

# UNECE Workshop on Census Management in SPECA member countries - StatCapCA Training Workshop Nr.1

(Baku, Azerbaijan, 30 October -3 November 2006)

## PROVISIONAL AGENDA AND TENTATIVE TIMETABLE

(Revised version, 24 October)

**The meeting will be held in the Crescent Beach Hotel, Salyan Highway, Shikov, Baku, AZ1023, Azerbaijan, from 30 October to 3 November 2006, starting at 09.30 a.m.**

**The registration of participants will start at 08.30.**

**The Training Workshop is organized in co-operation with UNFPA, UNSD, UNESCAP and the State Statistical Committee of Azerbaijan**

### DAY 1 – Monday 30 October – Topic: OVERALL CENSUS MANAGEMENT

8:30-9:30	<i>Registration of participants</i>
9:30-10:20	Opening of the workshop: <ul style="list-style-type: none"> <li>• Welcoming addresses by State Statistical Committee of the Republic of Azerbaijan, UNFPA, UNECE</li> <li>• Objectives of the workshop (UNECE)</li> </ul>
10:20-11:00	<b>Overall census management</b> (Speaker: Paolo Valente, UNECE). Topics: <ul style="list-style-type: none"> <li>• Census planning (including legal framework, budget and dissemination)</li> <li>• Management structure</li> <li>• The importance of relevance and users' consultation</li> </ul>
11:00-11:20	<i>Coffee break</i>
11:20-12:30	Open discussion
12:30-14:30	<i>Lunch break</i>
14:30-15:10	<b>Overall census management</b> (Speaker: David Nauenburg, ABS). Topics: <ul style="list-style-type: none"> <li>• Quality assurance and risk management</li> <li>• Selecting and managing external consultants and outsourcing</li> </ul>
15:10-16:00	Open discussion
16:00-16:20	<i>Tea break</i>
16:20-17:00	<u>Working group exercise</u> on census planning and management (Paolo Valente)
17:00-17:30	Report on working group exercise and discussion of results
From 19:30	<i>Welcome dinner hosted by UNFPA Country Office</i> <i>NOTE: a bus will pick up the participants at the hotel at 19:00</i>

## DAY 2 – Tuesday 31 October – Topic: PREPARATORY TASKS

9:30-10:10	<b>Preparatory tasks</b> (Speaker: Angela Me, UNECE). Topics: <ul style="list-style-type: none"> <li>• Establishing the basis of enumeration</li> <li>• Structure of workforce</li> </ul>
10:10-10:50	Open discussion
10:50-11:10	<i>Coffee break</i>
11:10-12:00	<u>Working group exercise</u> on basis of enumeration and workforce (Angela Me)
12:00-12:30	Report on working group exercise and discussion of results
12:30-14:30	<i>Lunch break</i>
14:30-15:10	<b>Preparatory task</b> (Speaker: David Nauenburg, ABS). Topic: <ul style="list-style-type: none"> <li>• Mapping</li> </ul>
15:10-15:50	Open discussion
15:50-16:10	<i>Tea break</i>
16:10-16:50	<b>Preparatory tasks</b> (Speaker: Paolo Valente, UNECE). Topics: <ul style="list-style-type: none"> <li>• Form design and testing</li> <li>• Instruction manuals</li> <li>• Printing of forms and other documents</li> </ul>
16:50-17:30	Open discussion

## DAY 3 – Wednesday 1 November – Topic: FIELD OPERATIONS

9:30-10:00	<b>Field operations</b> (Speaker: Petteri Baer, UNECE). Topic: <ul style="list-style-type: none"> <li>• Publicity</li> </ul>
10:00-10:20	Open discussion
10:20-10:50	<b>Field operations</b> (Speaker: Paolo Valente, UNECE). Topics: <ul style="list-style-type: none"> <li>• Recruitment and remuneration</li> <li>• Field staff training</li> </ul>
10:50-11:10	Open discussion
11:10-11:30	<i>Coffee break</i>
11:30-12:00	<b>Field operations</b> (Speaker: Angela Me, UNECE). Topics: <ul style="list-style-type: none"> <li>• Distribution and return of materials</li> <li>• Monitoring field operations</li> </ul>
12:00-12:30	Open discussion
12:30-14:30	<i>Lunch break</i>
14:30-15:10	<b>Field operations</b> (Speaker: David Nauenburg, ABS). Topics: <ul style="list-style-type: none"> <li>• Quality assurance for field operations</li> <li>• Technology issues for field operations</li> </ul>
15:10-15:50	Open discussion
15:50-16:10	<i>Tea break</i>
16:10-17:00	<u>Working group exercise</u> on monitoring and quality assurance of field operations (Angela Me)
17:00-17:30	Report on working group exercise and discussion of results

## DAY 4 – Thursday 2 November – Topic: EVALUATION

9:30-10:20	<b>Evaluation</b> (Speaker: Angela Me, UNECE). Topics: <ul style="list-style-type: none"> <li>• Basic measurements of overall quality</li> <li>• Detailed analysis</li> <li>• Changes to census processes</li> <li>• Communicating quality issues</li> </ul>
10:20-10:50	Open discussion
10:50-11:10	<i>Coffee break</i>
11:10-12:00	<u>Working group exercise</u> on evaluation (Angela Me)
12:00-12:30	Report on working group exercise and discussion of results
12:30-14:00	<i>Lunch break</i>
14:00-14:30	<b>Evaluation</b> (Speaker: David Nauenburg, ABS). Topic: <ul style="list-style-type: none"> <li>• Post Enumeration Surveys (PES)</li> </ul>
14:30-14:50	Open discussion
15:00-17:30	<i>City tour organised by UNFPA Country Office</i> <i>NOTE: The bus will depart from the hotel at 15:00</i>

## DAY 5 – Friday 3 November – Topics: MANAGING DATA PROCESSING and CENSUS PRODUCTS

9:30-10:20	<b>Managing data processing</b> (Speaker: David Nauenburg, ABS). Topics: <ul style="list-style-type: none"> <li>• Processing strategies</li> <li>• Processing operations</li> <li>• Quality assurance for processing</li> <li>• Technology issues for processing</li> </ul>
10:20-10:50	Open discussion
10:50-11:10	<i>Coffee break</i>
11:10-12:00	<u>Working group exercise</u> on quality assurance for processing (David Nauenburg)
12:00-12:30	Report on working group exercise and discussion of results
12:30-14:30	<i>Lunch break</i>
14:30-15:00	<b>Census products</b> (Speaker: Petteri Baer, UNECE). Topics: <ul style="list-style-type: none"> <li>• Broad dissemination strategy</li> <li>• User consultation process</li> <li>• Service concepts, Product development</li> </ul>
15:00-15:30	Open discussion
15:30-15:50	<i>Tea break</i>
15:50-16:30	<u>Working group exercise</u> on dissemination strategy (Petteri Baer)
16:30-17:00	Report on working group exercise and discussion of results
17:00-17:30	Wrap-up and closing of the workshop

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