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**REPORT ON A MISSION TO THE INSTITUTE OF
STATISTICS AND APPLIED ECONOMICS
MAKERERE UNIVERSITY, KAMPALA, UGANDA**

15 - 19 AUGUST, 1995

**By
Parmeet Singh
Regional Adviser
Organization and Management of National
Statistical Information System**

Bif # 21498

ECA/MRAG/95/98/MR

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA
MULTI-DISCIPLINARY REGIONAL ADVISORY GROUP

REPORT ON MISSION TO THE INSTITUTE OF
STATISTICS AND APPLIED ECONOMICS
MAKERERE UNIVERSITY, KAMPALA, UGANDA
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BY

PARMEET SINGH
REGIONAL ADVISER, ORGANIZATION AND MANAGEMENT
OF NATIONAL STATISTICAL INFORMATION SYSTEMS

Addis Ababa
August, 1995

I. Background

The Regional Adviser had represented ECA at the 19th Meeting of the Advisory Council of the Institute of Statistics and Applied Economics (ISAE), which convened in Maseru, Lesotho, on 28 April, 1995. The occasion provided the Regional Adviser with an opportunity to renew his association with the ISAE, after a lapse of some seven years. This was the period during which the Regional Adviser was based at the UN Headquarters, as Programme Coordinator, National Household Survey Capability Programme, in the UN Statistical Division.

The Regional Adviser's participation in the 19th Meeting of the Advisory Council of ISAE was very productive from ECA's point of view. The meeting as per its minutes, had,

- i reviewed the ISAE's work programme for 1995-96 and accorded the proposed Regional Seminar for Managers of Statistics Offices in Africa, to be convened in 1996, a high priority;
- ii discussed at length the research priorities in the region and set up a Task Force to design a framework for utilizing data in the region for research purposes. The Task Force included the Regional Adviser, along with Prof. James Ntozi, Director ISAE, (Convener), Mr. G. Coker, Regional Statistician FAO, Dr. E.S.K. Muwanqa-Zake, Commissioner for Statistics, Uganda and Mr. J. Komba, Deputy Government Statistician, Tanzania;
- iii decided that "ECA should play a lead role in the organization of a Donors Conference" as a follow-up to the Donors Conference convened in April 1990; and
- iv noted that "ECA had played a catalytic role in the development of statistics in the region and should therefore continue to coordinate the activities of the ISAE" in context of the ISAE Regional Project to be formulated for the period 1996 - 2000.

The Regional Adviser's Mission to the ISAE from 15 - 19 August, 1995, was conceived in the context of these 4 distinct aspects of ECA's involvement in facilitating operations of the ISAE in the period 1996 - 2000. As a follow-up to the setting up of the Task Force to develop a programme of research for the ISAE, the Task Force had convened for its first meeting on 23 May, 1995, in Addis Ababa, and elected the Regional Adviser as its Chairman.

In seeking to participate in, and facilitate operations of the ISAE, the Regional Adviser is much influenced by the cut-backs within the UN system in availability of resources for technical cooperation. The Regional Adviser fears that these may shrink even further in the next 5 years. Under the circumstances he sees the need for alternative arrangements for technical cooperation in the field of statistics which are based in indigenous academic institution like the ISAE, and are self-sustaining. This is the context in which the Regional Adviser is seeking to influence the operations of the ISAE over the next 5 years. The ISAE has been chosen by the Regional Adviser, given his long contact and association with it, but he would like to initiate a similar development in other similar institutions in the region. He sees this as a strategy for his overall mission to make technical cooperation in the field of statistics in this region indigenously based in academic institutions of the region, and by and large self sustaining.

II. Terms of References

The context for the terms of reference of the Regional Adviser's mission to ISAE is noted above. A copy of the letter, dated 5 June, 1995, from the Director, ISAE, detailing the Regional Advisers terms of references for his mission is here attached as Appendix 1.

III. The Mission

The Regional Adviser commenced his mission on the morning of Wednesday 15 August. The Regional Adviser met with Prof. J. Ntozi, Director ISAE, for briefing and review of the terms of reference for the Regional Adviser. The Director had circulated a note detailing a series of meetings which had been arranged for the Regional Adviser - to meet with the staff of the ISAE. A copy of the note is here attached as Appendix 2.

It was noted that a proposal to convene the First Seminar on Improving Management Services in the National Statistical Systems; and the development of a programme of research for the ISAE, were to be accorded priority during the mission.

The Regional Adviser next met with Dr. O.P. Kathuria, recently retired Director of the Indian Agriculture Statistics Research Institute, who has since joined the ISAE as an expert in sampling and agriculture statistics.

These two meetings accounted for the morning of Wednesday 15 August. In the afternoon the Regional Adviser worked on preparing the first draft of the proposal to convene the First Seminar on Improving Management Services in the National Statistical Systems.

On Thursday morning, the Regional Adviser participated in the three one hour meetings, respectively, with the ISAE staff (as scheduled by the Director) as per follows:

- i Department of Statistical Methods
 - Mr. Albert Byamugisha, Head
 - Mr. Enoth Tumukwasibwe
 - Mr. O.P. Kathuria

- ii Department of Planning and Applied Statistics
 - Dr. Leonard Atuhairu, Head
 - Mr. S.K. Nakabale
 - Ms. Agnes Ssekiboobo
 - Mr. Ben Munqyerqza
 - Mr. Tom Nyanzi-Makumbi
 - Mr. George Kibirige

- iii Department of Population Studies
 - Mr. John Ssekamatte - Ssebuliba, Head
 - Dr. Charles Katende
 - Mr. Jonathan Odwee
 - Mr. Natal Ayigea
 - Mr. Brent Wolff
 - Mr. Innocent Najjimba-Mulindwa
 - Mr. O.P. Kathuria

The focus of the discussions in all the 3 meetings was on the development of a programme of research for the ISAE, which caters to the research needs of the CSOs.

In the afternoon of Thursday 16 August, the Regional Adviser met with the Director ISAE, to brief him on the outcome of his consultations with the staff of the ISAE; and he worked further on the first draft of the proposal on the First Management Seminar and reviewed it with the Director.

On Friday morning the Regional Adviser finalized the proposal on the First Management Seminar, and attended the scheduled wrap-up meeting with the Director and his senior staff.

In the afternoon of Friday, the Regional Adviser participated in a meeting of the ISAE Working Group which the Director had set-up, on preparation of a questionnaire to conduct a survey on research needs of the CSOs. The Regional Adviser briefed the Working Group on the ambit, scope, content matter and structure of the questionnaire, and then elaborated his comments in a note on the proposed survey. The Working Group consisted of Mr.

Albert BYAMUGISHA (chairman), Mr. Tom NYANZI-MAKUMBI (Rapporteur), Mr. Jonathan ODWEE, Mr. Enoth Tumukwasibwe and Mr. O.P. KATHURIA.

IV. Mission Outputs

The two outputs of the mission include:

- i "Proposal on First Seminar on Improving Management Services in the National Statistical Systems in Africa" - Appendix 3.
- ii "Status Report : Development of Research Programme of the ISAE - Oriented to the Needs of Central Statistical Organizations" - Appendix 4.

V. Mission Assessment

The Regional Adviser is satisfied with the outcome of the mission. He has undertaken 2 of the 3 assignments stipulated in his terms of references. Due to time constraint he could not deal with preparation of a proposal to convene a donors conference for the ISAE. Apart from constraint of time, it was premature to do much about the donors conference at the time of the mission. Preparations for a donors conference have to be preceded by preparation of the Project Document for ISAE for years 1996 - 2000.

VI. Mission Follow-up

The proposal on the First Management Seminar is to be put-up at the forthcoming meeting of the CASD Sub-Committee on Organization and Management of National Statistical Systems, on 18 September, 1995.^{1/} Ultimately it is hoped it will lead to the convening of the seminar in April 1996. The Regional Adviser expects to be involved in the follow-up.

The Regional Adviser is hoping to facilitate development of the questionnaire ^{2/} for the survey on research needs of the CSOs and canvassing of the survey. There after he expects a meeting of the Task Force to be convened to review the outcome of the survey.

Finally he may also get involved in preparation of the ISAE Project Document for 1996-2000, and the associated plans to convene a donors conference there after.

^{1/}Subsequently cancelled.

^{2/}See section VIII Postscript

VII. End Note

The Regional Adviser is very much concerned at the dependence on external support for all initiatives concerned with development of statistics. In particular he feels initiatives such as the First Seminar on Management should be self-sustained. He feels a reasonable number of countries would be able to fund their participants in seminars such as the First Seminar from their own budgetary sources.

The Regional Adviser would like the ISAE to pursue this approach; and only seek external support, if countries after being asked to fund their participation in the seminar, indicate their inability to do so.

VIII. Postscript

Following the termination of the Regional Advisers mission to the ISAE, he moved on to Entebbe for his next mission to the Statistics Department from 20 August to 3 September 1995. While in Entebbe he visited the ISAE on two occasions to attend the meeting of the ISAE Working Group to finalize the questionnaire for the Survey on Research Needs of the CSOs. A draft questionnaire developed by the Working Group was considered at the first meeting on Friday 25 August. A copy of the draft questionnaire is here attached as Appendix 5. The final version of the questionnaire was reviewed at the next meeting on Wednesday 30 August, and is here attached as Appendix 6.

MAKERERE



UNIVERSITY

06 JUN 1995

Addis Ababa, Ethiopia

**INSTITUTE OF STATISTICS & APPLIED ECONOMICS
(REGIONAL PROJECT)**

Director: Prof. James P.M. Ntozi, PhD, C.Stat
Tel. (041)540404 Telex: 61162 Statis Fax: (041) 530756
E - Mail Address: ISAE@ Mukla.gn.apc.org.
P.O. Box 7062, Kampala, Uganda Telegrams: Makunika, Kampala

Your Ref:

Our Ref: ISAE/551/95

5/6/95

Date

Mr. Parmeet Singh,
Regional Adviser,
MRAG, ECA.

Fax: 251-1-51-66-67 or 51-10-51

Dear Parmeet,

95 JUN - 5 PM 3:34
CABLE UNIT
UNITED NATIONS
IN-FCM

RE: REQUEST FOR A MRAG/ECA MISSION TO ISAE.

I understand that you are planning a Mission to the department of Statistics, Uganda in August 1995. This is to request you to extend your mission by 3 days to visit ISAE and work with the staff of the Institute on the following:

1. Assist develop a programme of research for ISAE to utilise the unanalysed data in Africa and improve methods and procedures of data collection and analysis in the region. By the time of your visit we hope to have received most background information to enable us develop the research programme.
2. Help in the development of a proposal for a Regional Seminar on the improvement of Management services in statistics offices in Africa. This will be a follow up to the decisions of the 5th meeting of CASD held in Addis Ababa recently.
3. Assist in the preparation of a proposal to convene a donor's conference for ISAE. This will be a follow up to the decisions of the 19th Meeting of ISAE Advisory Council.

My colleagues and I shall be available in Kampala to work with you from 1st-19th August 1995.

Yours sincerely

MAKERERE



UNIVERSITY

**INSTITUTE OF STATISTICS & APPLIED ECONOMICS
(REGIONAL PROJECT)**

Director: Prof. James P.M. Ntozi, PhD, C.Stat
Tel. (041) 559531 Telex: 61162 Statis Fax: (041) 530756
E - Mail Address: ISAE@ Mukla.gn.apc.org.
P.O. Box 7062, Kampala, Uganda Telegrams: Makunika, Kampala

Your Ref:

Our Ref: CIRCULAR NO. 114 Date

To : Heads of Departments, ISAE.

From : Director, ISAE.

Subject : DISCUSSION WITH MR. PERMEET SINGH, REGIONAL ADVISOR
ECA/MRAG

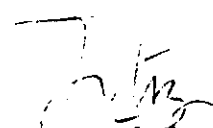
Mr. Permeet Singh from ECA is on a mission to ISAE from 16th to 18th August 1995. During this time he will conduct discussions with various members of ISAE academic staff to enable him assist ISAE to prepare a research programme for the future. Other work of Mr. Singh will include assisting ISAE to prepare a paper on the next Donors' Conference, advising on the next Regional Project Agreement and preparing a proposal on the Management Seminar for CSO Directors.

I am requesting you to get your members of the department to meet Mr. Singh on Thursday, 17th August as scheduled below:

10.00 a.m. - The department of Statistical Methods
11.00 a.m. - The department of Planning and Applied Statistics
12.00 noon - The department of Population Studies.

There will be a wrap-up meeting on Friday 18/8/95 at 12.00 noon in the ISAE Director's office to which all Heads of departments and Associate Director are invited.

Thanks for adhering to this programme.


Signed: James P.M. Ntozi (Prof.),
DIRECTOR, I.S.A.E.

c.c. Mr. Permeet Singh, ISAE. ✓
Mr. George Kibirige, ISAE.

Date: 16th August, 1995.

INSTITUTE OF STATISTICS & APPLIED ECONOMICS, MAKERERE UNIVERSITY
PROPOSAL ON
"FIRST SEMINAR ON IMPROVING MANAGEMENT SERVICES IN THE NATIONAL
STATISTICAL SYSTEMS IN AFRICA"

I. Background

Management of statistical offices has been identified as one of the "major challenges" in the "Strategy for the Implementation of the Addis Ababa Plan of Action for Statistical Development in Africa in the 1990s". The strategy notes that "The lack of managerial skills has resulted in the failure to set priorities, to design a well balanced human resources development programme..., properly overseeing technical cooperation projects... to ensure that they achieve their objectives, making best use of scarce resources, and building bridges to the user community".

The strategy was elaborated in the early 1990s. Since then budgetary constraints, progressive scaling down of Government and cut-backs in programmes of technical cooperation have further enhanced the challenge of Management faced by the national statistical systems in Africa.

Countries of Africa are diverse in size, structures of Government and the stage of development of the national statistical systems. Not all of them can justify management structures for their respective national statistical systems to match those of the countries in other regions of the world which have well managed national statistical systems - in terms of sophistication of management arrangements and the amount of resources that are allocated for management. Last but not least the management of the national statistical systems has to operate within the context of the prevailing levels of operational effectiveness of the respective governments of the countries.

By and large the prevailing circumstances have resulted in management procedures and structures in Africa which are essentially informal and ad-hoc and operate on basis of short term expediency, without the benefit of a well conceived statistical programme, responding to well considered national data needs which are appropriately prioritized, realistically scheduled and cost effectively budgeted.

These circumstances have resulted in an extensive disruption of operations of the national statistical systems in most countries of Africa.

The Advisory Council of the Institute of Statistics and Applied Economics (ISAE), Makerere University, has reviewed the constraints of Management at its 19th Meeting which was convened in Maseru, Lesotho, on 27th April, 1995. The Advisory Council was concerned by the adverse effect such constraints are having on operations of the national statistical systems. The Advisory Council proposed that the ISAE should develop a training course to foster appropriate skills required for efficient management of the national statistical systems. The Advisory Council recommended that the ISAE should initiate its work in developing such a course with a seminar, the first in a series, of the directors of the central statistical organizations. The proposal to convene the "First Seminar on Improving Management Services in the National Statistical Systems in Africa" (the First Seminar) was accorded high priority in the Work Plan of the ISAE, for 1996, by the Advisory Council.

II. Objectives

The seminar is being proposed as the first seminar in a series of seminars to be hosted by the ISAE, to review the prevailing circumstances which are constraining effective management of the national statistical systems; consider remedial measures which would enable these constraints to be resolved and overcome - bearing in mind the special circumstances of most

African countries; and identify the types of skills and assistance which can realistically be made available to the national statistical systems to improve their management.

It is to be noted that the series of seminars will enable the Institute to develop a comprehensive and a structured training course for management of national statistical systems in Africa.

III. Justification

There is an urgent need to establish national statistical systems in Africa which will enable countries in Africa to collect data with which, the dynamics of economic and social development in Africa could be better analyzed and understood. Managements of the national statistical system need to be attuned to these emerging needs for data, so that versatile and appropriately responsive national statistical systems can be put in place which can keep abreast of the emerging data needs.

IV. Scope and Content Matter

The scope and content matter of the First Seminar will endeavour to cover "extensively" though not "in-depth" the various aspects of the management of national statistical systems, to review current practices, identify constraints and suggest arrangements and approaches to improve on them. The seminar will deliberate on the following specific aspects of management:

- i. National consultation arrangements to identify user needs, and ascertain national priorities in data collection.

Most countries in Africa have some form of consultative arrangements - but these are essentially informal, ad-hoc and subject specific. The seminar would review both the formal arrangements, where they exist, and the informal, and attempt to identify measures which would enable consultative arrangements

to be more effective.

- ii. Elaboration of 5 to 10 year Statistical Development Plans, and out-put oriented Annual or Bi-annual Work Plans and Budgets

A few countries in Africa have developed 3 to 5 year Statistical Development Plans and/or Annual/Bi-annual Work Plans and Budgets while many have attempted to do so, and been unsuccessful.

The seminar will review this diverse albeit limited experience. The seminar will also endeavour to ascertain the programme structure and content matter of such statistical development and work plans; planning and budget formulation procedures generally prevalent in various countries which have a bearing on the formulation of development and works plans and budgets; and identify skills requirements to elaborate development and work plans and budgets, and monitor their implementation.

- iii. Planning and Management of Human Resources

Planning and Management of Human Resources in Africa have been constrained by three factors in varying degrees of intensity and relevance. These three factors include adequacy of manpower needs in terms of numbers and resources to fund it; possession of appropriate skills; and appropriate conditions for career development. The seminar will review varying country experiences and the success the countries may have had in various arrangements that they may have adopted in overcoming the constraints e.g. training arrangements, and schemes of services etc. etc.

- iv. Organization of National Statistical Systems

The national statistical systems in African are essentially

centralized with the central statistical organization of the government playing the focal role. However, within this context two specific issues have emerged which could usefully be deliberated upon by the seminar. The first issue concerns relationship or arrangements for coordination between the various data collecting agencies within the government and/or public sector.

The second concerns the issue of autonomy of the central statistical organization of the government. Various examples now exist of the latter - either actually in being, or with proposals for autonomy being promoted for implementation.

The seminar would discuss both these aspects of organization of national statistical systems and develop firm perceptions on them.

v. Statistical Legislation.

Many countries in Africa are currently either in the process of re-enacting the legal instruments which facilitate the collection, compilation, analysis and dissemination of data, or contemplating to do so. The seminar would review this experience and offer guidelines for consideration of countries that may also be interested in reviewing and revising their statistical legislation.

vi. Recommendations.

Points i to v detailed above will constitute the scope and content matter of the "First seminar on Improving Management Services in the National Statistical Systems in Africa". The discussion will be extensive rather than in-depth, but it will enable issues of management to be identified for in-depth consideration in the seminars to be convened subsequently.

V. Expected Output

The First Seminar will elaborate the scope and content matter of a programme of subsequent seminars which the Institute will incorporate in its work-programme for the next 5 year period, 1996-2000. This in turn will hopefully lead to development of a training course on organization and management of national statistical systems for incorporation in the regular curriculum of the Institute.

The initiative will lead to a resolution of the circumstances currently constraining effective management of the national statistical systems.

VI. Participation

Directors of the central statistical organizations in Africa will be the principle participants of the First Seminar. The institutional background and historical experience of the Anglophone, and the Francophone group of countries in Africa is diverse. The First Seminar will therefore essentially be convened for the Anglophone group of countries with a "selected" and "limited" participation from the Francophone and Lusophone countries. This will enable relevance of the content matter of the seminar for these two groups of countries to be ascertained for subsequent adaption and/or replication.

VII. Duration of the seminar

The First Seminar will be scheduled to convene for a duration of four and halfdays over a five day period - as per the attached programme (tentative).

VIII. Resource Inputs

The Institute will provide all the hosting facilities for the First Seminar. However, additional resource inputs would be

required to facilitate participation of directors of central statistical organizations, and a consultant to prepare appropriate documentation for the seminar.

IX. Budget

X. Scheduling of Seminar

The First Seminar would be scheduled to convene in the week 28 April to 2 May 1996, following the 20th Meeting of the Advisory Council of the Institute of Statistics and Applied Economics, and the 54th Meeting of the Advisory Board of Eastern Africa Statistical Training Centre on 25th and 26th April, 1996, respectively.

TENTATIVE PROGRAMME: "FIRST SEMINAR ON IMPROVING MANAGEMENT SERVICES IN THE NATIONAL STATISTICAL SYSTEMS IN AFRICA"

	Session 1	Session 2	Session 3	Session 4
DAY 1	Opening	<u>National Consultative Arrangements</u> →		Recommendations
DAY 2	Scope and Structure of Plans and Regional Perspective	<u>Statistical Development Plans and Annual and Bi-annual Work Plans and Budget</u>		Recommendations
DAY 3	Issues	<u>Planning and Management of Human Resources</u>		Recommendations
DAY 4	<u>Organizations of National Statistical systems</u> Issues and country experience	Recommendations	<u>Statistical Legislation</u> Country experience	Recommendations
DAY 5	<u>Report Preparation</u>		<u>Adoption of Report</u> →	

**STATUS REPORT: DEVELOPMENT OF RESEARCH PROGRAMME OF ISAE -
ORIENTED TO THE NEEDS OF CENTRAL STATISTICAL ORGANISATIONS**

I. Background

The 19th Meeting of the Advisory Council of the ISAE had constituted a Task Force to develop a programme of research for the ISAE. The Task Force had convened for its first meeting on 23rd May, 1995 in Addis Ababa on the occasion of the joint AFSA/IAOS Conference. The Regional Advisor Organisation and Management of Statistical Systems/MRAG was elected its Chairman. A copy of the minutes of the meeting is here attached as Annex 1.

As per its terms of reference the Task Force is to "identify and contact CSOs and other producers of data to know available data in the subregion"; "identify research areas on methodology and procedures of data collection and analysis; and "receive and review data from the producers and information on methodologies used".

As per the "Methods of Work" elaborated by the first meeting of the Task Force, it was to "Develop a questionnaire on availability of data, methods and procedures of collection and analysis"; and as per the work plan also elaborated by the first meeting, responses from the CSOs and development of the research plan were to be accomplished by the end of October 1995.

II. Status Quo

The ISAE (secretariat) had proceeded with the work plan of the Task Force as scheduled and developed a questionnaire as required. A copy of the questionnaire is attached as Annex 2.

This questionnaire was circulated by the ISAE amongst a group of directors of the CSOs in the region. Only three responses had been received by 15th August, 1995. The respondents included Directors of CSOs in Zambia, Botswana and Uganda. As the questionnaire was being dispatched the Regional Advisor had faxed

his comments on the questionnaire to the Director ISAE. A copy of this fax is here attached as Annex 3. The Regional Advisor feels the questionnaire as elaborated did not focus on research needs of the CSOs, since it sought essentially to ascertain research needs pertaining to analysis of data, and access to such data, rather than the Data Collection Process. The Regional Advisor feels the research needs of the CSOs are essentially concerned with the need to improve the quality of data and ought therefore to focus on the data collecting process.

III. Mission Consultations

The Regional Adviser has consulted extensively with the staff of the ISAE on the scope, structure and design of the questionnaire during his 3 day mission to the ISAE. These consultations concluded with a meeting with the Director, ISAE and his senior staff.

IV. Recommendations

1. It was agreed that the questionnaires be re-structured given the following ambit and objectives:
 - i. The focus should be the research needs of the CSOs.
 - ii. The questionnaire should endeavour to establish research needs of the CSOs pertaining to the data collection process, as-well as data analysis.
 - iii. The questionnaire should be designed essentially as a postal enquiry but to be facilitated by interviews if necessary.
 - iv. The objective of the questionnaire initially is to facilitate "Investigative" research to ascertain the status quo - leading on to identification of areas for hypothesis based research.
 - v. The questionnaire should seek to ascertain the

willingness of the CSOs to accord the ISAE access to its "experience", documented or otherwise, in the process of data collection.

- vi. The questionnaire should prompt response by suggesting and detailing possible areas of research in the data collection stage.
 - vii. The questionnaire should be addressed to the directors of the CSOs so as to ensure that the response is routed through them.
2. A Working Group of Messrs. Tom Nyanzi-Makumbi (Rapporteur), Jonathan Odwee; and Enoth Tumukwasibwe was to be constituted to develop the revised questionnaire, under the Chairmanship of Mr. Albert Byamugisha with facilitating support from Dr. O.P. Kathuria.
 3. The Working Group it was agreed would convene its first meeting on Monday 21 August at 11.00 a.m.- and develop a draft questionnaire to be reviewed thereafter jointly with the Regional Advisor prior to his departure from Uganda on 27th August 1995.
 4. The Regional Advisor it was agreed would facilitate canvassing of the questionnaire.
- v. **Post-script**

The Regional Advisor met with the Working Group on the afternoon of Friday 18 August for further briefing on the ambit and objectives of the questionnaire. It was proposed that the data collecting process part of the questionnaire be classified into the following four groups of data collecting activities with the different phases of the data collection on each group as indicated:

1. Household Surveys

- Sample Design:- frame construction, cartography, rotation of respondent/response burden, rotation of PSUs, computation of sampling errors, etc. etc.

- Questionnaire Design
- Survey Operations Plan
- Data Processing Procedures
- Preparation of Data Bases

2. Enterprise Surveys

- Registers of Enterprises: scope and content, timeliness, updating procedures etc.
- Sample Design
- Data Processing Procedures
- Preparation of Data Bases

3. National Accounts

- Scope and Content
- Input and Output Tables
- Social Accounting Matrices
- Write-up on Methods and Sources

4. Censuses

- Scope and Content
- Coverage Strategy
- Plans of Operations
- Data Processing Procedures
- Preparation of Data Bases

MINUTES OF THE FIRST MEETING OF THE ISAS ADVISORY COUNCIL
TASK FORCE ON STATISTICS RESEARCH IN EASTERN
AND SOUTHERN AFRICA ON 25 MAY, 1995

23

1.0/1 Members Present:

1. Mr. Parmeet Singh, MRAG - Chairman
2. Prof. James P.M. Ntozi, ISAE - Convener
3. Dr. E.S.K. Muwanga-Zake, Uganda - Member
4. Mr. J.A. Jere, Zambia - Co-opted member
5. Mr. T. Nyanzi-Makumbi, ISAE - Secretariat

Members Absent:

1. Mr. John Komba - Tanzania
2. Mr. G. Coker - FAO

The meeting commenced at 1:13 p.m. by adopting the agenda as follows:

1. Adoption of Agenda
2. Membership
3. Election of Chairman
4. Formulation of Terms of Reference of the Task Force
5. Discussion of methods of work
6. Preparation of work plan
7. Any Other Business

2.0/1 Election of Chairman

Mr. Parmeet Singh (ECA) was elected Chairman. He promised to facilitate the work of the Task Force and highly commended it as an important undertaking in promoting research. It was agreed that ISAE serves as a secretariat.

3.0/1 Formulation of Terms of Reference of the Task Force

After some discussion the following Terms of Reference were adopted:

1. To identify and contact CSOs and other producers of data to know available data in the subregion.
2. Contact other agencies such as ECA and CASD Sub-Committee on Research, Methods and Standards in form of collaboration.
3. Identify research areas on methodology and procedures of data collection and analysis.
4. Receive and review data from the producers and information on methodologies used.
5. Work out a protocol between ISAE and data producers to enable ISAE easier access to data and experiences of producers in data collection and analysis.
6. Identify research institutions active in the region to collaborate with ISAE.
7. Discuss ways of analysing available data.
8. Work out a protocol on data use and dissemination of research findings.
9. Identify sources of funds to facilitate research by ISAE and to disseminate it.
10. Make recommendations to Advisory Council on the way forward.

4.0/1 Methods of Work

It was agreed that the Task Force should:

1. Discuss guidelines, e.g. terms of reference and work plan.
2. Assign tasks to individual members.
3. Write to Directors of CSOS briefing them and requesting for cooperation in the exercise.
4. Develop a questionnaire on availability of data, methods and procedures of collection and analysis.
5. Request individual members to prepare reports on the tasks.
6. Hold another meeting before end of 1995 at one of ECA or other meetings.
7. Expect the secretariat to prepare a consolidated report of the Task Force, circulate it to members for comments and present final version to the 20th meeting of ISAE Advisory Council on 25th April 1995.

5.0/1 Work Plan

The Task Force adopted the following work plan:

- May 1995:** 1st meeting of Task Force in Addis Ababa
- June:** Develop a questionnaire

June 27th and 28th 1995 Briefing Directors of CSOS attending a UNICEF meeting in Swaziland and distribution of questionnaire

June-September 1995: Individuals collecting data for their reports and prepare reports.

October 1995: Collection of responses from CSOS and development of research plan.

November -
December 1995: Second meeting of the Task Force

January 1996: Secretariat prepares a report of the meeting.

February 1996: Report circulated to members for comments.

March 1996: 3rd meeting of Task Force to finalize the report.

April 27th 1996: Report presented to the 20th meeting of Advisory Council.

6.0/1 Any Other Business

It was agreed that Kenya should be coopted on the Committee in order for them to be involved directly. It was reported that Statistics Norway is a likely collaborator in training researchers in poverty studies and disseminating the findings. Other sponsors suggested by members included Netherlands, Denmark and UNICEF.

Since there ^{was} no more issues to be discussed the meeting was closed at 2.07 p.m. by the Chairman.

Signed by:

Chairman

Secretariat

ISAE ADVISORY COUNCIL TASK FORCE ON RESEARCH IN METHODS,
PROCEDURES AND ANALYSIS OF DATA IN EASTERN AND SOUTHERN AFRICA.

Questionnaire

1. Has your office collected data in the past? Circle.

Yes 1 No 2

2. If Yes, can you please list the survey used to collect the data: (Use separate sheets of paper if necessary)

Title of Survey	Date of Survey	Is it processed		How much is analysed	
		Yes	No	Preliminary Analysis	Further Analysis
e.g. Uganda DHS 1988/89	1988/89	Yes		Yes	No
.....
.....
.....
.....
.....
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3. For uncompleted data analysis is this data available for more analysis? Please list the names of survey and data. (Use separate sheets if necessary):

Survey and Date	Data available for further analysis Yes/No
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4. If accessibility to the data is possible, are there any conditions that ISAE would meet before the data is available to the Centre? Circle.

Yes 1 No 2

6.	If yes, what type of collaboration?	Yes	No
	(a) Provide data to ISAE	1	2
	(b) Provide office facilities to ISAE Researchers	1	2
	(c) Pay ISAE to do the analysis	1	2
	(d) Pay for CSO officer go to ISAE for training/ Research and analyse the data	1	2
	(e) Send CSO officer to ISAE, if ISAE can support him/her	1	2

7. Is your office doing research in Methods and Procedures of data collection?

Yes	1	No	2
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8. If yes, please list the title(s) of research, methods and procedures going on in your office:

- (a)
- (b)
- (c)
- (d)
- (e)

9. Can you list areas of research that would benefit your office in order of priority:

- (a)
- (b)
- (c)
- (d)
- (e)

10. Are there other data in your country that are not analysed?

Yes	1	No	2
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11. If yes, please list the title of survey and institution that owns the data (Use separate sheets if necessary).

Title of Survey	Institution
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- (a)
- (b)
- (c)
- (d)
- (e)

FAX

UNITED NATIONS
UN-ECA



FORM

MSF-OUT 626/06

95 JUN 22 PM 2:27

United Nations Economic Commission for Africa

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Palais des Nations
8-14 Avenue de la Paix
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Page: 1 Of 1
Fax Line: (251-1) 51-44-16

Date: 22 June 1995
Ref: ECA/MRAG/257/MR

To: Prof. James Ntozi, Director
ISAE, Makerere University
Kampala, Uganda

Fax = (256-41) 530 756

From: Parmeet Singh, Regional Adviser
ECA-MRAG
Addis Ababa, Ethiopia

Subject: Questionnaire on Research Needs.

Your letter dated 31 May 1995 on the above refers. I have looked at the questionnaire attached and been wondering what I could say to improve it. Let me share with you my reaction/comments.

I feel the questionnaire gives an impression that it has been drafted with a bias on analysis based research - where the primary interest is getting access to data.

Valid as this interest is, I think the earlier stages of data collection, processing and dissemination too merit equal prominence in the questionnaire. I feel so because the problems of quality and constraints of timeliness lie in these pre-analysis stages. More specifically these concern problems of sampling, registers, recall, subjective and objective, measurement, cartography, GIS, data -basing, etc etc. (given further thought this list could no doubt be extended). Some of these problems (not all) are amenable to research e.g. sampling. I feel the questionnaire should zero in more pertinently on them.

That apart I also feel the questionnaire should be elaborated sequentially starting with collection, processing, dissemination and then proceeding on to analysis.

By the by I also feel we should draft the questionnaire for an interview based survey and not a postal enquiry. Let us feature in some statements for prompting purposes.

This is my opening shot and I would appreciate the reaction from your end before going further into the matter.

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In case of (B) name the collaborating department(s)

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2. Where would the data be available at present?

- 1. with your department
- 2. with other departments (please specify them)

3. If available in what form?

- 1. original questionnaires
- 2. stored on diskettes
- 3. others (please specify)

4. Did your organisation meet any problems during data collection, processing and dissemination for the censuses/surveys conducted under (A) or (B) above?

- 1. Yes
- 2. No

5. If yes, please list them down

(5.1) Data collection¹.....
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¹ Possible problems could be in sampling frame, choice of appropriate sampling design, inadequate sample size, lack of competent staff, indifferent respondents, questionnaires not properly drafted, inadequate funds, etc.

(5.2) Data processing.....
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(5.3) Data dissemination.....
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6. Are there any areas in Question 5 above where ISAE can assist?

- 1. Yes
- 2. No

7. If yes, please state the areas

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8. Do you always process your data in time?

- 1. Yes
- 2. No

9. If no, state the reasons

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10. If accessibility to the data is possible, are there any conditions that ISAE should meet before the data becomes available?

- 1. Yes
- 2. No

11. Can your office collaborate with ISAE on further analysis of the data?

- 1. Yes
- 2. No

17. If Yes, in what form?

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Thank you for answering the Questions

Date: 24th August, 1995.

ISAE ADVISORY COUNCIL TASK FORCE ON RESEARCH IN METHODS AND PROCEDURES OF DATA COLLECTION AND ANALYSIS OF DATA

QUESTIONNAIRE

Country
Department
Ministry
Contact address

1. List all Censuses/ Surveys conducted during last 5 years in which data was collected solely by your organisation or in collaboration with other departments.

1.1. Censuses/Surveys conducted by your department

Table with 5 columns: Title of Survey/Census, Date of Survey/Census, Is it processed? (Yes/No), How much is analysed? Preliminary Analysis (Yes/No), Further Analysis (Yes/No). Includes dotted lines for data entry.

1.2 Censuses/Surveys conducted in collaboration with other government departments

Table with 5 columns: Title of Survey/Census, Date of Survey/Census, Is it processed? (Yes/No), How much is analysed? Preliminary Analysis (Yes/No), Further Analysis (Yes/No). Includes dotted lines for data entry.

2. In case of 1.2, name the collaborating department(s).

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3. Where would the data be available at present?

- 1. with your department
- 2. with other departments (please specify them)

4. If available in what form?

- 1. original questionnaires
- 2. stored on diskettes
- 3. others (please specify)

5. For the Censuses and Surveys conducted by your organisation, did your organisation meet any problems in designing the censuses and surveys and in collection, processing and dissemination of data?

5.1 Household Surveys

	Yes	No	If Yes, please elaborate.
(i) Sampling Design			
- Frame construction.	<input type="checkbox"/>	<input type="checkbox"/>
- Cartography.	<input type="checkbox"/>	<input type="checkbox"/>
- Cooperation from respondents.	<input type="checkbox"/>	<input type="checkbox"/>
- Rotation of PSUs.	<input type="checkbox"/>	<input type="checkbox"/>
- Computation of sampling errors.	<input type="checkbox"/>	<input type="checkbox"/>

- (ii) Questionnaire design.
- (iii) Survey operations plan.
- (iv) Data processing procedures.
- (v) Preparation of data bases.

5.2 Enterprise Surveys

- (i) Registers of enterprises.
 - Scope and content.
 - Timeliness.
 - Updating procedures.
- (ii) Sample design.
- (iii) Data processing procedures.
- (iv) Preparation of data bases.

5.3 Censuses

- (i) Scope and content.
- (ii) Coverage strategy.
- (iii) Plans of operation.
- (iv) Data processing procedures.
- (v) Preparation of data bases.

6. Is your organisation uptodate in National Accounts regarding the following?

Yes No

- (i) Scope and content. Yes No
- (ii) Input and Output tables. Yes No
- (iii) Social Accounting Matrices. Yes No
- (iv) Write-up on Methods and Sources Yes No

7. Do you want to share experience of your organisation in data collection and processing with ISAE?

- 1. Yes
- 2. No

8. Are there any other areas in Questions 5 and 6 above where ISAE can assist?

- 1. Yes
- 2. No

9. . If yes, please state the areas.

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10. Do you always process your data in time?

- 1. Yes
- 2. No

11. If no, state the reasons.

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12. Is your office doing research into methods and procedures of data collection?

- 1. Yes
- 2. No

13. If yes, please list the title(s) of research on methods and procedures of data collection going on in your office.

Title of research

Subject of research

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14. Can you list areas of research on methods and procedures of data collection you would like ISAE to carry out in order of priority.

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15. Would your department collaborate with ISAE in carrying out research in any of the areas listed in Q.14 above?

- 1. Yes
- 2. No

16. If Yes, in what form?

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17. If accessibility to data is possible, are there any conditions that ISAE should meet before the data becomes available?

- 1. Yes
- 2. No

18. If Yes in Question 17, please state the conditions.

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19. Can your office collaborate with ISAE on further analysis of data?

1. Yes 2. No

20. If yes, what form of collaboration?

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Thank you for answering the Questions

Date: 31st August, 1995.