

Report on the GDDS 2 Launch Workshop on Population Statistics in Mombasa, Kenya June 18 – 22, 2007

General Data Dissemination System, (GDDS phase 2)

Socio-Demographic Statistics Project for Anglophone Africa

Draft Workshop Report

Ronald Luttikhuisen, World Bank

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1. Acknowledgements

We would like to thank Kenyan Statistical Service for hosting the workshop in Mombasa, Kenya. In particular our thanks go to the country participants for their constructive participation.

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2. Abbreviations (report and annexes)

| | |
|---------|--|
| DFID | Department for International Development (United Kingdom) |
| DQAF | Data Quality Assessment Framework |
| GDDS | General Data Dissemination System |
| GDDS2 | General Data Dissemination System Phase 2 |
| IMF | International Monetary Fund |
| STATCAP | A World Bank lending program to support more efficient and effective statistical systems in developing countries |
| TA | Technical assistance |
| WB | World Bank |

3. Background

3.1 Workshop Participants

The workshop for the five countries who had selected the topic Population Statistics as part of the GDDS phase 2, for Anglophone Africa was held from 17th of June through 21st of June 2007. Five countries participated. The five participating countries were:

| | |
|----------------|---------------------------------------|
| Kenya | 4 participants (5 at the opening day) |
| Zambia | 2 participants |
| Malawi | 2 participants |
| The Seychelles | 3 participants |
| Lesotho | 1 participant |

The following attended the workshop throughout the week: the World Bank GDDS Manager, Ronald Luttikhuizen; Dr. Peter O. Way, Director and lead consultant of the US Census Bureau, and Dr. Jennifer L. Scully of the US Census Bureau, Mrs Rachael Beaven and Mrs. Marcia Stephens from DFID, Mr. Oliver Chinganya from the IMF. The full list of participants can be found in Annex A. In total 18 participants attended the workshop altogether. Two invited persons did not show up.

4. Workshop Agenda

The workshop agenda can be found in Annex C. During the first four days of the workshop there were 10 presentations made by the consultants on the following 10 topics:

1. Use and Users of Population Data: Dr. Peter Way, Chief, International Programs U.S. Census Bureau
2. Overview of Statistical Systems and the Role of Population Censuses, Population Registers, and Vital Statistics: Peter Way
3. Data Quality in the Statistical System: Dr. Jennifer Scully, IPC, U.S. Census Bureau
4. Planning, Budgeting, and Managing a Population Census, Jennifer Scully
5. Mapping and Geographic Issues: Jennifer Scully
6. Questionnaire Design, Data Capture, and Data Processing in the Population Census Context: Peter Way
7. Population Registers and Vital Statistics, Including Sample Vital Registration: Peter Way
8. Analysis of Population Census Data -- Demographic and Socioeconomic Topics: Peter Way
9. Using Population Census Data for Planning -- National and Subnational Estimates and Projections: Peter Way
10. Production and Dissemination of Census Products, Media Issues: Jennifer Scully

For more details on the contents of each topic refer to Annex.

Additional presentations were made on the following topics:

11. GDDS Modules for Strengthening Statistics: Oliver Chinganya
12. Data Quality Assurance Framework: Oliver Chinganya
13. Work plan Structure and other forms: Ronald Luttikhuizen

An excellent CD Reader containing all the presentations and additional topical information and resource information was created and presented to all participating countries by Peter Way. The CDs were distributed at the end of the workshop containing all presentations, country specific documents as well as specific information on the discussions.

The last two days of the workshop were devoted to countries developing their individual work plans, using information gathered during the first three days using various forms and checklists. This prepared them to accurately determine their own country priorities and requirements. The specific instruments used were:

- A Preparatory Checklist
- Drawing up Country Action Plans
- A Work plan Structure.

Examples of the templates used can be found in the annexes.

5. Country work plans

A draft of each country work plan was completed during the bi-lateral discussions which took place on the last day. These were shared by the countries with the organizer and consultants. The following action would be to present the final drafts to the participating countries for comments and changes. This has been done in letters to the countries.

6. Workshop proceedings

The workshop was officially opened by the Director of the Kenyan Central Bureau of Statistics, Mr. Kilele. The opening was followed by introductions by all delegations.

Mr. Oliver Chinganya, the Regional Advisor of the IMF on the GDDS project, informed the countries on the lessons learnt from GDDS phase 1 and how those lessons will be implemented during GDDS2 in order to make the initiative even more successful and effective. The GDDS Manager presented the GDDS2 management approach and modules for strengthening statistics. He stressed the importance to make effective use of the technical assistance. He further explained how the Population module will function and how it will be coordinated and managed, as well how the TA missions will be structured and monitored. The benefits for the delivery of technical assistance through the modular approach were also explained.

Following this each country provided an overview of their expectations from the workshop as well as their current status regarding Population statistics, and the preparation of the Census in particular. Their current status and expectations were captured as part of a presentation which is included in Annex D.

The general purpose of the workshop were to identify specific country needs with regard to the design and implementation of the national Census projects, and the use of Census data; to agree where the GDDS project, let by the World Bank, can assist in addressing those needs through the GDDS2 technical assistance; and for each country to formulate a work plan for the three technical assistance missions forming part of the module.

Specifically, it would mean:

- to provide the necessary TA to enable countries to improve the preparation of the Census and to improve the use of census outcomes;

As noted, the US Census Bureau made 10 presentations covering the 10 topics already mentioned to furnish the participants with sufficient knowledge to accurately formulate an effective work plan for GDDS2 technical assistance delivery in this Module. The topics were summarized in a project checklist which

included some additional questions about the relative importance of each of these topics for the countries. The checklist is presented as Annex F.

6.1 Additional presentations

Additional presentations were made by the regional advisor and the GDDS Manager to explain the structure of the technical assistance missions to the workshop during an informal presentation. One of the reactions was that the assistance provided on the topic of population statistics and Census would fall short of what is needed. It was explained that for that reason it was important to select those topics for which the GDDS could provide a useful support and to look for more support from other donors for the other topics.

6.1.1 The GDDS process explained

The process for managing the module was explained to participants. There are four phases following the launch workshop.

Phase 1: Launch Workshop

Workshop to introduce GDDS2 and to determine country priorities and work plans

Phase 2: Mission 1

Technical Assistance (TA) expert visit to each country in specific areas: 8 - 10 mission days for consultant with 2 preparatory days = 12 days total per mission. Each country was recommended to plan 30 days for preparation and follow up plus 24 days meeting time (that is the time of the three national experts) which equals roughly 54 days for each mission. TA priorities have to be divided between the 8-10 mission days as necessary

Phase 3: Mission 2

TA visit to each country (follow up): Total of 10-12 days for consultant, and roughly again 54 days for country counterpart per mission, for preparation and follow up.

Phase 4: Mission 3

TA visit to each country (follow up): 10-12 days for consultant, and roughly again 54 days for country counterpart per mission, for preparation and follow up.

Phase 5: Evaluation workshop

To take place only after all the missions in all the countries have been concluded.

Specific mission times have been dealt with in the country work plans. It became apparent that countries have differing needs regarding mission timing. Some countries need the first mission to take place sooner than others, since others have more flexible timelines. The GDDS Manager explained that the World Bank will do their best to accommodate timeline needs where possible and reasonable.

The intention is that the work continues in country between the visits of the technical expert. There are three individuals per country identified to work on the module and it is expected that each will contribute 10 days between visits and also be available during the period when the consultant is at work.

It is intended that the country Work Plan, with its goals, will be redefined during the first visit and reviewed again after each visit, and that full documentation of these changes is maintained. The Work Plan Structure (see annex) will be maintained as a living document for this purpose, charting the course of the project. The consultant and the national experts will draft together a short report on the objectives and outcomes of each mission.

A module manager will be appointed by the Bank to take the part of the link between the Bank and each of the countries and to manage the inputs. Realistic performance indicators will be agreed to monitor performance along the way.

7. Channels of communication

The channels of communication between each country and GDDS project manager were explained:

At the country level:

Country GDDS Coordinator: will be informed of what is being done in the module implementation

National Module Coordinator: is in charge of the management of the module

Support team responsible for implementation

At World Bank level:

GDDS manager manages the whole World Bank GDDS2 project

Module manager (an expert): to communicate with the Module coordinator in the participating countries and the GDDS manager, who lead the process.

Consultants will be hired to visit countries and provide technical cooperation. The module manager will also provide technical assistance to at least one country.

8. Issue discussions

Following each topic and presentation a discussion took place where specific country issues were highlighted and questions were answered. Core issues which came up during the week as summarised below:

8.1 Current Status in Population Statistics and Plans for Improvements.

On the first day the countries were invited to inform on their current status and their plans for improvements. The results showed the differences between countries. Lesotho has already done their Census in 2006, Malawi is planning for 2008, Kenya is planning for 2009, Zambia and The Seychelles are planning for 2010 (see Annex D).

The plans for improvement in short are: Lesotho is looking for assistance in the field of data analysis and projections, Malawi is looking for resources and advises on scanning, Kenya is interested in improved data capture and other topics (health related), Zambia mentioned the development of instruments and methods and a list of other issues (health related), The Seychelles mentioned mapping and projections, and other issues.

The impression is that the countries are all well aware of what they need. The GDDS project only can address a limited number of those issues.

8.2 Re-aligning country expectations

After the presentations a checklist was introduced. This checklist had three functions; to provide an overview of all topics that are relevant for the design and management of the Census. To obtain information from the countries on what topics and issues are of particular importance to them. The countries are asked to rate these topics according to their needs as part of this project (GDDS priority 1-5). In this way the countries had the opportunity to select topics that are of importance to them in this project.

This led to some changes with some countries compared with their initial lists of plans of improvement (see checklist in Annex F).

8.3 Capacity and capacity building and sustainability

| Countries | Total Staff/HQ | Total for Population | Population in M. |
|----------------|----------------|----------------------|------------------|
| Kenya | 600/100 | 10 | 33 |
| Zambia | 700/100 | 15 | 11 |
| Malawi | 350/300 | 45 (5 prof.) | 13 |
| Lesotho | 70/70 | 17 (11 prof.) | 1,85 |
| The Seychelles | 50/50 | 2 | 0,084 |

It was acknowledged that the capacity for countries to work on the Census is different from country to country. This reflects the fact that the situations in these countries are also very different (size country/size staff/size units).

8.4 Topics discussed

Regarding the data quality it was mentioned that it should be “fit for use”, this makes that the user community in the end defines the quality.

Discussed were the ways to monitor and evaluate Censuses: self assessments were mentioned, and peer reviews and reporting of outsiders. Different views about the need of a M&E approach were expressed.

A presentation was made of the SAVVY approach, which is an alternative way of getting information on death-rates. It was reported that deaths can have a very large effect on the composition of the household. They can break up after the death of binding persons. The countries mentioned repeatedly that more attention should be paid to health data and vital statistics.

It was also mentioned that the culture can have an effect on the reporting to census and survey enumerators. This can have effects on the reporting of marriages and the number of children. Sometimes children are given names only at a later date. They first want to know whether the child can survive.

On the management side the importance of ownership in the organization was mentioned and the importance of charts. Regarding the planning it was mentioned that planning is a backward oriented process, the start is with the Census date. From there the steps are planned backwards. And delays in the execution of work also can be taken on board in the plan. On financing it was mentioned that there are different ways of looking at budgets. These are needed to define the financing gap and to measure the difference between expected costs and realised costs, and the reasons for these differences, if they exist.

Discussed was the measurement of immigrants, looking at the region/country of origin, country/region of birthplace mother and father. Household types were discussed, and the development of the reproduction rate to understand the effect of population growth on economic growth and visa versa.

It was mentioned that the user community is not very well developed and that attention should be paid to the training of the users. DFID mentioned that if money is needed to support the census and the training of the users the request for these funds should be made well in advance in order to allow these request to be taken on board in the financial planning of the donor communities.

9. GDDS Performance Criteria

National Module coordinators for the modules have been identified in each country. A Country folder must be kept to record progress and to allow people to keep track of what is being done. At the start of the initial visit by the expert there should be a briefing session with the relevant institutional principal. His/her support

for the process is vital, and it is important that there is a clear understanding of the reasons for the visit, the objectives and expected outcomes. Similarly there should be a wrap-up meeting at the end to agree further activities and follow-up. Counterparts should make note of who attended the meeting (number of participants), the nature and quality of those contributions.

During the project the output on agreed topics will be monitored, to determine if the outcomes we agreed on have been attained. Before progressing to T2 the usefulness of the T1 visit will be determined, and each time the country team will work on next steps with the GDDS management.

At the end of each mission a full mission report will be drafted with full input from the participating country and presented to the GDDS Manager for evaluation. The Country Work Plan document will also be updated and amended as necessary. The country module manager will also have the responsibility of completing the mission evaluation forms and presenting it to the GDDS Manager.

10. Country priorities and action plans

10.1 Preparatory information

As mentioned before, countries had the opportunity to convey their current status as well as their expectations from the workshop during the first day. Consequently, they also had the opportunity to fill out a preparatory checklist, and an assessment sheet as well as formulating their action plans by determining 3 priorities for technical assistance. The forms that were used for this purpose are shown in annexes E-H. The listed priorities were discussed and refined during the bi-lateral discussions and finalised in the draft work plan compilation.

10.2 Priorities and Action Plans

Draft country work plans were prepared at the workshop and are currently presented to the countries for their confirmation. Once adopted the work plans will form the basis for the implementation of GDDS2.

The priorities (P1, P2 and P3) for each country, as reported by each country during the last day of the workshop, for each country are summarised below.

Table: Overview of the three chosen priorities per country.

| | Lesotho | Seychelles | Malawi | Kenya | Zambia |
|------------|------------------------|------------------------|---|-----------------------------------|---------------------------|
| Priority 1 | Population projections | Census mapping (GIS) | Preparing and testing processing procedures | Quality Assurance | Planning and Preparation |
| Priority 2 | Improved Documentation | Population Projections | Mapping: production of field maps | Data Processing | Monitoring and Evaluation |
| Priority 3 | Vital Statistics | Data analysis | Planning and Preparing of Quality Control systems | PES and Monitoring and evaluation | Advocacy and Publicity. |

10.3 Important note.

The country priorities are mentioned again in Annex L. Detailed information on the country priorities is available in a series of separate documents. In the discussions with the countries about their country work plans it was attempted to identify the topics (priorities) and the time that can be allocated to each of these topics. Since many of the topics in themselves could take more time than now allocated, the list of priorities should be considered to be in a dynamic state. During the first mission the countries should discuss the priorities again with the consultants, and put these ambitions into the right context. In the case of one country the funding of the planned census is not sufficiently secured, the scanning procedures are not scheduled, and the selection of paper for the scanners is still open. These are matters that need to be planned and tested before a definitive choice can be made. In that case a postponement of the census should seriously be reflected. And although the country did not stress it themselves, a critical look at the overall management approach seems to be needed.

Further there are countries that are already being assisted by international donors: like Malawi by the UNFPA for mapping, Kenya on Quality issues by UNFPA, Kenya on data processing by UNFPA and USAID (IPC), Lesotho perhaps by the HMN on vital statistics. In the first visit to the countries the relation with the other assisting partners should be clarified. Here is a coordination issue.

11. Workshop evaluation

At the end of the workshop the participants filled out the workshop evaluation forms and an overall score of 4.2 out of a possible 5 was achieved. The general consensus was that the countries will benefit from the technical assistance and that the modular approach will certainly make the technical assistance delivery more effective. However concerns were expressed with several countries that the GDDS approach would fall short of their needs. This was already discussed during the week. Perhaps we should be clear that the GDDS2 can only contribute in a limited way to such a huge project as the Census is prepared and implemented. But when good use is made of the expertise that is offered the positive effects on a Census project still can be considerable.

Annex A: List of participants

| Country | Name | Title | Email | |
|--------------------|-----------------------------|--|--|----|
| Malawi | Mrs. Mylen Mahobe | Principal Statistician | mylenmahowe@yahoo.com mmahowe@statistics.gov.mw | 1 |
| Malawi | Mr. Timothy Mmanga | Statistician (National Accounts) | timothymmanga@yahoo.com tmmanganso-lelongwe.gov.mw | 2 |
| Zambia | Mr. Richard Banda | Senior Demographer | richardbanda@zamstats.gov.zm richardbanda@gmail.com | 3 |
| Zambia | Ms. Margaret T. Mwanamwenge | Senior Demographer | mttembo@gmail.com | 4 |
| Seychelles | Miss. Jane Victor | Senior Research Officer | popunit@seychelles.net vicjamau@hotmail.com | 5 |
| Seychelles | Miss. Linda Gerry | Senior Research Officer | linda@nsb.gov.sc | 6 |
| Seychelles | Mrs. Marie-Theresa Gopal | GIS Manager | theresa@nsb.gov.sc | 7 |
| Lesotho | Ms. Teboho Ramonono | Senior Statistician | tramonono@yahoo.co.uk | 8 |
| Kenya | Mr. Anthony K. M. Kilele | Director of Statistics | director@cbs.go.ke | 9 |
| Kenya | Mr. Fredrick Otieno | Principal Economist/Statistician - Module Coordinator | fredotieno@cbs.go.ke | 10 |
| Kenya | Mr. Henry Osoro | Senior Statistical Officer | Osorohz2000@yahoo.com | 11 |
| Kenya | Mr. Christopher Omolo | Principal Economist/Statistician | cndayara@yahoo.com | 12 |
| DFID | Ms. Marcia Stephens | Statistical Adviser | m_stephens@dfid.gov.uk | 13 |
| DFID | Mrs. Rachael Beaven | Senior Statistics Adviser, International Division Advisory Department | r_beaven@dfid.gov.uk | 14 |
| IMF | Mr. Oliver J. M. Chinganya | Resident Regional Advisor, GDDS | ochinganya@imf.org | 15 |
| World Bank | Mr. Ronald Luttkhuizen | Senior Economist/Statistician, Development Data Group, Development Economics | rluttkhuizen@worldbank.org | 16 |
| U.S. Census Bureau | Dr. Peter O. Way | Chief, International Programs Center | peter.o.way@census.gov | 17 |
| U.S. Census Bureau | Dr. Jennifer Scully | Demographic Statistician | jennifer.l.scully@census.gov | 18 |

Annex B: Terms of Reference

General Data Dissemination System, (GDDS phase 2) Socio-Demographic Statistics Project for Anglophone Africa: Provision of technical assistance as a lead expert for the topic (module) Population Statistics, Mombasa, Kenya, 18 – 22 June, 2007.

1.1.1 Background

With financial support from the Department for International Development (DFID) of the United Kingdom, the World Bank is implementing a project to assist 20 Anglophone Africa countries to participate in the General Data Dissemination System (GDDS). Participating countries are being assisted to participate in the GDDS through two separate, but linked projects both financed by DFID. The IMF is providing project management and technical support in the area of economic and financial statistics. The World Bank is providing technical support in the area of socio-demographic statistics. Both projects run concurrently until February 2010.

1.1.2 Technical Assistance

Technical assistance is being provided through the World Bank to help countries implement plans for improvement in population, health, agriculture, labor market, justice and security, management of statistical systems, GIS and small area statistics. The GDDS framework developed by the IMF provides the framework for the detailed elaboration of long-term statistical development strategies. Participating countries have already expressed their requests for technical assistance and both the IMF and the World Bank have developed their assistance strategies. In this case the countries that participate are:

Kenya, Malawi, Lesotho, Zambia and The Seychelles.

The need for technical assistance is determined by the participating countries based on their perceived short comings in the various sectors. Countries have in the past been encouraged to draw up a prioritized program of assistance.

Support from the project is limited to technical assistance only. The first meeting is the launch workshop in which the countries are informed about the topic and the options they have for improving their statistics. Together with the experts they will draft in this workshop the work plan for each country for the coming three years. It is planned to have a series of missions per topic, with an agreed set of tasks to be completed in between visits. All missions will result in an Aide Memoire or report to include specific recommendations and next steps, agreed with the appropriate national authorities.

1.1.3 Terms of Reference

1.1.3.1 Background

The approach described above was developed in close cooperation and consultation with the countries involved. During a workshop in September 2006 in Cape Town the countries have expressed their assistance needs, and later they have been confirmed.

The countries also agreed on the content of the each of the modules. For the Module on the Management of national statistical systems the following content was agreed.

1. Population statistics

Objectives

To improve the coverage and the quality of population statistics, and to help countries prepare for the 2010 round of population censuses¹.

To improve the use of data from civil registration systems.

Contents

Approaches to census planning, management, organizing, costing, budgeting, etc.

Analysis of civil registration data and assessment of possible progress.

Proposals for the improvement of civil registrations and implementation approaches.

Demographic analysis and population projections

Possible Outcomes

Countries are able to prepare proposals for the next census as part of 2010 round. This should explicitly include attention to the management and organizational structures, management information and the planning and monitoring tools that need to be developed.

Countries should be able to analyze census and other population data and generate projections and other estimates

Capacity to analyze and use civil registration data increased.

It is important that each country is assisted to assess its own situation and to design appropriate strategies according to their needs.

¹ Actions by the project to help countries prepare for the 2010 round of population censuses will be coordinated with the activities of the UN Statistics Division, who is leading international efforts in this area.

1.1.3.2 Purpose of the assignment

The purpose of the work is to inform the countries on topics and problems that are part of the Census and population statistics.

The consultant will undertake the following tasks:

Develop a reader with relevant information, including international standards on Population and Housing Censuses. In particular the presentation of a checklist of topics and/ problems to be identified (including templates on the Census Management plan, a timeframe for the implementation of actions, organization charts, costing approaches, etc.).

Inform the participating countries on these topics that are related to this. This will be done in presentation during three days, using various PPTs.

Also group discussions will be organized to have an exchange of views in the group, taking not more than one day.

Topics are: The process of the Design of a Census Management Plan, The Structure and Content of a Census Management Plan, The time frame for the implementation of the actions, the checking of the quality of the process, The methods to be used for the costing of the actions, the methods to be used for the funding of the actions, the design of data processing strategies (scanning and others), the mapping of EAs and the alternatives that exist, the questionnaire, content and options (short versus long), the design of a tabulation plan, taking into account specific analytical dimensions, data analysis tools implemented.

Looking at the institutional and internal policies, legal issues, organization issues related to the Census.

Use of population data management tools and management information, Management of the Census resources (budgets, staff and training), Use of information and communications technologies,

The design and use of population registers, on population and vital statistics, sources of basic information and sample frames.

Use of Census data as sample frames for surveys and the related statistical production processes, and again institutional and statistical coordination issues.

Outputs: Production of outputs on population and vital statistics, more general use of websites, tabulation and analysis, dissemination issues.

Special kind of analysis: Population projections, an explanation of approaches (information/indicator needs) and options.

Discuss the detailed checklist to identify the precise assistance and information needs (on the list of topics above).

Prepare a timetable and plan the steps for the assistance to be given in the coming years. Up to three visits of a maximum of 8 working days per country need to be planned. This will be done based on discussions with the individual countries.

Agree on a detailed content based work plan with each of the countries, on future work. These work plans will be finalized by the consultant after the discussions.

Discuss and define a set of indicators that will be used to measure the progress of the work (to be provided).

Agree with the countries and the GDDS coordinator on a strategy to address possible changes to the management of the metadata on population statistics.

The workshop will be based on presentations by the lead expert, presentations by the countries, discussions in groupings and bilateral discussions with the project management and the lead expert about their work plan in this module.

1.1.3.3 Skill requirements

A technical assistant, who speaks and writes English fluently and has excellent knowledge on the management of national statistical systems, the development of metadata and strategic planning of statistics, resources and the management of relations.

Deliverables:

- A digital reader (on CD, flash, stick, other) with information on the key documents and examples, and international guidelines like the UN International Guidelines on Population and Housing Censuses, and related materials.

- At least 6 topic related presentations, of 1 hour.
- Ad hoc materials during the meeting.
- Work plans on preparing the Census with each of the participating countries.
- A final workshop report.

Duration

The total time will be 10 working days, of which 5 days during the workshop

Timing

To be completed between June 10 and June 30, 2007.

Annex C: Workshop Agenda

**General Data Dissemination System, (GDDS phase 2)
Socio-Demographic Statistics Project for Anglophone Africa
Management of Statistical Systems Workshop
Mombasa, Kenya 18-22 June, 2007**

Agenda (draft 17-June)

Monday, 18 June

- 9:00 Opening Session
Welcome
Opening Address: Mr. Kilele, Director General, Kenya National Bureau of Statistics
Introduction of participants
Workshop Overview: Mr. Ronald Luttkhuizen, Senior Economist, The World Bank
GDDS Program Overview, Mr. Chinganya, International Monetary Fund
- 10:30 Break
- 11:00 Use and Users of Population Data: Dr. Peter Way, Chief, International Programs
U.S. Census Bureau
- 12:00 Discussion
- 13:00 Lunch
- 14:00 Country presentations
- 15:30 Break
Overview of Statistical Systems and the Role of Population Censuses, Population
- 16:00 Registers,
and Vital Statistics: Peter Way
- 17:00 Discussion

Evening Welcome Reception

Tuesday, 19 June

- 9:00 Data Quality in the Statistical System: Dr. Jennifer Scully, IPC, U.S. Census Bureau
- 10:00 Discussion

Launch Workshop Report on Population Statistics

- 10:30 Break
- 11:00 Planning, Budgeting, and Managing a Population Census, Jennifer Scully
- 12:00 Discussion
- 12:30 Presentation and discussion of topical checklist
- 13:00 Lunch
- 14:00 Mapping and Geographic Issues: Jennifer Scully
- 15:00 Discussion
- 15:30 Break
- 16:00 Questionnaire Design, Data Capture, and Data Processing in the Population Census Context: Peter Way
- 17:00 Discussion

Wednesday, 20 June

- 9:00 Population Registers and Vital Statistics, Including Sample Vital Registration: Peter Way
- 10:00 Discussion
- 10:30 Break
- Analysis of Population Census Data -- Demographic and Socioeconomic Topics: Peter
- 11:00 Way
- 12:00 Using Population Census Data for Planning -- National and Sub national Estimates and Projections: Peter Way
- 12:45 Discussion
- 13:15 Lunch
- 14:15 Informal Discussions

Thursday, 21 June

- 9:00 Production and Dissemination of Census Products, Media Issues: Jennifer Scully
- 10:00 Discussion
- 10:30 Break
- 11:00 Data Quality Assurance Framework: Ronald Luttkhuizen
- 12:00 Discussion
- 12:30 Work plan Structure and other forms: Ronald Luttkhuizen
- 13:00 Lunch
- 14:00 Individual Bilateral Discussions with Simultaneous Country Planning Meetings
- 14:00 Lesotho bilateral
- 15:00 Break
- 15:30 Seychelles bilateral

Friday, 22 June

- 9:00 Malawi bilateral
- 10:00 Zambia bilateral
- 11:00 Break
- 11:30 Kenya bilateral
- 12:30 Reconvene and Summary Discussion of Work plans
- 13:00 Lunch
- 14:00 Workshop Wrap-up and Closing

Annex D: Current Status and Country Plans for Improvements

Current Status of Population Statistics: Lesotho

- Last Census 1996, conducted every 10 years
- Produce analytical report, population dynamics report, and pop proj report 1996-2026.
- In 2001 conducted a demo. Survey – to update the 1996 census figures
- Involved questions on sibling history to estimate MMR
- Questions on deaths within the household
- In 2004 demographic and Health Survey
- Prelim report, main report, the atlas indicating problematic areas
- Just conducted 2006 census – and the PES (first time)
- Questions on sibling history was included to estimate maternal mortality ratio
- Prelim report for 2006 – manually
- Processing is ongoing
- Census has been scanned

Plans for Improvements and Objectives: Lesotho

- Improving on data analysis – involved the data users: various groups will analyze census data within differing contexts
- Improve on pop projections – during the last census – did not incorporate HIV/AIDS
- Vital registration – just conducted an assessment through the HMS network – Health information system
- Going to guide the 3 ministries on strengthening the vital registration system

Current Status of Population Statistics: Malawi

- Last census 1998
- Produced main census report
- Analytical report and population proj. up to 2023
- Before next census 2000 and 2004 conducted DHS
- Next census is 2008
- In Prep
- done with carto work using GIS
- Resource mobilization doc.
- Census doc.
- Questionnaire
- Working on cabnt. Paper – waiting for approval

Plans for Improvements and Objectives: Malawi

- Resource mobilization is the largest challenge
- Govt com. Is only 10% of budget (of \$16.2,- \$1.2 million provided)
- Scanning – haven't decided
- The quality assurance is a challenge
- After last census proj. the #'s seemed to be low – results questioned
- No vital registration system in place – but the govt is trying to put one in, past help from UNICEF
- Timeliness

Current Status of Population Statistics: Seychelles

- Conducted census in 2002, planned for 2010
- Published the report
- 1st census atlas – using ArcGIS software
- 2 statistical pubs a year
- mid-year and end of year
- Vital Stats – civil status offices
- Births, deaths, mar., and div.
- Approx. 90% complete

Plans for Improvements and Objectives: **Seychelles**

- No post census estimates or projections – demand by users – district and enumeration area – gender and age
- Last projection was based on the 1994 census
- 2002 no TA was provided
- No software to compile the population projections
- In-depth demographic work
 - Parity
 - Family structure
 - Child survival
 - Internal migration
- GIS as a topic of discussion – training (ArcGIS), geo reference dwelling frame, and update mapping – currently manual – issues with densely forested areas and GPS.

Current Status of Population Statistics: **Zambia**

- Obtain through pop and housing census – every 10 years, collected 4 – starting in 1969
- 5th one in 2010
- There have been pop surveys in between
 - DHS surveys have been conducted
- 2000 census – pop projections for the next 25 yrs. – took in to account HIV (2 sets one with HIV, one w/o) – support from U.S. Census Bureau and the IMF

Plans for Improvements and Objectives: **Zambia**

- Currently collecting a DHS – need to review pop proj, especially if there are signif. Changes with HIV
 - Proj. was a challenge d/t missing data
 - Weak vital registration
 - A lot of assumptions made – proportion of HIV (at time there was no free anti-viral treatment – this has since changed)
 - Expect changes in mortality
- Conduct 2010 pop and housing census, Issues:
 - Include? On adult mortality
 - Need consultations and support for developing instruments and methodology
 - Scanning – challenging – use lessons learned and improve
- Improvement of collection of vital statistics
 - Implementing the SAVVY program – hoping to implement soon – SAVVY alone is not enough w/o a good civil registration system
 - Challenge – processing of this information – plan is to help transfer the data – and examine coverage
- Improve on Dissemination from census and other operations
 - Some results not published
- Website developed which improved dissemination – there still needs to be some reorganization

Current Status of Population Statistics: **Kenya**

- Last pop census – 1999, before then every 10 years since 1969
- '99 – 2 reports, then 8 thematic reports (national to district level)
- 1 census atlas and a population data sheet
- Planning for 2009:
 - Census project document and shared it with the govt.
 - Carto. Field work is ongoing – teams are in the field with funding from the govt.
 - The government footed 75% of the cost, 25% partners (UNFPA, DFID, USAID, etc.)
 - Vital registration – about 40%, struggling on strategies but has not yet been successful
 - Education policies have not worked – excuse not to attend
 - Data capture is weak
 - Process of adding a Consultant for 6mos for vital statistics
 - Training in basic statistics – funding: STATCAP
 - Obtaining computers at the regional offices – funding: STATCAP

Plans for Improvements and Objectives: **Kenya**

- 2009 – Challenge – want to decide on types of tech to use especially in data capture – decision is necessary
- Scanning, or....
- Develop GIS system
- Use for Publication, etc.
- Training on GIS
- In build the quality assurance mechanisms – control for quality through out the stages and maybe do a PES
- Use lesson learned from last PES
- Vital registration – about 40%, struggling on strategies but has not yet been successful
- Education policies have not worked – excuse not to attend
- Data capture is weak
- With World Bank assistance systems are being developed to strengthen system
- Start with weakness at the district level
- Registration of Nat. ID card – 18 years old +, still a lot older than 18 with no ID#
- Requests from central users – ex: give # of Kenyans 18yrs+, other ministries are submitting requests
- Functional projections like labor force and school age children at sub-national projections
- Move away from model based estimation procedures
- Plan to add components of Deaths in households
- Revise what was done earlier
- Population Projections – HIV rates – Prev. HIV, fertility – higher than projected
- Actual trends diverted from the projections

Annex E: Template Checklist for Population Census and Other Operations

See at the end of the document

Annex F: Checklist Outcomes all Countries

See at the end of the document

Annex G: Template Country Work Plan

Country Action Plan

Template for country action plans – formulate three priorities

Country:.....

Topics:.....

1. Problem being addressed
2. Strategic objectives
3. Activities required
4. Input required international
5. Own preparations required
6. Output planned
7. Changes anticipated
8. Linking with further activities
9. Other donors supporting this topic
10. Timing

Annex H: Template Country Work Structure Matrix

See at the end of the document

Annex I: Template Country Work Structure

Introduction

Module

Country objective

Priority 1:

Priority 1 (And Why?)

Relevant aspects

- Problem being addressed
- Strategic objectives
- Activities required
- Input required international
- Own preparations required
- Output planned
- Changes anticipated
- Linking with further activities
- Other donors
- Timing

Opening launch workshop report

Timing

T1

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

T2

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

T3

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

Priority 2

Priority 2: And Why?

Relevant aspects

- Problem being addressed
- Strategic objectives
- Activities required
- Input required international
- Own preparations required
- Output planned
- Changes anticipated
- Linking with further activities
- Other donors
- Timing

Opening launch workshop report

Timing

Launch Workshop Report on Population Statistics

T1

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

T2

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

T3

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

Priority 3

Priority 3 (And Why?)

Relevant aspects

- Problem being addressed
- Strategic objectives
- Activities required
- Input required international
- Own preparations required
- Output planned
- Changes anticipated
- Linking with further activities
- Other donors
- Timing

Opening launch workshop report

Timing

T1

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

T2

- Objectives
- Activities
- Expected outputs (deliverables)
- Performance indicators

T3

- Objectives
- Activities
- Expected outputs (deliverables)

- Performance indicators

Overview of actions and content

| Priorities | T1 | | T2 | | T3 | |
|------------|--------|---------|--------|---------|--------|---------|
| P1 | | | | | | |
| P2 | | | | | | |
| P3 | | | | | | |
| Timing | (when) | (share) | (when) | (share) | (when) | (share) |

Annexes

Annex J: Form Evaluation sheet

Socio-Demographic Statistics Module: Technical Assistance for GIS
GDDS 2
Accra, Ghana, 28 May – 1 June 2007

Please take a moment to complete these questions. Your answers will be used to assess the usefulness of the workshop and will guide future work on the project.

Thank you very much!

I attended the workshop as

(Please check one)

As manager or supervisor ()

As a compiler ()

As an observer ()

Please write a rating number in the space provided at the end of each statement

1 = I totally disagree (most negative)

2 = I mostly disagree

3 = I am neutral

4 = I mostly agree

5 = I strongly agree (most positive)

na = Not applicable to me

Section A: My views on the workshop in general

1. Overall, **attending the workshop** was useful for me ()
2. It was of interest to listen to the **presentations** by the expert ()
3. The **discussions with colleagues** from other countries were useful ()
4. The **bilateral** meetings were helpful ()
5. We had **sufficient time** to discuss the important issues ()
6. The workshop was **well organized** ()
7. The conference **facilities** were good ()

Section B: My views on the module

8. Overall, the **module will be valuable** for my country ()
9. The **steps to be taken** were clearly explained ()
10. The **modular approach** is a good way to get things done ()

- 11. This module will **fit our needs** ()
- 12. It is important that we agreed on **results** ()
- 13. The agreed **work plan** is realistic ()
- 14. The planned **expert visits** will be useful ()
- 15. I hope that I can participate in the **closing workshop** ()
- 16. I hope that **I can contribute** to the success of this work ()

Section C: My write-in comments:

Annex K: Evaluation results

| Question | Mean | 1 | 2 | 3 | 4 | 5 | No. of Respondents |
|--|------|---|---|---|---|---|--------------------|
| 1. Overall, attending the workshop was useful for me | 4.2 | 0 | 0 | 1 | 6 | 3 | 10 |
| 2. It was of interest to listen to the presentations by the experts | 4.6 | 0 | 0 | 0 | 4 | 6 | 10 |
| 3. The discussions with colleagues from other countries were useful | 4.5 | 0 | 0 | 0 | 5 | 5 | 10 |
| 4. The bilateral meetings were helpful | 4.2 | 0 | 0 | 2 | 4 | 4 | 10 |
| 5. We had sufficient time to discuss the important issues | 4.3 | 0 | 1 | 1 | 2 | 6 | 10 |
| 6. The workshop was well organized | 3.6 | 0 | 2 | 3 | 2 | 3 | 10 |
| 7. The conference facilities were good | 4.7 | 0 | 0 | 1 | 1 | 8 | 10 |
| 8. Overall, the module will be valuable for my country | 4.7 | 0 | 1 | 0 | 0 | 9 | 10 |
| 9. The steps to be taken were clearly explained | 4.3 | 0 | 0 | 0 | 7 | 3 | 10 |
| 10. The modular approach is a good way to get things done | 4.1 | 0 | 1 | 1 | 4 | 3 | 10 |
| 11. This module will fit our needs | 4.4 | 0 | 0 | 0 | 6 | 4 | 10 |
| 12. It is important that we agreed on results | 4.5 | 0 | 0 | 1 | 3 | 6 | 10 |

| | | | | | | | |
|---|-----|---|---|---|---|---|----|
| 13. The agreed work plan is realistic | 4.1 | 0 | 0 | 2 | 5 | 3 | 10 |
| 14. The planned expert visits will be useful | 4.1 | 0 | 0 | 3 | 3 | 4 | 10 |
| 15. I hope that I can participate in the closing workshop | 4 | 0 | 0 | 4 | 2 | 4 | 10 |
| 16. I hope that I can contribute to the success of this work | 4.5 | 0 | 0 | 1 | 3 | 6 | 10 |
| | | | | | | | |

Scale:

1 = I totally disagree (most negative)

2 = I mostly disagree

3 = I am neutral

4 = I mostly agree

5 = I strongly agree (most positive)

Annex L: Summary of Country priorities

Seychelles

Priority 1 – Census Mapping/GIS

Good discussions, and will achieve the development of the georeference dwelling frame for the Seychelles.

Priority 2 – Population estimates and projections

Hope to get post Census 2002 pop estimates at the district level, b/c most users require that level

Priority 3 – Population data analysis

Will be doing more special reports on diff. Demo. Variables – i.e. life tables, disability, family structure, labour force, etc...

Malawi

Priority 1 – Data processing

Pay attention to planning, preparation and testing of the data proc. Procedures. And also a focus on scanning (and decisions re: scanning and testing procedures)

Priority 2 – Mapping

The production of field maps with special attention to EA boundaries

Priority 3 – Quality Assurance

Preparation for the quality control system for the coming census

Kenya

Priority 1 – Quality Assurance

Develop a quality assurance system for the entire census process (100% time 1 - period 1 and 2 will be overlapped)

Priority 2 – Data processing

Focus on the review of the data capture method to be used in the next census and also to advise on the layout of the questionnaire and edit specs., tabulation plan.

(100% time 2)

Priority 3 – post enumeration census

Linked to the first one, need to develop the procedure and methodology and to design the materials (questionnaire, manuals), and also the analysis part matching to the census.

(100% time 3)

Zambia

Priority 1 – Quality assurance

Develop QC system, in order to produce quality data to satisfy the users

Priority 2 – Monitoring and Evaluation

Monitor all activities to be sure that all activities are going to plan, and if not to make sure that all necessary checks are completed at the appropriate time

Priority 3 – Advocacy and publicity

Two different docs, one directed at the donors (for buy-in), and the other one for a publicity campaign for the general public.

Lesotho

Priority 1 – Population projections and estimates

Review the methods used and estimate population figures with minimal errors, incorporating HIV/AIDS impact

Priority 2 – documentation on procedural history

Document all the census processes in one place

Priority 3 – Vital Statistics

Examine the mechanisms of coordination and to build on existing vital registration systems (this will need further discussion due to the next module Lesotho is involved in, if there is a change than Sample Frame Development may be the replacement for this one)

Checklist for Population Census and Other Operations, Sources of Funding, and Technical Assistance

Census Operations

Instructions:

Use own government budget: 1=no, 2=partly, or 3=substantial/fully

Important to you = (Scale: 1 least important - 5 most important)

GDDS Priority = (Scale: 1 least important - 5 most important)

| Task Name | Usually completed? | | Important to You (1-5) | Have 3rd party. Asst (Y/N) | GDDS Priority (1-5) | Remarks |
|--|--------------------|----|------------------------|----------------------------|---------------------|---------|
| | Yes | No | | | | |
| 1. Planning and Preparation | | | | | | |
| Legal basis | | | | | | |
| Advocacy | | | | | | |
| Administration and documentation policy | | | | | | |
| Ownership and organization charts | | | | | | |
| Organize census planning group | | | | | | |
| Meet with data users | | | | | | |
| Decide timing, enumeration, sample, and publication plan | | | | | | |
| Hire and train Headquarters staff | | | | | | |
| Estimate budget, personnel, equipment requirements | | | | | | |
| Plan and prepare operational and quality control systems | | | | | | |
| Develop and conduct publicity program | | | | | | |
| 2. Questionnaire Design and Table Outlines | | | | | | |
| Develop concepts, questionnaires, and table outlines | | | | | | |
| Plan and conduct pretests and field trails | | | | | | |
| 3. Mapping | | | | | | |
| Make and maintain inventory | | | | | | |
| Acquire and test equipment | | | | | | |
| Compile and produce base maps | | | | | | |
| Prepare and reproduce census field maps | | | | | | |
| Prepare publications maps and chart | | | | | | |

Instructions:

Use own government budget: 1=no, 2=partly, or 3=substantial/fully

Important to you = (Scale: 1 least important - 5 most important)

GDDS Priority = (Scale: 1 least important - 5 most important)

| Task Name | Usually completed? | | Important to You (1-5) | Have 3rd party. Asst (Y/N) | GDDS Priority (1-5) | Remarks |
|--|--------------------|----|------------------------|----------------------------|---------------------|---------|
| | Yes | No | | | | |
| 4. Enumeration | | | | | | |
| Plan enumeration procedures, develop materials | | | | | | |
| Develop training programs | | | | | | |
| Plan and conduct pretests, field trials, experimental census | | | | | | |
| Recruit and train field office staff | | | | | | |
| Establish field offices | | | | | | |
| Distribute materials to field | | | | | | |
| Recruit and train leaders and enumerators | | | | | | |
| Census Day | | | | | | |
| Conduct enumeration | | | | | | |
| 5. IT-Related Policies | | | | | | |
| Mapping | | | | | | |
| Data collection | | | | | | |
| Processing | | | | | | |
| Tabulation | | | | | | |
| Dissemination | | | | | | |
| 6. Processing | | | | | | |
| Plan, prepare and test data processing procedures and programs | | | | | | |
| Acquire and test equipment | | | | | | |
| Receive and check in questionnaires | | | | | | |
| Carry out manual editing, coding, and control counts | | | | | | |
| Key / Scan questionnaires | | | | | | |
| Carry out computer edit and tabulation | | | | | | |

Country Name _____

Instructions:

Use own government budget: 1=no, 2=partly, or 3=substantial/fully

Important to you = (Scale: 1 least important - 5 most important)

GDDS Priority = (Scale: 1 least important - 5 most important)

| Task Name | Usually completed? | | Important to You (1-5) | Have 3rd pt. Asst (Y/N) | GDDS Priority (1-5) | Remarks |
|--|--------------------|----|------------------------|-------------------------|---------------------|---------|
| | Yes | No | | | | |
| 7. Analysis and Publication | | | | | | |
| Preliminary population counts | | | | | | |
| General and detailed characteristics tabulations | | | | | | |
| Analyze data | | | | | | |
| Special reports | | | | | | |
| 8. Monitoring and Evaluation | | | | | | |
| Develop monitoring plan | | | | | | |
| Develop evaluation plan | | | | | | |
| Develop forms and manuals | | | | | | |
| Pretesting | | | | | | |
| Conduct post-enumeration survey (PES) | | | | | | |
| Match PES to census | | | | | | |
| 9. Documentation | | | | | | |
| Fieldwork procedures and methodologies plan | | | | | | |
| Data processing system | | | | | | |
| Procedural history | | | | | | |
| 10. Intercensal Surveys | | | | | | |
| Plan intercensal survey program | | | | | | |
| Develop procedures and methodologies for initial surveys | | | | | | |
| Develop master sampling frame | | | | | | |

Instructions:
 Use own government budget: 1=no, 2=partly, or 3=substantial/fully
 Important to you = (Scale: 1 least important - 5 most important)
 GDDS Priority = (Scale: 1 least important - 5 most important)

| Task Name | Usually completed? | | Important to You (1-5) | Have 3rd pt. Asst (Y/N) | GDDS Priority (1-5) | Remarks |
|-----------|--------------------|----|------------------------|-------------------------|---------------------|---------|
| | Yes | No | | | | |

Additional Operations

11. Population Estimates and Projections

- Subnational
- Sectoral
- HIV/AIDS impacts

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

12. Population Data Analysis

- Demographic variables
- Socioeconomic variables

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |

13. Population Registers

- Compliance issues
- Data capture, processing
- Data linkages, dissemination

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

14. Vital Statistics

- Compliance issues
- Data capture, processing
- Data linkages, dissemination

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Checklist for Population Census and Other Operations, Sources of Funding, and Technical Assistance

Census Operations

Instructions:
GDDS Priority = (Scale: 1 least important - 5 most important)
Country Name

| Task Name | Malawi | Lesotho | Kenya | Zambia | Seychelles |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) |
| 1. Planning and Preparation | 1 | Already Done | 2 | 1 | 1 |
| Legal basis | 1 | | 1 | 1 | |
| Advocacy | 1 | | 1 | 1 | |
| Administration and documentation policy | 1 | | 1 | 1 | |
| Ownership and organization charts | 1 | | 1 | 1 | |
| Organize census planning group | 1 | | 1 | 1 | |
| Meet with data users | 1 | | 1 | 1 | |
| Decide timing, enumeration, sample, and publication plan | 1 | | 1 | 1 | |
| Hire and train Headquarters staff | 1 | | 1 | 1 | |
| Estimate budget, personnel, equipment requirements | 1 | | 1 | 2 | |
| Plan and prepare operational and quality control systems | 5 | | 5 | 4 | 5 |
| Develop and conduct publicity program | 1 | | 1 | 1 | |
| 2. Questionnaire Design and Table Outlines | 1 | Already Done | 2 | 2 | 2 |
| Develop concepts, questionnaires, and table outlines | 1 | | | | |
| Plan and conduct pretests and field trails | 1 | | | | |
| 3. Mapping | 1 | Already Done | 3 | 4 | 5 |
| Make and maintain inventory | 1 | | | 4 | 2 |
| Acquire and test equipment | 1 | | | 4 | 5 |
| Compile and produce base maps | 1 | | 4 | 4 | 2 |
| Prepare and reproduce census field maps | 5 | | | 4 | 5 |
| Prepare publications maps and chart | 1 | | | 4 | 5 |

Instructions:**GDDS Priority = (Scale: 1 least important - 5 most important)**

| Task Name | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 4. Enumeration | 1 | Already Done | 2 | 2 | 2 |
| Plan enumeration procedures, develop materials | 1 | | | 3 | 2 |
| Develop training programs | 1 | | | 3 | 2 |
| Plan and conduct pretests, field trials, experimental census | 1 | | | 3 | 2 |
| Recruit and train field office staff | 1 | | | 1 | 2 |
| Establish field offices | 1 | | | 1 | 2 |
| Distribute materials to field | 1 | | | 1 | 2 |
| Recruit and train leaders and enumerators | 1 | | | 1 | 2 |
| Census Day | 1 | | | 1 | 2 |
| Conduct enumeration | 1 | | | 1 | 2 |
| 5. IT-Related Policies | 1 | 1 | 2 | 2 | 5 |
| Mapping | 1 | 1 | | 4 | 5 |
| Data collection | 1 | 1 | | 1 | 5 |
| Processing | 1 | 1 | | 1 | 5 |
| Tabulation | 1 | 1 | | 1 | 5 |
| Dissemination | 1 | 1 | | 1 | 5 |
| 6. Processing | 5 | 1 | 5 | 3 | 5 |
| Plan, prepare and test data processing procedures and programs | 5 | 1 | 5 | 4 | 5 |
| Acquire and test equipment | 5 | 1 | 5 | 1 | 5 |
| Receive and check in questionnaires | 1 | 1 | 1 | 1 | 2 |
| Carry out manual editing, coding, and control counts | 1 | 1 | 1 | 1 | 2 |
| Key / Scan questionnaires | 5 | 1 | 5 | 1 | 2 |
| Carry out computer edit and tabulation | 5 | 1 | 5 | 4 | 5 |

Instructions:**GDDS Priority = (Scale: 1 least important - 5 most important)**

| Task Name | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 7. Analysis and Publication | 4 | 1 | 2 | 1 | 5 |
| Preliminary population counts | 4 | 1 | | 1 | 5 |
| General and detailed characteristics tabulations | 4 | 1 | | 1 | 5 |
| Analyze data | 4 | 1 | | 1 | 5 |
| Special reports | 4 | 1 | | 1 | 5 |
| 8. Monitoring and Evaluation | 1 | 1 | 5 | 4 | 3 |
| Develop monitoring plan | 1 | 1 | | 4 | |
| Develop evaluation plan | 1 | 1 | | 4 | |
| Develop forms and manuals | 1 | 1 | | 4 | |
| Pretesting | 1 | 1 | | 4 | |
| Conduct post-enumeration survey (PES) | 5 | 1 | 5 | 5 | |
| Match PES to census | 1 | 1 | 5 | 5 | |
| 9. Documentation | 1 | 5 | 5 | 2 | 3 |
| Fieldwork procedures and methodologies plan | 1 | 5 | | 1 | |
| Data processing system | 1 | 5 | | 4 | |
| Procedural history | 1 | 5 | 5 | 1 | |
| 10. Intercensal Surveys | 1 | 5 | 1 | 1 | 5 |
| Plan intercensal survey program | 1 | 5 | | 1 | 5 |
| Develop procedures and methodologies for initial surveys | 1 | 5 | | 1 | 5 |
| Develop master sampling frame | 5 | 5 | | 1 | 5 |

Instructions:

GDDS Priority = (Scale: 1 least important - 5 most important)

| Task Name | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) | GDDS Priority (1-5) |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Additional Operations | | | | | |
| 11. Population Estimates and Projections | 5 | 5 | 3 | 5 | 5 |
| Subnational | 5 | 5 | | 5 | 5 |
| Sectoral | 5 | 5 | | 5 | 5 |
| HIV/AIDS impacts | 5 | 5 | | 5 | 5 |
| 12. Population Data Analysis | 1 | 1 | 3 | 2 | 5 |
| Demographic variables | 1 | 1 | | 2 | 5 |
| Socioeconomic variables | 1 | 1 | | 2 | 5 |
| 13. Population Registers | 1 | 3 | 2 | 1 | 2 |
| Compliance issues | 1 | 3 | | 1 | |
| Data capture, processing | 1 | 3 | | 1 | |
| Data linkages, dissemination | 1 | 3 | | 1 | |
| 14. Vital Statistics | 1 | 5 | 3 | 1 | 3 |
| Compliance issues | 1 | 5 | | 1 | |
| Data capture, processing | 1 | 5 | | 1 | |
| Data linkages, dissemination | 1 | 5 | | 1 | |

Country:

Note 1: enter percentages in decimal form: 20% = .20

Note 2: Overall % of effort assumes all missions of equal duration

Work Structure Matrix

| | Time Period 1 - Q4 2007 | Time Period 2 - Q2 2008 | Time Period 3 - Q4 2008 | Overall Percentage of Effort Devoted to Priority |
|--|------------------------------------|------------------------------------|------------------------------------|---|
| Priority 1 Percent of effort in time period | (Describe activity in period) | (Describe activity in period) | (Describe activity in period) | 0% |
| Priority 1 Percent of effort in time period | (Describe activity in period) | (Describe activity in period) | (Describe activity in period) | 0% |
| Priority 1 Percent of effort in time period | (Describe activity in period) | (Describe activity in period) | (Describe activity in period) | 0% |
| | 0% | 0% | 0% | |