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Training workshop for national census personnel within
the framework of the 2000 round of population and
housing censuses

15-19 November 1999
Addis Ababa, Ethiopia

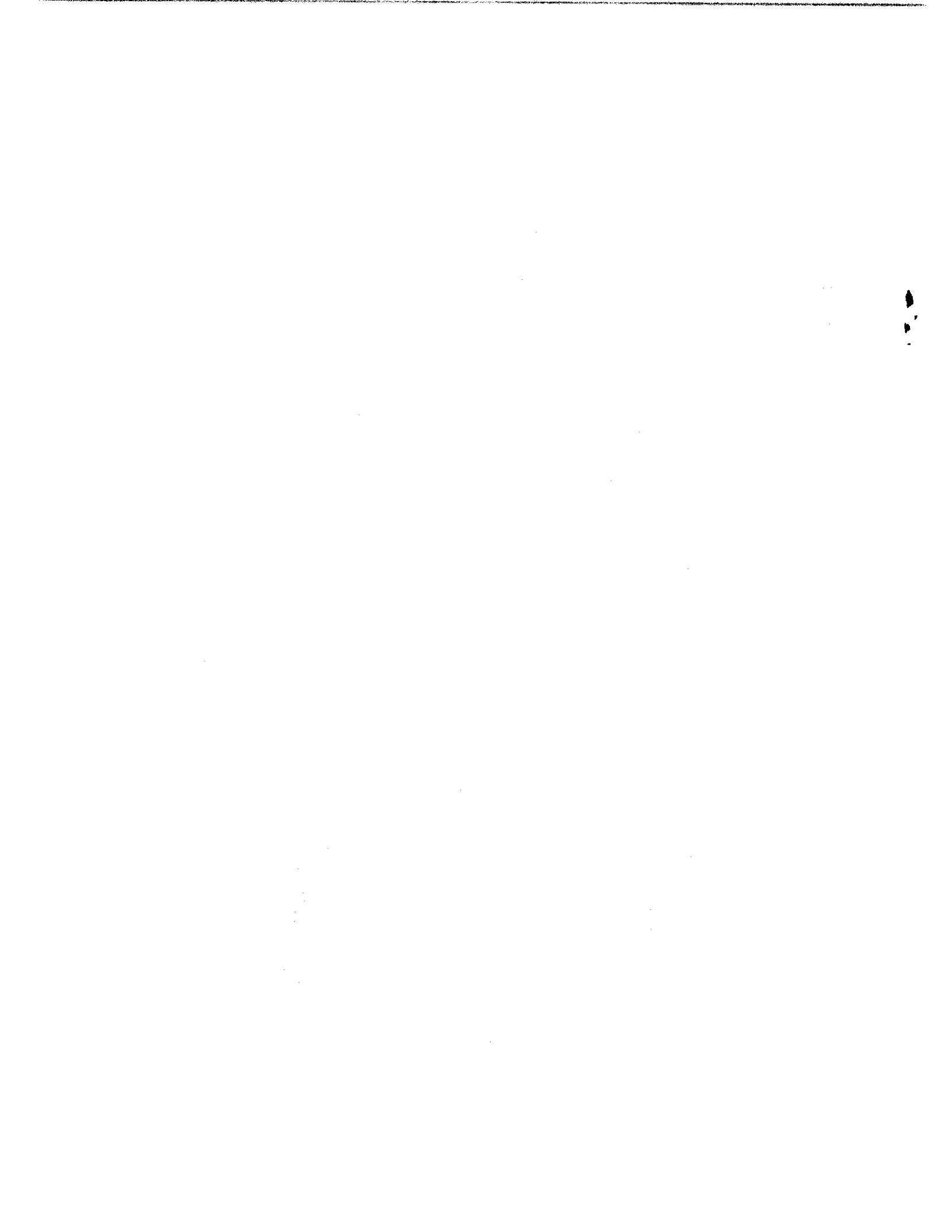
A. CENSUS PREPARATORY ACTIVITIES

LABORATORY I

**DISD
/99/061**



**INPUTS TO BE USED IN LABORATORY I AND II OF THE
WORKSHOP EXERCISES**



INPUTS TO BE USED IN LABORATORY I AND II OF THE WORKSHOP EXERCISES

In Laboratory I the group are expected to prepare a work plan or a census calendar for one of the participants' country. Then, based on the work plan the group will proceed and prepare the census budget for the country that expects to carry-out the census in May 2004. This is a country in sub-Saharan Africa with a population of 10-12 million, of which about 75 percent are rural and 25 percent urban. It is moderately developed with respect to socio-economic infrastructures i.e. health and educational facilities, roads, transport, communications, ... etc.

The national statistical office is also moderately developed with a number of professional staff (statisticians, demographers, economists, sociologists, computer experts, cartographers, ... etc.), sub-professional staff and administrative, finance, and general services staff. The office has about Ten regional statistical offices. It has quite a number of field vehicles for carrying-out the various annual socio-economic and demographic surveys and censuses. The office has also got personal computers for data processing and analyses and a printing units for undertaking the printing of census and survey documents and various survey and census reports.

This country has planned to undertake its decennial census in May 2004 and this is its second ever national Population and Housing Census. In its first

census which was carried-out in 1994, the country has conducted a thorough census cartographic work and divided all the rural and urban areas of the country into enumeration and supervision areas. In the planned forthcoming census, it needs only up dating of these enumeration areas and supervision areas prepared for the previous census. The national statistical office has a well organized cartographic unit and the updating of the enumeration and supervision area maps is expected to be handled by this unit.

LABORATORY I

The inputs for preparing the work plan or the census callendar is given as an Appendix in the workshop document entitled "Organizational Issues in the Planning and Execution of Population and Housing Census". Hence the material in this Appendix can be used as a background material in one of the exercises to be carried-out in Laboratory I.

Concerning the preparation of the census budget for the country selected (one of the participants' country in the group), the input is also attached with this note. That is, a preliminary census budget is prepared and attached with this note as "Detailed Capital Budget (in U.S. Dollars) for a Country That Undertakes a Population and Housing Census in May 2004". Hence, this material can be

used as a background in preparing the census budget in Laboratory I by the group.

LABORATORY II

In Laboratory II, the group are expected to determine the contents of the census questionnaire for one of the participants' country in the group. Then, design a short census questionnaire to be administered on 100 percent basis and a long census questionnaire to be administered on a sample basis. The background materials for this exercise are given in the workshop document entitled "Contents of a Census Questionnaire" in sections:

- List of Topics to be Included in a census, and
- Questionnaire Design.

Thus, in undertaking, this exercise, the participants are advised to refer to these two sections of the document.



**DETAILED CAPITAL BUDGET (IN US DOLLARS) FOR A COUNTRY THAT EXPECTS TO UNDERTAKE
A POPULATION AND HOUSING CENSUS IN THE YEAR 2004**

2.1 Capital Budget Category	2002			2003			2004			Total (3+5+7)
	2	3	4	5	6	7	8			
1. MANPOWER										
A. SALARY										
Professionals	-	-	-	-	-	44 x 120 x 12	63,360	63,360	63,360	63,360
Enumerators	-	-	130 x 60 x 2	15,600	11,660 x 60 x 2	1,399,200	1,414,800	1,414,800	1,414,800	1,414,800
Supervisors	-	-	24 x 100 x 3	7,200	2,120 x 100 x 3	636,000	643,200	643,200	643,200	643,200
Editors	-	-	5 x 60 x 2	600	110 x 60 x 18	118,800	119,400	119,400	119,400	119,400
Data Entry Operators	-	-	5 x 50 x 2	600	120 x 60 x 18	129,600	130,200	130,200	130,200	130,200
Drivers	-	-	22 x 60 x 2	2,640	200 x 50 x 12	120,000	122,640	122,640	122,640	122,640
Mechanic	-	-	-	-	2 x 100 x 12	2,400	2,400	2,400	2,400	2,400
Daily Labourers	-	-	-	-	25 x 40 x 12	12,000	12,000	12,000	12,000	12,000
Sub - Total				26,640			2,381,360	2,381,360	2,405,600	2,405,600
B. PERDIEM										
Regional Census Coordinators	-	-	-	-	11 x 240 x 6	15,840	15,840	15,840	15,840	15,840
Zonal and District Census Coordinators	-	-	-	-	69 x 240 x 6	99,360	99,360	99,360	99,360	99,360
Drivers with Coordinators (R+Z)	-	-	-	-	22 x 240 x 3	15,840	15,840	15,840	15,840	15,840
S.Experts supervision from H.Office	16 x 120 x 6	11,520	22 x 90 x 6	11,880	44 x 90 x 6	23,760	47,160	47,160	47,160	47,160
Drivers with S.Experts	4 x 120 x 3	1,440	22 x 90 x 3	5,940	22 x 90 x 3	11,880	19,260	19,260	19,260	19,260
Supervisors during field work	-	-	24 x 180 x 4	17,280	2,120 x 180 x 4	1,526,400	1,543,680	1,543,680	1,543,680	1,543,680
Drivers with supervisors	-	-	22 x 180 x 3	11,880	178 x 180 x 3	96,120	108,000	108,000	108,000	108,000
Supervision by Professional	-	-	44 x 90 x 6	23,760	44 x 120 x 6	31,680	55,440	55,440	55,440	55,440
Drivers with Census Coordinators	-	-	22 x 90 x 3	5,940	22 x 120 x 3	7,920	13,860	13,860	13,860	13,860
Shelter allowance for enumerators	-	-	118 x 30 x 2	7,080	10,600 x 30 x 2	636,000	643,080	643,080	643,080	643,080
Accountants at Regional Census Offices	-	-	-	-	22 x 120 x 4	10,560	10,560	10,560	10,560	10,560
Sub Total		12,960		83,760			2,475,360	2,475,360	2,572,080	2,572,080

Category	2002		2003		2004		Total (3+5+7)
	2	3	4	5	6	7	
							8
2. TRANSPORT & OTHER COSTS							
Insurance for field vehicles	-	-	22 x 300	6,600	200 x 300	60,000	66,600
Enumerators' Transport (back & forth)	-	-	130 x 5 x 2	1,300	11,000 x 5 x 2	110,000	111,300
Mule hire (for supervisors)	-	-	24 x 40	960	2,000 x 40	80,000	80,960
Postage, Telephone, Telegram, fax ... etc (Regional and Zonal Census Offices)	-	-	-	-	80 x 500	40,000	40,000
Store rent at regional and zonal census offices	-	-	-	-	80 x 100 x 3	24,000	24,000
Sub - Total				8,860		314,000	322,860
3. EQUIPMENT							
A. NON - EXPANDABLE							
Computers (data entry)	-	-	50 x 2,000	100,000	-	-	100,000
Computers (data processing)	-	-	10 x 3,000	30,000	-	-	30,000
Printers	-	-	10 x 1,500	15,000	-	-	15,000
Computer Softwares	-	-	10 x 1,000	10,000	-	-	10,000
Heavy Duty Photo Copy Machines	-	-	3 x 12,000	36,000	-	-	36,000
Desk Top Photo Copy Machine	-	-	5 x 3,000	15,000	-	-	15,000
Copy Printers	-	-	2 x 15,000	30,000	-	-	30,000
Printing Machines (GTO)	-	-	1 x 100,000	100,000	-	-	100,000
Tyers for 200 Field Vehicles	-	-	200 x 10 x 100	200,000	-	-	200,000
Enumerators Bags	-	-	14,000 x 5	70,000	-	-	70,000
Field Vehicles	-	-	60 x 30,000	1,800,000	-	-	1,800,000
Sub - Total				2,306,000			2,306,000

Category	2002			2003		2004			Total (3+5+7)
	2	3	4	5	6	7	8		
B. EXPENDABLE EQUIPMENT									
Pencils	-	-	14,000 x 5 x 0.10	7,000	-	-	-	7,000	
Sharpeners	-	-	14,000 x 4 x 0.50	28,000	-	-	-	28,000	
Eraser	-	-	14,000 x 4 x 0.25	14,000	-	-	-	14,000	
Ball - Point Pen (Blue)	-	-	14,000 x 2 x 0.20	5,200	-	-	-	5,200	
Ball - Point Pen (Black)	-	-	14,000 x 1 x 0.20	2,800	-	-	-	2,800	
Note Book	-	-	14,000 x 2 x 0.50	14,000	-	-	-	14,000	
Folder	-	-	14,000 x 5 x 0.20	14,000	-	-	-	14,000	
Stationary for Pilot	-	-	-	5,000	-	-	-	5,000	
Sub - Total	-	-	-	100,000	-	-	-	100,000	
4. OTHER EXPENSES									
- Accident Insurance for field staff	-	-	176 X 40	7,040	(12000 + 2000) X 40	560,000	567,040		
Printing Cost	-	-	100,000	100,000	100,000	100,000	200,000		
Sub - Total	-	-	-	107,040	-	660,000	767,040		
5. TOTAL	-	12,960	-	2,632,300	-	5,830,720	8,475,980		
6. CONTINGENCY 5%	-	648	-	131,615	-	281,536	423,800		
7. GRAND TOTAL (CAPITAL)	-	13,608	-	2,763,915	-	6,112,256	8,899,780		

