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8 February 2007

ENGLISH ONLY

**UNITED NATIONS STATISTICAL COMMISSION and
ECONOMIC COMMISSION FOR EUROPE**

CONFERENCE OF EUROPEAN STATISTICIANS

**UNECE Workshop on Census Questionnaires in SPECA member countries -
StatCapCA Training Workshop Nr.3**

(Dushanbe, Tajikistan, 12-16 March 2006)

INFORMATION NOTICE No. 1

The meeting will be held in the UNDP Conference Hall, 39 Aini Street, Dushanbe, Tajikistan, starting at 09.30 a.m.

The registration of participants will start at 09.00.

The Training Workshop is organized in co-operation with UNFPA, UNESCAP, The Swiss Federal Statistical Office and the State Statistical Committee of the Republic of Tajikistan

I. PURPOSE AND PARTICIPANTS OF THE TRAINING WORKSHOP

1. The aim of the Training Workshop is to introduce participants to the best practices on Census Questionnaire Design for SPECA member countries. A special emphasis will additionally be given to question on migration and the planning of a census budget. The Training Workshop is organized for the Census Directors and staff of the National Statistical Offices in Central Asia and Azerbaijan who are in charge of organizing the census and its field operations, planning the content of the questionnaire and develop the IT infrastructure for the census. Also the housing census aspect should be considered when choosing participants. The participants need to be familiar with Census management processes and be able to give short presentations on the preparation process of the forthcoming Census in their respective countries.

2. The training will be a combination of lectures, plenary discussions, exercises and group work. All participants are expected to participate actively in the different activities.

II. PROVISIONAL AGENDA OF THE TRAINING WORKSHOP

3. The final Agenda of the Training Workshop will be specified by the 20 February and sent out to all registered participants. The Provisional Agenda, available to you as a separate attachment, gives a detailed insight of the themes to be focused on. The Training Workshop will consist of the following main topics:

Day 1	PLANNING OF THE CENSUS QUESTIONNAIRE
Day 2	METHODOLOGICAL QUESTIONS OF MIGRATION IN RELATION TO THE POPULATION AND HOUSING CENSUS
Day 3	PLANNING THE CENSUS QUESTIONNAIRE
Day 4	PLANNING THE CENSUS QUESTIONNAIRE
Day 5	ADVOCACY AND BUDGETING OF POPULATION AND HOUSING CENSUSES

III. PARTICIPATION AND ACCREDITATION

4. National Statistical Offices of Central Asian countries are welcomed to nominate two (2) delegates to participate in the Workshop.

5. UNECE is in the process of searching additional financing by cooperation with UNFPA and UNSD, possibilities of which the NSOs concerned will be informed in the course of the preparations, according to decisions these organizations will make. Participation funded by the NSOs themselves is also strongly encouraged.

6. Representatives from national statistical offices who wish to participate should complete the attached registration form and send it both to the UNECE secretariat (fax: +41 22 917 0040, e-mail: mijidgombo.oyunjargal@unece.org) and to the State Statistical Committee of Tajikistan (fax: +992 372 214 375, email: stat@tojikiston.com) by **19 February 2007**.

IV. TRAVEL AND ACCOMMODATION

7. All participants attending the Workshop are requested to have a valid passport and, if required, a visa. Applications for possible visas should be made as soon as possible to the Embassy of Tajikistan in the country in which the participants reside, with a reference to the UNECE Training Workshop on Population and Housing Censuses - StatCapCA Training Workshop Nr 3. If necessary, the State Statistical Committee of Tajikistan can provide a letter to facilitate obtaining a visa. Contact person for this purpose is Ms. Tatiana Gukasova, Head of the SSC Department of International Relations, e-mail address: stat@tojikiston.com, fax: +992 372 214 375, tel: +992 372 212 387.

8. UNECE will cover airfare and per diem (DSA) for the duration of the Workshop for two participants per country, excluding participants from the hosting country. Any other participant(s) will be at their own costs, if not covered by funding, mentioned in Para 5. During the Training Workshop, the organizers of the Workshop will distribute to these participants DSA at the United Nations prevailing rate in Dushanbe (approximately USD 160 per day) to cover accommodations, meals and other incidental expenses. If, for any reason, the participant is unable to attend for the full duration of the Workshop, a proportionate reduction in the allowance will be made.

9. Please note that UNECE will not assume responsibility for any other expenditure, including the following:

All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

Salary and related allowances for the participants during the period of the Workshop;

Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Workshop;

Compensation in the event of death or disability of participants in connection with their attending the Workshop;

Any loss or damage of personal property of participants while attending the Workshop or losses or damages claimed by third parties as a result of negligence on the part of the participants;

Any other expenses of a personal nature, not directly related to the purpose of the Workshop.

10. In order to obtain the DSAs, participants need to submit on the first day of the Workshop

- **A copy of the passport showing personal details, including photo and the immigration stamp in Dushanbe;**
- **A copy of the air ticket;**
- **Boarding pass(es).**

11. Upon receipt of confirmation of attendance and due information on financing of participation, referred to in Paras 4 and 5, UNECE will make arrangements, through the local UNDP offices, to issue most direct economy air tickets for participants to travel from the country of their residence to Dushanbe and return. Arrangements will be made for participants to arrive in Dushanbe on Sunday, 11 March and depart for their respective countries on Saturday, 17 March 2007, depending on available flight connections. Participants should not purchase tickets by themselves. Please note that if tickets are not issued by the rules above, the UNECE will not be in a position to reimburse them.

12. Any questions regarding travel arrangements and collection of air tickets should be addressed to UNDP country offices. However, additional queries can be addressed to UNECE Secretariat, Mr. Petteri Baer (petteri.baer@unece.org , tel.:+41 22 917 33 11).

13. Participants are advised to ensure that they have adequate travel and medical insurance for the duration of the Workshop.

14. A bloc reservation will be made in advance for all participants to stay at Hotel “Tajikistan”, at the address 22, Shotemur Avenue, Dushanbe. For logistical reasons and in order to encourage international interaction during the Training Week participants are strongly encouraged to reserve their accommodation in this hotel. Participants are, however, requested to make their own hotel reservations themselves at the e-mail address hotel@tojikiston.com , tel: +992 (372) 216262 fax: +992 (372) 215236. At the hotel mentioned, the use of the reservation code “Statistics – Census”

will provide the accommodation at a reduced special price. The special price, USD 90 for a single, USD 70 for a double room, including breakfast, is applicable for reservations made before **28 February 2007**. Participants arranging their accommodation for some reason or other elsewhere are kindly requested to inform about this in their registration form.

15. For logistical reasons, participants are requested to complete and submit the a “Flight and Hotel confirmation” form, to be sent out at a later stage of preparations and returned at least 7 days prior to the beginning of the Workshop.

V. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES

16. The working languages of the meeting are English and Russian. English/Russian interpretation will be available.

17. The training material to be used during the workshop includes

- The *UN Handbook on Census Management for Population and Housing Censuses*, ISBN 92-1-161429-5, UN 2001 / *Руководство по управлению переписями населения и жилого фонда*, ООН 2001 г. Available for download at:
<http://unstats.un.org/unsd/pubs/gesgrid.asp?mysearch=census+management>
- The *CES Recommendations of 2006 on Population and Housing Censuses in the 2010 Round*, see web sites <http://www.unece.org/stats/documents/ece/ces/ge.41/2006/zip.1.e.pdf> and <http://www.unece.org/stats/documents/ece/ces/ge.41/2006/zip.1.r.pdf> for the Russian version
- Relevant materials on the preparations of the 2010 Round of the Population and Housing Censuses in Central Asian countries.

18. Participants are kindly requested to provide information on the following topics in advance to UNECE, e-mailed to Mr. Petteri Baer, Regional Adviser to the e-mail address mentioned above in Para 12. Information is requested on (1) general preparations, (2) questionnaire preparations, (3) migration issues, (4) disability issues, (5) advisory issues and (6) budget issues of the forthcoming Population and Housing Census of the 2010 Round. Participating countries are also requested to provide, for educational purposes and for discussions in the Training Workshop, Draft Questionnaires on their 2010 Round Census, Draft Budgets of their Census activities and material related to migration. The material should refer to the next population census whenever possible, otherwise to the last population census. As parts of these materials will have to be translated, they should be sent to the UNECE Secretariat **by 26 February 2007**. Participants are also encouraged to bring with them to the Workshop information on other materials planned to be used as well as publications and results from the previous Census on the themes of the Training Workshop.

19. The UNECE secretariat is able to process documents submitted in MS Office formats (Word, PowerPoint, Excel).

20. Lectures, presentations and other training materials will be made available on the website of the UNECE secretariat at the following location:

<http://www.unece.org/stats/documents/2007.03.census.htm>

Materials of an internal character, mentioned above in para 18. will, however, not be made available on the web site.

21. Participants of the Training Workshop are encouraged to download the papers from the website and get acquainted with them already before the Workshop. They should also bring their own copies to the meeting. Documents posted on the website before the meeting will not be distributed in the Training facilities.

**REGISTRATION FORM
РЕГИСТРАЦИОННАЯ ФОРМА**

**THIRD TRAINING WORKSHOP OF THE PROJECT StatCapCA
Formulating the Questionnaires for the 2010 Round of Population and Housing Census**

**ТРЕТИЙ СЕМИНАР ПРОЕКТА StatCapCA
Разработка вопросников 2010 раунда переписи населения и жилищного фонда**

**Dushanbe, Tajikistan / Душанбе, Таджикистан
12-16 March 2007 / 12-16 марта 2007 г.**

Family name (Mr./Ms.): **First name:**
Фамилия (г-н, г-жа) **Имя**

Delegation (County and organization):
Делегация (страна и организация)

Professional title:
Должность

Official address:
Официальный адрес *(Name and address of government body, organization or company)*
(Название и адрес учреждения, организации или компании)

Street/Улица:

City/Город: **Postal code/Почтовый индекс:**

Telephone/Телефон: **Fax/Факс:**

E-Mail: **Nationality/Гражданство:**

Date and place (city and country) of birth/
Дата и место (город и страна) рождения:

Please complete this form and send it by fax to the UNECE Secretariat (+41 22 917 00 40) and to the State Statistical Committee of Tajikistan, to the attention of Ms. Tatiana GUKASOVA (Fax: +992 372 214 375) / Просьба заполнить этот бланк и направить его по факсу в секретариат ЕЭК ООН (+41 22 917 0040) и г-же Татьяне Гукасовой, в Государственном комитете статистики Таджикистана (+992 372 214 375).