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*Steering Committee of the International Monitoring
Operation on the Population and Housing Censuses in
Bosnia and Herzegovina*

Third Assessment Report

Jean-Michel DURR, Senior Expert – Team leader

Katerina KOSTADINOVA-DASKALOVSKA - Expert

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List of acronyms

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| BiH | Bosnia and Herzegovina |
| BHAS | Agency for Statistics of Bosnia and Herzegovina |
| CoM BiH | Council of Ministers of BiH |
| DB | District Brčko |
| EA | Enumeration area |
| FBiH | Federation of Bosnia and Herzegovina |
| FOS | Federal Office of Statistics |
| ESIs | Entity statistical institutions |
| EUPHC 2 | Technical assistance to Population and Housing Census Phase II |
| GIS | Geographic Information System |
| ICEI | Department for International Cooperation and External Information |
| IMO | International Monitoring Operation |
| IMO MG | International Monitoring Operation, Management Group |
| IMO SC | International Monitoring Operation, Steering Committee |
| IT | Information Technology |
| MCC | Municipal Census Commission |
| PES | Post Enumeration Survey |
| RS | Republika Srpska |
| RSIS | Republic Srpska Institute for Statistics |
| TA | Technical Assistance |
| TAP | Technical Assistance Project |
| TOR | Terms of Reference |

Introduction and Background

1. A Population and Housing Census shall take place in Bosnia and Herzegovina (BiH) in accordance with the Law on the Census of the Population, Households and Dwellings in Bosnia and Herzegovina in 2013 as adopted by the Parliamentary Assembly of Bosnia and Herzegovina on 3 February 2012. The Council of Ministers of Bosnia and Herzegovina has invited the European Commission to organise the international monitoring of the Census. Therefore, the European Commission, the Council of Europe and the Council of Ministers of Bosnia and Herzegovina signed on 18 April 2012 a Memorandum of Understanding to agree upon the following:

- The general objective of the International Monitoring Operation (IMO) of the Population and Housing Census in Bosnia and Herzegovina is to monitor the compliance of the whole Census exercise, from the preparation to the data dissemination, with:
- International standards on population and housing censuses as defined by UNECE and Eurostat, and as adopted by the Conference of European Statisticians as Recommendations for the 2010 Censuses of Population and Housing;
- Regulation (EC) No 763/2008 on population and housing censuses, and its implementing measures;
- The Fundamental Principles of Official Statistics, adopted by the UN Statistical Commission, as well as the European Statistics Code of Practice, promulgated by the European Commission;
- Standards on data protection and confidentiality, as provided for in the Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data of the Council of Europe, and the relevant European Union regulations in force.

2. The Operation will be carried out by a Committee of International Organisations, the Management Group (IMO MG) assisted by a Senior Census Expert, experts in population censuses, one or more experts in information technology and persons monitoring the census enumeration in the field.

3. The Senior Census Expert, the Census Experts and the IT Experts will assess the compliance of the Census in Bosnia and Herzegovina with the requirements listed in the Memorandum of Understanding, but they will not provide technical assistance.

4. Under the guidance of the Committee and the Senior Census Expert, the Census Experts shall:

- Examine the technical preparation of the Census including the pilot Census and post-enumeration survey, in particular the drafting of questionnaires and manuals;
- Monitor the collection, processing and dissemination of Census data, verifying the accordance with the requirements defined above;
- Control the fair and proper computation at all levels and whether the confidential nature of the individual data is fully guaranteed;
- Investigate any other matter with relevance for the Census.

5. The Management Group has designated Mr. Jean-Michel Durr as Senior Census Expert and Mr. Roberto Bianchini, Mr. Bent Noerby Bonde, Ms. Meryem Demirci, Ms. Katerina

Kostadinova-Daskalovska, and Mr. Guido Pieraccini as experts in population censuses. The Senior Census Expert and the Experts in population censuses form the IMO Steering Committee (IMO SC) of international experts.

6. The first mission of the IMO SC was conducted from 23 to 26 April 2012. The objective of this mission was to assess the preparations for the population and housing census in their main components, including the preparation of the pilot census. The report of the SC was sent by the Senior Census Manager on May 12 to the IMO MG.

7. The second mission was conducted from 26 to 29 of June 2012. The objective of this mission was to assess the progress made since the first mission in preparations for the population and housing census, including the preparation of the pilot census.

8. The third mission took place on 17 and 18 of September 2012 and was conducted by two members of the SC, Mr. Durr and Ms. Katerina Kostadinova-Daskalovska. The objective of the mission was to assess the implementation of recommendations made in previous reports and to assess the preparation of the pilot census, planned for October 15.

9. The present assessment is based on the information reported during these meetings, and on some direct observations of the mission. As a consequence, the comments and recommendations presented below are based on the understanding of the experts, and may not reflect the real situation. This report was prepared by the Senior Census Expert taking into consideration the individual reports of the other expert as well as his own observations.

10. The experts wish to express their gratitude to the directors and staff of the Agency for Statistics, the Statistical Institutes of the Federation of Bosnia and Herzegovina and Republika Srpska and of the Geodetic institutions for their availability and collaboration, and to the staff of Council of Europe for the perfect organisation of the mission.

Executive Summary

11. Since the second mission, the SC considers that important progress have been made in the preparation of the pilot census. Some important recommendations were implemented, such as the improvement of cartography or the inclusion of open-ended question for ethnicity, religion and mother tongue. However, coordination and cooperation is still weak. The meeting held with the three directors confirmed that many disagreements still hamper smooth collaboration and strict decision making process. In addition to the duplication of efforts, this entails two major risks: to delay considerably the preparations of all materials due to endless discussions and to have different implementation and organisation of the census operations in the two entities. If the first one has direct consequences on the date a census can be implemented, the second affects directly the quality and the comparability of the census in the territory of Bosnia-Herzegovina, and consequently its conformity with international and European standards.

12. The preparation of the pilot census is on its way. Despite some delays, it should be possible to conduct a pilot census in October this year.

13. In conclusion, the SC considers that a pilot census can be conducted in October, if strong decisions and actions are taken for the remaining preparations, but still expresses reservations about the preparation of the population and housing census to meet the date of April 2013. In particular, the way the statistical institutions will be able to

take quick decisions from the analysis of the pilot census will be determining to meet the objective of April 2013.

ASSESSMENT OF THE PREPARATIONS OF THE POPULATION AND HOUSING CENSUS IN REPUBLIKA SRPSKA

FOLLOW UP OF RECOMMENDATIONS

14. Since the last mission, the following recommendations were implemented:

- A list of collective institutions was established. The Statistical Institute sent a request to the municipalities.
- A risk management strategy was drafted. The staff of the Statistical Institute mentioned they drafted it on their own strategy after consulting the Agency, who said that had not started to work on it. As recommended, the document defines for each risk the probability of occurrence and the potential impact in order to identify the most critical risks. Budget issues are considered as the most critical, and also mine fields. Corrective actions have already been taken to request help of the municipalities to know the dangerous areas.
- Cartographic preparation has been considerably improved since the Geodetic administration of RS could get recent orthophotos to start again the process of delineation of enumeration areas and map creation on this basis. Maps are now delivered on a daily basis on a ftp server in pdf format. On its side, the Statistical Institute developed a procedure to receive and control the maps provided with a list of points to check. 10 people are working on this phase and if necessary go to the field. The Statistical Institute has 7 days to perform the controls, and then the Geodetic administration has 5 days to implement corrections and send back the maps. A detailed plan of activity was drafted (provided to the SC). According to this plan, it is expected to complete the cartography of RS by the end of 2012. The issue of map printing was raised: in RS, the Geodetic administration is ready and willing to print the maps for RS (3 copies).
- Regarding the issue of the boundaries between entities, the working group at State level decided that the geodetic administration would precise the 100 m zone defining at present the boundary (due to the small scale used when drawn, see previous report) on a map and provide the central bureau of census with the information needed to take appropriate decision for conducting the census in these places. The geodetic administration will also include updates related to mine fields.

PREPARATION OF THE PILOT CENSUS

15. The pilot census will cover 21 EAs in 15 municipalities in RS. Collective households, agricultural household are included in the selected EAs.

16. The Director of Statistical Institute of RS had a meeting with the municipalities involved in the pilot. Reactions were positive. A formal letter was also sent to the municipalities, however on a specific model as it was stated to the SC that the Institute did not receive a model of letter from the Agency.

17. Following previous recommendations of the SC, municipal commissions will be set up for the pilot, but composed of only 3 members, 1 member from the municipality, 1 from

the statistical institute and 1 from geodetic administration. Municipal commissions have to be in place by September 20.

18. Maps of the EAs of the pilot census were processed in priority by the Geodetic administration. Among the 21 EAS, maps were received, checked and corrected for 11, 10 remaining this week. By 25 Sept all the maps should be available.

19. 15 Entity instructors have already been selected, one each for municipality of the pilot census.

20. The selection of enumerators will be conducted by the municipal commissions. They will send a request to the employment office and also to student unions, specifying how many enumerators are needed (for the census, there will be a public announcement). For example, in Banja Luka, 1 municipal instructor and 3 enumerators will be needed. The employment office should send the names of the candidates by 30 of September. For the pilot, the ethnic structure will not be taken into consideration. Enumerators will be selected by October 1 and municipal instructors by October. 4.

21. Training of enumerators will be performed on October 2-5. However, training material was not yet received from the Agency. Entity instructors will be trained at state level on September 25-28.

22. Regarding the budget for the pilot census, the SI received a first draft budget, but that does not take into consideration the establishment of municipal commissions. Information has not been provided yet on who will pay the enumerators.

PREPARATION OF THE CENSUS

23. Since the last mission, the Institute of Statistics of Republika Srpska prepared several documents, materials (list provided). Some of the documents are an adaption of documents elaborated in common with the Agency and the FOS to specificities of RS, while other documents were prepared in absence of information from the Agency, as reported by the Statistical Institute.

24. Instructions for organisation was adapted to take into consideration the absence of cantonal level in RS. For the selection of enumerators, the law of RS stipulates that if two candidates have an equal ranking, priority should be given to members of family of former military fighters, or unemployed or students.

25. As provided by Article 47 of the census law, RS adopted a law in July to regulate preparation and organisation of the census. Three potential divergences with the state census law were reported by the Agency and the FOS.

26. The following tables compares the articles or paragraphs that are different in the RS law and the state census law:

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| Law on Organisation and Conduct of the Census of Population, Households and Dwellings in Republika Srpska 2013 | Law on Census of Population, Households and Dwellings in Bosnia And Herzegovina in 2013 |
| Article 7 | Article 26 (Census commissions of the units of local self-government) |

| | |
|---|--|
| d) Before enumeration, examine received maps and descriptions of statistical and enumeration areas to check whether the documentation is complete, and to perform necessary additions and corrections of possible mistakes, | |
| z) Provide the premises for the work on duty and the work at the time of the conducting of the Census, as well as the premises for the work of instructors on checking and receiving the census material, | |
| i) Distribute the enumerators and municipal or town instructors by enumeration areas and form adequate lists, | |
| j) Organise in the headquarters of the commissions the work on duty for its members so as to provide required explanations and information, and to receive and send forward additional instructions from the Institute, | |
| k) Supervise the work of municipal or town instructors and enumerators and provide professional assistance, particularly taking care of proper implementation of the methodological and organisational guidelines, | g)Supervise the work of instructors and other persons engaged in the Census; |
| lj) Take over the Census material from the instructors, organise and control the coverage and quality of the Census material, and if needed, give orders to make necessary additions and corrections, | j) Take over the Census material from the instructors, organise and control the coverage and quality of the Census material; |
| o) Distribute the controllers to work in Post Enumeration Survey of the quality of the census data on representative enumeration areas, in accordance with the instructions from the Institute and Agency, | |
| p) Find replacement for the instructors who are justifiably prevented to perform their duty, as well as for the incompetent and unscrupulous instructors, enumerators, and the replacement of the controllers shall be performed upon the approval of the Institute and the Agency, and | |
| r) Examine the citizens' complaints and inform the Institute about them | |

| | |
|---|---|
| | Ethnic composition of the Census Commission of the units of local self-government shall include at least one representative of the constituent people and others. |
| Article 17 The supervision of the implementation of this Law and regulations pursuant to this Law shall be performed by the Ministry of Finance. | |

27. The Statistical Institute prepared other documents such as a draft strategy of assessment of quality management of census or a draft methodology for quality control based on the methodology for Post enumeration survey developed by the EUPHC project. Suggestions were sent to the Agency but no feedback was received.

28. Regarding the finalization of the questionnaire, the RSIS considers that questions 1 to 7, about the residence, need to be reformulated to better determine the permanent residence of individuals.

29. Concerning reporting among the 3 statistical institutions: as agreed by the 3 directors, RSIS reports weekly on its activity to the Agency, but the consolidated report was not sent back.

ASSESSMENT OF THE PREPARATIONS IN RS

30. While considerable improvements in cartography were achieved, and the RSIS staff and management appear very motivated and pro-active, the preparations in RS still raise concerns:

- the dialog with other institutions is still difficult;
- the drafting of several documents that duplicate documents that shall be prepared by the Agency in cooperation with the entities statistical offices highlights on the one hand the lack of cooperation among statistical institutions and the other hand the risk that specificities or RS are overemphasized, leading to a different organisation and methodology in the territory of Bosnia and Herzegovina. In that regard, the census law in RS, which duplicates basically the state law, but differs in some critical points, such as the role of the municipal commissions, is an issue.

Meeting with NGOs

31. As during the last mission, the SC could meet representatives of NGOs. The meeting was organised and hosted by ACIPS. MS. Lajla Zaimovic Kurtovic, Initiative for Free Declaration/ACIPS, Mr. Adnan Huskic, Initiative for Free Declaration, Mr. Darko Brkan, Initiative for Free Declaration, Ms. Valery Perry, PILPG, and Ms. Jasmina Colic, PILPG participated in the meeting. The meeting was also attended by representatives of the EU Delegation.

32. Representatives of NGOs expressed their satisfaction with the new version of the questionnaire that represents for them an acceptable compromise. However, they stressed that this will depend also on the way the question is formulated by the enumerator and their train-

ing. In that regard, they would like to see the instruction manual. Importance of taking into consideration gender in the questionnaire were also mentioned.

33. They also commented on the fact that the State Agency is developing material but RS is developing specific law and instructions. In particular, the articles giving more power to municipal commission and also to the ministry of finance raise concerns.

34. Representatives of NGOs praised the Agency for making the reports of the SC available in its website, but noted that they had access to the report of the second mission only the day before the meeting. They wish faster dissemination of the reports.

35. Some representatives of NGOs were glad to have been asked to be part of the focus groups organised by the agency in charge of the preparation of the communication campaign. However, this was not focused on the formulation of the questions in the questionnaire but more on the general opinion about the context of the census. They emphasized the need to test thoroughly the questionnaire.

36. NGOs raised the issue of data protection. Data scanned will be kept on a server, and for how long? What kind of data will be kept, anonymous statistical data or personal information? Who will have access to this information? This could raise concerns in the population that their declaration in the questionnaire could be used later on for non-statistical purpose.

37. Ensuring that citizens are aware of their right, for example to refuse that anyone else would respond on their behalf was also mentioned as an important point.

Assessment of the Preparations of the of Population and Housing Census in Federation of Bosnia and Herzegovina

FOLLOW UP OF RECOMMENDATIONS

38. Since the last mission, the following recommendations were implemented by FOS:

- A list of collective/ institutional dwellings was established. FOS had sent a request to the municipalities and had received a list of more than 100 collective /institutional dwellings with addresses and contacts. For the Pilot Census was targeted one EA with collective dwelling for accommodation of refugees and displaced persons.
- A risk management strategy that was drafted earlier was updated with new identified risks.
- The geodetic administration of FBiH is part of the working group at State level established for delineating the 100 m zone around the entity line.

PREPARATION OF THE PILOT CENSUS

39. The sample for the Pilot Census, in Federation of Bosnia and Herzegovina (FBiH) is spread out to 19 municipalities in the 10 Cantons and consists of 33 EAs.

40. The estimated budget for the Pilot is around 200.000 KM, i.e. more than the initial estimation (165.700 KM) due to the inclusion of the Cantonal and Municipal commissions in the Pilot Census organization.

41. FOS activity plan for the Pilot is based on the global plan prepared by BHAS, However, so far FOS haven't received plan of activities following the enumeration in the Pilot Census.
42. The activities referring updating statistical cadastre and delineating EA for the Pilot Census is done and the Contractor has handed to FSO the cartography documentation for all 33 EAs selected in the sample for the Pilot Census. For the purpose of delineation and the assessment of the number of household, during the field work were visited all objects in the field within the designated areas. The Supervisory team (for the Cartography project in FBIH) had made control on 15 EAs (out of the 33 selected for the Pilot Census) that are belonging to 11 municipalities in 4 cantons.
43. One EA included in the sample for the Pilot Census is in the zone around the entity line (the zone is 100 m, by 50 meters by each side of the entity line). The Central Census Bureau should make a decision how the enumeration will be conducted in the EA in the zone around the entity line.
44. As recommended by the SC, the full census organisational structure will be established in the Pilot Census, only the commissions will be with fewer members than in the Census. FOS already has established Cantonal Commissions for the Pilot Census and they consist of two members: one employee in the Regional statistical office and one employee in the municipality. The Cantonal Commissions have send initiative - letters to the municipalities for formation of Municipal Commissions for the Pilot Census. The initiative – letter that was send was prepared by FOS. The Municipal Commissions for the Pilot Census should consist of 3 members and the deadline for their forming was 20 September. FOS sent an information letter to the municipalities that are included in the Pilot Census as well as to the Cantonal Ministries of interior. The letter is signed by general directors of the BHAS and FOS.
45. The entity instructors are selected and appointed by the director of FOS. After the training they will go to the field to make contacts with the members of the Cantonal and Municipal Commissions. FOS is considering the option to have one common training for Cantonal Commissions and entity instructors, but the decision is still not made.
46. The procedure for enumerators' selection is prepared by the BHAS. FOS has different opinion than RSIS referring engagement of the students. They will ask the Employment office to propose suitable candidates. FOS is not giving preference to the students, but they can be selected if are within the candidates in the received list and if suitable. For 1 staff required for the field activities FOS will ask 3 persons from the Employment office. Then based on the selection procedure and application form (consisting in a kind of test) FOS will make the selection. The procedures for selection as well the application and test form are prepared. Only the letter to the Employment office is not yet prepared.
47. The training materials that are supposed to be prepared by BHAS are still not given to the ESIs and the trainings for the Pilot Census field staff are scheduled next week (24-30 September), while the training of trainers is being conducted the week of the mission. According to the latest procedures issued by BHAS, the teams of ESIs are responsible for giving training to the Pilot Census field staff in each entity.
48. Census monitoring tool will not be prepared for the Pilot Census. The solution for the Pilot Census the data processing is not made yet or the decision is not yet communicated to

the ESIs. The same applies for the plans on Post enumeration survey on coverage and control of the Pilot Census data (PES).

PREPARATION OF THE CENSUS

49. According to the Census Cartography Activity Plan, all activities are supposed to be completed up to the end of year 2012 and the field activities are to be finalised end of October. Despite the fact that the completion will not be according to the initial posted deadline (end of October), the Census preparation will be not jeopardised. The progress and quality of the performing of the activities is monitored and the prepared documentation is controlled by a Supervisory team consisted of members of the FOS and FBiH Geodetic Agency. So far, according to the made controls, Supervisory team founds the activities and documentation of satisfactory quality.

50. For the time being the field activities are completed and documentation is prepared and handed to FOS for 15 municipalities in FBiH. In fact the documentation on 13 municipalities was completed and handed to FOS one month ago, but was returned to the contractor due to the remarks made by the Geodetic agency. The contractor made corrections in accordance to the received remarks and recommendations. Afterwards is much easier for the contractor to work on other municipalities since knows how to work. Thus it is expected that activities will be completed according to the plan.

51. BHAS is proposing SMS for monitoring the progress of enumeration. FOS has ideas for some other type of monitoring tool. For the first census results FOS is proposing a web based application for data entry. So far there is no decision made for these two topics.

52. FOS had already prepared a risk strategy and in the period between the two SC missions has updated it. There are a number of new identified risk in the strategy as:

- The possibility of non- response in greater scale in the Census due to the formulation of the "sensitive" questions
- Lack of cooperation between management and statistical institutions and having un-productive meetings
- Formed working groups cannot meet.
- The possibility of different interpretations of the Census Law in terms of Article 22 Paragraph 2, Article 20.o), Article 38;
- Deadlock in preparing relevant census documents (forms, instructions) directly threatens the deadline for conducting census activities on time
- Untimely training IT staff to use software packages and the overall processing of data
- Late start building lease procedures for entering and processing data
- Rejection of a common methodology of spatial units by three statistical institutions
- Enumeration of population, households and dwellings that are located in the zone entity lines

53. FOS is not satisfied about its inclusion in the activities referring the Census campaign so far. Information is received only after some activity is completed. FOS has only received the Inception Report of the TAP and has not received any Strategy on Census campaign.

54. In the two weeks period from 17 to 30 September there are trainings for the IT staff within the TAP for procurement of software and hardware as well as in the from 19 to 21 September training for trainers in the Census. The training of the staff is good thing, but is not planned well and the employees are engaged in training when there is a lot of work to do.

ASSESSMENT OF THE PREPARATIONS IN FBiH

55. The cartography preparations are going on with satisfactory pace. The progress and quality of the performing of the activities is monitored and controlled by a Supervisory team.

56. FOS is working on census activities that are Agency responsibilities.

57. The activities on Pilot Census field organisation have started.

58. The dialog with other institutions is still difficult.

Assessment of the Preparations of the of Population and Housing Census in Bosnia and Herzegovina

FOLLOW UP OF RECOMMENDATIONS

59. Since the last mission, the following recommendations were implemented by BHAS:

- The formulation and wording of the sensitive question is not done fully with the SC recommendations. Seems that the latest formulation of the questions as semi opened is acceptable compromise for the NGOs (the one that are mostly publicly commenting the census questionnaires).
- A possibility to the respondent to give two answers to the question on mother tongue is introduced thought explanations provided in the Manual, and is not indicated on the census questionnaire (P-1).
- The “Instructions for enumerators and municipal instructors for the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year” was updated according to the latest changes in the questionnaires and based on some of the recommendation from the SC.
- BHAS had formed a logistic group consisting of 4 subgroups. One of them is subgroup for field organisation.
- A reporting system was introduced. BHAS made a template according to which the ESIs report to BHAS weekly. In each ESI the coordinator collects information from all working groups and sends the reports on Thursday. BHAS staff unifies the ESIs reports and sends to the CCB. For the time being, BHAS is not sending the unified report to the ESIs. Currently, BHAS is working on Content management system software that will be share for all SI and where should be posted all census documents.
- Ethnic structure of the population was taken into account for selection of EAs in the sample for the Pilot Census. Also in the sample are included EA that are in the zone around the entity line (1 in RS and 1 in FBiH).
- A draft Strategy Quality assurance is prepared but still not sent to the ESIs.

PREPARATION OF THE PILOT CENSUS IN BiH

60. In total the sample for the Pilot Census, in Bosnia and Herzegovina consists of 21 EAs in 15 municipalities in RS, 33 EAs in 19 municipalities in FBiH and 6 EAs in in District Brcko. Following the SC recommendations some changes were done in the initially chosen sample. This has resulted in decreasing of the estimated total number of household in the sample from 6000 to 5000.

61. The cartography works in all EAs included in the sample for the Pilot Census, are completed. For printing, the entities should send to BHAS the cartography data base for these EAs till 26 September.

62. Decision making process is not going smoothly. The adoption of the Personal questionnaire (P-1) was not done with consensus of all 3 institutions, i.e. RSIS is not accepting the final version of the P-1 form because of the formulation of the Question 1. As an example for non smooth process of preparing documents and their adoption can be seen the preparation of the content of the letter to MCC for the Pilot Census. Negotiations about the content of the letter lasted one month and finally there was no consensus about the unique content.

63. Some articles of the Census Law are differently interpreted by the ESIs. For example, issues raised from different interpretation of the Census Law are unclear role of the BHAS, unclear who is responsible for maps printing etc. The involvement of BHAS state instructors in the field is also sometimes questioned. In addition, some provisions in the RS Census Law are assigning different responsibility to the MCC than foreseen in the state Census Law. These have resulted in:

- Prolongation of the preparation of the manuals on state level. The finalization of the final version the “Instructions for enumerators and municipal instructors for the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year” and “Manual on organisation and conducting of the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year” was very late and the final versions of these documents were posted on the common server on 17 September (depository where BHAS is posting the census documents and ESIs have access to it). The Manuals are given for English translation.
- RSIS had prepared its own Manual on organisation and conducting of the Pilot Census of Population and during the mission was not clear which Manual will be printed within the procured printing for the whole Pilot Census material.

64. The training materials for the Pilot Census will be printed by BHAS and the census forms, “Instructions for enumerators and municipal instructors for the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year” and “Manual on organisation and conducting of the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year” will be printed by a contractor selected on a tender. The printing should be done till 10 October and the distribution of the material to the MCC is responsibility of the contractor.

65. The field organization in the Pilot Census (as in the Census) is on responsibility of the entities. BHAS has issued procedures for selection of the enumerators and municipal instructors that should be the base for the entity procedures for selection of the field census staff.

66. The field staff in the Pilot Census in the both entities will be paid by BHAS. For the employees of the ESIs that will be involved in the Pilot Census is still not decided whether

they will be paid and if how will be paid. The type of contracts for the field census staff is still not decided. FOS opinion is to make service contract (taxes to be paid are 10-18%) and RSIS opinion is to make contract for temporary and casual work (taxes to be paid are 60%). That will have influence of the budget.

67. All staff that will be involved in the field activities in the Pilot Census will receive four days trainings. The trainings will be organized on cascade as follows:

- 25-28 September for the state and entity instructors
- 4-7 October for municipal instructors and members of MCC
- 8-11 October for enumerators

68. BHAS issued procedures for training according to which in each entity the respective ESI will give training to the entity instructors. This was decided since in the Census is not possible to have at one place at the same time one training for all entity instructors. For preparation of the entity training teams, a three days' workshop was organized in Vlasik from 19-21 September. As BHAS is responsible for coordination of all activities for preparation and organization, the BHAS methodologies consider being present on the entity trainings.

69. The Census Public Campaign is planned mainly for the Census. For the Pilot are foreseen only billboards and leaflets in the municipalities included in the Pilot. In addition and information letter to the households is planned but the letter content and plan for distribution are still not prepared.

70. Processing of the data collected from the Pilot Census is planned for January since the software delivery is expected by the end of the year. No tables are drafted or planned for tabulating the Pilot Census data.

71. The preparation of Post Enumeration Survey on coverage and quality of data collected in the Pilot Census (PES for Pilot Census) has started. During the SC mission, BHAS responsible staff for PES was working with STE within the EUPHC 2 on drafting the methodology and questionnaires for PES in the Pilot. According to the plan, the questionnaires and the methodology for the Pilot should be prepared in the first week of October. The questionnaires will be prepared in format for scanning and OCR data capture since the plan is to process PES data with the same software as Pilot Census data.

72. PES for the Pilot Census is planned to start 6 days after the enumeration in the Pilot Census in the period from 5 to 9 November. The initial plan is to cover 12-15 EAs, but the final sample size will be decided after analyses that are to be done by the working group. It is not necessary to have EA in each canton if 2 or more cantons with similar characteristic can be grouped. In case such grouping is not possible, then in order to cover all regions the sample should include 17 EA.

PREPARATION OF THE CENSUS IN BiH

73. In order to avoid repetition in the Report, the implementation of Census Law, preparation of Census Questionnaires and Manuals and Census organization will not be mention in this part as already were elaborated in different parts of this Report.

Census Budget

74. There is still no consensus on budget distribution among the three statistical institutions for this year and for the next two years. As well, the three ministries of finance have not prepared and adopted budget distribution plan.

75. According to Article 37 of the Census Law, the Fiscal Council should adopt instrument for budget distribution. For the time being it is discussed only for year 2014. For year 2013 the approved sum is 3.740.000 KM. The BHAS director had proposed to ESIs an agreement how to make the budget distribution, but the ESIs did not accepted the proposal since in their view, it was very general. The Fiscal Council had issued instructions that they should plan in their respective budgets' financial sources for the Census in 2013, but did not give instructions for money transfer. A request to the fiscal council was send in order to explain the way/ procedure how the money will be transferred from BHAS to ESIs (since all money will be allocated to BHAS). The request was send on 03.09. 2012 and during the mission was not responded yet.

Census Cartography

76. The preparation of the Census (including Pilot Census) in District Brcko is responsibility of BHAS. The Census Cartography is responsibility of the Section for public registrar (cadastre) within District Brcko administration. As bases for EAs maps are used ortophotos from 2009 obtained within IPA 2008. The field activities for updating of EAs boundaries, estimations of number of households and delineation of EA were done in 2010. Currently is worked on object evidence that is expected to be completed end of September. For the time being in District Brcko there are 412 EAs.

77. For Census Cartography can be identified four problems that are given in the following paragraphs.

78. Who will be responsible for printing the cartography documentation? In Article 30 in the Census Law is prescribed that "The entity geodetic offices and the Department for Public Register of the Brcko District Government in cooperation with the other bodies of local administration should complete technical documentation required for carrying out the Census by 01.10.2012." According to the three statistical institutions it is not clear who is responsible for the printing. In FBiH the printing is included in the scope of works within Cartography Project and is responsibility of the Contractor. From one side, for financial reason, the entities have interest to let the printing to BHAS, but from the other side are not willing to give the data base.

79. In the Law the deadline for completing the works on cartography is 01.10.2012, but to this date is expected only to be finalized the field work. The complete works are expected to be finalized till end of the year. Still even not compliant with the Census Law, the statistical institutions consider that this delay will not jeopardize the Census preparation.

80. Identification of the zone around the entity line and EAs delineation. This is expected to be solved by the established inter entity geodetic working group. Still will be needed a decision about the census conducting in the EAs in the zone around the entity line, who will do the enumeration and where the population will be included.

81. The last but not least problem is the model for data dissemination and availability of the cartography data for the statistical institutions for the census itself and for sampling purposes for other statistical surveys.

Census Public Campaign

82. The preparations of the Census Public Campaign are supported by EUPHC 2. Two non-key experts are already working on preparation of Census Public Campaign. An agency that will be responsible for Census Public Campaign from Hungary is selected and during the mission was expected the selection of a local agency.

83. So far are prepared the Census logo and Draft “Communication And Outreach Strategy For Population And Housing Census 2013 In Bosnia And Herzegovina”

84. A research on opinions and attitudes concerning the upcoming population census of the year 2013 in BiH was conducted. For that purpose was used a questionnaire and the survey was done by telephone. In the other part of the research were conducted two group discussions with representatives of the civilian sector organizations and media representatives from Banja Luka and Sarajevo. The subject of the group discussions was the upcoming population census of the year 2013. The results of the research were presented to the statistical institutions.

85. Census web page is already created and has links to the ESIs web pages. BHAS is responsible for maintaining and updating of the page and ESIs are supposed to send to BHAS the documents, information etc. that are to be put on the Census web site.

86. The three statistical institutions expressed their opinion that so far they are not at all included in the activities for preparation of the Census Public Campaign.

Data dissemination

87. The activities on preparation of data dissemination are postponed and expected to start after the Pilot Census. For the time being there are no draft tables and no decision of the tools that are to be used for data dissemination. The working group for dissemination supposes to include different profiles as: census methodologies, GIS and IT experts. The initial plan is to prepare about 200 predefined tables. The working group is aware about the obligation for preparing hyper cubes for Eurostat. For data dissemination are foreseen trainings within the TAP.

Post Enumeration Survey on coverage and quality of data collected in the Census

(PES)

88. Initial methodology was drafted in 2011 with expert support within the EUPHC 1 and was accepted by the three statistical institutions. The initially plan size for PES was 200 EAs (about 1% of present estimated number of EAs). The activities on PES preparation for the Census are continuing within the preparation for the Pilot Census.

89. Problems can be expected regarding the role of ESIs in the organisation and conducting of PES because of different interpretation of Article 20 (Tasks of the Agency) point m) in the Census Law which prescribed that the Agency shall “Carry out Control Census /Post enumeration survey in the whole territory of Bosnia and Herzegovina, in cooperation with the entity statistical institutes”

90. The PES methodology should take into account:

- To conduct PES separately from the Census (Pilot Census)
- To do the matching in the data processing center and not in the field

- The size of the PES sample should be decided upon clearly defined PES objectives

ASSESSMENT OF THE PREPARATION IN BiH

91. Since the second mission, the SC considers that important progress have been made in the preparation of the pilot census. The major part of the most urgent recommendations given by the SC and some of the less urgent ones were implemented (such as the improvement of cartography or the inclusion of open-ended question for ethnicity, religion and mother tongue). Still budget issue is not solved and coordination, cooperation and decision making process are not improved.

92. The preparations of the Census Cartography are going on and finalisation of the works is expected to the end of this year. Also preparations of other census phase are already going on or at least are initiated. The timely Census Preparation could be jeopardize because of:

- coordination and cooperation among the three statistical institutions that is still weak;
- different interpretation and different implementation of some provisions in the Census Law;
- applying different solutions in the census organization in the entity based on different provisions for the same topic in the state and RS Census Law

93. The preparation of the pilot census is on its way. Despite some delays, it should be possible to conduct a pilot census in October this year.

ANNEXES

ANNEX 1. FOLLOW-UP OF RECOMMENDATIONS BY ORDER OF PRIORITY

| Recommendations first mission | Follow up second mission (end June 2012) | Follow up third mission (mid-September 2012) |
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| Short-term urgent recommendations (by end of June) | | |
| Finance: secure the multi-year census budget | <p>The budget has been adopted for 2012 and 2013, year of the enumeration (32 million KM in 2013). However, two problems remain:</p> <ul style="list-style-type: none"> - possibility to pay overtime work, which is limited by law but also diversely regulated in the two entities. This may create difficulties when staff of the three agencies will work together in the data processing centre. - the minister of Finance shall define a technical mechanism to create a unique account managed by the Agency as requested by the census law, and to delegate the funds to the entities. | <p>The two problems still remain. Only decision by the Financial Council has been made regarding the remuneration of the members of the Central Census Bureau. The decision was just made during the mission and was still not communicated to the members of the CCB.</p> |
| Questionnaires: finalize the questionnaires before the pilot census: review ethnic/religion questions, pre-test before the pilot census in all languages, validate layout with data capture company. | <p>Questionnaires are not finalized: discussions are still on going on the formulation of several questions. Formulation of questions on ethnicity and religion was not revised in accordance with the recommendation for strictly open questions. This recommendation is even more considered as important by the SC after hearing from representatives of the civil society. In addition, question on mother tongue should clearly allow for multiple answers, as recommended in the CES Recommendations.</p> <p>Questionnaires have not yet been tested and are not translated. It is not planned to conduct pre-test before the pilot census.</p> | <p>At its session of 26 July 2012, the CoM BiH discussed mentioned issues and reached conclusion that the provisions of BiH Constitution and legislation have to be respected; on the basis of that conclusion, the Agency amended the questionnaire (Annex 2.)</p> <p>Central Census Bureau supported such questionnaires at its 5th session, what is recorded in the Minutes of the Session.</p> <p>As to the mother tongue, instructions for enumerator provide clarification that maximum of two answers are allowed for the question on mother tongue.</p> <p>Questionnaires have been tested with regard to technology, but not methodology.</p> <p>Possibility for the change of the layout has been discussed with the responsible data-processing company and they provided recommendations, on the basis of which a new proposal is prepared.</p> |
| Cartography: establish an inter-institutional group of experts on census mapping to take immediate actions on the definition of census | <p>The inter-institutional group of experts on census mapping was not created.</p> <p>No timetable of mapping activities is available. However, the companies</p> | <p>Inter-institutional working group is established and started to work. Two meetings were held so far. The working group analysed the present situation and reported from entity geodetic</p> |

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| <p>spatial units and code schemes; the criteria to demarcate enumeration areas, procedures for quality control, border line between entities. Prepare an updated weekly timetable of activities on census mapping activities until October 2012.</p> | <p>have started to work in FBiH and produce good quality maps. Mapping is expected to be completed by the end of the year in the Federation. In RS, the situation is more worrying as the Geodetic administration lacks resource to complete mapping, and maps already available show serious lack of update. In Brcko District preparatory activities for mapping are well advanced. Maps were updated in 2010 and a quick map updating in selected areas would be sufficient to carry out the general enumeration. However, decisions should be taken on codes to be used for the out-of-date addresses, and for the missing street names.</p> <p>The main urgent issues to be solved in cartography are:</p> <ul style="list-style-type: none"> - Common definitions in the three Entities of spatial units, codes, criteria to demarcate EAs, tools for quality control (minimum common requirements output oriented) - Definition in each Entity of a realistic timetable of activities to produce census maps for the pilot census and general enumeration in line with the common definitions taken between Entities | <p>administrations on the undertaken activities and work related to cartography. Members of the group expressed their concerns that cartography related activities cannot be finalised by the deadline prescribed by law (October 1, 2012), and suggest that the deadline should be postponed to December 31, 2012 (field work will be completed by the October 1, 2012, and work within the office will be completed by the December 31, 2012). This prolongation will not affect the date of 2013 Census.</p> |
| <p>Communication: Carry out study on the knowledge, perceptions and attitudes to the census and to the national statistical agency. Begin building partnerships with civil society organisations, politicians and other stakeholders for the outreach activities.</p> | <p>ToR were drafted in the EU TA project. A company should be selected beginning of July to conduct quantitative and qualitative surveys on knowledge, perceptions and attitudes to the census.</p> | <p>A research on opinions and attitudes concerning the upcoming population census of the year 2013 in BiH was conducted. For that purpose was used a questionnaire and the survey was done by telephone. The qualitative research was conducted with two group discussions with representatives of the civilian sector organizations and media representatives from Banja Luka and Sarajevo. The subject of the group discussions was the upcoming population census of the year 2013. The results of the research were presented to the statistical institutions.</p> |
| <p>Short-term recommendations (before the pilot census)</p> | | |
| <p>Pilot Census: prepare the pilot census in order test the complete organisation in the pilot census, including the role of census commissions, maps, training materials, PES and data processing. In</p> | <p>The pilot census was actually more understood by the statistical institutions as a test of some components of the census rather than a complete rehearsal of the operation, including organisational dimension.</p> | <p>Planned organization of the Pilot census will fully rehearse the general Census 2013 (establishing all census bodies in accordance with the Law including municipal census commissions composed of three members). The Pilot census foresees the selection</p> |

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| <p>the selection of areas where to conduct the pilot census, take into account the representation of the constituent ethnic groups in order to test the suitability of census questionnaires for all communities and include sensitive areas – e.g. entity border line communities, mixed areas etc. – to test some of the communication tools.</p> | <p>Decision was taken to postpone the pilot census to 15 October. Municipalities will be included, following the recommendations, but only via a contact person.</p> <p>Selection of EAs for the pilot takes into consideration urb/rural, and entity border areas, but not specifically representation of ethnic groups.</p> | <p>of EAs where minority ethnic groups constitute the majority of population.</p> <p>Also sensitive areas were considered for inclusion in the Pilot Census Sample. In each entity one EA from the zone around the entity line is included in the sample.</p> |
| <p>Enumeration: develop precise instructions regarding the enumeration of persons living abroad.</p> | <p>Enumeration instructions are not completely finalised. Regarding the enumeration of persons living abroad, it was reported that examples were given but the mission will be able to assess after translation of the instructions.</p> | <p>In the “Instructions for enumerators and municipal instructors for the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year” there are explanations about the enumeration of persons absent abroad.</p> |
| <p>Project Management: Develop a detailed timetable for each statistical institution, as part of the general timetable, and follow up regularly its implementation, based on regular reports from the working groups and staff involved.</p> | <p>A timetable was developed by the agency but not formally adopted by the three institutions. It was reported that the directors follow up during their regular meetings but no evidence of a formal follow up of deliverables was given. In addition, the decision process seems unclear and subject to frequent back and forth. This may be the most critical issue to solve in order to be able to prepare and implement the census.</p> | <p>A detailed timetable of activities of PILOT census has been revised 13 times so far, with agreement and active participation of the entity statistical institutions.</p> <p>Since August 1st, a regular daily reporting from working groups has been introduced. On the basis of the WG daily reporting, a group coordinator prepares a weekly report for the management of the Agency that weekly analyses progress and timetable of implementation of specific activities. Based on these analyses, the management of the Agency takes decisions and proposes risk solutions.</p> |
| <p>Finance: organise the budget by sub-domain of the census breakdown each sub-domain into categories of expenses (staff, equipment...)</p> | <p>It was reported that the budget was being reviewed according to the recommendation. The new version should be sent to the SC by July 15.</p> | <p>Implemented.</p> |
| <p>Enumeration: prepare a detailed list of manuals and instructions to be drafted and to update the timetable accordingly.</p> | <p>No detailed list of manuals was prepared. Only two manuals are planned at present, one for methodology and one for field workers, whatever their role (enumerators, instructors, municipal commissions...).</p> | <p>The List of manuals and instructions was prepared (as well most Draft Manuals) and send to the SC (in local language).</p> |
| <p>Evaluation: develop the methodology and materials for the PES to be tested in the pilot census.</p> | <p>Methodology for PES was written one year ago by a consultant. A working group has been set up to develop materials on this basis but did not meet yet. The Agency requests a mission of the consultant to help developing materials.</p> | <p>A mission of STE was going on at the same time with the SC mission. According to the latest plan the PES plan of activities, PES methodology and questionnaires will be prepared till first half of October.</p> |
| <p>Procurement: list all pro-</p> | <p>The procurement list will be developed</p> | |

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| <p>curement needs and evaluate the time needed for drafting the specifications and completing the process. In particular, procurement for printing should start as soon as possible and include clauses for emergency reprint.</p> | <p>by the logistic group, which was set up but did not meet yet. However, the most urgent procurement procedures in IT were initiated.</p> | |
| <p>Cartography: draw an up-to-date inventory of the preparation of census maps for each municipality in both entities.</p> | <p>Not implemented. The inventory would be a tool to monitor the progress of the mapping preparatory activities.</p> | <p>In FBiH the supervisory team (geodetic experts) is monitoring the Cartography activities performed by the Contractor – the dynamics and quality.</p> <p>In RS, RSIS is controlling the dynamics of the activities in accordance with the developed detailed activity plan. As well quality of the received documentation is controlled in accordance to a list of criteria (through a questionnaire).</p> |
| <p>Communication: based on the study conducted, develop a comprehensive evidence based communication and outreach strategy with defined objectives, target groups, methodology, tools, messages, timeline and budget. Prepare workshops for interested journalists</p> | <p>The study has not yet begun. A quantitative survey and focus groups will be outsourced to an external company. It is expected that the study will be finalized by the end of July.</p> <p>The outreach strategy will include mapping of relationships with a whole range of stakeholders, government, local communities, CSOs and other target groups according to the risks. The strategy and action plan has been delayed and inevitably collides with summer holiday. It is therefore realistic to finalize it latest by November 2012.</p> <p>The Agency and the Institutes have established a coordination group for communication, but the group has not met yet. It is strongly recommended to have regular meetings already now.</p> <p>No plans have been shown for training of journalists.</p> | <p>A quantitative and qualitative research was conducted and results were presented to the staff of the three statistical institutions. EUPHC II project engaged an expert who prepared the draft communication strategy. A company (from Hungary) that will implement communication activities was selected.</p> |
| <p>Logistics: establish a Census Logistic groups.</p> | <p>Logistics working group has been established but has not yet met.</p> | <p>BHAS had formed a logistic group consisting of 4 subgroups. One of them is subgroup for field organisation.</p> |
| <p>Mid-term recommendations (before enumeration)</p> | | |
| <p>Risk management: develop a risk management plan in</p> | <p>There is no global risk management plan shared by the three institutions.</p> | <p>FOS has updated the already prepared risk management plan and RSIS has</p> |

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| order to identify possible risks and prepare solutions. | The FBiH Statistical Institute has developed such a plan and maintains it updated. | prepared such plan. A Global Risk management plan will be developed on the basis of the Entities' inputs. The deadline for adoption is by the Pilot Census. |
| Staff: Secure availability of staff for the preparation and the conduct of the census. Make provision to have enough reserve of enumerators from all ethnic communities residing in the unit of local self-governments. | The Agency obtained the possibility to hire 21 staff in agency, but only this autumn and not only for the census. The two entities statistical institutes deplored that they did not receive additional staff. | No changes. |
| Enumeration: prepare comprehensive manuals for each participant in the census activities, not only describing the assigned tasks but also explain how and when the tasks are to be performed, inputs, deliverables and reporting. Include collection of information on refusals in the enumeration procedure. - Develop a system for monitoring enumeration. | Only two manuals are planned at present, one for methodology and one for field workers, whatever their role (enumerators, instructors, municipal commissions...). This is insufficient to ensure proper acquisition of their duties by all participants. On the basis of the results of the Pilot Census exercise, a more sophisticated and comprehensive system should be developed for monitoring the field-work coverage. | For the Pilot Census are prepared: The "Instructions for enumerators and municipal instructors for the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year" and "Manual on organisation and conducting of the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year". Manual on organisation refers to roles and procedures for all census participants. In addition, for the Census are drafted: - Manual for conducting of the previous Census (before the field enumeration), In responsibility of the Ministry of foreign affairs; - Manual for conducting of the previous Census (before the field enumeration), In the premises of the Ministry of justice; - Manual for conducting of the previous Census (before the field enumeration), in responsibility of the Ministry for defence. |
| Cartography: Preparation of census maps in the areas of the border line between Entities | The accurate definition of the border line between Entities seems not possible in the next future. However, the enumeration could take place also in these areas with enumerators from both Entities. This should be discussed in the recommended inter-institutional group of experts on census mapping, not yet established. It is recommended to prepare an inventory of the populated areas at the border line. | The inter-institutional group consisted of geodetic experts from both entities was established and start its work. The working group have to identify the zone of 100 m around the entity line and all object in the zone that will be the base for delineation of the EAs in this zone. |
| Field organization: The line | The line of responsibilities and line of | |

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| of responsibilities and line of reporting should be clearly stated and explained in the manuals for each participant in census activities. | reporting was discussed but not formally decided. | |
| Collective living quarters: prepare a list of collective living quarters in both Entities, by municipality. | It was confirmed that such a list will be prepared, but no information was given on the methodology. | Lists of collective living quarters with addresses and contacts are prepared in RS and FBiH. |
| Data processing: improve the capacity of the Agency to manage new technologies for data processing through well-organized training programme. | <p>There is a plan for training on SQL server, and OCR. TA of the EU project will probably take care of it (TBC).</p> <p>Currently the setting-up of the IT infrastructure needed for the OCR/IMR process is postponed to mid-July.</p> <p>The consortium that won the tender is composed by Scytl (main), TIS and Ping (a local company). All the developing linked with the OCR/IMR process will be performed by TIS.</p> <p>It is foreseen a backup data entry system for those questionnaires that are damaged or not properly printed but is not yet clear who is going to develop it.</p> | Some of the IT trainings within EUCPH 2 in duration of 2 weeks have started during the SC missions. In the trainings are involved employees of the three statistical institutions. |
| Long-term recommendations (before data processing) | | |
| <p>Users' consultation: identify categories of potential users and organise consultation of the users to determine demand for relevant products and services with suitable format and to adapt a range of products and services to meet current emerging needs.</p> <p>Dissemination: prepare a dissemination plan, considering online dissemination, thematic analytical reports, census atlas and micro data to meet the needs of different types of users.</p> | <p>No update was given on these topics. The SC understands that top priority is not given to these questions but recommend to start planning the development of a strategy and implementations actions. In particular, users can be a strong support in the preparation of the census, and communication strategy should consider including them in target groups.</p> | |

LIST OF MATERIALS RECEIVED FROM RSIS:

1. Risk management strategy for the Census of Population, Households and Dwellings 2013
2. Draft strategy for assessment and quality management of the Census of Population, Households and Dwellings 2013
3. Draft methodology for quality control for the Pilot Census of Population, Households and Dwellings 2012
4. Instructions for review, processing and control of prepared cartographic documents of statistical and enumeration areas for the Census 2013
5. Draft instructions for organisation and implementation of the Pilot Census of Population, Households and Dwellings on the territory of Republika Srpska
6. Draft procedure for selection of enumeration bodies and staff that shall be involved in the Pilot Census of Population, Households and Dwellings 2012 in Republika Srpska
7. Draft monitoring of material flow in the process of the Census of Population in Bosnia and Herzegovina – CMIS
8. Draft list of reports and delivery note on the state of material
9. Draft supplementary forms for the Pilot Census in Republika Srpska
10. Selected enumeration areas for the Pilot Census
11. Distribution list for the Pilot Census of Population, Households and Dwellings on the territory of Republika Srpska
12. Plan of field visits to enumeration areas, for the Pilot Census
13. Field observations concerning cartographic materials for the needs of the Pilot Census of Population
14. Detailed activity plan for preparation of cartographic documents for the needs of the Pilot Census
15. Draft framework plan for the General Census 2013, Republika Srpska Institute of Statistics
16. Activity plan for the Pilot Census 2012, Republika Srpska Institute of Statistics
17. Draft Budget of Republika Srpska, by cost type, in accordance with planned activities for the Pilot Census and for the Census
18. Selected entity instructors for Republika Srpska, by municipality
19. List of collective institutions in Republika Srpska
20. Letter to Public Safety Centres
21. Samples of maps of updated EAs
22. Questionnaire for controlling the quality of the prepared maps (*used by GIS staff in RS*)

LIST OF MATERIALS RECEIVED FROM FOS

1. Samples of maps of updated EAs
2. List of identified risk for successful preparation and conducting of the Population Census in FOS (Updated August 2012)

LIST OF MATERIALS RECEIVED FROM BHAS

1. Communication and outreach strategy for Population and housing census 2013 in Bosnia and Herzegovina
2. EUCEP 2 quarterly report and project activity plan
3. Technical Assistance to Population and Housing Census - Phase II (component, Communication and outreach strategy for developing the media campaign of the census), Document of the public awareness research
4. Presentation on public awareness research results

LIST OF UPDATED MATERIALS DOWNLOADED FROM THE BHAS CENSUS WEB SITE

1. Census questionnaires (in local language and English translation)
2. Instructions for enumerators and municipal instructors for the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year
3. Manual on organisation and conducting of the Pilot Census of Population, Households and Dwellings in Bosnia and Herzegovina, 2012 year