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CENSUS PLANNING AND MANAGEMENT

**Planning, Organization and Technology of Second Population Census in 2009 in
Azerbaijan**

Submitted by Azerbaijan*

This meeting is organised jointly with Eurostat.

Summary

The Bureau of the Conference of European Statisticians (CES), at its meeting held in Washington, D.C. (United States) on 19-20 October 2006, approved the renewed terms of reference for the Steering Group on Population and Housing Censuses and the plan for future CES activities on population and housing censuses. The CES Bureau also agreed that the Steering Group would coordinate the work on the diverse types of meetings. The present paper is prepared for discussion in the session of the meeting dedicated to "Census planning and management".

1. Population and housing censuses will be taken in our country from 13 to 22 April 2009 and will be a constituent of the 2010 World Population and Housing Censuses Programme as planned by the UN. The preparation, implementation, analysis and publication of population

* This paper has been prepared by State Statistical Committee of the Azerbaijan Republic.

census results are entrusted by the Decision of the President of the Azerbaijan Republic to the State Statistical Committee of the Azerbaijan Republic.

2. At present, the census management methodology is being developed and the data processing technology is being created. The Decision of the Cabinet of the Azerbaijan Republic specifies the tasks of respective ministries, departments and local executive authorities, and sets out the timeframes for actions to be taken on population census preparation and implementation in the country. The terms of reference and funding sources were determined; there have been given the circular instructions for mobilization of necessary human and other resources to ensure the preparation activities on population census management.
3. In June 2006 the Department for Population Census was created within the State Statistical Committee of the Republic that currently consists of 12 staff members. The Heads of Rayon and City Administrations and Departments for Statistics received the instructions to ensure that preparatory activities are in place. The 2009 population census management and data processing regulations have been approved. The lists of localities were prepared; and the schedule of activities to be taken on preparation of diagrammatic plans of cities and big villages with population of more than 5 thousand people was approved.
4. The regulations on generation of rayon maps and the schedule of their preparation were approved by the State Committee for Land and Cartography. The map of the Shemakhinsky rayon was prepared to take a trial census in April 2008.
5. Ministry of Labour and Social Protection, Ministry of Finance and State Statistical Committee of the Republic approved the order and amount of remuneration of temporary officials to be recruited for population census preparation and taking, and its data processing.
6. The Republican Population Census Assistance Commission, headed by the Deputy Prime-Minister, was created by the Government Decision to coordinate the preparatory activities of ministries, departments, and local authorities. The Commission is comprised of respective ministries and departments.
7. At the meeting of the Republican Population Census Assistance Commission the following issues were covered: progress of preparatory activities; the problematic issues were discussed; the instructions to respective bodies were given.
8. The population census assistance commissions were also created under the auspices of all cities and rayon administrations of the republic.
9. At present, the Interstate Statistical Committee of the CIS has presented for consideration the draft of 2010 census model questionnaire in the CIS countries. It contains the systemized basic thematic blocks questions: geographic characteristics and migration; household and family characteristics; demographic characteristics; housing arrangements, and etc.
10. The '2009 Population and Housing Censuses Programme' is started being elaborated. With account of the recommended definitions and classifications a draft list of 'core' and 'non-core' topics, particular topics and questions that will be proposed for questioning the population was prepared.
11. In addition to the UN and other international organizations recommendations on using certain definitions and terms, the local characteristics and unambiguous interpretation and perception of questions by the population are taken into account.

12. The draft census model questionnaire was added by new questions; its edition and design have been changed. This draft was offered for review and expert opinion to ministries and departments, and scientific organizations. We also intend to publish the questionnaire in the press for discussion and receiving proposals and comments.

13. The households will be taken as a principle unit of enumeration during the upcoming population census which is necessary for the international comparison.

14. The individual enumeration, universality within a defined territory, simultaneity and defined periodicity will be the essential features of the census. The timetabling of census taking was extended: if in 1999 the population census was taking during 8 days, then 10 days are planned for census in 2009.

15. The census methodology is being developed with account of the following issues:

- users' needs;
- quality of the data;
- completeness of the count;
- data protection and security;
- comparability of the results between the countries and over time;
- burden of the respondents;
- timeliness of outputs.

16. A test (pilot) population census will be taken in April 2008 in Shemakhynsky rayon to test core organizational and programme and methodological characteristics of the 2009 population census and appraisal of technology of its data processing. It is planned to scrutinize and analyze in details the whole mechanism of census taking – as from enumeration and to data processing. While taking a pilot (test) census the participation of heads of local statistical bodies, who do not have census experience, is intended. It will positively contribute to the main population census since they will have a certain experience in this area.

17. In accordance with the established by the Government timeframes and the corresponding Schedule the following activities are planned for 2007-2008:

- obtaining more specific data on the list and borders of urban settlements;
- ordering the names of streets and avenues, blocks, houses and apartments numbering in urban settlements and large rural settlements (with population of more than 5 thousand people);
- generating maps of political districts, as well as diagrammatic plans of urban settlements and large villages;
- specifying the completeness of the count of the resident population;
- compiling lists of houses in urban settlements and large villages by specially trained enumerators;
- compiling lists of rural settlements.

18. Elaboration of organizational plans for population census preparation and taking is planned to be completed by 1 August 2008. Coping of instructions, regulations, long forms and visual aids on informing the population about the population census is intended by 1 September 2008. Each enumerator is tasked to register 45 houses per day to compile lists of houses in urban settlement and large villages.

19. The burden of respondents per one enumerator during the population census is based on the average rate and equals to 450 individuals. Furthermore, it is planned to have a 10% reserve of enumerators, and 3% of them will be remunerated.

20. In an effort to process census data when using electronic forms, 25 officials per one million of population will be recruited starting from July 2009. Individuals who will be working on preparation of and taking the population census and test population census will be recruited on a temporary basis with remuneration of labor for the period of:

- enumerators to compile the lists of houses in urban settlements and large rural settlements with population of more than 5 thousand people – 10 calendar days;
- during the period of preparation and taking population census: enumerators – 26 calendar days; instructor-verifier – 30 calendar days; heads of enumeration areas and their assistants – 60 calendar days; deputy heads of local statistical bodies on population census – 75 calendar days;
- officials to ensure automated census data processing via electronic forms – approximately 12 months.

21. In 2008-2009 it is planned to recruit, approve temporary census officials and train them at specially organized training sessions.

22. The responsibility for professional training of census officials at local level will be entrusted to the heads of local statistical bodies. The local authorities of rayons and cities, as well as assistance commissions will be basically engaged in organizational matters such as personnel recruitment, and supply of communication, equipment and other required resources and premises.

23. Prior to interviewing inhabitants at their enumeration areas, enumerators will pre-visit premises (including those uninhabited ones) where the people may reside in, and at that they will clarify the total number of individuals residing there, and the timing suitable for interviewing them during the population census.

24. During the established for interviews period, encounters will interview respondents and fill the forms in. The responses will be registered without any documentary evidence. A set of proof tests to check the accuracy of data are provided for.

25. Enumerators will take census of all citizens of Azerbaijan, foreign citizens and persons without a recognized citizenship of state who reside at the territory of Azerbaijan at the census date, as well as of citizens of Azerbaijan permanently residing at the territory of Azerbaijan, but who are temporarily absent at its territory during the census date.

26. The population will be enumerated at the place of permanent (usual) residence, which is the locality, house, apartment, room where the respondent usually spends most of his/her time.

27. Census officials are responsible for leakage or dissemination of personal data received in the course of census. When totaling the census results, the data will not include information about any individual.

28. The preliminary results of the population census are planned to be published in a few months following its completion.

29. Census data will be processed, similar to the previous census, in State Statistical Committee, where a local network and server will be installed. Coding and manual data capture is assumed for all personal computers. Data will be captured and stored in database. Population census software will be engineered by own specialists.

30. When training officials on theoretical and methodological bases of census, we also aim to form appropriate skills of effective application of modern tools of data collection and processing.

31. Appropriate funds will be allocated from the state budget for taking population census. Assistance of international organizations provided for population census taking, procuring the newest equipment and publishing the census results will also be effective in coordinating activities on methodological and practical aspects of census procedures with account of technical re-equipment and transfer to the paperless technology and use of electronic devices, and etc.
