

Emergency Preparedness and Contingency Planning

Recommendations for the 2030 Censuses of Population and Housing

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Overview of Presentation

Context

- Importance of Emergency Preparedness and Contingency Planning
- Process for Developing New Guidance

Framework for Census Emergency Preparedness

1. Documenting Risks and Mitigations
2. Establishing an Emergency Management Plan
3. Preparing Staff for Emergency Management
4. Working Effectively During Emergencies
5. Developing Contingency Plans

Next Steps in Census Emergency Preparedness

- Proposed 2030 Recommendations
- Key Changes and Rationale in New Recommendations

The Importance of Emergency Preparedness and Contingency Planning

Key Messages

- Thorough planning is essential for successful census operations.
- Unexpected events like natural disasters, pandemics, or cyber threats can disrupt census activities.
- Proper emergency management and contingency planning are crucial to mitigate risks and ensure census success.

The Task Force on Emergency Preparedness and Contingency Planning

Made up of representatives from:

- Canada (Task Force lead)
- Mexico
- New Zealand
- Poland
- Portugal
- United Kingdom (UK)
- United Nations Statistics Division (UNSD)

**73% of Censuses worldwide
were impacted by the
COVID-19 Pandemic**



2021 UNSD survey data



Process for Developing New Guidance

1

Establishing the Task Force on Emergency Preparedness and Contingency Planning

- Formation of a dedicated team
- Defining roles and responsibilities

2

Developing a framework for census emergency preparedness

- Creating guidelines and protocols
- Identifying potential risks and mitigation strategies

3

Sharing Country Experiences

- Exchanging best practices
- Learning from past experiences

4

Developing content for the UNECE questionnaire and study results

- Designing relevant questions
- Analyzing collected data

5

Developing and critiquing new text

- Drafting initial versions
- Receiving and incorporating feedback

More details on: Documenting Risks and their Mitigations

- It is recommended that the new chapter start with a section on establishing a risk registry.
 - To avoid or manage risk, one must first identify it
- Each risk should be assessed for its likelihood and degree of impact.
- Each risk should be have an associated plan to mitigate the likelihood of occurrence and/or impact of the threat



More details on: Establishing an Emergency Management Plan

Importance of an Emergency Management Plan

Establishing an Emergency Management Plan is crucial for ensuring the successful execution of a census during unforeseen events.

Components of Proper Emergency Management

Proper emergency management involves identifying, classifying, and responding to emergencies that may arise during census operations.

Key Processes in the Plan

The plan should include processes to detect new issues, communicate within the team, and assess the severity of emergencies promptly.

Role of an Operations Centre

- An Operations Centre equipped with a Management Information System (MIS) is essential for tracking operational data and facilitating effective decision-making during emergencies.

Efficient Crisis Management

- Fast workflow and efficient hand-offs between census staff members are vital for managing crises effectively and ensuring the continuity of census operations.



More details on: Preparing Staff for Emergency Management

Importance of preparing staff for emergencies during censuses

- Engaging in practice sessions to condition staff on emergency management.
- Developing staff ability to respond quickly and effectively during census execution.

Conducting practice sessions to simulate emergency scenarios

- Building mental 'muscle memory' for better emergency response
- Ensuring key census staff are well-prepared for high-risk stages of a census.

More details on: Working Effectively During Emergencies

1. Implement Lean Management Techniques

- Use Kanban boards to ensure efficient workflow during emergencies.

2. Conduct Regular Sprint Meetings

- Address emergency issues promptly.
- Ensure the team is aligned on priorities.

3. Utilize Practice Sessions

- Train staff on emergency management protocols.
- Improve response times during crises.

4. Establish an Operations Centre

- Access to Management Information Systems for real-time data tracking.
- Facilitate incident response.

5. Prioritize Timely Communication

- Maintain operational efficiency within the census team.
- Ensure communication with external stakeholders.



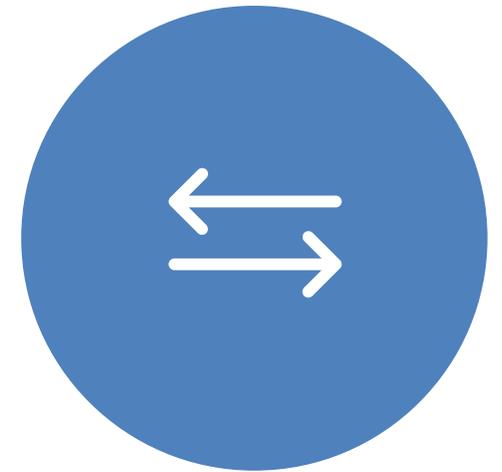
More details on: Developing Contingency Plans

Despite our best planning and risk mitigation, issues may arise. Censuses should have « Plan B » ready in case risks become real.

Develop Contingency Plans in case of scenarios where risks become real

- Develop detailed contingency plans for significant risks.
- Focus on the most critical risks that could affect the census.
- Describe activities, responsibilities, and timelines in the contingency plans.

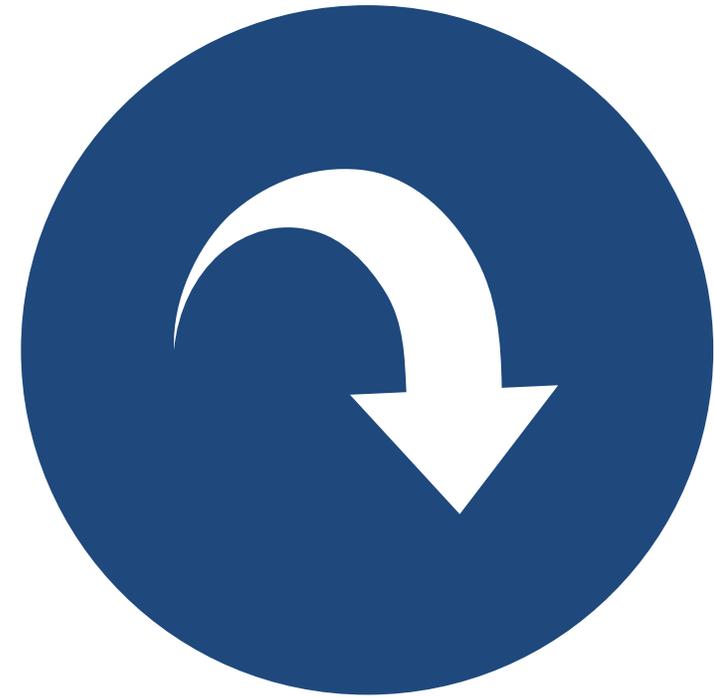
For example, traditional censuses might turn to administrative data to enumerate the population. For a register-based census, a communication plan and adjustment to the timeline might be a contingency



Next steps: Proposed text

The Task Force on Emergency Preparedness and Contingency Planning recommends an Emergency Management and Contingency Planning chapter is added to the Recommendation for the 2030 Censuses of Population and Housing.

The proposed text can be found in the annex of the paper "A proposal for content on Emergency Preparedness and Contingency Planning for the Recommendations for the 2030 Censuses of Population and Housing"



Thank You!



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Appendix: A Framework for Emergency Preparedness and Contingency Planning

Component	Tools	Description
1. Effective documentation of risks and mitigations	Risk registry	<ul style="list-style-type: none">• Document risks, likelihood of occurrence, degree of impact and mitigation strategies
2. Proper emergency management, governance and decision-making	Emergency Management Plan, Management Information Systems, physical and virtual infrastructure	<ul style="list-style-type: none">• Describe and classify potential emergencies, actions to take, communication strategies, etc.
3. Use of practice sessions	Tabletop exercises	<ul style="list-style-type: none">• Practice emergency scenarios with staff to build experience
4. Ensuring fast workflow during an emergency	Lean management techniques, Kanban boards, "stand-up" or "sprint" meetings	<ul style="list-style-type: none">• Techniques to ensure efficient, effective prioritization of work
5. Developing contingencies	Contingency plans, insurance plans, communication plans	<ul style="list-style-type: none">• Plan for what happens in the event of a main plan failure• Administrative data can be used as an insurance plan
6. Extending risk management practices	Various	<ul style="list-style-type: none">• Develop a culture of risk management across entire statistical organizations