationality	Clarification on the definition of nationality vs. citizenship	Citizenship is a legal bond between an individual and his/her state, acquired by birth or naturalisation and one do not need to probe to show proofs
<b>E: TRAINING</b>				
<b>E7</b> Is your/ (N) present job related to your (N) recent training?	Questions should be asked of employed people who have received training.	Straight forward question	Is your recent training related to the present job? If E1 is reworded then this question is not necessary	It was agreed that the question should change to 'Is your present training related to your job?'

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<b>G: MARITAL / UNION STATUS</b>				
<b>G3</b> How old were you/ was (N) when you were/ (N) was first married or in a union for the first time?	This question can assist in picking up those who entered a union under the legal age. Historical data on exposure to fertility and union status		Determined by individual country	
<b>M: MORTALITY</b>				
	Recommend to move this section to the CORE part			
<b>M1</b> Did any member of this household die during the past 12 months?	Recommended by P&R (pg 146) as a core household question but was included as a non-core in the individual section by CARICOM.	Only to be answered by the head of household or the section moved to the household section	Reference the Census Date	It is up to the countries to decide whether to move this question to the CORE part or not.
<b>M2</b> Please provide me the number of persons who died during the past 12 months and the sex and age of each?	12 months period should be defined.		Age completed years for adults and children over 1 for infants days, weeks, months	Age means completed years for adults and children over one and for infants days, weeks, and months.
<b>M3</b> If female (15-49): Did the death occur while she was -----?	Bahamas does not ask maternal mortality because it is too sensitive		Age completed years for adults and children over 1 for infants days, weeks, months	
<b>N: SOURCE OF LIVELIHOOD</b>				
<b>N1:</b> What are your/ (N's) sources of livelihood? (indicate as many)	Trinidad and Bahamas merged this question with the income question but has all the options suggested options. Multiple responses ticked	To move question to where question on income is asked	Based upon the recommendation made in J1 and J2 then this question will be modified	Multiple responses to be ticked.

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<b>DISABILITY AND HEALTH</b>	Optional for country specific			
<b>C: DISABILITY</b>				
<b>C2</b> What was the origin of the disability/ <i>difficulty</i> ?	Concerned about the wording. Should C2 be asked to each one of C1 (CORE).	Wanted to know if one can have multiple responses. It will be difficult to identify the disabled people with the current questions.	Evaluate the use of the word origin vs. cause but the options will have to be modified accordingly	The use of <b>DIFFICULTY</b> in <b>C1 as against DISABILITY</b> in C2. Recommended that the question (C2) should be re-designed to cover all the seven categories of question C1 (in the CORE). The use of DIFFICULTY makes it more measurable than DISABILITY which is of varying degree.
<b>C3</b> Are /Is you (N) required to use any of the following aids?	Concerned about the wording		Be careful not to raise the expectations of the respondent	Barbados and Grenada will research and report on this question.
Wheelchair, cane, Walker, Prosthesis, / Artificial body part, Crutches, Orthopaedic Shoes, Braille, Adapted Car, Other, None, Don't know			Make modifications to the options	
<b>L: HEALTH</b>				Illness: Medical problem diagnosed by a doctor which has no cure (immediate cure) or chronic but can be treated to control the illness.

<p><b>L1</b> Do you have any of the following illnesses?</p>	<p>Needs to <b>define illness (refer to the Trinidad and Tobago 2000 concepts and definition page 10)</b>. The definition should include chronic, cannot be cured but treated with medication, diagnosed by a doctor and a time frame.</p>	<p>Illness should be defined.</p>		<p>Agreed to use ILLNESSES only and train Field staff to understand it as chronic illnesses. For commonality countries are asked to at least include DIABETES, HYPERTENSION, CANCER, HEART DISEASES, ARTHRITIS, ASTHMA and KIDNEY DISEASE</p>
<p><b>L2</b> Are you/ is (N) covered by insurance (health, life, national, etc)?</p>	<p>Countries can include it if there is a national need to know about types of insurances.</p>			
<p><b>L3</b> Which of the following insurance do you have/ (N) has?</p>	<p>Need to define the coverage of the insurance, must have a health component</p>			

**HOUSING QUESTIONNAIRE - CORE TOPICS**

**HA. CHARACTERISTICS OF OCCUPIED BUILDING**

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<p><b>HA1:</b> What type of building is this?</p>	<p>The group felt the question should be captured in the VR. To be captured and linked</p>	<p>The group felt the question should be captured in the VR</p>	<p>their</p>	<p>Recommended that they will go to their respective countries to consult and inform CARICOM about their final decision on: Whether to incorporate the question (HA1) in the Questionnaire or to capture on the Visitation Records (VR). Professional Office is for SERVICE PROVIDERS.</p>
<p><b>HA2:</b> What is the <i>main material</i> of the outer walls?</p>		<p>Tried to understand what is a NOG; Whattle</p>	<p>Why Concrete and Concrete and blocks</p>	
<p><b>HA3:</b> What is the <i>main material</i> used for roofing?</p>		<p>Clarity on Rubber Rye. Concerns raised on Asbestos.</p>		
<p><b>HA4:</b> In which year / period was this building built?</p>		<p>To use the first occupancy as when the house was completed</p>	<p>To have clarity in the year. To use the first occupancy as when the house was built</p>	<p>The year built will refer to the year the building was completed and occupied for the first time.</p>
<p><b>HB.</b> <b>CHARACTERISTICS OF OCCUPIED BUILDING UNIT AND LAND TENANCY</b></p>				

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<b>HB1:</b> What is the occupancy status of the dwelling unit?	Use two options only (Occupied vs. vacant)	Captured in VR	Suggested to use only two options: Vacant vs. Occupied	Recommended that they will go to their respective countries to consult and inform CARICOM about their final decision on: Whether to incorporate the question (HA1) in the Questionnaire or to capture on the VR
<b>HB2:</b> How would you describe the type of dwelling unit that your household occupies?	Pg 192 of P&R	The difference between Townhouse and Double house/Duplex	Change question to 'What type of dwelling unit that your household occupies.'	People living in yacht permanently will be treated as separate living quarters/dwelling unit. Refer to page 192 of P&R.
<b>HB3:</b> Is this dwelling unit ----- by any member of the household?		Issues on Rented (govt or private); rent free		
<b>HB4:</b> Under what type of arrangement is the land occupied?		Difference between shared cropping and Permission to work land. If it is part of Agric survey		
<b>HC. HOUSING UNITS BY FACILITIES AVAILABLE FOR USE</b>				
<b>HC1:</b> What type of fuel does this household use <u>most</u> for cooking?				
<b>HC2:</b> How does this household <u>usually</u> dispose of its garbage?				
<b>HC3:</b> What is your <u>main</u> source of water supply?				

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<b>HC4:</b> What type of toilet facility does this household have?				
<b>HC5:</b> Is the toilet shared with any other household?				
<b>HC6:</b> What is the main source of lighting for this household?				
<b>HC7:</b> How many rooms does this household unit have?		To include kitchen as rooms	Consider kitchen as a room (P&R)	Recommended that the number of rooms will be collected with KITCHEN considered as a room (Recommended by UN P&R). Countries should ask other questions about kitchen so as to make it comparable to the previous census.
<b>HC8:</b> How many bedrooms does this household unit have?				
<b>HD: HOUSEHOLD EQUIPMENT, APPLIANCES &amp; OTHER FACILITIES AVAILABLE FOR USE</b>				
<b>HD1:</b> Which of these appliances or household equipment does this household have in use? (Tick all that apply).	Trinidad wants the question taken out completely because of security concerns and believes that on the average everyone has them.	To change the wording of the question to 'Which of the following does this household have in use?'. Wish the NUMBER category to be taken out.	Question seeks to collect info on standard of living/quality of life. Vehicle is cars/jeeps/vans/buses/trucks	The Consensus is that VEHICLE will be taken out into a new question. The column on NUMBERS is to be removed.

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<p>Air Conditioner, Refrigerator, Freezer, Microwave, Water pump, Washing machine, Dish washer, Stove (Gas/ electric/ solar), Water heater, Radio / stereo, Cable TV, Satellite, Television, DVD / MP3, Electrical Generator, Vehicle, Fixed line telephone, Mobile / cellular phone, Computer, Internet access</p>				<p>Vehicle to be removed.</p>
<p><b>HE: INTERNATIONAL MIGRATION (EMIGRATION)</b></p>		<p>To find out if the person was a household member and has been away for six +1 day or more</p>	<p>Agree on permanency but want time period to it</p>	<p>To adopt what Bahamas is using. <b>Did anyone in this household move abroad to live between 2000 and 2010 and are still living abroad?</b></p>
<p><b>HE1:</b> Has anyone from this household gone to live abroad (since the last census)?</p>				<p>Notes: <u>DO NOT</u> include students abroad studying at schools; persons who moved before 2000; persons who moved during the period 2000 and 2010 and have returned home.</p>
<p><b>HE2:</b> How many persons?</p>				
<p><b>HE3:</b> Sex of each person</p>				
<p><b>HE4:</b> Year of departure</p>				
<p><b>HE5:</b> Age at the time of departure</p>				

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<b>HE6:</b> Educational level at time of departure.				
<b>HE7:</b> Occupation at time of departure.				
<b>HE8:</b> Country migrated to.				
<b>**HE9:</b> <u>Main</u> Reason for migrating at time of departure.				
<b>HF: ENVIRONMENT</b>				
<b>HF1:</b> What environmental issues affect you most in your area or community? (Yes/No)	Want the word MOST to be removed from the question.	Question to remain to make and adjust the categories to make it country specific. Whether to add 'affect your household' to community.	The word 'affect' was not clear will focus on CONCERN	Response categories NONE; DON'T KNOW; NOT STATED should be adjusted to AFFECT, CONCERNED and NEITHER. The word MOST to be removed and the word HOME to be added to the question to read 'What environmental issues affect you in your <a href="#">home/ area</a> or community?' (Yes/No)
Waste disposal, Drainage, Air pollution, Use of pesticide, Deforestation, Destruction of mangroves, Soil erosion, Squatting, Flooding, Cell phone tower, Noise, Other, None, Not stated,				

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<b>HG: CRIME</b>	Why abuse remain with rape because ABUSE has many things involved.	Burglary (night robbery) should be added to the options	No problem	Agreed to ask the question at the Household level. Shooting is a discharge of fire arm. Further research needed to get complete meaning of the categories.
<b>HG1:</b> Has any member of the household been a victim of crime during the past 12 months? (Yes / No)				
Murder, Kidnapping, Shooting, rape / Abuse, Robbery, Wounding, Larceny, Other				
<b>HOUSING / HOUSEHOLD QUESTIONNAIRE - NON-CORE QUESTIONS</b>				
<b>HB: LAND TENANCY</b>				
<b>HB5</b> Is this dwelling in need of any repairs?		Subjective responses		Countries going with this question should report changes/deviations to CARICOM.
<b>HC: FACILITIES AVAILABLE</b>				

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<b>HC9:</b> What is your main source of <u>drinking</u> water?		Can be added because plenty people use bottled water. Not sue of 'OTHER' and its example		Suggestion was made to include PROTECTED and UNPROTECTED dug well to the categories. Countries to report back to CCS on changes to the categories.
<b>HC10:</b> Are your bathing facilities indoors?				
<b>HC11:</b> Are your bathing facilities shared with another household?				
<b>HF: ENVIRONMENT</b>				
<b>HF2</b> What is your main source of environmental information?				
(a) Relatives/Friends				
(b) Newspaper, TV or Radio				
(c) Internet				
(d) School/Library				
(e) Environmental interest group				
(f) Government or local council				
(g) Other specify ----- -----				
(h) Do not have any				

(i) Don't know				
<b>HF3:</b> Do you believe the information available in the country on the environment is sufficient or not enough?				Revise the categories. Remove 'No' and Not enough' to 'Not Sufficient'
<b>HF4:</b> In the last five years, do you believe the overall quality of the environment in the country has improved, worsened or remained much the same?				
<b>HG: CRIME</b>				The intent is to report the un-reported cases. To be adjusted to cove multiple crimes.
<b>HG2:</b> Was the crime reported?				
<b>HG3:</b> If no, why was/were the crime(s) not reported?				
<b>HG4:</b> If yes, what was the result?				
<b>HH: INSURANCE</b>				Type of insurance for the dwelling.
<b>HH1:</b> Is this dwelling insured?				
<b>HH2:</b> Are the contents of this dwelling insured?				

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<b>HI: OWNERSHIP</b>		Refers to houses in the country only.		This section refers to houses in the owned in the country only.
<b>HI1:</b> Including yourself, how many members of your household own a house or other kind of dwelling unit elsewhere?				

**9. METHODOLOGICAL APPROACHES TO CENSUS TAKING IN CARICOM**

This presentation which could not have been presented due to time constraints, was shared electronically with participants. Persons were asked to submit any comments/questions they may have to the Secretariat.

**10. DATA QUALITY ASSURANCE ISSUES WITH REGARD TO PROCESSES AND TECHNIQUES RELATIVE TO THE COMMON METHODOLOGIES**

This presentation was also not presented due to time constraints. In the circumstance, it was shared with participants electronically and they were asked to submit any comments/questions they may have to the Secretariat.

**11. SUMMARY/CONCLUSIONS AND THE WAY FORWARD**

In closing, the Project Director, Regional Statistics, CARICOM Secretariat thanked those in attendance for their participation and commended them for their hard work over the past week. She indicated that much had been accomplished as it relates to the standardization of methodologies and processes. She further advised those countries whose concepts and definitions were not in line with the agreed position, to take the necessary steps to ensure adoption of the regional standard.

**12. ANY OTHER BUSINESS**

Participants enquired on the progress of the common questionnaire. They were informed by the Project Coordinator, Regional Statistics, CARICOM Secretariat that the Common Questionnaire Consultants were expected in early June 2009 to finalize the questionnaire and provide the necessary technical assistance to Member States.

**LIST OF DELEGATES**

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- Mr. Stachel Edwards - Chief Statistician (Ag.)  
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ANNEX II

COMMON METHODOLOGIES GROUP DISCUSSION

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*Facilitators: Harold Wall – CCS  
Barbara Adams – CCS*

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2	Kim Saunders	The Bahamas
3	Stephen Nicholas	Dominica
4	Majella Louis	St Lucia
5	Gatlin Roberts	St Vincent and the Grenadines
6	Mark Antrobus	Belize
7	Yves Dauphin	Haiti
8	Vincent Williams	Grenada

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3	Rohan Anthony	Antigua and Barbuda
4	Beverly Harris	St Kitts and Nevis
5	Beryl-Ann Clarkson	Grenada
6	Monique Plaza-Maduro	Aruba
7	Kellie-Gai Blake	UNFPA

GROUP 3

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6	Stachel Edwards	Antigua and Barbuda
7	Tamika George	Grenada
8	Rachael Jacob	Grenada
9	Halim Brizan	Grenada
10	Arnold Jacobs	Netherlands Antilles

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**AGENDA**

- 1. OPENING CEREMONY**
- 2. ELECTION OF CHAIRMAN**
- 3. ADOPTION OF AGENDA**
- 4. PROCEDURAL MATTERS**
- 5. AN OVERVIEW OF THE COMMON FRAMEWORK FOR POPULATION CENSUS IN CARICOM PROJECT**
- 6. FRAMEWORK FOR THE HARMONISATION OF CENSUSES - DEVELOPMENT OF BASIC GUIDELINES**
- 7. BUILDING CONSENSUS WITH RESPECT TO THE DEVELOPMENT OF COMMON METHODOLOGIES TO BE USED IN THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES – INDIVIDUAL QUESTIONNAIRE**
  - 7.1 Suggested Core Questions – Concepts, Definitions and Methods**
    - 7.1.1 Economic Activity
    - 7.1.2 Migration (Birthplace and Residence)
    - 7.1.3 Education and Training
    - 7.1.4 Marital and Union Status
    - 7.1.5 Fertility
    - 7.1.6 Personal Characteristics
    - 7.1.7 Income
    - 7.1.8 Information and Communications Technology
    - 7.1.9 Disability
    - 7.1.10 Identifying Information - Administrative and Geographic

**7.2 Suggested Non-Core Questions – Concepts, Definitions and Methods**

- 7.2.1 Economic Activity
- 7.2.2 Migration (Birthplace and Residence)
- 7.2.3 Training
- 7.2.4 Marital and Union Status
- 7.2.5 Mortality
- 7.2.6 Sources of Livelihood
- 7.2.7 Disability and Health

**8. BUILDING CONSENSUS WITH RESPECT TO THE DEVELOPMENT OF COMMON METHODOLOGIES TO BE USED IN THE 2010 ROUND OF POPULATION AND HOUSING CENSUSES – HOUSING QUESTIONNAIRE**

**8.1 Suggested Core Questions – Concepts, Definitions and Methods**

- 8.1.1 Occupied Building
- 8.1.2 Occupied Dwelling Unit and Land Tenancy
- 8.1.3 Facilities Available for Use
- 8.1.4 Household Equipment, Appliances and Other Facilities Available
- 8.1.5 International Migration
- 8.1.6 Environment
- 8.1.7 Crime

**8.2 Suggested Non-Core Questions – Concepts, Definitions and Methods**

- 8.2.1 Occupied Dwelling Unit and Land Tenancy
- 8.2.2 Facilities Available for Use
- 8.2.3 Environment
- 8.2.4 Crime
- 8.2.5 Insurance
- 8.2.6 Ownership

**9. METHODOLOGICAL APPROACHES TO CENSUS TAKING IN CARICOM**

9.1 Traditional Census – An Overview

9.2 The Use of Sampling in the Conduct of Censuses

**10. DATA QUALITY ASSURANCE ISSUES WITH REGARD TO PROCESSES AND TECHNIQUES RELATIVE TO THE COMMON METHODOLOGIES.**

10.1 Data Collection - Processes and Techniques

10.2 Data Processing - Processes and Techniques

10.3 Production of Tabulation Plan

**11. SUMMARY/CONCLUSIONS AND THE WAY FORWARD**

**12. ANY OTHER BUSINESS.**

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