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ENGLISH ONLY

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

CONFERENCE OF EUROPEAN STATISTICIANS

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

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

**INFORMATION NOTICE No. 1**

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 National Statistical Office of Azerbaijan

**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 Management with an emphasis on quality assurance. It 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 16 October and sent out to all registered participants. The Provisional Agenda below gives a detailed insight of the themes to be focused on. The Training Workshop will consist of the following topics:

### Day 1

- I. OVERALL CENSUS MANAGEMENT
  - A. The importance of relevance and users' consultation
  - B. Census planning (including legal framework, budget and dissemination)
  - C. Quality assurance and risk management
  - D. Management structure
  - E. Selecting and managing external consultants and outsourcing

### Day 2

- II. PREPARATORY TASKS
  - A. Establishing the basis of enumeration
  - B. Structure of workforce
  - C. Mapping
  - D. Form design and testing
  - E. Instruction manuals
  - F. Printing of forms and other documents

### Day 3

- III. FIELD OPERATIONS
  - A. Publicity
  - B. Recruitment and remuneration
  - C. Field staff training
  - D. Distribution and return of materials
  - E. Monitoring field operations
  - F. Quality assurance for field operations
  - G. Technology issues for field operations

### Day 4

- IV. EVALUATION
  - A. Introduction
  - B. Basic measurements of overall quality
  - C. Detail analysis

- D. Changes to census processes
- E. Communicating quality issues

#### Day 5

#### V. MANAGING DATA PROCESSING

- A. Processing strategies
- B. Processing operations
- C. Quality assurance for processing
- D. Technology issues for processing

#### VI. CENSUS PRODUCTS

- A. Broad dissemination strategy
- B. User consultation process
- C. Service concepts, Product development

### III. PARTICIPATION AND ACCREDITATION

4. National Statistical Offices of Central Asian countries are welcomed to nominate at least 3 delegates to participate in the Workshop. UNECE will, in the framework of the UN Development Account project StatCapCA, and in co-operation with UNFPA have the possibility to provide financial support for the participation of three delegates per country.

5. UNECE has also sought possibilities for additional financing with 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 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](mailto:mijidgombo.oyunjargal@unece.org)) and to the State Statistical Committee of Azerbaijan (fax: +944 12 438 86 75, email: [ziyad@azstat.org](mailto:ziyad@azstat.org)) **by 4 October 2006.**

### 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 Azerbaijan in the country in which the participants reside, with a reference to the UNECE Training Workshop on Census Management in SPECA member countries - StatCapCA Training Workshop Nr 1. If necessary, the State Statistical Committee of Azerbaijan can provide a letter to facilitate obtaining a visa. Contact person for this purpose is Mr. Ziad Abbasaliyev, Chief of SSC Administration, e-mail address [ziyad@azstat.org](mailto:ziyad@azstat.org), fax: (+944 12) 438-86-75, tel: (944 12) 438-86-75, 439-80-44, 438-90-12.

8. UNECE will cover airfare and per diem (DSA) for the duration of the Workshop for three 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 4. During the Training Workshop, the organizers of the Workshop will distribute to the participants DSA at the United Nations prevailing rate in Baku (approximately USD 214 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 Baku;**
- **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 Baku and return. Arrangements will be made for participants to arrive in Baku on Sunday, 29 October and depart for their respective countries on Saturday, 4 November 2006, 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](mailto:petteri.baer@unece.org) , tel.:+41 22 917 3311).

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 Crescent Beach Hotel, which also is the venue of the Training Workshop. 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 [sales@cbhaz.com](mailto:sales@cbhaz.com) tel: (+944 12) 497 47 77 fax: (+944 12) 497 47 80. 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 100 for a double room, including breakfast, is applicable for reservations made before **10 October 2006**. 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 / ?????????? ?? ?? ?????????? ?????????? ?????????? ? ? ????? ??????, ? ? ? 2001 ?. 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. The participating countries are kindly requested to provide, for educational purposes and for discussions in the Training Workshop, Draft Work Plans on their Census Management, Draft Budgets of their Census activities and Draft Questionnaires to be developed. 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 16 October 2006. Participants are also encouraged to bring with them to the Workshop information on Cartographic materials and other materials planned to be used as well as publications and results from the previous Census.

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-dev.unece.org/stats/documents/2006.10.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.

