

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						

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	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						

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	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						

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	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
