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

Sixth Assessment Report

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Contents

LIST OF ACRONYMS	4
INTRODUCTION AND BACKGROUND	5
EXECUTIVE SUMMARY	7
LESSONS LEARNED FROM THE PILOT CENSUS	8
PROGRESS MADE IN THE PERIOD AFTER THE PILOT CENSUS	10
ASSESSMENT OF THE CENSUS PREPARATION	10
CENSUS BUDGET.....	10
<i>Recommendations</i>	10
CENSUS LAW IMPLEMENTATION	10
<i>Assessment</i>	11
<i>Recommendations</i>	11
CENSUS ORGANISATION.....	11
<i>Assessment and Recommendations</i>	11
CENSUS QUESTIONNAIRES	12
<i>Assessment</i>	12
<i>Recommendations</i>	12
MANUALS: “INSTRUCTIONS FOR ORGANISING AND CONDUCTING THE CENSUS” AND “MANUAL FOR ENUMERATORS AND MUNICIPAL INSTRUCTORS”	12
<i>Recommendations</i>	13
TRAINING MATERIALS	13
CARTOGRAPHY	13

<i>Assessment</i>	13
<i>Recommendations</i>	14
LOGISTIC	14
<i>Assessment</i>	15
<i>Recommendations</i>	15
PUBLIC AWARENESS CAMPAIGN	15
<i>Assessment</i>	16
<i>Recommendations</i>	17
PREPARATORY WORK, LOGISTICS MANAGEMENT SYSTEM.....	18
<i>Assessment</i>	19
<i>Recommendations</i>	19
DATA PROCESSING	19
<i>Census database</i>	19
<i>Assessment</i>	20
<i>Recommendations</i>	20
<i>Assessment</i>	20
<i>Recommendations</i>	21
<i>Assessment</i>	21
<i>Recommendation</i>	21
<i>Assessment</i>	22
<i>Recommendation</i>	22
<i>Assessment</i>	23
<i>Recommendation</i>	23
POST ENUMERATION SURVEY (PES)	23
<i>Assessment</i>	24
<i>Recommendations</i>	24
OVERALL ASSESSMENT AND RECOMMENDATIONS	24
ANNEXES	25
ANNEX 1. AGENDA.....	25
ANNEX 2. CENSUS PREPARATION MILESTONES	29

List of acronyms

BiH	Bosnia and Herzegovina
BHAS	Agency for Statistics of Bosnia and Herzegovina
CoM BiH	Council of Ministers of BiH
CSO	Civil Society Organisation
DB	District Brčko
EA	Enumeration area
FBiH	Federation of Bosnia and Herzegovina
FOS	Federal Office of Statistics
EI	Entity Instructor
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
LFS	Labour force survey
MCC	Municipal Census Commission
MI	Municipal Instructor
PES	Post Enumeration Survey
Q	Question
RS	Republika Srpska
RSIS	Republic Srpska Institute for Statistics
SI	State Instructor
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 15-29.

9. The fourth mission took place between 10 and 29 of October 2012 and was conducted successively by the members of the SC (5 days each, except the senior expert from 10 to 19 of October). The objective of the mission was to observe the conduct of the pilot census in the field. In addition, a team of four observers, composed of Lidija Naumovska, Gabor Rosza, Jean-Paul Sardon and Per Schöning was present during the whole period of the pilot census. Each of them covered several municipalities, in order to observe the pilot census field operations in all the 60 enumeration areas (EAs) sampled in the pilot.

10. The fifth mission took place from 19 to 21 of November 2012 (3 days) and was conducted by one member of the SC, Ms. Katerina Kostadinova-Daskalovska. The objective of the mission was to observe the conduct of the Post enumeration survey (PES) of the Pilot census in the field. The expert covered all 6 EAs (in 6 municipalities) sampled in PES sample in order to observe the PES field operations.

11. The sixth mission took place from 10 to 13 of December 2012 and was conducted by four members of the SC: Mr. Roberto Bianchini, Mr. Bent Noerby Bonde, Ms. Katerina Kostadinova-Daskalovska and Mr. Guido Pieraccini. The objective of the mission was to hear from the Statistical Institutions about the lessons learned from the Pilot Census and to assess whether the preparations are on level that could allow conducting a census in April 2013.

12. The present assessment is based on the information reported during mission 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. The report was prepared by the experts that performed the mission and was finalised by the Senior Census Expert.

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

Executive Summary

14. The mission was conducted seven weeks after the end of the pilot census with the objective to assess the way the statistical institutions would be able to take quick decisions from the analysis of the pilot census and implement on time technical improvements. This would be decisive in determining whether the date of April 2013 for the enumeration could be met. In particular, the SC considered as a major condition that by the beginning of December 2012, questionnaires were revised according to its recommendations, and a detailed plan for census logistics prepared.
15. Whereas the three Statistical Institutions made separate analyses of the Pilot Census, they seem to have drawn the same findings. While the Methodology group planned to hold a two-days' workshop on Lessons learned from the Pilot Census on 17 and 18 December 2012, at the time of the SC mission, the Statistical Institutions did not have a common written report on the Pilot Census nor have held a meeting or a workshop to discuss the lessons learned from the Pilot Census.
16. Based on discussions with the three Statistical Institutions, the SC came up with the following findings:
 - a) Review of the census questionnaires in light of the lessons learned from the pilot census is not yet done. The three Statistical Institutions have their own views and had prepared their own proposals, but no common draft was prepared yet and agreed;
 - b) Consequently, manuals of instructions are not revised accordingly and not yet improved as recommended by the SC in the report on the Pilot Census;
 - c) A census form and clear instructions on enumeration of the BiH citizens residing abroad (in accordance with article 40-42 of the Census Law) was not prepared yet;
 - d) The activities on improvement of the training materials and development of guidelines for trainers have not yet started;
 - e) Cartographic preparations for the full census have been finalised in the Brcko District. In FBiH, they are expected to be concluded by mid-December. In RS it was reported that census maps would be ready by end December. However, it was also reported that orthophotos are available only for 70% of the territory of RS, and that the remaining 30% will be available in January 2013. Census maps for the 30% of the territory not covered by orthophotos will be prepared using cadastral maps, which were already assessed by the SC as not suitable for census operations.
 - f) The recommended inclusion of unique ID codes for addresses on the census maps and census forms, relevant for census coverage, was discussed in RS and FBiH, but no common decision was taken yet.
 - g) The recommended establishment of a systematic mechanism to number, manage and monitor the coverage of dwellings inside buildings, relevant for census coverage, was discussed in RS and FBiH, but no common decision was taken yet.

- h) The recommended technical meeting between entities aimed at discussing and agree how to conduct the enumeration in the areas of the boundary line did not take place.
- i) Procurement for printing of maps and forms has not started, as the exact number of EAs was not known yet. The procurement procedure will need at least 3 months, if there is no contestation of the decision of award of the tender.
- j) The number of EAs resulting from the cartographic preparation is largely exceeding the initially expected number. This will entail higher costs and organizational issues, such as recruiting more enumerators and instructors.
- k) The communication and outreach strategy has not been finalised yet; no media training of management and staff has taken place; there is not capable communication experts within the agency; no active involvement of agency and entities in developing strategy.

17. In addition to the technical preparations, there are still unresolved issues as a result of the diverging interpretations of the census law, the unclear division and level of the budget available. Finally, as regularly pointed out, the coordination among the three statistical institutions is still unsatisfactory and the decision making process is not yet functioning properly.

18. In conclusion, the SC considers that the technical preparations are not at a satisfactory level that could allow conduct a census in April 2013. The SC unanimously strongly recommends a postponement of 6 months minimum (first possible period October 2013). This will give time to the Statistical Institutions to finalize preparations and fix all remaining issues. This will also bring Bosnia and Herzegovina in line with most of the countries that conduct a census no less than one year after the pilot census in order to draw all lessons and implement appropriate modifications of the various components.

19. However, the SC will give a positive assessment for the organization of the Census in October 2013 only if the Statistical Institutions complete the required preparations on time, with satisfactory quality of the deliverables and respect of the deadlines, as reflected in Annex II of the present report.

Lessons learned from the Pilot Census.

20. After the Pilot, each of the three statistical institutions have made its own analyses based on:

- Participation in the Pilot Census field activities
- Observations of the field activities in the Pilot Census
- Reports from the Pilot Census field staff

21. In addition the three institutions did together some analyses of the filled census questionnaires during the preparation of the manual for data entry of the Pilot Census questionnaires.

22. Based on these analyses the three Statistical Institutions expressed during the mission their view about:

- **Shortages and omissions in the Pilot Census organization**
 - Late preparation of service contracts for the field census staff and delayed payment of the expenses and fees (*which at the beginning of the mission were still not paid*). A database with correct information and bank accounts of field census staff was not established at the beginning of the Pilot.
 - Failures in the logistic in delivering and collecting the census material (delayed distribution of the required additional number of census questionnaires, inappropriate collection of the census material after the enumeration);
 - Cases where inappropriate premises were provided for storage for census material.
- **Lack of clarity for some points in the Manual for Census organization**
 - Listed tasks and responsibilities of the census actors without sufficient instructions how to do the work;
 - Missing procedures for performing some tasks.
- **Training**
 - The training teams of each Entity Statistical Institution gave training to the census staff for their respective Entity. Therefore, there was a possibility not to give the same instructions than at the state level;
 - The training materials, including slides presentations, were the same for all participants regardless of their role (for entity instructors, Census commissions of units of local self governments- MCC, for municipal instructors and enumerators);
 - The training material and presentation were lacking practical examples;
 - Different instructions were given about same topics (for example for question on migrations).
- **The Census questionnaires**
 - The formulation and wording of some questions in the questionnaires was not clear enough for the enumerators and /or for respondents.
- **Manual with instructions for enumerators and municipal census instructors**
 - The instructions for some topics are not sufficient and practical examples are lacking.

23. At the time of the SC mission the three Statistical Institutions still did not have a common written report on Pilot Census; neither had they held a meeting or a workshop to discuss the lessons learned from the Pilot Census. As the SC was informed, the Methodology group was planning to hold a two-day workshop on Lessons learned from Pilot Census on 17 and 18 December 2012.

24. Generally, the three Statistical Institutions were very satisfied that the Pilot Census took place and that all aspects were tested, so that they had a chance to see all shortages and omissions in the census methodology and organisation.

Progress made in the period after the Pilot Census

25. In the period between the Pilot Census field activities and the sixth SC mission, the following activities were completed:

- The Pilot Census material was unpacked and census forms organised for the manual data entry;
- Final PES preparations were finalised and PES was conducted in the field;
- Manual checks of Pilot Census material in order to make it ready for data entry;
- The Program - Module for manual data entry was finalised and manual data entry of the Pilot Census data had started on 13 December (expected to be completed by 24 December);
- The hardware for scanning was just delivered to the BHAS and installed on 13 December;
- Each of the three Statistical Institutions made new draft of the census questionnaires with changes mainly in the first questions in the form P-1 (Individual form).
- Continuing activities on cartographic preparations.

Assessment of the census preparation

CENSUS BUDGET

26. BHAS prepared and proposed to the Entities a third drafted financial agreement but the Statistical Institutions did not accept it. No indications are yet formalized from the Fiscal Council even if the Census law state that they should provide a mechanism of allocating the census budget in 60 days after the approval of the Census Law.

27. The budgets for the entities and the state Budget for year 2013 were adopted by entities and BiH authorities by 6 of December. For each statistical institution financial means for the Census are allocated through the respective budgets *i.e.* it is not one common Census Budget. The SC was not provided with more details about financing. However, the Budget management and its distribution were still pointed out by the three Statistical Institutions as unclear and an unsolved problem.

Recommendations

28. It is recommended to re-evaluate the total budget, in light with the findings of the pilot census and the final number of enumeration areas as set by the cartographic preparation. In addition, it is urgent to clarify and formalize the mechanism to allocate the census budget to the Agency and the Statistical Institutes of Entities: kind of expense, control...

CENSUS LAW IMPLEMENTATION

29. There are different interpretations of some provisions of the BiH Census Law by the three Statistical Institutions that result in different type of disputes, in particular regarding the division of duties and responsibilities among Statistical Institutions. Also few provisions in the Census Law of RS that are not defined in the same way as in the BiH Census Law are

considered as not fully in line with the state Census Law and thus are subject of disputes. Those provisions are mainly referring to the duties of MCCs explaining them in more details and in one case adding more competences. The SC had already point out these differences in its third assessment report.

Assessment

30. The partial implementation of BiH Census Law and different opinions and interpretations of the BiH Census Law contribute to poor coordination between the three Statistical Institutions and to inefficient decision-making process.

Recommendations

31. It is recommended the Statistical Institutions to ensure fully compliance with the state Census Law and to overcome the different interpretations of the Census Law and the disputes about RS Census Law through adopting decisions or procedures for the subject matter, or making clear provisions in the Census Methodology. In particular:

- To make clear division of the duties and responsibilities of the three Statistical Institutions;
- To clarify the “common data base” of Census data;
- To define in detail the duties and responsibilities of the MCC and within the MCC, *(for example to divide the organisational and logistics tasks from the methodological and controlling tasks between the MCC members and entity instructors who are considered as MCC members)*;
- To prescribe clear procedures for selection of the census field staff in accordance with article 26, point 4 and 5 (that will ensure the ethnic structure from 1991 and where is not possible at least 50 %);
- To prepare and adopt procedures on how to conduct the enumeration in the areas of the boundary line;
- To prepare and adopt procedures how to conduct the enumeration of the BiH citizens working or residing aboard for more than 12 months in compliance with the Article 40-42 in the BiH Census Law;
- Other issues identified by the three Statistical Institutions.

CENSUS ORGANISATION

32. In the period after the Pilot Census the three Statistical Institutions did not work on activities referring to Census organisation.

Assessment and Recommendations

33. All assessments and recommendations given for the Pilot Census are still valid, including the aforementioned recommendation referring to the implementation of the Census Law, but connected with the Census organisation. The activities on establishment of the MCCs for the Census should start in due time to allow to have established and functioning MCCs at least 2 months before the Census reference day.

CENSUS QUESTIONNAIRES

34. Based on findings obtained from the Pilot Census field activities and report analyses as well as the analyses of the filled census questionnaires during the manual preparations, each of the three Statistical Institutions made a draft of revised census questionnaires with changes mainly in the first questions in the form P-1 (Individual form). The discussions on the three different proposed draft questionnaires were scheduled for the week after the SC mission. The three Statistical Institutions should come up with an harmonized and common draft and then adopt the questionnaires as final. Then manuals of instructions shall be amended accordingly.

Assessment

35. Agreed draft of revised questionnaires was not in place at the time of the SC mission. The analyses made by the three Statistical Institutions and their prepared drafts of the revised census questionnaires are only a starting point for preparing common revised questionnaires.

36. Referring to the enumeration of the household members working or residing abroad for more than 12 months, the drafts of the P-1 (Individual form) prepared by Statistical Institutions, do not have note/ explanation that would guide the enumerator to fill for such persons only the first 7 questions and questions on ethnicity/ nationality, religion and mother tongue (applying the same possibility not to answer the questions on ethnicity/ nationality and religion). In accordance with article 40, paragraph 2 of the BiH Census Law only these questions are to be answered by BiH citizens working or residing abroad for more than 12 months.

Recommendations

37. It is recommended that the revision of the census questionnaires in light of the lessons learned from the pilot census and the recommendations of the SC include the results from the Pilot Census data processing as well.

38. It is recommended to prepare a separate individual form for BiH citizens working or residing abroad for more than 12 months in compliance with the content prescribed in Article 40 paragraph 2 and method of enumeration prescribed in article 40, paragraph 3 and 4.

39. If the Census Methodology provides possibility for household members working or residing abroad for more than 12 months to be enumerated within their households in BiH, then it is recommended to make clear instruction on the Individual form (P-1) which questions are to be answered for such persons (questions that are prescribed in Article 40 paragraph 2).

40. Since the revision includes revision of the first set of question in P-1 form that are crucial for persons' coverage, a test of the revised questionnaires is recommended.

MANUALS: "INSTRUCTIONS FOR ORGANISING AND CONDUCTING THE CENSUS" AND "MANUAL FOR ENUMERATORS AND MUNICIPAL INSTRUCTORS"

41. The three Statistical Institutions have started activities on preparation of the Manuals for the Census, i.e. they have started to revise the manuals used in the Pilot Census in light of the lessons learned from the Pilot Census and recommendations received from the SC.

Assessment

42. At the time of the mission, a draft version of the “Instructions for Organising and Conducting the Census” and of the “Manual for Enumerators and Municipal Instructors for the Census” was not yet prepared.

Recommendations

43. It is recommended to continue the started process of revision of the census Manuals in light of the lessons learned from the pilot census and SC recommendations given so far, including the appropriate updating in accordance with the revision of the census questionnaires and the inclusion of practical examples from the pilot census

TRAINING MATERIALS

44. Work on updating of training materials had not started yet at the time of the mission.

CARTOGRAPHY

Assessment

45. Cartographic preparations for the full census have been finalised in the Brcko District (DB). In FBiH, they are expected to be concluded by mid-December. In RS it was reported that census maps would be ready by the end of December. However, it was also reported that orthophotos were available only for 70% of the territory of RS, and that the remaining 30% would be available in January 2013. Census maps for the 30% of the territory not covered by orthophotos would be prepared using cadastral maps, which were already assessed by the SC as not suitable for census operations.

46. The recommended inclusion of unique ID codes for addresses on the census maps and census forms, relevant for census coverage, (4th SC mission report) was discussed in RS and FBiH. Even though the Geodetic Administration in RS decided to add the ID codes on the maps, the RSIS did not make a final decision to include them on the census forms. In FBiH, was reported that the unique ID codes for addresses will be included on the maps and on the census forms. In any case, no common decision was taken between the two entities on this aspect and no agreed changes on census forms were presented to the SC.

47. The recommended establishment of a systematic mechanism to number, manage and monitor the coverage of dwellings inside buildings, relevant for census coverage, (4th SC mission report) was discussed in RS and FBiH. However, no decision was taken to this regard by the Institutes of Statistics.

48. The recommended technical meeting between entities to discuss and agree on how to conduct the enumeration in the areas of the boundary line between entities did not take place. Entities have a different representation of the boundary line on their maps, and this may create difficulties for census operations in those areas.

49. While in DB the number of EAs was confirmed to be 412, in FBiH and RS the final number of EAs was not defined at the time of the SC mission. From RS was provided an indicative number of EAs between 8,100 and 8,200. In FBiH the estimated number of EAs provided was about 16,000 (it was reported that the number of EAs was defined for 78 municipalities out of 79 at the time of the SC mission). Taking into consideration the figures report-

ed by the Statistical Institutes, the overall number of EAs in BiH would be approximately 24,500, while in the 1991 census the total number was 18,500. Such increase on the number of EAs was not expected if we consider that EAs should contain approximately 100 households, or approximately 80 households in rural areas and approximately 120 households in urban areas. Probably, this happened because at least in some areas, EAs were demarcated not according to the number of households but on the basis of the number of dwellings, including vacant dwellings. The result is that a large number of the demarcated EAs may be without households. This aspect could have important consequences on the organisation of field operations, management of field staff and census materials, selection of staff, training, printing, and would largely increase costs.

Recommendations

50. The preparatory cartographic work should be finalised in both entities by 28 February 2013, and a list of EAs by municipality (EA code, estimated number of households, rural/urban) should be provided to the SC. The SC should assess the GIS census database at the beginning of March 2013 by having access to the GIS database in each entity in order to make a qualitative report on census maps. Census maps should be finalised by 31 March 2013.

51. Unique ID codes of addresses should be reported on the GIS census database and EA maps, and on census forms as already recommended.

52. A common systematic mechanism to number, manage and monitor the coverage of dwellings inside buildings should have been established in both entities by 28 February 2013.

53. A method to conduct the enumeration in the areas of the boundary line between entities should be agreed between RS and FBiH by 28 February 2013. It is expected BHAS will facilitate and coordinate discussions to this aim.

54. It is recommended to investigate the demarcated EAs in order to reduce the overall number of EAs in BiH. This is expected to be completed by the end of February 2013 together with the finalisation of the cartographic preparatory work. It is expected that the outcomes of the analysis of the pilot census will be available by the end of January 2013. The analysis of the difference between the estimated number of households versus the enumerated households by EA, would be useful to define the final number of EAs in BiH.

55. As already recommended, it is expected that a quick map updating will be conducted by enumerators 2-3 weeks prior to the commencement of the general enumeration, in order to verify EA boundaries, to add new buildings and in order to remove from the map buildings not existing anymore at the time of census operations.

LOGISTIC

56. The group for logistic in BHAS was established late, during the Pilot Census. A plan for census logistics was prepared by BHAS taking as census reference date 1st April 2013. However, the plan is not detailed in some parts and not feasible in others due to the short time remaining until April 2013. As previously recommended, field organisation should be well organised in relation to the management of staff and materials, deliver and return of census materials, identification and organisation of census premises in the municipalities, selection

of field staff, establishment of census municipal commissions, training, clear, common and agreed procedures.

57. No exact number of EAs is yet available for the whole BiH. This has an impact on the tender procedure for the printing of the maps, the census materials and the assembly of boxes. A tender procedure takes about 50 days using the shortest procedure. Considering 1st of April as the reference date, material has to be distributed to the municipality by 15th of March 2013. This means that, from the time of the mission, there were 90 days for tendering, printing, assembling and transporting the materials to the field, if no unexpected event occurs.

58. The cartographic preparations cannot provide data on the ethnic structure at the level of EA that is required for estimation of the number and distribution of the census questionnaires according to languages and alphabets.

Assessment

59. The logistic plan prepared by BHAS taking as census reference date 1st April 2013 is not detailed and in some parts not feasible due to the short time remaining until April 2013. Even if the required number of census questionnaires is known and the tender specification is ready, the remaining period till 1st April will be too tight for tendering, printing, assembling and transporting the materials in the field, and thus risky.

60. There is a lack of knowledge regarding tendering procedures. There is no need to know the exact number of documents or number of pages of each document to draft the specifications and call for tender. A minimum and maximum number of document can be specified and price requested by tranche as well as price per page.

Recommendations

61. It is recommended to prepare updated and detailed logistic plan in accordance with the new recommended period of enumeration.

62. It is recommended to plan the distribution of census material from the printing house to the MCCs according to the estimated number of census questionnaires by language and alphabet at municipal level. It is recommended to assemble EA boxes at MCC level, since municipalities are more familiar with the ethnic structure of the population residing in their municipality.

63. The Agency should seek assistance, in the BiH administration or EU Delegation, for preparing call for tender in order to launch the call for tender even if the total number of documents and pages are not precisely known. In addition, options for express re-printing and delivery in case of lost/damage of documents should be provided.

PUBLIC AWARENESS CAMPAIGN

64. There has been no follow-up among the Statistical Institutions since the pilot census to discuss lessons learned, and the Work Group for Communication that was established in the early summer has not met more than once.

65. The communication and outreach strategy has not been finalised yet and there has been no active involvement of the Agency and entities Statistical Institutions in developing the strategy;

66. According to the management of the Agency there are no capable communication experts within the BHAS and there has been no media training of management and staff of any of the three Statistical Institutions.

67. The director of the BHAS has requested but not obtained a full time senior communication expert and a call centre as part of the communication strategy; and none of the three statistical institutions is prepared to proactively counter false accusations or misunderstandings in the media.

68. There has been substantial media coverage before, during and after the pilot census. However, almost all media coverage and the public discourse focused on questions 24-26 regarding ethnicity/nationality, religion and language. One advocacy approach put forward by a number of Civil Society Organisations CSOs is to stress the right of people to refrain from answering question 24-25 and if they answer, to freely allow for all self-perceived ethnic/national and religious groupings. Another advocacy approach put forward by another group of CSOs seeking to convince people to stick to the three national groups – Bosniaks, Serbs and Croats and in particular to convince people to answer Bosniak and not Bosnian or Muslim. The focus on 24-26 makes it very difficult to present the census as a purely technical exercise and constantly raises discussions about the three questions and their formulation.

Assessment

69. It is obvious that the lack of meetings in the joint Work Group and lack of implemented procedures for collaboration in the field of communication and outreach leads to a number of unnecessary problems and conflicts. The BHAS is overall responsible, but there has been no clarification of the still important roles and responsibilities of the entity statistical institutions in dealing with communication and outreach. As a consequence there are no guidelines about spokes functions and messages and no clear procedures on approval and distribution of posters, jingles, adverts etc.

70. It is a problem that the communication and outreach strategy has yet not been finalised. The EUHCR communication expert finds the BHAS irresponsible to requests for meetings, feedback or inputs and the entity statistical institutes not engaging in the development of the strategy. The BHAS and the ESIs deplore a lack of assistance and support to communication and outreach from EUPHCR.

71. The lack of a continued flow of coordination meetings between the three institutions, the lack of appointment of responsible communication staff in the BHAS, and the lack of involvement of the EUHCR communication expertise also slows down training of management and relevant staff.

72. It is a feedback from both the Technical Assistance for communication and from the CSO umbrellas that the BHAS and the ESIs are perceived as very slow in reacting to the public discourse and definitely not offering a proactive involvement to the political and civil society led debate about the 24-26 questions.

73. There have been substantial discussions about the questions 24 to 26. *The Law on Census of Population, Households and Dwellings in Bosnia and Herzegovina in 2013* does not deal with formulation of questions but states in its Article 12 that (1) “Persons referred to in the paragraph 1, Article 11 of this Law, are not obliged to declared their national/ethnic and religious affiliation and the questionnaire shall have an informative note about it.”. It has been difficult for the three statistical institutions to agree on how to formulate these ques-

tions and the SC recommended in its first mission report consider a “strictly open question” “to avoid any risk of bias in the responses when some answers are proposed, but also to not describe some ethnic groups as "others", which may sound disrespectful.” This recommendation was again stressed in the report from the SC second mission including question 26 on mother tongue.

74. It was noted during the pilot census that some groups encourage people to declare in a certain way and in the fourth mission report it was therefore recommended that it must be stressed in the manual and in the training that enumerators have to write exactly what the respondent answers. Some guidance should be given to the enumerator to provide explanation on question 24 to help them sorting out cases in which the respondents have no clear distinctions between citizenship, nationality and ethnicity. The definition of those topics, for example using the CES Recommendations should be included in the enumerator manual. As provided in International Recommendations, it is recommended that the classifications of ethnic groups should be comprehensive and include at the finest level, ethnic groups, self-perceived groups, regional and local groups as well as groups that are usually not considered to be ethnic groups (for example religious groups, groups based on nationality in the sense of citizenship etc.). It is also reminded that classifications at the highest level depend on national conditions and concepts and no internationally comparable classification is recommended.

75. Two major civil society initiatives – **Initiative for Free Declaration** and **It is important to be a Bosniak** that form part of each their umbrella with respectively more than 40 and 30 Civil Society Organisations and Actors involved - both claim to be independent of political parties and have been focusing on 24-26 from each their perspective.

76. **Initiative for Free Declaration** claims organising CSOs across all population groups. Its main purpose is to defend the rights of people to be enumerated exactly as they wish with regards to Nationality/Ethnicity, Religion and Language. The fear of this coalition is that politicians will use the census to classify the population in the three constitutional groups and thereby strengthen divisions within the country along ethnic lines. By letting people refrain from answering questions 24-25 or by letting them providing a multitude of answers reflecting their own perceptions, the census is anticipated to be less of a tool for political use of divisions on ethnicity, religion and language.

77. **It is important to be a Bosniak** is a campaign seeking to avoid splitting the census answers of the Bosniaks –reportedly a term dating 120 years back covering primarily Muslims living in the area – between Bosniaks, Muslims and Bosnians. A key perception is that without a strong Bosniak grouping, Bosniaks, if representing the majority of population in BiH, would lose vis-a-vis Serbs and Croats in the framework of the Dayton Peace Agreement system. The president of the campaign says that should an anticipated stronger representation of Bosniaks be the outcome of the census this would serve as 'stabilising factor' and the group would not request changing constitutional rights.

Recommendations

78. It is recommended that (short term):

- The communication working group meets as soon as possible and in its meeting has discussion with the TA communication expert on the communication and outreach strategy in order to finalise it shortly after the working group meeting through online means of communication.

- The management is as soon as possible offered training on communicating with the public, crisis communication and on dealing with media on sensitive issues related to the census operations.
- Staff will be selected for training in dealing with communication and outreach activities and the training will be carried out as soon as possible.
- A full time senior communication expert is as soon as possible provided through the EUPHC TA or through the State census budget to assist the Agency in building and implementing its communication and outreach procedures.
- The communication and outreach strategy includes proposals for the optimal division of work between the Agency and the entity Institutes in the future communication, provides analytical arguments for how to counter prejudices and misunderstandings particular in relation to 24-26, and stresses the rights of citizens to privacy on the information they give.
- The communication and outreach strategy should stress that it is completely voluntary if respondents will answer question 24 on ethnicity/nationality and question 25 on religion and that nobody is obliged to answer.
- If respondents choose to answer question 24 on ethnicity/nationality they should know that they, in line with international standards, freely can declare exactly how they see themselves – whether it is as part of an ethnic group, self-perceived group, regional and local groups or groups not considered to be ethnic groups like for example religious groups, groups based on nationality in the sense of citizenship etc. This is not about constitutional groups but about people’s own perception. In practical terms it will be written on an open line.
- Regular meetings across the statistical offices and between the offices and the EUPHC TA should take place.

PREPARATORY WORK, LOGISTICS MANAGEMENT SYSTEM

79. The Logistics Management System will allow to store and manage the information related to the EAs, the staff assigned to them, the labelling of the questionnaires with a unique code, the labelling of the boxes for distribution, the tracking of the materials to/from the fields and other logistic information that are crucial for the management of the fieldwork. The Logistics Management System application will consist in a web-application connected to a central database. The System is currently being developed with the support of the PHC TA Project.

80. The main phases that will be managed through the Logistics Management System are:

- Management of the main Census areas (EAs, Instructors Areas, etc.)
- Association of fieldwork staff to their areas
- Box assembly
- Box transportation
- Receipt of the boxes in the municipalities
- Departure of boxes from the municipalities

- Manual entry of the P3 summary data (first page) in the municipalities
- Receipt of the boxes in the processing centre
- Manual entry of the P3 remaining data (other pages) in the processing centre
- Manual checking of the boxes contents
- IMR/ICR
- Coding

81. Barcodes will be adopted for tracking the phases from the assembly to the processing of each box (EA).

82. Before the optical recognition a manual checking of the boxes contents will take place. Indeed the correct identification of each questionnaire is vital for the whole optical recognition procedure, both to ensure that all questionnaires are processed and for retrieving individual questionnaires for correction of the data. The main objective of this phase is to ensure: i) that in each questionnaire the IDs are valid; ii) the consistence between the persons listed in the household questionnaire and the value reported in total number of household members; iii) the consistence between the value in total number of household members and the number of individual questionnaires.

Assessment

83. The System allows storing and managing the different logistics phases and will improve the management of the Census. However, no comprehensive document describes the features of the System as well as the roles and responsibilities of the different actors involved. In addition, specific resources to be adopted in the different phases are not completely defined.

Recommendations

84. Finalize and carefully test the System. Define users and resources for each phase. Produce manuals and training materials for the different users involved in the process.

DATA PROCESSING

Census database

85. The initial idea was that the common census database would be assured through replication of the database from the server installed in the data processing centre in Istocno Sarajevo to the servers of the entities Statistical Institutes.

86. Since August, the servers are procured and are stored in the vendor firm. According to the first idea, each of the entity statistics should take care of one server, install it and provide the conditions for enabling database replication during the data processing.

87. A different option is now under evaluation: all the three servers will be installed in the processing centre located in Istocno Sarajevo and the census database will automatically replicate in each of them. To ensure the access to the common census database during the data processing operations, each of the three servers will be assigned exclusively to one of three Statistical Institutes and a link form each Statistical Institutes to his dedicated server in the processing centre will be provided.

Assessment

88. The opinion of the SC is that both the proposed solutions for the common census database are feasible and efficient. Said that, the SC is more in favour of the second option (see 84) since it will allow simplest procedures for the census database administration and replication.

Recommendations

89. A timely final decision has to be made on the common census database, considering the fact that the entity Statistical Institutes do not have adequate rooms for servers. Moreover, a considerable amount of time will be eventually needed for renting of new server space, for the installation of the server and to provide the links from entities Statistical Institutes to the data processing centre in Istocno Sarajevo.

Data Capture

90. The Data Capture System works in the following way: once the questionnaire forms are scanned, the images are processed and passed to an IMR/ICR subsystem that attempts to infer the contents of the answer. Depending on the confidence of the recognition process, the IMR/ICR system it either accepts the inferred result or rejects it. Once the recognition of a questionnaire is completed the fields in which a rejected character was identified are shown to a Verifier Operator who - looking at the same time to the value recognized and to the related image - has to decide if the value is properly recognized: if not he has to manually correct it. The keyed fields are then merged with the accepted fields and used for the subsequent processes.

91. A backup data entry system was developed with the support of the TA Project to process those questionnaires that are damaged or not properly recognized by the Data Capture System. This manual entry system is actually used to enter the questionnaires of the pilot census.

92. In addition to the above phases, a parallel process will be in place for quality assurance. During this process, a selected group of operators will check field-by-field a fixed percentage of the questionnaires scanned and correct any field that is mistaken. Indicators about the corrections performed on the selected questionnaires will be used to evaluate the data quality of the whole capturing phase.

Assessment

93. Regarding the questionnaire's layout, it should be noticed that the colours used for the pre-coded answer and for the mark boxes may generate some discomfort in reading to the enumerators. The option of adopting less intense colours for the mark boxes, black colour for the pre-coded answers and more evident colour for the skips should be investigated with the data processing company.

94. The structure of the system that will be developed for data capture is outlined and it is expected to be in place by the beginning of January. The system will be tested with the Pilot census questionnaires in the new data processing centre in Sarajevo.

95. For the purpose of monitoring the correctness of the whole data processing phase it is crucial that the system will contain both a copy of the data as originally coming out after the IMR/ICR recognition and after the verification phase. Moreover, the changes made to the

original data after the IMR/ICR recognition should be recorded, together with information on the operator responsible for the change, the date and the phase in which this change is made.

Recommendations

96. The big advance of using IMR/ICR technology is that at any points it is possible to go back to the images and verify if the data are properly acquired. A modern approach to IMR/ICR should include the localization and the verification of the main inconsistencies but only with the purpose of correct mistakes of the recognition process, not with the objective of solving inconsistencies that exist in the paper questionnaires. These inconsistencies should be solved in a second step (data editing and correction). Indeed, controls to make sure that the capture is accurate are in the scope of data capture, but the role of data capture is not to correct inconsistencies that are already in the questionnaire.

97. The success of the Data Capture process depends to a certain extent on the training of the staff involved in the capturing operations. Specific manuals and training sessions should be organized for the different actors involved in the data capture phase: Scanner Operators, Verifiers Operators and Coding operators.

Confidentiality of personal information

98. Personal names are very sensitive data that may lead to the identification of individuals and there is a strong need to preserve them securely. Names should be processed according to strict rules of individual data protection and used only for the essential statistical purposes planned within the census data processing. During the processing of census data, names are needed for two main aims: identify duplicate records and perform the record linkage of the census individual data with the PES records.

99. The measures to ensure that there is no risk of disclosure or misuse of personal names should include the encryption of the data as soon as the data are captured in digital form. In addition, the encrypted data should be kept in separate tables of the Census database and the encryption keys in separate safes. The Personal names should also not be included in any dataset that will be used for the production of the Census results.

Assessment

100. It should be noted that personal names are not the only potentially sensitive variables collected in the census. The combination of the variables on ethnic affiliation, religion and mother tongue should also be considered as being sensitive.

101. At the current stage it seems that the three Statistical Institutions do not have yet elaborated a clear IT strategy for ensuring that there is no risk of disclosure or misuse of personal names and other potentially sensitive variables.

Recommendation

102. Define a detailed strategy to ensure that there is no risk of disclosure or misuse of Personal names and potentially sensitive information collected during the census.

Coding

103. A time-consuming operation in census data processing is the coding of the variables that follow a specific classification. Indeed these classifications are normally quite complex and require some specialized operator to be performed efficiently.

104. The Occupation classification adopted in the census is the international occupation classification ISCO. The Industry classification adopted in the census is the General Industrial Classification of Economic Activities NACE. The industry in which a person is engaged is determined by the main economic activity carried out in the local unit. The Education classification adopted in the census is International Standard Classification of Education ISCED. The ISCED classification has been designed as an instrument suitable for assembling, compiling and presenting educational statistics both within countries and internationally.

105. Concerning the questions on mother tongue, ethnicity affiliation and religion it is to be underlined that a final decision on leaving them completely open or semi pre-coded is not yet taken and that the final decision may require some adjustment of the coding strategy.

Assessment

106. The code to which a person's occupation is classified is determined by the kind of work performed, irrespective of the place in which, or the purpose for which it is performed. Some other complementary information (i.e. years of education, the type of diploma, etc.) may be helpful in specific situations.

107. Coding of Industry can be considerably improved by using the register of enterprises, and their known NACE codes. Respondents may find it easier to report the name of their employer than to describe the principal economic activity of the company. A strategy should be developed to join the name of the enterprises reported in the census questionnaire with the national business register.

108. Despite which will be the final decision concerning the questions on mother tongue, ethnicity affiliation and religion, it should be underlined that a certain amount of work will be necessary to post-code them (or to post-code the modality other specify, in case the semi pre-coded solution would be adopted).

Recommendation

109. A global strategy should be developed on how to perform the coding of the three main international classifications adopted for the census (ISCO, NACE and ISCED). Also an estimation of the timing and of the resources needed for accomplish this result should be produced.

110. Concerning the questions on mother tongue, ethnicity affiliation and religion it is to be underlined that as soon as a final decision will be taken, a coherent IT strategy should be developed. It must be also noted that coding the other specify modalities or the whole set of answers should not affect in a significant way the time and the budget required to accomplish the work. After the coding phase no changes should be allowed to the potential sensitive question as Religion, Ethnicity affiliation and Mother tongue.

111. At a certain stage before the fieldwork will take place, the estimation of the timing and of the resources needed for accomplishing the whole coding process should be verified using the Pilot questionnaires.

Data Editing and data correction

112. When the operation of verification and coding is concluded starts the validation of the questionnaire. Four components are normally considered essential for performing an effective cleaning of the raw data: *definition of the edit rules*; *error localization of categorical*

variables; imputation procedure of categorical variables and imputation procedure of numerical variables.

113. The procedure foreseen by the three Statistical Institutions for the whole data-cleaning phase is the following: if a questionnaire has inconsistencies, the errors will be used to generate a correction request that will be solved by some specialized staff. When all the inconsistencies reported for a specific questionnaire are corrected, the master data will be updated with the corrected data and the System will again perform the validation of the questionnaire. If the questionnaire still has inconsistencies, the errors will be used to generate a new correction request. This operation will be repeated until all the inconsistencies of a specific questionnaire are solved.

114. Other kind of editing activities are related to the relationships pertaining to the family nucleus inside the households, or to the individuals inside a nucleus. These relationships can be very complex, and the resolution of inconsistencies at this level can be very difficult. These kinds of problems cannot be solved neither with the basic imputation techniques, nor with simplistic deterministic programs: it is in general necessary to apply a set of rules that take in account the number of family nucleus inside an household and several characteristics of the individuals inside each family nucleus. Such operation requires the use of special purpose system or to develop ad-hoc complex applications.

Assessment

115. The procedure foreseen by the three Statistical Institutions for the data-cleaning phase seems to leave much discretion to the human intervention of the specialized staff that will manually correct the data. Indeed, manual correction is rarely feasible for censuses, both because of the risk to introduce bias in the data and from the merely timing point of view.

116. The conditions of the procedure for detecting and correcting the inconsistencies are usually specified in specialized applications that perform automatic error localization and imputation based on other information of that person (household/dwelling/building) or of a set of donors.

Recommendation

117. A discussion should be initiated on the opportunity to use more sophisticated statistical methods for data editing and data correction, especially the Fellegi-Holt approach and the related imputation methods.

POST ENUMERATION SURVEY (PES)

118. The PES team started with analyses of the questionnaires filled in the Pilot PES as well with analyses of the field reports. The PES team is aware that the logistic was not really tested as the sample had only 6 EAs. Also the team is aware that the information of the population was not on satisfactory level and that for the Census should be better organised. So far they concluded that few amendments in the questionnaires should be done and the Manual should be completed.

119. The program-module for PES data entry is prepared and data entry is scheduled for the week from 17 to 21 December. The Pilot Census data from the EAs that were selected in the PES sample will be entered at the beginning of the Pilot Census data entry. Thus, the PES team will be able to start with data matching. In January are planned analyses that will be

performed by the three Statistical Institutions. So far, no reconciliation visits are planned in case of substantial differences between Pilot Census and Pilot PES.

120. The PES team plan to finalise the PES questionnaires and Manual until end of February, to finalise the sample design until end of March and to select the EAs in the PES sample after the Census, based on the first Census results.

Assessment

121. The PES activities are on track. Still the finalisation of the PES questionnaires and Manual depends on finalisation of the census questionnaires and manual.

Recommendations

122. It is recommended to prepare the PES questionnaires and Manual for the PES following the Census by making revision of the Pilot PES questionnaires and Manuals in light of the lessons learned from the PES Pilot census, SC recommendations given so far, including the findings that will be obtained in the phases ahead.

123. It is recommended to define in the PES methodology a clear procedure in case of substantial differences between Census and PES data if additional investigations are foreseen (as for example reconciliation visits).

Overall assessment and recommendations

124. The necessary technical preparations that are preconditions for conducting a census in April are not completed. At first place, the census questionnaires and manuals are not finalised, the census cartography is not ready yet and the procurement procedure is not started.

125. Taking into account the level of technical preparations, the SC recommends to postpone the census for 6 months and in that period to carry out timely and adequately all the necessary preparations based on an updated Census activity plan and taking into account all the SC recommendations given so far. The SC emphasizes that only a strict respect of the deadlines given in Annex 2 will enable to conduct a census in October 2013.

ANNEXES

ANNEX 1. AGENDA

AGENDA

Sixth mission of the

International Monitoring Operation Steering Committee

Date: 10 - 14 December 2012

Participants from SC, the experts: Roberto Bianchini; Bent Noerby Bonde, Katerina Kostadinova-Daskalovska and Guido Pieraccini

The focus of the mission are the lessons learned from the Pilot Census and decisions taken in each statistical office. Recommendations given in the last SC report should be a guideline for the discussions and focusing on the problematic areas.

Brief written reports on Agenda items and updated census questionnaires and manuals are expected to be send to the SC members by December 7, 2012

Time	Topic	Place
<u>Sunday, December 9, 2012, Arrival to Zagreb airport and travel to Banja Luka</u>		
<u>Monday, December 10, 2012, Republika Srpska Institute of Statistics (RSIS), Banja Luka</u>		
9:30 – 10:30	Meeting with the Director of the Republika Srpska Institute of Statistics <ul style="list-style-type: none">- Main findings and lessons learned from the Pilot Census and PES; main encountered problems- Decision taken to overcome the problems and to prevent their repetition in the Census- Main issues referring further Census preparation Participants from SC: RB, BNB, KKD, GP	RSIS, Banja Luka
10:30 – 14:30	Meeting with all relevant staff for the Census preparation (methodology, cartography, logistics, data processing, dissemination, communication etc.) <ul style="list-style-type: none">- Main findings and lessons learned from the Pilot Census; main encountered problems- Completed and planned activities to overcome the problems and to prevent their repetition in the Census- Main finding from the Pilot Census referring cartography; state of play of the preparation of the cartography for the Census and expected dates for works completion.- Plan of activities of Census preparation that are of RSIS responsibility (preparations that have to be done prior conducting enumeration in the Census)- State of play of the Census preparations (including overview what was done since Pilot Census) Participants from SC: RB, BNB, KKD, GP	RSIS, Banja Luka
14:30 – 16:00	Lunch	
16:00	Departure to Sarajevo	
<u>Tuesday, December 11, 2012, Agency for Statistics of BiH (BHAS), Sarajevo</u>		

9:00 – 13:00	<p>Meeting with the Director, Deputy directors and Census coordinator of the Agency for Statistics of BiH (BHAS), Sarajevo</p> <ul style="list-style-type: none"> - Main findings and lessons learned from the Pilot Census and PES; main encountered problems - Decision taken to overcome the problems and to prevent their repetition in the Census - Main issues referring further Census preparation - Census Budget and issues referring its functioning and doing payments on time <p>Participants from SC: RB, BNB, KKD, GP</p> <p>BHAS: Mr Zdenko Milinović, Director of the Agency for statistics of BiH Ms Slavka Popović, Deputy Director of the Agency for statistics of BiH Mr Fadil Fatić, Deputy Director of the Agency for statistics of BiH Mr Admir Kulić, BHAS Census coordinator (head in the IT sector)</p>	BHAS, Sarajevo
13:00 – 13:30	<i>Lunch</i>	
13:30 – 15:30	<p>Agency for Statistics of BiH</p> <p>Meeting with Census coordinator and all relevant staff for Census preparation (methodology, cartography, logistics, data processing, dissemination, communication etc.)</p> <ul style="list-style-type: none"> - Brief overview about the completed Pilot Census activities including data processing - Main findings and lessons learned from the Pilot Census; main encountered problems - Completed and planned activities to overcome the problems and to prevent their repetition in the Census (in particular possible changes referring census questionnaires, manual with instructions for enumeration and organizational manual; prepared detailed plan for census logistics, changes in performing activities, for example payments of the expenses etc.) - Plan of activities of Census preparations that have to be done prior conducting enumeration in the Census - State of play of the Census preparations <p>Participants from SC: KKD, GP</p> <p>BHAS</p> <p>Ms Nora Selimović, Head in the demography and social statistics sector Mr Admir Kulić, BHAS Census coordinator (head in the IT sector) Mr Bakir Sujoldžić, Advisor in the demography and social statistics sector Ms Dajana Mitrović, Advisor in the demography and social statistics sector Ms Ivona Bulić, Head in the dissemination sector Mr Sulejman Hasanović, Head in the IT sector Mr Vladimir Mijović, Senior Officer in the demography and social statistics sector</p>	BHAS, Sarajevo
13:30 – 15:30	<p>Meeting with relevant FOS staff for the Census cartography preparation</p> <p>Participants from SC: RB</p>	
11:30 – 13:00	<p>Meeting with representatives for the Initiative for Free Declaration</p> <p>Participants:</p> <p>Valery Perry, Public International Law and Policy Group</p>	Sarajevo

	Four representatives from other NGOs Andrea Battista and Branka Bajic , the EEAS-Sarajevo-Ext, observers	
14.00 – 15.00	Meeting with EUHCR Communication TA Ms. Zinaida Ilaria , Short term communication expert Ms. Maria Dinculescu , Dissemination expert Mr. Victor Dinculescu , Team Leader	BHAS, Sarajevo
16:00 – 18:00	Internal Steering Committee meeting RB, BNB, KKD, GP and Jean Michel Durr (via skype)	BHAS, Sarajevo
	Departure of Roberto Bianchini	

<u>Wednesday, December 12, 2012, Federal Office of Statistics of FBiH (FOS), Sarajevo</u>		
9:00 – 11:00	Meeting with the Director of the Federal Office of Statistics of FBiH - Main findings and lessons learned from the Pilot Census and PES; main encountered problems - Decision taken to overcome the problems and to prevent their repetition in the Census - Main issues referring further Census preparation Participants from SC: BNB, KKD, GP (part of the meeting)	FOS, Sarajevo
10:30 – 12:30	Meeting with relevant BHAS IT staff for the Census data processing Participants from SC: GP	
11.00 – 12.00	Meeting with “It is important to be a Bosniak” Mr. Sejfuwin Tokic , President Andrea Battista , the EEAS-Sarajevo-Ext, observer	
11:00 – 12:30	Meeting with all relevant FOS staff for the Census preparation (methodology, cartography, logistics, data processing, dissemination, communication etc.) - Main findings and lessons learned from the Pilot Census; main encountered problems - Completed and planned activities to overcome the problems and to prevent their repetition in the Census - Main finding from the Pilot Census; state of play of the preparation of the cartography for the Census and expected dates for works completion. - Plan of activities of Census preparation that are of FOS responsibility (preparations that have to be done prior conducting enumeration in the Census) - State of play of the Census preparations (including overview what was done since Pilot Census) Participants from SC: KKD	FOS, Sarajevo
14:30 – 16:00	Tele conference with Management group Participants from SC: KKD	CoE - Sarajevo
14:30 – 15.30	Meeting with news agency FENA Ms. Bisera Didic , Deputy Director FENA Mr. Andrea Battista , the EEAS-Sarajevo-Ext, observer	Sarajevo

Thursday, December 13, 2012, Agency for Statistics of BiH, Sarajevo (Participants from SC, Katerina Kostadinova-Daskalovska)		
	Departure of Bent Noerby Bonde	
9:00 – 11:00	Agency for Statistics of BiH, Meeting with PES team <ul style="list-style-type: none"> - Brief overview of completed activities after field PES, state of play of PES data processing and matching - Main findings and lessons learned from the Pilot Census and PES; main encountered problems; proposals for changes if any - Preparation for PES following the Census Mr Edin Šabanović , assistant director, sector for statistical methodology, standards, planning, quality and coordination Ms Jasna Hadžić , Head in the sector for statistical methodology, standards, planning, quality and coordination Ms Nora Selimović , head in the demography and social statistics sector	BHAS, Sarajevo
11:00 – 12:30	Agency for Statistics of BiH Meeting with Census coordinator and relevant staff for Census preparation: <ul style="list-style-type: none"> - Continuation of discussions on Agenda topics - (loose ends from Tuesday meeting, if any) Ms Nora Selimović , head in the demography and social statistics sector Mr Vladimir Mijović , Senior Officer in the demography and social statistics sector	BHAS, Sarajevo
12:30 – 13:30	Meeting with FOS IT responsible, Mr. Šemso Šurkivić	FOS, Sarajevo
16:00 – 17:30	EU Delegation: Meeting with Mr. Renzo Daviddi, Deputy Head of Delegation	EU Delegation, Sarajevo

Friday, December 14, 2012, Sarajevo Participation of the SC members Katerina Kostadinova-Daskalovska in the IMO MG meeting		
09:00 – 12:30	EU Delegation: <ul style="list-style-type: none"> - Meeting of Mr. Pieter Everaers (Eurostat) with Mr. Renzo Daviddi, Deputy Head of Delegation - Tele conference with the MG 	EU Delegation, Sarajevo
14:30 – 17:00	Meeting of Mr. Pieter Everaers (Eurostat) and Mr. Renzo Daviddi with directors of the Agency for Statistics and Statistical entities	EU Delegation, Sarajevo

Saturday, December 15, 2012, Sarajevo Departure of Ms. Katerina Kostadinova-Daskalovska		
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ANNEX 2. CENSUS PREPARATION MILESTONES

Milestones before the Census day (C-Day) <i>considering enumeration 1-15 October 2013</i>	Date	Weeks remaining before C-Day
Internal organisation for communication among BHAS and entity SI agreed	End Jan.	35
Census Communication and Outreach Strategy finalised and agreed	End Jan.	35
Decision taken on the following topics regarding the implementation of the census law: <ul style="list-style-type: none"> - <i>Roles, duties and responsibilities of the three statistical institutions in the Census</i> - <i>Duties and responsibilities of the MCCs</i> - <i>Establishment, maintenance and ownership of “common data base” of Census data;</i> - <i>Selection of the census field staff in accordance with article 26, point 4 and 5 (that will ensure the ethnic structure from 1991 and where is not possible at least 50 %);</i> - <i>How to conduct the enumeration in the areas of the boundary line;</i> - <i>How to conduct the enumeration of the BiH citizens working or residing aboard for more than 12 months in compliance with the Article 40-42 in the BiH Census Law.</i> 	End Feb.	31
Draft of revised questionnaire based on Pilot Census	End Feb.	31
Training of management and staff on communication carried out	End Feb.	31
Finalized cartographic work and final list of EAs by municipality	End Feb.	31
Financial plan adopted (Art. 38 of the Census Law)	End Feb.	31
Census maps prepared in electronic format	End Mar.	27
Detailed Logistic Plan	End Mar.	27
Contract for Communication Campaign awarded	End Mar.	27
Census reporting system developed	End Mar.	27
Field Test of the revised Census Forms and reporting system	Beg. Apr.	26
Tender specification for printing and distributing census materials adopted	Mid April	25
Tender specification or printing and distributing cartography materials adopted	Mid April	25
Adopted Final Census forms	End April	22
Finalization of Census logistic tool	End April	22

Manual of Instructions revised and adopted	End May	18
Training material revised and adopted	End May	18
IMR/ICR application developed with the final questionnaires	End May	18
State instructor and entity instructors appointed	End June	14
IMR/ICR application tested with real questionnaires	End June	14
Contract for printing and distributing census materials awarded	End June	14
Contract award for printing and distributing cartography documentation awarded	End June	14
Municipal census commission (MCC) established	End July	9
Training census materials printed and distributed	End Aug.	5
PES prepared: questionnaire, methodology, manuals	End Aug	5
Municipal instructors appointed	6 Sept.	3
Enumerators selected (inc. contract signed)	6 Sept.	3
Data capture system operational	6 Sept.	3
Verification and coding phases operational	6 Sept.	3
Census materials for enumeration printed and distributed	13 Sept	2
Cartography documentation for enumeration printed and distributed	13 Sept	2
Fieldwork staff trained	20 Sept	1
Census information campaign carried out	20 Sept	1
Boxes containing census material for enumerators assembled	20 Sept	1
Enumeration (census field data collection)	Oct. 1-15	0
PES sample selection	Mid Oct	-3.00