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AFRICAN WORKSHOP ON STRATEGIES FOR ACCELERATING THE IMPROVEMENT  
OF CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS  
ADDIS ABABA, ETHIOPIA, 5 TO 9 DECEMBER 1994

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STATISTICAL DIVISION  
UNITED NATIONS

ECONOMIC COMMISSION  
FOR AFRICA

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REVIEW AND ASSESSMENT OF THE NATIONAL CIVIL REGISTRATION  
AND VITAL STATISTICS SYSTEMS

by

Statistical Division  
United Nations Secretariat

**UNITED NATIONS STATISTICAL OFFICE**

**REVIEW AND ASSESSMENT OF THE NATIONAL CIVIL REGISTRATION  
AND VITAL STATISTICS SYSTEMS**

**INTERNATIONAL PROGRAMME FOR ACCELERATING THE IMPROVEMENT  
OF VITAL STATISTICS AND CIVIL REGISTRATION SYSTEMS**

**New York, 1991**

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## INTRODUCTION

This review was designed for two purposes. First it collects information on civil registration and vital statistics systems, methods and practices. Second, it intends to assist countries to make a self-assessment of their civil registration and vital statistics systems. The questions provided herein are the types which the country needs to ask itself and compile information on in order to evaluate its civil registration and vital statistics for designing a strategy for the systems' improvement.

In view that many countries have their civil registration systems under separate administration from that of the vital statistics system, the assessment forms have been structured in three parts and may therefore be easily separated if so desired. Part I deals with legal, organizational and technical aspects of the national civil registration system. It should be undertaken by experienced officials in the civil registration system. Part II deals with the national vital statistics system and processes. It also focuses on all elements of the system ranging from legal and organizational to technical aspects and should be completed by knowledgeable officials in the vital statistics system. Finally, Part III deals with the state of development and methods of evaluation of the two systems. It should therefore be completed jointly by the officials completing Parts I and II.

The content of each part is quite comprehensive so that the office preparing the country report would have all necessary information. The country report would provide a sound basis for formulating necessary reforms and measures to upgrade the systems.

Although the work of civil registration and vital statistics may cover a variety of vital events such as live births, foetal deaths, abortions, deaths, marriages, divorces, separations of marriage, annulments of marriage, adoptions, legitimations, recognitions, and so on, this review confines its inquiry to five major vital events, namely, live births, foetal deaths, deaths, marriages and divorces. Since in most countries the registration and vital statistics processing of these five major events are handled by more than one government agency, and no one single office has all the information sought, it is imperative that all relevant government agencies be consulted during the review completion process.

## INSTRUCTIONS FOR COMPLETION

1. To answer open ended questions, type or write in block letters.
2. To answer questions with multiple choice answers, use check mark ( / ) where appropriate. Some questions allow for more than one choice, in which case an instruction is given.

DO NOT LEAVE ANY QUESTION UNANSWERED.

3. Upon completion, the consolidated Part I, Part II and Part III should be sent to the address provided below. Keep a copy for subsequent use by the national office leading the introduction of reforms in the civil registration and vital statistics systems in the country.

Mr. William Seltzer  
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UNITED NATIONS STATISTICAL OFFICE  
A REVIEW AND ASSESSMENT OF THE NATIONAL CIVIL REGISTRATION  
AND VITAL STATISTICS SYSTEMS

PART I: LEGAL, ORGANIZATIONAL AND TECHNICAL ASPECTS  
OF THE NATIONAL CIVIL REGISTRATION SYSTEM

COUNTRY-----  
DATE-----

The questions provided in the following sections are the types which the country needs to ask itself and compile information on in order to evaluate its national civil registration system. This study should be undertaken by experienced officials in the civil registration system. The information compiled here, together with those in Parts II and III, should then be used to prepare the country report on current status of the systems which in turn will guide the formulation of reforms for their improvement.

Person(s) completing PART I

Person 1:

Full name:-----  
Title or position-----  
-----  
Address:-----  
-----

Person 2 :

Full name:-----  
Title or position-----  
Address:-----  
-----



**PART I: LEGAL, ORGANIZATIONAL AND TECHNICAL ASPECTS  
OF THE NATIONAL CIVIL REGISTRATION SYSTEM**

**SECTION I: CURRENT LEGAL PROVISIONS FOR CIVIL REGISTRATION**

**A. Availability of a Civil Registration System and Pertinent Law(s)**

1. Is there a civil registration system in this country? (i.e., a public institution whose purpose is to record and store information on the occurrence of vital events and their characteristics, on a continuous, permanent and compulsory basis, and to retrieve the information when needed for legal, administrative statistical and other uses.)

1( ) Yes

2( ) No

20

If No, go to Part II on page-----

If Yes, provide information on legal provisions (below), on structural arrangements (Section II) and on technical aspects of the system (Section III):

2. Give the current title of the law (decree or regulations) that provides for the registration of the following vital Events:

Vital events	Title of the law	Year of enactment	Year in which the law came into force
a. Live births :	----- -----	-----	-----
b. Deaths :	----- -----	-----	-----
c. Foetal deaths :	----- -----	-----	-----
d. Marriages :	----- -----	-----	-----
e. Divorces :	----- -----	-----	-----

3. Are legal provisions for registration of vital events embodied in :

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. A specific civil registration law or decree	1( )	1( )	1( )	1( )	1( )
2. A population registration law or decree	2( )	2( )	2( )	2( )	2( )
3. The Civil Code (a chapter or chapters)	3( )	3( )	3( )	3( )	3( )
4. The Municipal/Communal Administration Law (a chapter or chapters)	4( )	4( )	4( )	4( )	4( )
5. The Health Service Code	5( )	5( )	5( )	5( )	5( )
6. Other( specify)-----	6( )	6( )	6( )	6( )	6( )

4. Legal provisions for geographical coverage of civil registration:

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. All areas of the country to be covered	1( )	1( )	1( )	1( )	1( )
2. Only urban areas of the country to be covered	2( )	2( )	2( )	2( )	2( )
3. Only capital city to be covered	3( )	3( )	3( )	3( )	3( )
4. Other(specify):-----	4( )	4( )	4( )	4( )	4( )
5. Coverage not stated	5( )	5( )	5( )	5( )	5( )

5. Legal provisions for population coverage of registration

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. All population of the country	1( )	1( )	1( )	1( )	1( )
2. Only citizens of other countries	2( )	2( )	2( )	2( )	2( )
3. Only certain ethnic or national groups(Specify)	3( )	3( )	3( )	3( )	3( )
4. Other (Specify):- -----	4( )	4( )	4( )	4( )	4( )
5. Coverage not stated	5( )	5( )	5( )	5( )	5( )

6. HAVE ON HAND COPIES OF CURRENT REGISTRATION LAW AND REGULATIONS AND ON MAJOR REVISIONS OF THE LEGAL FRAME MADE IN THE PAST. ASSESS THEIR SUITABILITY TO THE CURRENT SYSTEMS NEEDS:

Is there a need to up date the legal provisions for civil registration:

## SECTION II: ORGANIZATIONAL ASPECTS OF THE CIVIL REGISTRATION SYSTEM

### A. Civil Registration Administration

1. Which of the following best describes the type of civil registration organization currently in operation in your country? (Check only one) :
- 1( ) A national system with a central office to administer the system
  - 2( ) A national system with different governmental departments to administer the registration of vital events
  - 3( ) The country has separate systems of registration in each major administrative division (e.g., province or state level) with a central office at those levels to administer the system
  - 4( ) Other (specify)-----

(If answering 3 or 4, answer items 3 and 4 of this section).

If the country has a Central Agency for civil registration at the national level, provide the following information:

2. National Authority administering civil registration. Give the name in full of the responsible National Agency and the name of the governmental Department (Ministry) to which it belongs. If more than one governmental Department share administration responsibilities, indicate so.

Vital event	National Agency for Civil Registration	Ministry	Address
a.Live births:	-----	-----	-----
b.Deaths:	-----	-----	-----
c.Foetal deaths:	-----	-----	-----
d.Marriages:	-----	-----	-----
e.Divorces	-----	-----	-----

3. Sub-national authority for civil registration: Give the most common name of the sub-national agency responsible for its administration and the name of the Department (Ministry) to which it belongs. Complete this section only if there is an autonomous registration system for each major division of the country( e.g., at the state, province level, and so forth) otherwise write Not applicable.

Vital event	Sub-national	Ministry (Department)
a.Live births:	-----	-----
b.Deaths:	-----	-----
c.Foetal deaths:	-----	-----
d.Marriages:	-----	-----
c.Divorces:	-----	-----

4. Because of the multiple civil registration systems in the country, which entity does exert coordination among the various systems?

a. Title:-----  
 b. Address:-----

#### B. Local Registration Organization \*

1. Number of local registration offices (or primary registration units) in the country  
 (A primary unit: place where the actual recording of vital events is done):

Total number----- (INCLUDE REGISTRATION PLACES FOR MARRIAGES AND DIVORCES.  
 DO NOT INCLUDE IN THIS NUMBER THE HEADQUARTERS  
 AND THE SUB-NATIONAL ADMINISTRATIVE OFFICES)

2. What is the common name given to these local registration offices? (example: Civil Registration Office, Registry of Births and Deaths, Registry of Marriages, Births and Deaths, and so on.). If different offices, give all names.

Name:-----

3. Are there subsidiary registration units in certain hospitals, clinics, or religious places ( e.g., churches, temples) or other public places to supplement the registration network?. Include subsidiary registration places for marriages and divorces.

1( ) Yes, Number-----

2( ) No

4. Is there a need for a larger number of subsidiary registration offices to facilitate accessibility to the public and enhance coverage of registration?

1 ( ) yes, give estimated number-----

2 ( ) No

5. Location of the primary registration units? (Check applicable items)

Place	a.Births	b.Foetal deaths	c.Deaths	b.Marriages	c.Divorces
1. Municipal Offices	1( )	1( )	1( )	1( )	1( )
2. Health Offices	2( )	2( )	2( )	2( )	2( )
3. Revenue Offices	3( )	3( )	3( )	3( )	3( )
4. Court Offices	4( )	4( )	4( )	4( )	4( )
5. Parishes/Temples	5( )	5( )	5( )	5( )	5( )
6. Population Registers	6( )	6( )	6( )	6( )	6( )
7. Other( specify)	7( )----	7( )----	7( )----	7( )-----	7( )-----

#### C. Local Civil Registrars? \*

1. Which of the following perform the functions of the local civil registrars in your country?  
(Local civil registrars are the persons authorized by law to record vital events and civil status).  
Check applicable items:

	a.Births	b.Foetal Deaths	c.Deaths	d.Marriages	e.Divorces
1. Appointed civil registrars	1( )	1( )	1( )	1( )	1( )
2. Priests, ministers	2( )	2( )	2( )	2( )	2( )
3. Court clerks	3( )	3( )	3( )	3( )	3( )
4. Notaries	4( )	4( )	4( )	4( )	4( )
5. Justices of peace	5( )	5( )	5( )	5( )	5( )
6. Teachers	6( )	6( )	6( )	6( )	6( )
7. Other( specify):	7( )----	7( )----	7( )---	7( )-----	7( )-----

2. Do appointed civil registrars perform their duties on a full time basis?  
1( ) Yes                      2( ) No

3. Who appoints local registrars?

	a.Births	b.Foetal Deaths	c.Deaths	d.Marriages	e.Divorces
1. The Mayors	1( )	1( )	1( )	1( )	1( )
2. Priests, Ministers	2( )	2( )	2( )	2( )	2( )
3. The Minister of Justice	3( )	3( )	3( )	3( )	3( )
4. The Minister of Interior	4( )	4( )	4( )	4( )	4( )
5. The National/Sub-national Registration Authority	5( )	5( )	5( )	5( )	5( )
6. The Minister of Health	6( )	6( )	6( )	6( )	6( )
7. Other( specify):	7( )-----	7( )-----	7( )---	7( )-----	7( )-----

4. How stable are those appointments?

	a.Births	b.Foetal Deaths	c.Deaths	d.Marriages	e.Divorces
1. Very stable	1( )	1( )	1( )	1( )	1( )
2. Stable	2( )	2( )	2( )	2( )	2( )
3. Subject to political waves	3( )	3( )	3( )	3( )	3( )
4. Other(specify)	4( )-----	4( )-----	4( )----	4( )-----	4( )-----

5. How are the local civil registrars paid for their work? (Check one of the following choices):

- 1( ) Receive pay as civil registrars  
2( ) Receive pay as governmental employees who also perform duties other than civil registration  
3( ) Honorary appointments, receive no pay  
4( ) Receive registration fees based on the number of the events registered  
5( ) Other (specify)-----

6. Number of local civil registrars in the country (Include all assistant registrars and their deputies

Do not include in this number the Registrar General at the national or sub-national levels):

Total number:-----

7. Main duties and responsibilities of the local civil registrars as specified by civil registration law and regulations. Check applicable items.

a. With respect to registration:

- 1( ) Recording vital and civil status events and safekeeping of the records
- 2( ) Issuing certified copies of civil registration records
- 3( ) Celebrating marriages
- 4( ) Issuing burial permits
- 5( ) Promotion of registration completeness
- 6( ) Other(specify)-----

b. With respect to vital statistics collection and reporting:

- 1( ) Reporting civil registration data to higher level offices
- 2( ) Other(specify) -----

8. Do local civil registrars receive guidance for their work?. Check applicable items.

- 1( ) Copies of current laws and regulations on civil registration
- 2( ) Updated handbooks or instructions on civil registration
- 3( ) Handbooks on vital statistics reporting
- 4( ) In service training
- 5( ) Direct advice by higher level civil registration authorities through field visits
- 6( ) Periodical bulletin of information concerning civil registration and vital statistics
- 7( ) Circulars regarding procedures for civil registration
- 8( ) Other(specify)-----

D. Technical supervision to local civil registrars

1. Technical supervision to local civil registrars work is provided by: (Check applicable items)

- 1( ) Registration authorities from the National Agency (field visits from central office staff)
- 2( ) Regional Registration authorities
- 3( ) Judicial authorities vested with responsibility for the custody of the records
- 4( ) The Mayor
- 5( ) The Priest or Minister
- 6( ) The local government authority
- 7( ) Other(specify)-----

2. Is supervision provided to :

- 1( ) All local civil registrars
- 2( ) To urban registrars only
- 3( ) To some of them on a random basis
- 4( ) Other(specify)-----

3. Is there an Association of Local Civil Registrars in your country?

- 1( ) At both National and Sub-national level
- 2( ) At National level only
- 3( ) At Sub-national level only
- 4( ) No Association

If 1, 2 or 3:

4. How relevant is its role to the good performance of the civil registration system?

- 1( ) Plays an important co-ordinating role
- 2( ) Provides technical guidance to different aspects of the systems
- 3( ) Promotes uniformity in registration procedures throughout the country
- 4( ) Other (specify)-----

5. If an Association exists at the national level, give the following information:

- a. Address of the Headquarters:-----
- b. Year of establishment:-----
- c. Number of members:-----

6. Is there a Inter-Agency Government Committee dealing with civil registration and vital statistics matters in your country?

- 1( ) Yes,      2( ) No-----> GO TO SECTION III, PART I

7. If yes, provide the following information regarding this National Committee:

- a. Full name:-----
- b. Address of the headquarters:-----
- c. Year of establishment:-----
- d. How often has this committee met in the past 3 years?-----
- e. Does this committee play an important role in improving the efficiency of the systems?



### SECTION III: TECHNICAL ASPECTS OF REGISTRATION OF VITAL EVENTS

#### A. Vital events definitions

1. Do the vital events definitions in your country, for civil registration purposes, conform with the definitions recommended by the United Nations as shown below in quotation marks:

##### a. Live birth:

"The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered live-born".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

##### b. Death :

"The permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation). This definition therefore excludes foetal deaths".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

##### c. Foetal death:

"The death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation, the foetus does not breathe or show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord. or definite movement of voluntary muscles".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

d. Marriage:

"The act, ceremony or process by which the legal relationship of husband and wife is constituted. The legality of the union may be established by civil, religious, or other means as recognized by the laws of each country".

- 1 ( ) Yes  
 2 ( ) No. If no, insert the corresponding definition.

e. Divorce:

"A final legal dissolution of a marriage, that is, that separation of husband and wife which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of each country"

- 1 ( ) Yes  
 2 ( ) No. If no, insert the corresponding definition.

B. The Informant

1. Main Informant: As per the civil registration law or regulations, for each type of vital event, who is the main informant, i.e., the individual designated by law with responsibility for reporting the vital event to the local civil registrar (e.g., for live births: the mother, the father; for deaths: nearest relative; for marriages: the bride, the groom; etc.)

Type of Vital Event	Type of Main Informant
a. Live birth:	-----
b. Death:	-----
c. Foetal death:	-----
d. Marriage:	-----
e. Divorce:	-----

2. Alternate informant: As per the civil registration law or regulations, for each type of vital event, who is the alternate informant, i.e., the responsible person second in line to report a vital event to the local civil registrar (e.g., for live births: occupier of place of birth; for deaths: nearest relative; etc.)

Type of Vital Event	Type of Alternate informant(s)
a. Live birth:	-----
b. Death:	-----
c. Foetal death:	-----
d. Marriage:	-----
e. Divorce:	-----

### C. Place of registration

1. Specify the place where live births and foetal deaths must be registered:

- 1( ) Place of occurrence
- 2( ) Place of usual residence of the mother
- 3( ) other(specify)-----

2. Specify the place where deaths must be registered:

- 1( ) Place of occurrence
- 2( ) Place of residence of the deceased
- 3( ) Other (specify)-----

3. Specify the place where marriages must be registered:

- 1( ) Place of residence of the bride
- 2( ) Place of residence of the groom
- 3( ) Either place of residence of the bride or the groom
- 4( ) Other (specify)-----

4. Specify the place where divorces must be registered:

- 1( ) Place where divorce decree is granted
- 2( ) Place where the marriage record is kept
- 3( ) Divorce does not exist in the country, thus no registration is made
- 4( ) Other (specify)-----

# D. Requirements for registration

## 1. Live births:

- 1( ) Medical certification
- 2( ) Witness(es)
- 3( ) Verbal or written declaration of the main informant
- 4( ) Presence of the child at the local civil registry
- 5( ) Fee
- 6( ) Other (specify):-----
- 7( ) Identity card

## 2. Foetal deaths:

- 1( ) Medical certification
- 2( ) Witness(es)
- 3( ) Verbal or written declaration of the main informant
- 4( ) Fee
- 5( ) Other (specify):-----
- 6( ) No provisions for registration

## 3. Deaths:

- 1( ) Medical certification
- 2( ) Witnesses
- 3( ) Verbal or written declaration of the appropriate informant
- 4( ) Coroner certification
- 5( ) Fee
- 6( ) Other(specify)-----

## 4. Marriages:

- 1( ) Certification of notice of intended marriage
- 2( ) Health certificate for bride and groom
- 3( ) Birth certificate for bride and groom
- 4( ) Identity card for bride and groom
- 5( ) Religious marriage record
- 6( ) Witness(es)
- 7( ) Verbal declaration of the parties
- 8( ) Fee
- 9( ) Other(specify)-----
- 10( ) No provisions for registration

Requirements for registration (continued):

## 5. Divorces:

- 1( ) Notification of the court or institution granting the divorce decree
- 2( ) Routinely registered by religious or judicial authorities  
once divorce decree has been issued
- 3( ) Birth certificates of the parties
- 4( ) Marriage certificate
- 5( ) Fee
- 6( ) Other (specify)-----
- 7( ) Divorce does not exist in the country

E. Time allowed for registration

1. Provide the legally stipulated time periods to register vital events in the country. FOR INDEPENDENTLY ADMINISTERED CIVIL REGISTRATION SYSTEMS AT THE SUB-NATIONAL LEVEL, INDICATE THE CORRESPONDENT TIME ALLOWANCES IN A SEPARATE PAGE.

Vital event	Period of time
	( Indicate whether hours, days or months)

- |                  |       |
|------------------|-------|
| 1. Live births   | ----- |
| 2. Foetal deaths | ----- |
| 3. Deaths        | ----- |
| 4. Marriages     | ----- |
| 5. Divorces      | ----- |

F. Penalties for late registration

1. What are the legal provisions for late registration of each type of vital event in the country

<u>Vital event</u>	<u>Legal Provisions</u>
--------------------	-------------------------

- |                 |       |
|-----------------|-------|
| 1. Live births: | ----- |
|                 | ----- |

3. Deaths: -----  
 -----  
 4. Marriages: -----  
 -----  
 5. Divorces: -----  
 -----

2. Are penalties for late registration being enforced?

1 ( ) Yes,      2 ( ) No

G. Incentives for registration of vital events

Which of the following social services and benefits are linked to registration of vital events?. Check applicable items.

1. Birth certificate:

- 1( ) Birth allowances  
 2( ) Maternity allowances  
 3( ) Maternity leave with pay  
 4( ) Child care family allowances  
 5( ) Bonuses per child  
 6( ) Food rationing programmes  
 7( ) Allocation of Government housing  
 8( ) Education allowances up to certain age  
 9( ) Some allowances and also social security benefits  
 10( ) Other(specify)-----

2. Death certificate:

- 1( ) Insurance claims  
 2( ) Inheritance claims  
 3( ) Requisite for remarriage of the survivor partner  
 4( ) Pension benefits claims of his/ her survivors  
 5( ) Others

3. Marriage certificate:

- 1( ) Provision and allocation of government housing for newly married couples  
 2( ) Participation in guaranteed minimum monthly family income programmes  
 3( ) Participation in government programmes of interest-free loans for purchasing

## 3. Marriage certificate:

- 1( ) Provision and allocation of government housing for newly married couples
- 2( ) Participation in guaranteed minimum monthly family income programmes
- 3( ) Participation in government programmes of interest-free loans for purchasing a house to promote family formation
- 4( ) Marriage allowances
- 5( ) Income tax allowance
- 6( ) Other(specify)-----

H. Methods of recording vital events for legal and administrative purposes

## 1. Type of forms currently being used for registration of vital events:

	a.Birth	b.Foetal Death	c.Death	d.Marriage	e.Divorce
1. Book register for recording one vital event per page	1( )	1( )	1( )	1( )	1( )
2. Book register for recording of a number of vital events per page (list type)	2( )	2( )	2( )	2( )	2( )
3. Loose-leaf forms that combine information for registration and statistical purposes	3( )	3( )	3( )	3( )	3( )
4. Cards	4( )	4( )	4( )	4( )	4( )
5. Directly keyed and stored into a computer media	5( )	5( )	5( )	5( )	5( )
6. Other (specify)-----	6( )	6( )	6( )	6( )	6( )

## 2. Content of the civil registration forms. Attach a complete set of forms used for legal recording of all types of vital events. Study their content, layout and adequacy: Do they need to be revised?

	a.Births	b.Foetal Deaths	c.Deaths	d.Marriages	e.Divorces
1. Yes	1( )	1( )	1( )	1( )	1( )
2. No	2( )	2( )	2( )	2( )	2( )

3. Indicate the name of the National Agency responsible for providing stocks of blank forms for legal recording of vital events and the periodicity:

	<u>Name of the Agency</u>	<u>Ministry, Department</u>	<u>Periodicity</u>
a. Live births	_____	_____	_____
b. Foetal deaths	_____	_____	_____
c. Deaths	_____	_____	_____
d. Marriages	_____	_____	_____
e. Divorces	_____	_____	_____

I. Filing of vital records:

1. Filing of vital record is done by:

- 1( ) Date of registration in bound books
- 2( ) Date of registration in a binder
- 3( ) Alphabetical order of surnames in a binder
- 4( ) Date of occurrence in a binder
- 5( ) Following a numerical index in a binder
- 6( ) Other(specify)-----

J. Back up storage of civil registration records:

1. Back up storage of civil registration records is made by means of:

- 1( ) Manual duplicate copies
- 2( ) Duplicate by carbon copies
- 3( ) Microfilm
- 4( ) Microfiche
- 5( ) Computer media
- 6( ) Other(specify)-----

2. Where the back up of civil registration records are stored?:

- 1( ) At the national civil registration agency
- 2( ) At the head office for civil registration at the State, Province level
- 3( ) Other (specify)-----



K. Retrieval of civil registration records:

1. Retrieval of vital records, for certificate issuing or other purposes, in local registration offices is made by:

- 1( ) Manual searching of records assisted by alphabetical indexes
- 2( ) Computer assisted retrieval of vital records
- 3( ) Manual Searching of records with no alphabetical indexes
- 4( ) Other(specify)-----

L. Storage facilities, Safe-keeping and Preservation of civil registration records

1. Which provisions are available to enhance storage and safe-keeping of civil registration records in both local, sub-national and national archives. (Check applicable items)

Provisions to enhance Storage of records	a. At the national level	b. At the sub-national level	c. At the local registration offices
---	-----------------------------	---------------------------------	--

- |  |      |      |      |
|--|------|------|------|
| 1. Archives have no provisions to control exposure of vital records to hazards | 1( ) | 1( ) | 1( ) |
| 2. Rooms are air-conditioned   | 2( ) | 2( ) | 2( ) |
| 3. Rooms are periodically fumigated to control insects and rodents             | 3( ) | 3( ) | 3( ) |
| 4. Records are kept in fire-proof vaults or in closed containers               | 4( ) | 4( ) | 4( ) |
| 5. Other(specify):   | 5( ) | 5( ) | 5( ) |

2. Which measures are taken to prevent vital records from fading away and deterioration with daily handling?

Check applicable items:

- 1( ) Non-blurring ink resistant to light and age is used to fill out vital records
- 2( ) High quality paper is used to record vital events
- 3( ) High quality type of binding is used to protect vital records
- 4( ) Other(specify)-----

M. Issuing certificates of civil registration records:

1. Which of the following applies to issuing certificates on registered vital events in your country:

- 1( ) Manual transcription of information from the original record
- 2( ) Excerpts from the civil registration record onto a printed form
- 3( ) Photocopying equipment to reproduce all or part of the record
- 4( ) certificate issuing by computer
- 5( ) Other(specify)-----

2. Total number of certificates issued in one year:

- |                |       |                  |       |             |       |
|----------------|-------|------------------|-------|-------------|-------|
| a. Live births | _____ | c. Foetal deaths | _____ | e. Divorces | _____ |
| b. Deaths      | _____ | d. Marriages     | _____ |             |       |

N. Provisions for dealing with Confidentiality of vital records

1. Does the civil registration law/regulations provides for safeguarding confidentiality of the information contained in vital records?

1 ( ) Yes,                      2( ) No

2. If yes, provide the exact text in the law/regulations concerning this issue.

-----  
Provisions to safeguard confidentiality of vital records:  
-----

- a. Births:-----
- 
- b. Foetal deaths:-----
- 
- c. Deaths:-----
- 
- d. Marriages:-----
- 
- e. Divorces:-----
- 
- 

\* A mail survey to the local registration offices, including registration offices of marriages and divorces, would be needed to collect data on: office space, equipment, storage facilities, resources; the number of local registrars, their education level, time in post, age, sex, income and so forth, so as to design a comprehensive programme for both office upgrading and training of registrars.

## UNITED NATIONS STATISTICAL OFFICE

A REVIEW AND ASSESSMENT OF THE NATIONAL CIVIL REGISTRATION  
AND VITAL STATISTICS SYSTEMSPART II: LEGAL, ORGANIZATIONAL AND TECHNICAL ASPECTS OF  
THE NATIONAL VITAL STATISTICS SYSTEM

COUNTRY \_\_\_\_\_

DATE \_\_\_\_\_

The questions provided in the following sections are the types which the country needs to ask itself and compile information on in order to assess its national vital statistics system, i.e. the organization that deals with compilation, statistical processing and dissemination of vital statistics. It should be undertaken by experienced officials in the vital statistics system. The information compiled here, together with those in Parts I and III, should then be used to prepare the country report on current status of the systems which in turn will guide the formulation of reforms for their improvement.

Person(s) completing Part II:

Person 1:

- a. Full name:-----  
-----  
b. Position or title:-----  
-----  
c. Address:-----  
-----

Person 2 :

- a. Full name:-----  
-----  
b. Position or title:-----  
-----  
c. Address:-----  
-----

## PART II: LEGAL, ORGANIZATIONAL AND TECHNICAL ASPECTS OF THE NATIONAL VITAL STATISTICS SYSTEM

### SECTION I: AVAILABILITY OF A VITAL STATISTICS SYSTEM AND LEGAL PROVISIONS FOR VITAL STATISTICS COMPILATION AND DISSEMINATION

1. Is there a Vital Statistics System in your country? (i.e., a system that collects, compiles, tabulates, disseminates and analyses the information on vital events recorded in the civil registration system, in a population census or in a sample survey). The information continuously recorded in the civil registration system is the focus for this particular study. For definitions of vital events please see Section D.

1 ( ) Yes, 2 ( ) No

(If no, go to Part III)

If Yes, provide the information on legal, organizational and technical issues requested in this Part II of the questionnaire:

2. Give the title of the current law that provides for the compilation and dissemination of vital statistics based on vital records from the civil registration system:

	Title of the law	Year of Enactment	Year when law came into force
a. Live births :	-----	-----	-----
b. Deaths :	-----	-----	-----
c. Foetal deaths :	-----	-----	-----
d. Marriages :	-----	-----	-----
e. Divorces :	-----	-----	-----

3. Are legal provisions for compilation and dissemination of vital statistics embodied in:

a. Births b. Foetal Deaths c. Deaths d. Marriages e. Divorces

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. The National Statistical Law ?	1 ( )	1 ( )	1 ( )	1 ( )	1 ( )
2. The Civil Registration law?	2 ( )	2 ( )	2 ( )	2 ( )	2 ( )
3. The Population Register law?	3 ( )	3 ( )	3 ( )	3 ( )	3 ( )
4. The Health System law	4 ( )	4 ( )	4 ( )	4 ( )	4 ( )
5. Other( specify)-----	5 ( )	5 ( )	5 ( )	5 ( )	5 ( )
6. No legal provisions exist in this matter	6 ( )	6 ( )	6 ( )	6 ( )	6 ( )

## SECTION II. STRUCTURAL ARRANGEMENTS OF THE VITAL STATISTICS SYSTEM

### A. Type of organization of the vital statistics system

1. Which of the following best describe the type of organization for vital statistics compilation and dissemination:

- 1 ( ) A centralized system at the national level where compilation, data processing, publication and dissemination are made
- 2 ( ) A vital statistics system in each state or province or any other major division of the country
- 3 ( ) The head office of the population register is in charge of the vital statistics programme
- 4 ( ) Other arrangements(specify)-----
- 5 ( ) Vital statistics are not compiled

B. Authority for vital statistics compilation at the national level

1. Give full name and address of the national agency responsible for vital statistics compilation and dissemination. (If none, go to Part III)

Type of vital statistics	Name of Agency	Ministry or Department to which it belongs	Address
a. Births:			
b. Foetal deaths:			
c. Deaths:			
d. Marriages:			
e. Divorces:			

2. Give name(s), position or title, and address of the senior person who is responsible for compilation and dissemination of vital statistics:

	Births	Foetal Deaths	Deaths	Marriages	Divorces
a. Full name:					
b. Title or Position:					
c. Address:					

C. Authority for the vital statistics programme at the sub-national level

1. If the country has a vital statistics system in each of its major divisions and territories, provide the title of the most common agency in charge of the vital statistics programme at those levels.

Type of vital statistics	Name of Most Common Agency	Ministry or Department to which it belongs
a. Births:	-----	-----
	-----	-----
b. Foetal deaths:	-----	-----
	-----	-----
c. Deaths:	-----	-----
	-----	-----
d. Marriages:	-----	-----
	-----	-----
e. Divorces:	-----	-----
	-----	-----

D. Vital events definitions

1. Do the vital events definitions in your country, for vital statistics purposes, conform with the definitions recommended by the United Nations as shown below in quotation marks:

a. Live birth:

"The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered live-born".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

b. Death :

"The permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation). This definition therefore excludes foetal deaths".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

c. Foetal death:

"The death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation, the foetus does not breathe or show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord. or definite movement of voluntary muscles".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

d. Marriage:

"The act, ceremony or process by which the legal relationship of husband and wife is constituted. The legality of the union may be established by civil, religious, or other means as recognized by the laws of each country".

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.

e. Divorce:

"A final legal dissolution of a marriage, that is, that separation of husband and wife which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of each country"

1 ( ) Yes

2 ( ) No. If no, insert the corresponding definition.



E. Procedures for recording and reporting vital events for statistical purposes

1. Which type of forms are used in the country to record and report vital events from the registration units to the office compiling vital statistics:

	Individual form for each event	A multi-event form	Other (specify)
a. Live births	1 ( )	2 ( )	3 ( ) -----
b. Foetal deaths	1 ( )	2 ( )	3 ( ) -----
c. Deaths	1 ( )	2 ( )	3 ( ) -----
d. Marriages	1 ( )	2 ( )	3 ( ) -----
e. Divorces	1 ( )	2 ( )	3 ( ) -----

2. Are forms for recording information on vital events same as those for legal registration:

	Yes	No
a. Live births	1 ( )	2 ( )
b. Foetal deaths	1 ( )	2 ( )
c. Deaths	1 ( )	2 ( )
d. Marriages	1 ( )	2 ( )
e. Divorces	1 ( )	2 ( )

3. Who provides the information to fill out the statistical recording and reporting forms?

	Main informant designated by law	Data transcribed from the registration record	Other (specify)
a. Live births	1 ( )	2 ( )	3 ( ) -----
b. Foetal deaths	1 ( )	2 ( )	3 ( ) -----
c. Deaths	1 ( )	2 ( )	3 ( ) -----
d. Marriages	1 ( )	2 ( )	3 ( ) -----
e. Divorces	1 ( )	2 ( )	3 ( ) -----

3. By what means are vital events transmitted to the compiling office?

	Individual/collective Pre printed forms	Summary reports	Computer tape or diskettes	On line Computer- Based Transmission
a. Live births	1 ( )	2 ( )	3 ( )	4 ( )
b. Foetal deaths	1 ( )	2 ( )	3 ( )	4 ( )
c. Deaths	1 ( )	2 ( )	3 ( )	4 ( )
d. Marriages	1 ( )	2 ( )	3 ( )	4 ( )
e. Divorces	1 ( )	2 ( )	3 ( )	4 ( )

(ATTACH A DATA FLOW CHART)

4. Besides the original, indicate the number of statistical reporting forms prepared per vital event:

Number

a. Live births -----  
 b. Foetal deaths -----  
 c. Deaths -----  
 d. Marriages -----  
 e. Divorces -----

5. If more than one copy, how duplication is made?

1( ) Duplicates by carbon copy  
 2( ) By photocopying equipment  
 3( ) By microfilming/microfiche equipment  
 4( ) Other (specify)-----

6. If more than one copy, where do they go:

	<u>Original</u>	GO TO : <u>1st copy</u>	<u>2nd copy</u>	<u>3rd copy</u>
a. Live birth	_____	_____	_____	_____
b. Foetal deaths	_____	_____	_____	_____
c. Deaths	_____	_____	_____	_____
d. Marriages	_____	_____	_____	_____
e. Divorces	_____	_____	_____	_____

7. Periodicity set up for statistical reporting from the registration offices to the compiling Agency

	a. Births	b. Foetal	c. Deaths	d. Marriages	e. Divorces
	<u>Deaths</u>				
1. Weekly	1( )	1( )	1( )	1( )	1( )
2. Monthly	2( )	2( )	2( )	2( )	2( )
3. Quarterly	3( )	3( )	3( )	3( )	3( )
4. Semi-annually	4( )	4( )	4( )	4( )	4( )
5. Annually	5( )	5( )	5( )	5( )	5( )
6. Other(specify----	6( )----	6( )----	6( )----	6( )----	6( )----

8. Indicate the name of the National Agency responsible for providing stocks of blank forms to the local registration offices for vital statistics reporting purposes and also the periodicity:

<u>Name of the National Agency</u>	<u>Ministry, Department</u>	<u>Periodicity</u>
------------------------------------	-----------------------------	--------------------

- |                        |       |       |
|------------------------|-------|-------|
| a. Live births:-----   | ----- | ----- |
| b. Foetal deaths:----- | ----- | ----- |
| c. Deaths:-----        | ----- | ----- |
| d. Marriages:-----     | ----- | ----- |
| e. Divorces:-----      | ----- | ----- |

9. Design and content of the reporting forms on vital events for statistical purposes

ATTACH SPECIMENS OF FORMS IN USE FOR VITAL STATISTICS PURPOSES (LIVE BIRTHS, FOETAL DEATHS, DEATHS, MARRIAGES AND DIVORCES). STUDY THEIR CONTENT, LAYOUT AND ADEQUACY, INCLUDING ASPECTS ON PRECODING TO EASE DATA PROCESSING:

Do forms used for reporting vital events for statistical purposes need to be revised?

	a. Births	b. Foetal	c. Deaths	d. Marriages	e. Divorces
	<u>Deaths</u>				
1. Yes	1( )	1( )	1( )	1( )	1( )
2. No	2( )	2( )	2( )	2( )	2( )

#### F. Control of incoming vital statistics reporting forms

1. What procedures are used, at the National Compiling Office, to control the receipt of statistics reporting forms from each local registration area, from the point of view of promptness and completeness (numbers and distribution of statistical report-forms by name of the local registration office). Check applicable items:
  - 1( ) The reported figures of statistical reports for a certain period are compared with the figures for a similar former period for each local registration office
  - 2( ) Statistical reports from each reporting area are sequentially numbered. If a number is missing, queries sent to the reporting areas
  - 3( ) Transmission forms are processed by computers to control the receipt of reports and breakdowns made by reporting areas to uncover delinquent areas
  - 4( ) No procedures to control receipt of forms have been set up yet
  - 5( ) Other(specify)-----

#### G. Editing, coding and data entry

1. Indicate whether or not manual editing and manual coding of vital statistics reporting forms is made:
  - 1( ) Manual coding and manual editing
  - 2( ) Manual coding and editing by computer
  - 3( ) No data processing at all is made on vital events

If there is only mechanical tabulation, go to Section H.

2. Which of the following is used for data entry of vital statistics reporting forms?

- 1( ) Key to diskettes by means of microcomputers
- 2( ) Key to disk or computer tape
- 3( ) Key punch (punch cards)
- 4( ) Optical mark recognition device
- 5( ) Transcribed to machine readable form by office staff
- 6( ) Optical Character recognition device
- 7( ) Other (specify)-----
- 8( ) No data entry as vital statistics are not being compiled yet

3. Type of software used for data entry: (specify) \_\_\_\_\_
4. Type of software used for data editing (specify) \_\_\_\_\_
5. Type of hardware used for data entry:
  - 1( ) Microcomputers
  - 2( ) A combination of microcomputers and minicomputers
  - 3( ) Mainframe computer terminals
  - 4( ) Other (specify) \_\_\_\_\_

#### H. Issues on tabulation, publication and dissemination of vital statistics

1. Indicate by what means vital statistics tabulations are produced?
  - 1( ) Manual method
  - 2( ) Mechanical method (mechanical sorting and counting of cards)
  - 3( ) Computer based-tables
  - 4( ) Other(specify) \_\_\_\_\_
2. If computer-based tables, indicate the type of software being used:  
(specify) \_\_\_\_\_
3. If computer based-tables, which hardware is being used to generate tabulations?
  - 1( ) Mainframe computer
  - 2( ) Minicomputer(s)
  - 3( ) Microcomputers
  - 4( ) Other(specify) \_\_\_\_\_

4. Indicate the time basis for tabulation:

	Year of occurrence	Year of registration
a. Live births	1( )	2( )
b. Foetal deaths	1( )	2( )
c. Deaths	1( )	2( )
d. Marriages	1( )	2( )
e. Divorces	1( )	2( )

5. Give the year of vital events registration which data in your last publication refers to:  
Year of registration

a. Live births: -----  
b. Foetal deaths: -----  
c. Deaths: -----  
d. Marriages: -----  
e. Divorces: -----

6. Year when your last publication on vital statistics was issued:  
Year

a. Live births: -----  
b. Foetal deaths: -----  
c. Deaths: -----  
d. Marriages: -----  
e. Divorces: -----

7. Give the title of the national vital statistics publications and the name of the Publishing Agency:

ing Agency:  
Title National Vital Statistics Publication and Name of Publishing Agency

a. Live births:-----  
b. Foetal deaths:-----  
c. Deaths:-----  
d. Marriages:-----  
e. Divorces:-----

8. Besides publishing vital statistics, how distribution of vital statistics is made?

- 1( ) In printed form  
2( ) Computer tapes containing summary tables  
3( ) Disks  
4( ) Other(specify) \_\_\_\_\_

Attach tabulations for the last 3 years showing number of vital events registered by year of occurrence. (For each type of vital event and for the country as a whole only.) These tables will give an indication of how severe the problem of late registration is in your country.

# I. Uses of vital statistics

1. Indicate the main uses of vital statistics. Check applicable items.

- 1( ) In general health care programmes
- 2( ) In mother and child health care programmes
- 3( ) In development programmes
- 4( ) In family planning programmes
- 5( ) In vaccination campaigns
- 6( ) For administrative purposes
- 7( ) In demographic analysis
- 8( ) To establish health conditions and in health assessment
- 9( ) Other (specify) \_\_\_\_\_

2. Government agencies to which civil registration information is provided:

- 1( ) Electoral tribunal
- 2( ) Department of population identification
- 3( ) Ministry of health
- 4( ) Family planning services
- 5( ) National statistics institute or equivalent
- 6( ) Other (specify) \_\_\_\_\_

## UNITED NATIONS STATISTICAL OFFICE

A REVIEW AND ASSESSMENT OF THE NATIONAL CIVIL REGISTRATION  
AND VITAL STATISTICS SYSTEMSPART III: ASSESSMENT OF THE CURRENT STATUS OF THE NATIONAL  
CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS

COUNTRY \_\_\_\_\_

DATE \_\_\_\_\_

The questions provided in the following sections are the types which the country needs to ask itself and compile information on in order to evaluate the status of the national civil registration and vital statistics systems from the legal, technical and administrative points of view as well as the attitude of the public towards vital registration. The questions are also intended to assess the extent of completeness and quality of civil registration and the statistics derived from it. This Part must therefore be completed by officials knowledgeable in this field representing both the civil registration and the vital statistics systems. The information compiled here, together with those in Parts I and II, should then be used to prepare the country report on current status of the systems which in turn will guide the formulation of reforms for their improvement.

Person(s) completing Part III:

Person 1:

a. Full name:-----

b. Title or position:-----

-----

c. Address:-----

-----

Person 2 :

a. Full name:-----

b. Title or position:-----

c. Address:-----

-----



PART III: ASSESSMENT OF THE STATE OF DEVELOPMENT OF THE NATIONAL  
CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS

SECTION I: EVALUATION OF COMPLETENESS AND QUALITY OF CIVIL REGISTRATION AND VITAL STATISTICS

A. Completeness of registration of vital events (Extent of civil registration coverage)

1. Has there been any field study through population censuses, sample surveys, dual-records system to estimate the completeness of registration of vital events in your country in the past ten years?

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. Yes	1( )	1( )	1( )	1( )	1( )
2. No	2( )	2( )	2( )	2( )	2( )

(If No, skip to item 3)

2. If yes, give the date when the last field study was conducted?

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. Month, Year	-- --	-- --	-- --	-- --	-- --
2. Project is in operation	2( )	2( )	2( )	2( )	2( )

3. If no in question 1, are there plans in the country to conduct an assessment of vital events registration completeness?

1( ) Yes, proposed date: Month..... Year.....  
2( ) No

4. Indicate which type of field study has been conducted to assess registration coverage of vital events. IF NO EVALUATION HAS BEEN MADE FOR A PARTICULAR TYPE OF VITAL EVENT WRITE "NE"(NOT EVALUATED) IN THE APPROPRIATE.

	a.Births	b.Foetal Deaths	c.Deaths	d.Marriages	d.Divorces
1. Through retrospective questions in population census(es)	1( )	Not Applicable	1( )	1( )	1( )
2. Through a follow up survey	2( )	2( )	2( )	2( )	2( )
3. Through retrospective questions in a single round retrospective survey	3( )	3( )	3( )	3( )	3( )
4. Through a maternity history in a single round retrospective survey	4( )	4( )	4( )	Not applicable	
5. Through a dual-records system (matching studies)	5( )	5( )	5( )	5( )	5( )
6. Other (specify)	6( )-----	6( )-----	6( )----	6( )-----	6( )--

5. What was the estimated registration coverage for each type of vital event? ( %)  
(IF NO EVALUATION HAS BEEN MADE FOR A PARTICULAR TYPE OF VITAL EVENT, WRITE "NE" (NOT EVALUATED) IN THE APPROPRIATE COLUMN :

Vital Event	Percentage of registration coverage	Year to which this estimate corresponds
a. Live births	-----%	-----
b. Foetal deaths	-----%	-----
c. Deaths	-----%	-----
d. Marriages	-----%	-----
e. Divorces	-----%	-----

## B. Vital statistics completeness

The extent of registration completeness is not necessarily the same as vital statistics completeness. In fact, compiled vital statistics may show lower coverage than registration coverage because: delays in statistical reporting to the compiling office, sub-reporting problems, losses of reports during the transmission process, or no transmission at all, from certain registration offices, and so on.

1. Has there been made any estimates of the vital statistics completeness in your country in the past ten years?

	a. Births	b. Foetal Deaths	c. Deaths	d. Marriages	e. Divorces
1. Yes	1 ( )	1 ( )	1 ( )	1 ( )	1 ( )
2. No. (Skip to B.4)	2 ( )	2 ( )	2 ( )	2 ( )	2 ( )

2. If yes, give the corresponding estimates on vital statistics completeness for each type of vital event. IF NO EVALUATION OF A PARTICULAR TYPE OF VITAL EVENT HAS BEEN MADE, WRITE "N.E." (NOT EVALUATED) IN THE APPROPRIATE COLUMN.

	Percentage of vital statistics completeness	Year to which this estimate corresponds
a. Live births	-----%	-----
b. Foetal deaths	-----%	-----
c. Deaths	-----%	-----
d. Marriages	-----%	-----
e. Divorces	-----%	-----

3. If no field studies have been conducted to estimate the actual registration coverage, indicate whether the extent of vital statistics completeness has been assessed through:

	a. Births	b. Foetal deaths	c. Deaths
Method of estimation			
1. Techniques for demographic estimation applied to population census data.	1 ( )	1 ( )	1 ( )

2. Techniques for demographic estimation applied to all available sources of data	2( )	2( )	2( )
3. Indirect techniques applied to single-round retrospective survey data	3( )	3( )	3( )
4. Other (Indicate the techniques or procedures applied)	4( )-----	4( )-----	4( )-----

a.Births b.Foetal c.Deaths d.Marriages c.Divorces  
Deaths

5. If yes, describe briefly those efforts, and provide the reference date:

a. Births b. Foetal c. Deaths d. Marriages c. Divorces  
Deaths

1. Good	1 ( )	1 ( )	1 ( )	1 ( )	1 ( )
2. Fair	2 ( )	2 ( )	2 ( )	2 ( )	2 ( )
3. Poor	3 ( )	3 ( )	3 ( )	3 ( )	3 ( )

C. General Evaluation of the civil registration system in your country

1. How would you rate the efficiency of civil registration in your country?

- 1( ) An excellent system
- 2( ) A good system, but needs improvement
- 3( ) Needs significant improvement
- 4( ) Very poor system
- 5( ) other(specify)-----

(If 2, 3, 4, or 5, answer item D below).

2. If your country has a very reliable civil registration system, which, in your view, are the relevant strengths of the system?

-----  
 -----  
 -----  
 -----  
 -----  
 -----  
 -----

Skip to item E

D. Factors that hamper the efficiency of the civil registration system

1. Which of the following factors, in your view, are constraints to the efficiency of civil registration in your country? . Check applicable items.

a. Administrative factors:

- 1 ( ) The legal frame of the systems needs substantive reforms
- 2 ( ) Registration Law/regulations although adequate, not sufficiently enforced
- 3 ( ) Complicated procedures for registration discourage timely registration
- 4 ( ) Lack of a National Agency to administer and guide the civil registration system
- 5 ( ) Civil registration administration by two or more government agencies

a. Administrative factors (continued):

- 6 ( ) Untimely distribution of essential forms for registration
- 7 ( ) Lack of government commitment to these matters
- 8 ( ) Financial constraints, resulting in poor resource allocation to the local registration offices
- 9 ( ) Lack of technical guidance and supervision to civil registrars
- 10 ( ) Insufficient number of local registration offices resulting in poor accessibility to the public
- 11 ( ) Poorly equipped local registration offices
- 12 ( ) Poorly staffed local registration offices
- 13 ( ) Working hours in local registration offices unsuitable and inconvenient to large sectors of the population
- 14 ( ) Local civil registrars are honorary appointees and receive no salaries
- 15 ( ) Local registrars perform their duties together with other assigned major duties
- 16 ( ) Low salaries for local registrars prevail
- 17 ( ) Local registrars subject to short term appointments
- 18 ( ) Stipulated fees per vital event registration discourage registration
- 19 ( ) Lack of periodical publicity campaigns
- 20 ( ) Other reasons (specify)-----

b. Technical factors:

- 1 ( ) Poorly trained cadre of local civil registrars
- 2 ( ) No regular training for medical and paramedical personnel involved in civil registration
- 3 ( ) No handbooks or guidelines on civil registration available to assist local civil registrars
- 4 ( ) Lack of periodical supervision of the civil registrar's work by higher authorities of the system
- 5 ( ) Lack of uniformity of registration procedures for the country as a whole
- 6 ( ) No continuous monitoring and evaluation of the system's performance
- 7 ( ) Too short stipulated time periods for registering vital events
- 8 ( ) Too long stipulated time periods for registering vital events
- 9 ( ) Little use of vital records for statistical, legal and administrative purposes
- 10 ( ) Other reasons (specify)-----

c. The public factor:

- 1( ) Unawareness of the public on statutory procedures/requirements to register vital events, results in both late registration and omissions
- 2( ) Failure to perceive the individual and/or social usefulness and benefits from vital registration
- 3( ) Public apathy towards civil registration as no social or personal benefits are perceived
- 4( ) Other(specify) -----

E. General Evaluation of the Vital Statistics System in your country

1. How would you rate the reliability of the vital statistics system in your country?

- 1( ) A very reliable system
- 2( ) A good system, but needs improvement
- 3( ) Needs significant improvement
- 4( ) Very poor system
- 5( ) other(specify)-----

If 2, 3, 4, or 5, answer item F below.

2. If 1, e.g., your country has a very reliable vital statistics system, which, in your view, are the relevant strengths of the system?

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Skip to SECTION II.

F. Factors that hamper the efficiency of the national vital statistics system

1. Which of the following factors, in your view, are constraints to the reliability of the national vital statistics system in your country? . Check applicable items.

a. Administrative factors:

- 1( ) Lack of government commitment at all to the vital statistics programme due to low coverage of vital registration in the country
- 2( ) Untimely distribution of essential forms for statistical reporting
- 3( ) No proper document control flow of statistical reporting from the local registration offices
- 4( ) Vital statistics do not receive the desired priority for data processing in the Agency responsible for the vital statistics programme, resulting in late publication/dissemination of vital statistics
- 5( ) Vital statistics report forms held overlong in local registration offices result in unreported data
- 6( ) Administrative channels too intricate for transmission of statistical report forms
- 7( ) Losses of statistical report forms in transmission process from the registration offices to the compiling Agency
- 8( ) Insufficient personnel at the local registration offices to comply with periodical statistical reporting of vital events
- 9( ) Climate and topographical conditions in some geographical areas in the country obstruct the regular statistical reporting
- 10( ) Unsuitable cut off date for producing annual vital statistics tabulations that result in omissions of delayed reports.
- 11( ) Insufficient personnel for data processing at the compiling Agency
- 12( ) Losses of statistical reports during the processing stage due to inadequate document control flow
- 13( ) Unavailable computer facilities at the compiling Agency to speed up data processing
- 14( ) Limited printing facilities at the compiling Agency result in delayed publication of vital statistics
- 15( ) The legal frame needs substantive reforms
- 16( ) Other (specify)-----

b. Technical factors:

- 1( ) Lack of technical guidance to local registrars regarding the collection of data on registered vital events for statistical purposes
- 2( ) No instructions or circulars for civil registrars regarding periodical statistical reporting
- 3( ) Lack of uniformity of vital statistics reporting forms throughout the country
- 4( ) Poor training of the vital statistics personnel
- 5( ) Absence of printed manuals to guide manual editing and coding of statistical report forms
- 6( ) Frequent transcription errors or blanks in the statistical reports



b. Technical factors: cont'd

- 7( ) Absence of quality control during various phases of data processing  
 8( ) Lack of qualified personnel for electronic data processing  
 9( ) Limited number of tabulations manually prepared as no computer facilities exist  
 10( ) Little demand for vital statistics in the country  
 11( ) Other (specify)-----

INCLUDE IN A SEPARATE PAGE LITERATURE CONCERNING THE EVALUATION OF VITAL EVENTS REGISTRATION COVERAGE (COMPLETENESS) AND VITAL STATISTICS COMPLETENESS AND QUALITY.

SECTION II: GOVERNMENT ACTIONS TO STRENGTHEN AND IMPROVE CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS IN YOUR COUNTRY (1980 AND ONWARDS)

A. Actions undertaken to improve or strengthen registration of vital events and vital statistics

1. Has your country introduced programmes and projects to improve civil registration and vital statistics systems in the last ten years?

1( ) Yes

2( ) No, if no, STOP here.

2. If yes:

	Prog./Project 1	Prog./Project 2	Prog./Project 3
a. Name of the prog./project	-----	-----	-----
b. Starting date	-----	-----	-----
c. Date when the programme ended	-----	-----	-----
d. The programme is currently in operation: 1( )			
and will end on: (Month)----- (Year)-----			

3. Which vital events are (were) under these programmes/projects:

	<u>a.Prog./Project1</u>	<u>b.Prog./Project2</u>	<u>c.Prog./Project3</u>
1. Live births	1( )	1( )	1( )
2. Deaths	2( )	2( )	2( )
3. Foetal deaths	3( )	3( )	3( )
4. Marriages	4( )	4( )	4( )
5. Divorces	5( )	5( )	5( )

4. Strategy of the programme in terms of operational approach:

	<u>a.Progr./Project1</u>	<u>b.Prog./Project2</u>	<u>c.Prog./Project3</u>
1. Sample registration area approach	1( )	1( )	1( )
2. Demonstration/pilot area approach	2( )	2( )	2( )
3. Nationwide reforms were implemented	3( )	3( )	3( )
4. Other(specify)	4( )	4( )	4( )

5. Funding for this programme came from:

	<u>a.Progr./Project1</u>	<u>b.Prog./Project2</u>	<u>c.Prog./Project3</u>
1. National funding only?	1( )	1( )	1( )
2. United Nations and National funding?	2( )	2( )	2( )
3. Other International and national funding?	3( )	3( )	3( )
4. National and other country's support?	4( )	4( )	4( )
5. Other(specify)	5( )	5( )	5( )

6. If demonstration/pilot area approach now in use (or has been used): Are there plans to expanding the programme's achievements at the national level by phase?

- 1( ) Yes, When?-----  
 2( ) No, Why?-----  
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7. Which of the following activities were comprised in the improvement programmes/projects?

<u>Activities</u>	<u>a.Progr./Project1</u>	<u>b.Prog./Project2</u>	<u>c.Prog./Project3</u>
1. Reforms in the legal frame for civil registration	1( )	1( )	1( )
2. Reforms in the legal frame for vital statistics compilation, production and dissemination	2( )	2( )	2( )
3. Training abroad of key managerial personnel of the national registration agency	3( )	3( )	3( )
4. Training abroad of key managerial personnel from the national Agency responsible for vital statistics compilation and dissemination	4( )	4( )	4( )
5. Training of local registrars	5( )	5( )	5( )
6. Training of health and related personnel involved in civil registration	6( )	6( )	6( )
7. Preparation of technical guidelines related to civil registration to assist registrar's work	7( )	7( )	7( )
8. Strengthening of managerial and technical capabilities of National Agency for civil registration	8( )	8( )	8( )
9. Strengthening of managerial and technical capabilities of the National Agency responsible for the vital statistics programme	9( )	9( )	9( )
10. Creating additional local registration offices to improve accessibility to the public	10( )	10( )	10( )
11. Provision of office equipment to some registration offices	11( )	11( )	11( )
12. Introducing procedural reforms for civil registration and statistical reporting	12( )	12( )	12( )
13. Preparation of technical manuals for every stage of vital statistics data processing	13( )	13( )	13( )

Activities	a. Progr./Project1	b. Prog./Project2	c. Prog./Project3
14. Introduction of computer facilities at the vital statistics division responsible for the national vital statistics programme	14( )	14( )	14( )
15. Automation of priority functions of civil registration at the Central Agency, e.g., certificate issuing, record storage, etc.	15( )	15( )	15( )
16. Automation of priority functions of civil registration in the pilot/demonstration areas only	16( )	16( )	16( )
17. Adaptation/installation of computer software for data entry, data editing, data tabulation and analysis of vital statistics	17( )	17( )	17( )
18. Increasing public awareness on registration matters	18( )	18( )	18( )
19. Other( specify)	19( )-----	19( )-----	19( )-----

ATTACH SPECIMENS OF VITAL RECORDS AND STATISTICS REPORTING FORMS USED IN THIS IMPROVEMENT PROGRAMME. ALSO GET COPIES OF THE RELEVANT REPORTS CONCERNING EFFORTS TO IMPROVE THE CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS.

REMINDER: PART I, II AND III OF THIS REVIEW AND ASSESSMENT SHOULD BE CONSOLIDATED BY THE NATIONAL AGENCY LEADING THE DESIGN OF REFORMS IN THE SYSTEMS. THE ORIGINAL SHOULD THEN BE FORWARDED TO THE ADDRESS INDICATED BELOW AND A COPY SHOULD BE KEPT FOR USE BY THE COUNTRY IN DESIGNING THE STRATEGY FOR IMPROVING THE CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS.

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