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

Ninth Assessment Report

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Jean-Michel DURR, Senior expert, SC Team Leader

Katerina KOSTADINOVA-DASKALOVSKA,

Expert

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List of acronyms

BiH	Bosnia and Herzegovina
BHAS	Agency for Statistics of Bosnia and Herzegovina
CoM	Council of Ministers of BiH
CMIS	Central Monitoring Information System
CSO	Civil Society Organisation
DB	District Brčko
EA	Enumeration area
FBiH	Federation of Bosnia and Herzegovina
FOS	Federal Office of Statistics (FBiH)
EI	Entity Instructor
EN	Enumerator
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
SA	Statistical Area
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. Kateri-

na 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 seventh mission took place from 12 to 15 February 2013 and was conducted by one member of the SC, Mr. Roberto Bianchini. The objective of the mission was to assess the situation on the progress of preparation and implementation of the IMO recommendations in the new context of the postponement of the census, with a focus on the achievement of the deadlines regarding cartographic preparations. A second objective was to collect information and materials for a more detailed assessment on the progress of census preparatory activities to be made by all members of the SC in March 2013.

13. The eighth mission was conducted by the complete SC from 18 to 22 March 2013. The objective of the mission was to assess in detail progress made in the preparations with regard to the milestones given after the sixth mission in December 2012, when the SC recommended to postpone the census to October 2013.

14. The ninth and present mission was conducted by two members of the SC, Jean-Michel Durr and Katerina Kostadinova-Daskalovska from 22 to 25 April 2013. The objective of the

mission was to assess the progress made in the preparations with regard to the milestones given in the sixth mission and updated in previous missions.

15. 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. This report was prepared by the two members of the Steering Committee who conducted the mission and was finalised by the Senior Census Expert.

16. 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

17. The focus of the mission was to assess the situation on the progress of census preparation and implementation of the IMO recommendations. Recommendations given in the previous SC reports were a guideline for the discussions, focusing on the problematic areas, and the annex 2 to the last SC report was taken as reference to measure the progress.

18. Important progress has been made in the preparations, thanks to decisions taken on critical issues noted in the previous report as likely to prevent the conduct the census in October 2013. However, some critical issues remain unsolved, and external pressure seems growing on statistical institutions to influence the statistical process, which represents a serious concern.

19. On the basis of the discussions held during the mission with the Statistical Institutions, the main findings are:

- a) The budget has been officially adopted. However, the financial plan concerns only expenditures, and no decisions were taken regarding the sharing of expenses, especially for expenses that cannot be supported entirely by Agency;
- b) The Council of Ministers took the decision to maintain the formulation used in the pilot census for sensitive questions and to include a question on entity citizenship. Questions 24-26: Ethnicity/nationality, Religion and Mother tongue shall be semi-open type of questions, and the enumerator shall not read the modalities to the respondent. These decisions allow finalizing the questionnaire and thus all census material, including manuals and training documents;
- c) The Council of Ministers also decided that codebooks shall be drafted after the enumeration, and the unified database shall contain records of all the answers related to ethnicity, religion and mother tongue;
- d) The RS census law was amended and the provision regarding possibility for MCC to proceed to changes has been removed;
- e) Coordination and cooperation among statistical institutions is still problematic, and there is still no official decision-making procedure. However, coordination is considered as improving by the 2 entity statistical institutions;

- f) Preparations for cartographic work have significantly progressed and are finalised in FBiH and District Brčko. In the RS, the Geodetic Institution completed the preparatory cartographic work using orthophotos on 90 per cent of the territory and 10 per cent using satellite images with a precision of 1 meter. Cartographic work is expected to be completed by mid-May.
- g) On the question of the entity boundary line, a working group composed of representatives of both entity geodetic institutions is working on the basis of preliminary work conducted in FBiH and should come to a delineation operational for the census;
- h) Call for tender for printing and logistics was launched end of April, and opening of bids is planned on 3 June;
- i) In the domain of Communication, nothing has progressed, apart from the selection of the PR Agency. It is strongly recommended to start outreach activities as soon as possible;
- j) Preparations of data processing activities are in general progressing well, and recommendations made in previous reports to clearly separate steps of data capture, coding and editing were taken into consideration. Decisions remain to be taken shortly on the access to individual data with personal information, and on the location of the servers for the replication of census data.

20. In conclusion, the SC observed significant improvements in the technical preparations of the census, thanks to decisions finally taken on critical issues such as the financial plan and the questionnaire. However, little time remains to finalize the materials and have them available in the field, and statistical institutions are urged to expedite preparations. In addition, external pressures are observed to interfere with the statistical process, for example regarding the way ethnicity is recorded. Such pressures may jeopardize the correct conduct of the census. These pressures highlight, even more, the crucial need to start developing strong communication and outreach activities.

Assessment of the census preparation

CENSUS BUDGET

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Financial plan adopted (Art. 38 of the Census Law)	End Feb.	Yes	The 3 directors agreed on financial plan, confirmed by CoM. However, no decisions were taken regarding the sharing in spending (Who will pay what?), especially for expenses that cannot be supported entirely by Agency	5

21. Since last mission, the three directors met in Trebinje on March 27 and approved a financial plan that the Agency proposed later to the Council of Minister (CoM) for approval. The total amount of the census totals 36.783.638 KM, including 27.872.817 KM in 2013. The CoM approved the financial plan on its session of April 3. An important milestone as thus been achieved. However, the financial plan concerns only expenditures, and no decisions were taken regarding the sharing of expenses, especially for expenses that cannot be supported entirely by Agency.

22. BHAS was preparing the application for the EU grant at the time of the mission. It is expected that this grant would cover staff expenditures, such as the payment of enumerators, supervisors, controllers and data processing staff.

Component		2012	2013	2014	2015	Total KM	%
1	Pilot Census	250.337	0	0	0	250.337	0,68%
2	Census preparation	0	2.213.296	793.362	563.092	3.569.751	9,70%
3	Field work	0	20.082.256	1.250.400	0	21.332.656	57,99%
4	Quality control	0	349.440	0	0	349.440	0,95%
5	Equipment	4.328.766	842.564	71.966	29.231	5.272.527	14,33%
6	Printing and logistic	0	2.294.551	0	0	2.294.551	6,24%
7	Transport	0	321.768	0	0	321.768	0,87%
8	Dissemination	3.419	34.124	443.171	100.855	581.569	1,58%
9	Media campaign	0	594.188	342	342	594.872	1,62%
10	Data processing	0	328.800	816.000	0	1.144.800	3,11%
11	Unforeseen expenditures	137.476	811.830	101.257	20.806	1.071.368	2,91%
Total		4.719.998	27.872.817	3.476.498	714.325	36.783.638	100,00%

Recommendations

23. The Fiscal Council shall provide guidance on the sharing of expenses of the financial plan among the three statistical institutions.

CENSUS LAW IMPLEMENTATION

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Roles, duties and responsibilities of the three statistical institutions in the Census.	End Feb.	Not completely	Mainly defined by law, but for example the role of State Instructors is to be clarified.	8

Duties and responsibilities of the MCCs harmonized to the State Census Law in RS	End Feb.	Yes	RS amended its Census law accordingly, removing this provision	8
Establishment, maintenance and ownership of “common data base” of Census data;	End Feb.	No	Still in discussion	8
Ethnic composition of the Census Commissions of the units of local self-government.	End Feb.	Yes	Provision regarding ethnic composition was not included in RS Census Law but applies from State Census law, given the hierarchy of legal texts in the country.	0

24. RS census law was amended during the week of the mission, to update the date of the census enumeration but also to remove the provision related to the role of MCC to "if necessary, give orders that necessary additions and corrections are made". This now corrects the previous contradiction with the State Census Law highlighted in previous reports.

25. Regarding the ethnic composition of the Census Commissions of the units of local self-government staff in Municipalities, the State Census Law (Art. 26. Para. 3) stipulates that "Ethnic composition of the Census Commission of the units of local self-government shall include one representative of the constituent people and others.". RSIS considers that this provision may not be clear (it shall be "at least one representative"), and for this reason did not repeat it in the RS law. However, given the hierarchy of legal texts in the country, the State Law applies. (*ABBR: in the English translation of the State Census Law provided to the SC, the article was written "at least one representative", but it seems that the original text in local language does not include "at least"*).

26. The establishment by the BHAS of a single register of census spatial units (Art. 20 BiH census law) remains an issue of shared understanding. While RSIS stressed that in its mission to set up such an administrative register of spatial units, but the mission of the Geodetic administration, the Agency explained that the purpose of such register was only statistical.

27. The establishment of a common database that will contain all the data from the Census forms (Art. 20 of the State Census Law) is still an unsolved issue regarding its implementation. The options would be: the 3 servers, one for each entity and the Agency one, could be installed in the same room in the data processing centre, with access given to the three SI, or one server could be installed in each entity building. In terms of access, there is no difference and it seems that IT staff of both entities and Agency could agree on a technical solution. Nevertheless, there is still no decision at directors' level.

Recommendations

28. Since the amendment of the RS law, some of the difficulties stressed in previous SC reports are being solved. However, it is recommended that the remaining issues of definition, methodology and content of the register of spatial units as well as the technical solution re-

garding the implementation of the common database need to be solved as soon as possible by the Directors' in a positive way, taking into consideration the urgency for census taking.

MANAGEMENT OF CENSUS PREPARATIONS

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Internal organisation for communication among BHAS and entity SI agreed	End Jan.	No	Still no official decision-making procedure. However, coordination considered as improving by the 2 entity statistical institutions.	12

29. Despite visible improvements, coordination and cooperation remains problematic among the three statistical institutions. Meetings of the three directors are still irregular depending on their availability and willingness to meet. In addition, these meetings have no strict agenda and no systematic review of the timetable and milestones.

30. The involvement of Minister Hadzic in the coordination and his decision to meet the three directors was certainly positive and determinant in helping reaching a consensus. However, FOS considered the involvement of the Council of Ministers in the final decision making as an interference of politics in statistical work.

31. However, the two entity statistical institutions reported improvements in the coordination by the State Agency.

32. The videoconference equipment was installed, but is not yet functional due to some technical problems of IT security. Once installed, it will enable the organisation and the conduction of meetings more easily and conveniently.

Recommendations

33. The SC noted improvement in this domain but continues observing, due to lack of cooperation and commonly agreed decision-making process among the directors that the work of their technical staff remains pending.

34. Once the videoconference system is in place, regular and at least weekly meetings of the three directors shall be organised, with a pre-defined agenda, including systematic review of the timetable. Minutes of the meetings need to be prepared and shared with the census staff and directors.

CENSUS ORGANISATION

Milestone	Date	Done?	Remarks	Nb. of weeks delay
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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 %);	End Feb.	Yes	Dispute about the source to take into consideration. Proposal made by Agency on the basis of final results published by BiH Institute of Statistics. Entities proposed their structure and if difference is less than 10% Agency figures will be accepted. If not the two entities will have to agree on a figure.	8
How to conduct the enumeration in the areas of the boundary line	End Feb.	No	A working group composed of representatives of both entity geodetic institutions is working on the basis of preliminary work conducted in FBiH and should come to a delineation operational for the census.	8
How to conduct the enumeration of the BiH citizens working or residing abroad for more than 12 months in compliance with the Article 40-42 in the BiH Census Law.	End Feb.	Yes	A draft version of Methodology/Instructions that explained how the enumeration should be done and how the questions should be answered was prepared. The Methodology/ Instructions is to be finalized end of May.	8

35. BHAS, FOS and RS were working on estimation of the number of required field staff in accordance with article 26, point 4 and 5 of the Census Law (that should ensure the ethnic structure from 1991 and where is not possible at least 50 %). The raised issue about the validity of the 1991 Census (which data should be used, preliminary or final results) still exists.

36. The estimations made by BHAS, FOS and RSIS about the number of required enumerators by ethnicity differ. As SC was told, the differences might be because of different calculations applied in the municipalities along the entity line, in cases where a settlement place is divided by the entity line, or a municipality had split since 1991. BHAS made the estimation based on the final results published by BiH institute of statistics (published in 1993). As the SC was told, if the difference among the entities proposed structure and BHAS proposed structure is less than 10%, BHAS figures will be accepted. If not, the two entities will have to agree on a figure.

37. A working group composed of representatives of both entity geodetic institutions is working on identifying the entity zone (area along the entity line) and objects in the zone. The works are on the basis of preliminary work conducted in FBiH (referring the identification of the entity line) and should come to delineation operational for the census. As geodetic experts stated, the estimated number of buildings and households in the zone along the entity line is about 500 in each entity. It means it is about 1000 household in total and 3100 people (calculated with average household size of 3.11 members). Still, no procedure was prepared on how to conduct the enumeration in the areas of the boundary line.

38. The organisation of the enumeration of the BiH citizens working or residing abroad for more than 12 months in compliance with the Article 40-42 in the BiH Census Law is defined (description of the state and assessment are given this Report in the part referring Census Methodology and Manual of instructions).

39. At its eighth mission, the SC was told that the entity statistical institutions agreed that BHAS staff appointed as state instructors would be included in the census in the entities with the same role as entity instructors (instructors appointed by FOS and RSIS). The state instructors would have the role of the entity instructors in municipalities that needs more than one instructor. However, during this mission, the SC was told that FOS and RSIS did not agree with this option.

Assessment

40. BHAS, FOS and RS have no common view on the source to take into consideration for the determination of the ethnic composition of municipalities. Estimations on the number of the required enumerators according to ethnicity by municipalities produced by BHAS, FOS and RSIS do not match. However, the source of the differences might be as well the different method used for calculation (in regard to the split settlement places along the entity line).

41. BHAS, FOS and RS have no common view on the potential participation of the BHAS staff as entity instructors in the census in FBiH and RS.

Recommendations

42. The SC reaffirms its recommendation to determine an agreed procedure to conduct census enumeration in the areas along the entity boundary line.

43. Decisions on the required number of enumerators by ethnicity shall be made by the end of June.

44. The SC cannot advice on the role of the BHAS staff. It is up to BHAS, FOS and RSIS to reach a common decision, based on the role of the BHAS in the statistical system of BiH and the duties and responsibilities of BHAS in the Census in accordance with the Census Law. Any decision should be made timely in order to ensure recourse planning and training in case of engagement.

CENSUS QUESTIONNAIRES

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Draft of revised questionnaire based on Pilot Census	End Feb.	Yes	Council of Ministers on its session held on 16 April 2013 agreed for the semi-opened formulation of Q 24, 25 and 26 as it was in the Pilot Census and in Q19 to add non-mandatory modality on entity citizenship.	8
Field Test of the revised Census Forms	Beg. Apr.	No	No plans to do it, too late anyway	-
Adopted final Census forms	End Apr.	Yes	Decision taken by the Council of Ministers on 16 April 2013, was confirmed with adoption of the Session minutes of the 25 April 2013. The layout of the Q19 was approved as well.	0

45. Based on conclusions of the Council of Ministers at its session held on 28 February 2013, BHAS had prepared a proposal formulation of the question 19 related to citizenship, question 24 on ethnicity, question 25 on religion and question 26 on mother tongue. The Council of Ministers at its session held on 16 April 2013 had a discussion on the draft versions of mentioned questions and has adopted the following conclusions:

- Question 19: Citizenship, beside the previously harmonized modalities (Bosnia and Herzegovina, BiH and other country, other country and without citizenship), shall also contain modality for entity citizenship;
- Questions 24-26: Ethnicity/nationality, Religion and Mother tongue shall be semi-open type of questions, and the enumerator shall not read the modalities to the respondent;
- Codebooks shall be drafted after the enumeration, and the unified database will contain records of all the answers.

46. Added modality on entity citizenship in question 19. Citizenship will enable the persons who wish to do so to give an answer on their entity citizenship. Answering the question on entity citizenship should be voluntary but answering the question on state citizenship is mandatory. BHAS was tasked to submit a technical proposal on the formulation of the question.

47. The decisions taken on 16 April 2013 were confirmed by the Council of Ministers during its session held 25 April, with adoption of the minutes from the last (46) session. In addition, the CoM adopted the technical proposal for the layout of the question 19 related to citizenship .

48. The three statistical institutions agreed on inclusion of unique ID codes for building on census forms, relevant for census coverage, placed it in the census questionnaires after the complete address (street, building number, supplement of the house number, building number entrance and flat number).

Street:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																															
House number:	<input type="text"/> <input type="text"/> <input type="text"/>			Supplement to the house number:	<input type="text"/> <input type="text"/>		Building number entrance:	<input type="text"/> <input type="text"/>		Flat number:	<input type="text"/> <input type="text"/> <input type="text"/>																					

49. As reported the previous mission, there are no plans for field test of the revised Census forms. Actually, there is no more time for testing, as the statistical institutions did not agree on a unique version of the revised questionnaire on the end of February as given as milestone in the timetable.

50. Once the decision of the census forms content is done, the census form can be technically arranged within 2 weeks. BHAS is making the technical design (in Corel draw) and the Agency for OCR/ ICR data capture and processing is checking that the layouts are satisfactory for scanning purpose. The remaining work is related to translation of the census forms in total 21 languages: the three constitutional languages, 17 languages spoken by minorities living in BiH and in English. The translation and proofreading should be done within one month. The final layout ready for print should be ready beginning of June. Any delay of these activities can jeopardise the conducting census in October 2013.

51. In accordance with the Census Law a separate individual form for the enumeration of BiH citizens residing abroad for more than 12 months was prepared. The questionnaire includes all mandatory questions as prescribed in article 40: name and surname, personal identification number, municipality of residence, ethnic/national affiliation, religion, mother tongue, country in which the person resides, the reason and length of their residence abroad. In addition in the questionnaire are added: sex, address of residence in BiH; settlement, municipality and state of residence during 1991 Census; highest level of completed education (answered only by persons born before 01/10/1998); and school attendance.

52. The Census Methodology provides the possibility for household members working or residing abroad for more than 12 months, to be enumerated within their households in BiH. The same Individual form (P-1) will be used for them as for resident population. The reason is that the Census law has no provision for using separate form within the country. In addition, even if there was the possibility to use a separate form it will be difficult to estimate the required total number of such forms and number by municipalities.

53. The latest version of the questionnaire P-1 and the Census Methodology are drafted asking all the questions in P-1 for those persons. The reason is that there are already too many skips and explanation in the questionnaire P-1, so that adding more could make the form very complicated.

Assessment

54. BHAS has to update the P-1 form in accordance and send it to the entity statistical offices. The content of the Census forms P1 and P2 can be considered as final. The remaining work on finalisation of the Census forms is a technical one: finalisation of the technical design, translation in 21 languages and preparation of the final layouts for printing. All these activities are expected to be finalised in 1.5 month.

55. The content of the separate individual form for BiH citizens residing abroad for more than 12 months is in accordance with the article 40 in the Census Law. The additional question (sex, address of residence in BiH; settlement, municipality and state of residence during 1991 Census) are useful for persons' identification and data on highest level of completed

education and school attendance will provide more information about the profile of BiH citizens residing abroad.

56. For enumeration of household members residing abroad for more than 12 months, to be enumerated within their households in BiH will be used the same Individual form (P-1) as for resident population. Asking all questions in P-1 for household members residing abroad for more than 12 months will be time consuming for the enumerator and, on the other hand, will not be possible to obtain responses to all questions or at least the obtained answers will not be accurate. Adding new skips and explanation in the questionnaire P-1 can make the form more complicated and from the other hand can postpone the finalisation of the P-1 form. Taking this all into consideration, for household members working or residing abroad for more than 12 months, it is possible at least to stop after question 31, and not to ask questions 32 -45.

Recommendations

57. It is recommended to BHAS to update the P-1 Form in accordance with the solution decided by the Council of Ministers by end of April. Any failure in adopting the census form by end of April and the final layout of the census form by end of May can jeopardize the conducting of the Census in October.

58. It is recommended to implement a strict procedure for question on ethnicity, religion and mother tongue. Enumerators should read the title of the questions and wait for the answer. If the answer fits into one of the box under the open line, they would tick the corresponding box, and in **any other case**, they should record the exact answer in the open line, without proceeding to any grouping or other interpretation.

59. It is recommended to BHAS to adopt as soon as possible the separate individual form for BiH citizens residing abroad for more than 12 months that will allow the finalisation of the Manual and the start of preparation of the required application for data capture.

60. When using the P-1 form for enumeration of household members residing abroad for more than 12 months, it is recommended not to ask questions 32-45. Before the section on Economic activity, it is recommended to add an explanation such as “The enumeration is completed for household members - BiH citizens- residing abroad for more than 12 months”.

MANUALS OF INSTRUCTIONS

Milestone	Date	Done?	Remarks	Nb. of weeks de- lay
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Manuals of Instructions revised and adopted	End May	No	Almost completed, remaining to update the parts referring Q 19, 24, 25 and 26; to include final questionnaires and to solved few organizational aspects.	0
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61. Since the last SC mission, the methodology group had two working meetings when the Census Methodology was reviewed in details. Some questions were raised by staff of FOS about the definition of temporally present persons in BiH that shown some misunderstanding of the definition of place of usual residence.

62. Some examples based on the findings from the Pilot Census were introduced in the “Manual for enumerators and municipal instructors”. The part regarding the questions 19, 24, 25 and 26 was already updated based on the decision of the Council of Ministers from 16 April. The finalization of the manual will be done after the confirmation of the Council of Ministers’ decision and adoption of the final content and layout of the questionnaires. According to the plan it is to be done within 15 days after providing final layout of the questionnaires, then the proofreading and finalization for printing are to be done within a month.

63. In regard to the “Manual for Organization and conducting of the Census”, a question was raised whether to introduce a procedure to allow persons that were not present during the enumeration in their households (thus did not give data personally), to have right to check their individual forms later. The topic was discussed from several aspects. Such possibility is not prescribed in the Census law, but also there is no provision that prevents it. From organizational point such possibility can cause pressure on the work in the Municipal Census Commission (MCC), the persons can ask corrections in the census material, possible delay in completing the field work, sealing the census material and delivering to the Central place for data processing.

64. The Manual for conducting enumeration of the persons serving sentence in prisons in BiH was drafted and sent to the entity statistical offices. Since the state Ministry of justice has no jurisdiction on entity ministries of justice, FOS and FSIS should send the draft version of the Manual for opinion to their respective Ministries of Justice. The deadline for feedback to BHAS is 3 May or the latest 10 May.

65. A draft version of the Methodology/Manual on organisation of the enumeration of the BiH citizens residing abroad for more than 12 months in compliance with the Article 40-42 in the BiH Census Law is being prepared. The draft covers instructions on filling the questions included in the Enumeration form for abroad titled as P-1IN (IN is abbreviation for “in-ostranstvo” that means abroad). According to the Methodology, the forms P-1IN will be available at the BHAS web site (www.bhas.ba). BiH citizens residing abroad wishing to be enumerated should download the form, print it, fill it and send to the address of the MCC of the municipality where is their place of residence in BiH.

66. The three statistical institutions agreed on what document should be sent to which participants. The final list of documentation and distribution list were used for tender specification for printing and transportation of the census materials.

67. The methodologists are planning to set up a Methodology Group during the Census in the Central place for data processing. The group will consist of methodologist from BHAS, FOS and RSIS, and will be responsible to receive questions from the field and give answers. All questions and answers will be currently distributing to all instructors in the field.

Assessment

68. The preparations of updated Methodology and Manuals are in progress. According to present state and statements of the team the Methodology and Manuals can be prepared in accordance with the planned deadline. The remaining organisational issue to be addressed is whether to allow the persons that were not present during the enumeration in their households (did not gave data personally), to have right to check their individual forms later.

69. The draft version of the Manual on organisation of the enumeration of the BiH citizens residing abroad for more than 12 months in compliance with the Article 40-42 in the BiH Census Law is prepared. The Manual includes instructions on filling the questions included in the Enumeration form for abroad titled as P-1IN. The explanations on “place of residence in BiH” and “duration of residence (stay) abroad” are not specific enough. The questions 10 and 11 on education should be adjusted for the purpose of this Manual (i.e. to delete the text referring skips that applied only to the complete P-1 form).

Recommendations

70. It is recommended to finalise the 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 finally adopted census questionnaires and examples from the pilot census.

71. It is advised to the methodology group to check the BiH legislation whether the citizens have the right to have insight in their administrative data and whether they have a right to ask for correction. That can help making the decision whether to allow the persons that were not present during the enumeration in their households (did not gave data personally), to have the right to check their individual forms later.

72. In the Manual on organisation of the enumeration of the BiH citizens residing abroad for more than 12 months it is recommended to give more precise explanations about the “address of residence in BiH”: whether the address refers to the latest address of the person when residing in BiH, or the address of the person's legal residence in BiH or the address where the person owns a dwelling in BiH. If more options are possible, all should be elaborated and supported with examples. Also more precise explanation should be given about “duration of residence (stay) abroad” (explaining for example that holidays visits in BiH are not interrupting the duration of the stay abroad). The explanations for questions 10 and 11 on education should be adjusted for the purpose of this Manual (i.e. to delete the text referring skips that applied only to the complete P-1 form).

73. In addition, BHAS should describe how data collected on citizens residing abroad for more than 12 months will be processed and disseminated.

PLANS FOR TRAINING AND TRAINING MATERIALS

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Training material revised and adopted	End May	No	Deadline for finalization in the Agency timetable is Mid July	0
Training census materials printed and distributed	End Aug.	No		0

74. In accordance with the updated plans for training, each training team will consist of 6 persons taking into account that each team will have an expert on demography, construction, cartography and agriculture. The EUPHC Project was asked to provide a place where the 5 teams (30) persons can have a preparatory workshop (trainer of trainers) on how to deliver the training and to exchange the experience. Such workshop is very important taking into account that most of the staff has neither census nor trainers experience.

75. The methodologist in BHAS have started some minor works on updating and preparing slides notes (word text accompanying the slides) in order to ensure that all trainers will speak the same voice during the trainings. Practical examples of enumeration will be included in the training.

76. The training for enumerators will be attended by all selected candidates (the required number of enumerators plus 20 % reserve). A test for the candidates that should serve as a base for selection of the enumerators is scheduled the last day of the training.

Assessment

77. Updating of the training materials has started at a slow pace. In accordance with the Census activity plan the training preparation it should be finalised by mid-July. Such schedule is due to the priority given to the activities of finalisation of the census forms and census methodology and manual of instructions that are requisite for finalisation of the training materials.

Recommendations

78. The SC supports the idea of having preparatory workshop for the training teams.

79. It is recommended to start with the updating of the training materials as soon as possible in order to finalise the activities in accordance with the Census activity plan.

CARTOGRAPHY

Milestone	Date	Done?	Remarks	Nb. of weeks delay
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Finalised cartographic work and final list of EAs by municipality	End Feb.	Done in FBiH and DB, almost finalised in RS	Work is completed in FBiH and District Brcko. In RS, will be finalised by mid-May: 75% using final orthophotos, 15% using draft orthophotos and 10% using satellite images.	8
Establishment by the BHAS of a single register of census spatial units (Art. 20 BiH census law)	End Feb.	No	The methodology to establish the register was recently updated by the Agency and sent to Entity Statistical Institutions.	8
Census maps prepared in electronic format	End Mar.	Almost	Census maps ready in FBiH, and by mid-May in RS	3

80. Preparations for cartographic work have significantly progressed since last mission. In FBiH the outsourced companies jointly with the Geodetic Institution have completed work and the FOS performed a quality control on the GIS database and on the census maps. A first set of maps has been printed.

81. In the RS, the Geodetic Institution completed the preparatory cartographic work as such. Firstly, 75% of the territory was covered using final orthophotos made available in the framework of the EU funded project “Spatial information services for BiH - phase 2: digital orthophoto maps”. Secondly, 15% was covered using draft orthophotos provided by the same project. The Geodetic Institution carried out some computational procedures to correct some defects of these drafts. The remaining 10 per cent was covered using satellite images with a precision of 1 meter. In terms of municipalities, 51 municipalities are entirely covered by recent orthophotos, 6 municipalities by satellite images, and 5 using both sources, out of which 2 predominantly orthophotos and 3 satellite images.

82. All maps will be delivered to the RSIS by the end of April for validation. At the time of the mission, about 50 per cent of the total EA census maps had been validated and RSIS reinforced the staff assigned to this task to finalize validation by mid-May. The RS Geodetic Institution had proposed to postpone one month the delivery of maps in order to be able to complete the cartographic preparation using orthophotos, but this was not accepted by the BHAS and the end of April deadline was maintained.

83. Since the last mission, the overall number of demarcated EAs was not modified: 24,394 in BiH, 15,779 in FBiH, 8,161 in RS, and 454 in Brcko District.

84. The unique ID code of each address or building reported on the maps will be included on P2 and P3 forms, right after the address fields.

85. The BHAS updated the methodology developed in the document “Study on technology for production of cartographic documentation for 2011 census” for the establishment of a register of spatial units as stated in the BiH census law and sent it to the Entity Statistical Institutions the last day of the mission. There is still no common understanding of the content and purpose of such register. However, the RS Geodetic Institution expressed its availability

to provide a list and codes of the spatial units without the electronic files showing their boundaries. The FOS expressed his willingness to transmit to the BHAS the list, codes and boundaries of the spatial units on the basis of a common agreement with the RS entity.

86. Progress was made regarding the issue of boundary line between entities. A working group composed of representatives of both entity geodetic institutions is working on the basis of preliminary work conducted in FBiH and should come up with a delineation operational for the census.

Recommendations

87. The three statistical institutions should have taken a decision for the implementation of a common register of spatial units by the end of March 2013. As a minimum requirement, the register should include names, codes and electronic files in GIS format of municipalities, EAs and buildings.

88. It is recommended to finalize the work initiated on the delineation of EAs around the boundary line between entities, to ensure full and un-duplicate enumeration.

LOGISTICS

Milestones	Date	Done?	Remarks	Nb. of weeks delay
Detailed Logistic Plan	End March	Most parts completed	Most of the part completed. Organised as procedures for each participant and workflow of materials. Logistics for training still to be developed.	0
Tender specification for printing and distributing census materials adopted	End Feb.	Yes	Call for tender published on April 24. Companies have 40 days to bid	8

89. The tender documentation for printing and transportation of the census materials was prepared and harmonized with the specifications from FOS and RSIS. Call for tender was published on April 24. Tenderers have 40 days to bid. The opening of the bids is scheduled for 3 June. The evaluation, selection and period for appeals should finish by the end of June. The BHAS had contacted the BiH institutions responsible for regulation of tendering procedures in order to ask shorter procedure for appeals (if there will be any). In general, the planned deadlines can be achieved (with only few days delay). In case of census postponement, the procedure can be canceled within 40 days without expenditures.

90. Also, on 24 April, a public call was announced to the firms that wish to offer the premises for data processing in East Sarajevo. The firms interested in bidding should take documentation till 30 April and submit application till 20 May. A public call for the tender was announced on 24 April.

91. At the beginning of April, the logistic group had a meeting. All eight procedures for census logistics were finalised. The procedures define the eight steps starting from packing the census materials in the printing house up to the final step of receiving the census form from scanning room and storing in the central place. Two distribution plans were prepared as well, one for the material distribution from the printing house to municipalities and the other from municipalities to Central place for data processing in East Sarajevo. By the end of April, the logistic group is expected to prepare a more detailed plan for distribution on EA level in accordance with a prepared template. Till end of May, all data should be entered in a database that should be provided to the selected company and to all municipalities. The prepared data will be entered in CMIS, in the *Logistic monitoring module* that is supposed to permit tracking the status of the material from box assembly to processing.

92. A detail logistic plan as an integral document is not prepared. But, most of the parts are completed. The logistic group is preparing one base document on workflow of materials that will explain the workflow of the census material and each of the procedures. Logistics for training is still to be developed.

Assessment

93. The logistic activities are progressing: the procedures for census logistics were completed, the specifications for the tender were finalised and the two tenders were published.

Recommendations

94. It is recommended to go on with activities in accordance with the timetable. Any failure in achieving deadlines can jeopardize the conduct of the Census in October.

COMMUNICATION AND OUTREACH CAMPAIGN

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Census Communication and Outreach Strategy agreed	End January	No	Final strategy will be updated with the implementing company	12
Internal organisation on communication agreed	End January	No	Nothing has been done till now – neither by Agency nor by EU-HCPR 2	12
Management and communication staff trained	End January	No	Now planned to end of May. Consultant selected.	12
Contract for Communication Campaign awarded	End March	No	Company selected, contract expected to be signed last week of April	4
Census information campaign carried out	20 Sept	No	Contract will be signed with external company	0

95. The Public Relation-company (PR) that will carry out the communication campaign before the census has been selected and the contract should be signed by the end of April. However, the statistical institutions were not yet informed about the name of the company. The draft Communication and Outreach Strategy will then be finalised by the company, in coordination with the statistical institutions.

96. No meetings have been conducted since August 2012 in the work group for communication and the communication responsible persons in the entity SIs still feel left alone.

97. Media training of the management of the three statistical institutions has been postponed to the second fortnight of May. A consultant has been selected to conduct this training.

98. The slogan and the graphical logo, including graphical and textual components, have been approved by the three statistical institutions and the CoM.

99. The census website has been developed by a company and will open by the end of May. The website will be managed by BHAS with inputs from the entity SI.

100. Several articles in the media questioned the preparations of the census and the handling by the State Agency of issues related to sensitive questions.

Recommendations

101. It is recommended to involve as soon as possible the selected PR company to finalise the communication and outreach strategy. Outreach operations should start immediately, with an emphasis on media relation and contacts with leaders of ethnic and religious groups at the local community level, in order to create a favourable context to the census.

102. It is recommended to the Agency to adopt a more pro-active attitude towards the media, to provide necessary information and mitigate the impact of critical articles.

LOGISTICS MANAGEMENT (CENTRAL MONITORING INFORMATION SYSTEM)

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Central Monitoring Information System (CMIS) developed	End Mar.	No	Mid June first version, final version end of July.	4

103. The Central Monitoring Information System (CMIS) will allow to store and to manage the information related to the EAs, the staff assigned to them and their contracts, the labelling of the questionnaires and boxes with a unique barcode, the tracking of the materials to/from the field and other logistic information that are crucial for the management of the fieldwork.

104. Several components were already developed, and a first version of the system should be developed by mid-June, and then tested during 2 weeks. The final version is expected to be operational by mid-July.

Recommendations

105. The SC expresses concerns that the date of mid-July to deliver the system fully operational will not allow any delay. The CMIS is a key for the preparation of the enumeration, and should be ready before, to allow training. It is strongly recommended to put strong efforts on the development to allow enough time for testing and bug fixing.

106. Categories of users and corresponding roles should be clearly defined for each phase.

107. The CMIS will be used by a large number of users, with probably heterogeneous level of computer literacy. Therefore, training is critical to make sure that every user will be using the system adequately. It is thus strongly recommended to pay special attention to training: developing specific training for each category of users and using practical exercise to make sure that users master the use of the system.

DAILY PROGRESS REPORT SYSTEM (FORMERLY CENSUS REPORTING SYSTEM)

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Daily progress report System developed	End Mar.	No	Specifications expected for Mid-May. Development of application by mid-June	4
Field Test of the Daily Progress Report System	Beg. Apr.	No	No plan for testing questionnaire in the field. Anyway too late now	4

108. Since the last SC mission, there is no significant progress in planning to monitor the progress of the operations during the enumeration phase. The Agency and two entities are still considering acquiring a web based application or to use SMS text message to collect basic information such as number of enumerated population and number of enumerated dwelling by enumeration area.

109. The technical documentation will be prepared by mid-May. A budget of 20,000 KM is envisaged, which allows to go through a light procurement procedure, with only 3 offers needed.

110. Information sent by SMS will be received in the CMIS. The Agency does not expect a lot of development to ensure the interface.

Recommendations

111. The type of information that is needed to be collected via the system should be defined and detailed and instructions developed for the fieldwork staff to properly use the system.

112. Procurement procedure should be initiated quickly to be ready on time. Even if outsourced, the customization to the specific needs of the census might take some time.

113. It is now too late to organise a field test of the revised questionnaire, and thus a test of the reporting system. However, test should be carried out before deployment.

DATA CAPTURE

Milestone	Date	Done?	Remarks	Nb. of weeks delay
E-flow platform developed with the final questionnaires	End May	In progress	Development on track	0
E-flow platform tested with real questionnaires	End June			0
E-flow platform operational	Mid Sept.			0

114. Recommendations formulated during the last mission were taken into consideration and all validation rules were moved from the phase of completion to the phase of data editing and correction, except for range values.

115. The application for capturing first results is now completed and tested, and will be integrated in the CMIS. MCC will enter the data via the Internet. It will be necessary to check that every municipality has access to the Internet.

116. The application for entering the data of the P3 form is also completed and tested. This application will be used during the processing phase.

117. The application for manual entry of data was already developed for the pilot census and will be revised with the new questionnaire. This application is used to capture questionnaires that cannot be scanned, for example crumpled.

118. The EFlow application is under development and being constantly tested. Training for developers was conducted in April. The application is expected to be operational by the end of May. The Agency IT team is in regular contact with the company in charge of the development.

119. Staff of the three statistical institutions have been trained on the E-Flow application to be able to conduct some corrections if needed.

120. 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, completion operators and supervisor operators.

121. Contingency controls that control the hierarchical structure of records are already defined. This phase occurs after scanning of the questionnaires. Controls are run in batch on the complete database, and problems are fixed manually using an application. This application is ready and the first version of controls has been tested.

Assessment

122. The development of data processing system is going well. However, it is not completely clear if the Agency will benefit from technical assistance from the contracting company once the system is ready.

123. There is still no detailed strategy to ensure that there is no risk of disclosure or misuse of personal names and potentially sensitive information, both during the data processing and when cleaned data are available.

Recommendations

124. It is recommended to define a detailed strategy to ensure protection of the confidentiality of data, as described in the previous report.

CODING, DATA EDITING AND DATA CORRECTION

Milestone	Date	Done?	Remarks	Nb. of weeks delay
G-Code application and Logical check application are operational	Mid Sept.			0

125. Coding will be performed using the G-code package developed by the Australian Bureau of Statistics. The contracting company TIS is customizing the package for the BiH census. The application is divided into two modules, one performing automatic coding, and the other for manual coding in case automatic coding failed. The automatic module is operational, and a first version of the application for manual coding is being tested.

126. Regarding the editing phase that comes after data capture, the application to perform logical controls was developed on the model of the one used in Serbia. The application is completed and being tested. Controls are developed by the methodology group. It is considered performing deterministic imputation of lacking values. It is expected to develop 200 or 300 logical controls, but only a few are yet defined. The methodology group did not discuss the possible use of statistical imputation.

Recommendations

127. Recommendation already provided previously to record all answers on questions on ethnicity, religion and mother tongue without any other aggregation than grammatical variations (for example adjective/noun, or masculine/feminine form) is strongly reaffirmed. Dissemination should be made of all possible answers found with their frequency, users making their own aggregation as they wish.

128. The SC warns on the use of deterministic imputation, that is to say correction using always the same value. Except in the case of obvious correction, choosing always the same value for imputation may create disturbance of the statistical distribution, increasing artificially the frequency of this value. The SC reiterates its recommendation to consider statistical

editing. The SC requests the Agency to forward the complete list of controls and correction rules.

POST ENUMERATION SURVEY (PES)

Milestones	Date	Done?	Remarks	Nb. of weeks delay
PES prepared: questionnaire, methodology, manuals	End Aug	No	No plans to change the PES questionnaire. Work on methodology, manuals is going on simultaneously with matching and analyses of Pilot PES data	0
PES sample selection	Mid Oct	No		0

129. Since the last SC mission, the PES working group had a meeting for matching the household and dwellings from the Pilot Census and the Pilot PES. The matching of the dwellings was problematic since the dwellings have no unique ID. The most difficult part was matching of the empty dwellings. Procedures for matching were defined on the fly, during the matching process, as they were not developed before.

130. Based on the SC recommendation, the PES working group is planning to have bigger PES sample, *i.e.* 240 EA (approximately 24,000 households).

131. The working group together with the consultant engaged within the EUCPH project were working on developing the PES activity plan and budget. According to the latest plan, the period for conducting PES is the period from 2 to 10 November. Such scheduling is supposed to allow time for collection of the Census material from the field and its distribution to the Central place for data processing (planned in the period 20-25 October) as well as time for PES staff training.

132. The working group is not expecting changes in the PES questionnaires. Possible change would only be the inclusion of few questions that can serve as identification of individual households residing in collective dwellings. This is still under consideration, since the practice in many countries is to exclude such type of households from the scope of the PES.

133. The next working meeting of the working group together with the consultant is planned for 13 May.

Assessment

134. Progress was made in further activities on matching household and dwellings, updating of the PES activity plan and revision of the plans for sample size and base for its selection.

135. The re-scheduled period of PES conduction, revised sample size and base for its selection can ensure enough time for preparation PES field activities (after the Census field activities) and to ensure conditions for PES independence from Census.

Recommendations

136. All recommendation in regard to preparation of the PES Census Methodology and Publicity campaign given in the last SC Report should be taken into account in the process of further PES preparation.

DATA DISSEMINATION

137. The SC received the dissemination strategy for the census data prepared by the EUPHC TA.

138. Since the last SC mission the working group of dissemination had a meeting in Trebinje. In accordance with the dissemination strategy, the group developed a budget for the dissemination activities.

139. The further planned activities of the group are to work on drafting output tables at state, entity and municipality level. The entities will be responsible for producing tables on the level of settlement, but based on unique set of tables for BiH.

140. For the time being the list of tables already defined is only the one given by Eurostat. The production of these tables, as well as the hypercubes for Eurostat, are under the responsibility of BHAS.

141. A dissemination expert is expected within the EUPHC TA who supports the preparation of the tabulation program (the draft output tables). Also the draft tables for first results will be revised with the expert.

ANNEXES

ANNEX 1. AGENDA

AGENDA

Ninth mission of the

International Monitoring Operation Steering Committee

Date: 22 - 25 April 2013

Monday, April 22, 2013, Republika Srpska Institute for Statistics (RSIS), Banja Luka		
09:00 – 13:30	Meeting with the Director, Deputy Director and Census coordinator of the Republika Srpska Institute for Statistics and meeting with all relevant staff for the Census preparation <ol style="list-style-type: none">1. Radmila Čičković, director2. Radosav Savanović, deputy director3. Bogdana Radić, assistant director, sector for statistics of population, education, social statistics and justice4. Radoslav Latinčić, assistant director, ICT and publishing sector5. Milka Miholjčić, head of population statistics department6. Vladan Sibinović, head of publication databases and statistical publications7. Mladen Marić, head of department for data entry, application development and databases administration8. Rajko Vranješ, senior officer for population censuses and projections9. Dara Petković, senior officer for national population change statistics10. Nataša Dragić, senior officer for register of spatial units and GIS11. Darko Marinković, senior officer for statistical sample and analysis12. Dean Arežina, senior officer for population censuses and projections13. Dragana Mandić, senior officer for migration statistics14. Vanja Vilipić, senior officer for social protection, health and gender15. Gordana Grbić, Head accountant for financial affairs16. Vanja Đuran, Officer for planning and realization of statistical activities	RSIS, Banja Luka
13:30 – 14:30	Lunch break	
14:30-16:30	Meeting with all relevant staff for the Census cartography The names of representatives from RS Geodetic Administration will be later confirmed <ol style="list-style-type: none">1. Radmila Čičković, director2. Radoslav Latinčić, assistant director, ICT and publishing sector3. Milka Miholjčić, head of population statistics department	Premises of the Geodetic Ad- ministration, Banja Luka

	4. Nataša Dragić, senior officer for register of spatial units and GIS	
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Tuesday, April 23, 2013, Institute for Statistics of FBiH (FIS), Sarajevo		
8:30 – 10:00	Meeting with the Director, Deputy Director, Census coordinator and Head for Statistics of Statistics Service in Tuzla Canton of the Institute for Statistics of FBiH <ol style="list-style-type: none"> 1. Hidajeta Bajramović, Director 2. Galiba Karačić, Secretary of FOS 3. Hidajeta Čolović, Assistant Director 4. Mehmed Krajnović, Head for Statistics of Statistics Service in Tuzla Canton 	FIS, Sarajevo
10:00 – 13:00	Meeting with all relevant staff for the Census preparation (methodology, logistics, data processing, dissemination, communication etc.) <ol style="list-style-type: none"> 1. Jasmina Velić, Head of the Department of Population Statistics and Population Register 2. Nusreta Imamović-Kaljanac, Head of the Department of Industry, Construction and Energy Statistics, 3. Sanela Čengić, Head of the Financial Affairs Department 4. Zehra Kaba, Head of the Publishing Department 5. Nermina Ibrišević, Head of the Department of National Accounts Statistics 6. Nermina Sarajkić, Head of Department for Developing of Applications for Data Entry 7. Šemso Šurković, Head of Department of Information Systems and Technical Support 8. Muamera Idrizović, Adviser for Demographic Analysis and Projections 9. Arijana Muhić, Head of the Department of Statistical Methods and Coordination 	FOS, Sarajevo
13:00 – 14:00	Lunch	
14:00 – 16:00	Meeting with all relevant staff for the Census cartography <ol style="list-style-type: none"> 1. Munira Zahiragić, Assistant Director 2. Belmira Hadžiabdić, Head of the Department of GIS and Spatial Unit Register 3. Suada Lokvančić, Special Advisor for the Register of Spatial Units 4. Valentino Vlašić (FGO) 5. Medić Ivan (FGO) 	FIS, Sarajevo

Wednesday, April 24, 2013, Agency for Statistics of BiH, Sarajevo		
8:30 – 13:00	Meeting with the Director, Deputy Director and Census coordinator of the Agency for Statistics of BiH <ol style="list-style-type: none"> 1. Zdenko Milinović, director 2. Slavka Popović, deputy director 3. Fadil Fatić, deputy director 	BHAS, Sarajevo

	4. Admir Kulić, coordinator	
13:00 – 14:00	Lunch break	
14:00 – 16:00	Meeting with all relevant staff for the Census preparation (update of the milestones of the Census preparations) <ul style="list-style-type: none"> 1. Bakir Sujoldžić - Cartography 2. Admir Kulić, Census coordinator - Census organisation 3. Nora Selimović – Census forms and manuals; Training materials 4. Dajana Mitrović – Logistics 5. Ivona Bulić – Communication and outreach strategy 6. Sulejman Hasanović – data processing 7. Edin Šabanović – PES 	BHAS, Sarajevo
16.00 – 16.30	Meeting with EUPHC TA - Progress on the census preparation. Main aspects and issues	BHAS, Sarajevo

Thursday, April 25, 2013, Agency for Statistics of BiH, Sarajevo		
8:30 – 13:00	Continuation with Agency to deepen the subject not treated on Wednesday <ul style="list-style-type: none"> 1. Bakir Sujoldžić - Cartography 2. Admir Kulić, Census coordinator - Census organisation 3. Nora Selimović – Census forms and manuals; Training materials 4. Dajana Mitrović – Logistics 5. Ivona Bulić – Communication and outreach strategy 6. Sulejman Hasanović – data processing 7. Edin Šabanović – PES 	BHAS, Sarajevo
13:00 – 14:00	Lunch break	
14:00-18:00	Continuation with the staff from BHAS	BHAS, Sarajevo
15:00-16:00	Meeting with the EU Delegation (JM Durr)	

ANNEX 2. CENSUS PREPARATION MILESTONES

Milestone	Date	Done?	Remarks	Nb. of weeks delay
Census Communication and Outreach Strategy agreed	End January	No	Final strategy will be updated with the implementing company	12
Internal organisation on communication agreed	End January	No	Nothing has been done till now – neither by Agency nor by EUHCPR 2	12
Management and communication staff trained	End January	No	Now planned to end of May. Consultant selected.	12
Internal organisation for communication among BHAS and entity SI agreed	End Jan.	No	Still no official decision-making procedure. However, coordination considered as improving by the 2 entity statistical institutions.	12
Financial plan adopted (Art. 38 of the Census Law)	End Feb.	Yes	The 3 directors agreed on financial plan, confirmed by CoM. However, no decisions were taken regarding the sharing in spending (Who will pay what?), especially for expenses that cannot be supported entirely by Agency	5
Roles, duties and responsibilities of the three statistical institutions in the Census.	End Feb.	Not completely	Mainly defined by law, but for example the role of State Instructors is to be clarified.	8
Duties and responsibilities of the MCCs harmonized to the State Census Law in RS	End Feb.	Yes	RS amended its Census law accordingly, removing this provision	8
Establishment, maintenance and ownership of “common data base” of Census data;	End Feb.	No	Still in discussion	8
Ethnic composition of the Census Commissions of the units of local self-government.	End Feb.	Yes	Provision regarding ethnic composition was not included in RS Census Law but applies from State Census law, given the hierarchy of legal texts in the country.	0
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 %);	End Feb.	Yes	Dispute about the source to take into consideration. Proposal made by Agency on the basis of final results published by BiH Institute of Statistics. Entities proposed their structure and if difference is less than 10% Agency figures will be accepted. If not the two entities will have to agree on a figure.	8

How to conduct the enumeration in the areas of the boundary line	End Feb.	No	A working group composed of representatives of both entity geodetic institutions is working on the basis of preliminary work conducted in FBiH and should come to a delineation operational for the census.	8
How to conduct the enumeration of the BiH citizens working or residing abroad for more than 12 months in compliance with the Article 40-42 in the BiH Census Law.	End Feb.	Yes	A draft version of Methodology/ Instructions that explained how the enumeration should be done and how the questions should be answered was prepared. The Methodology/ Instructions is to be finalized end of May.	8
Draft of revised questionnaire based on Pilot Census	End Feb.	Yes	Council of Ministers on its session held on 16 April 2013 agreed for the semi-opened formulation of Q 24, 25 and 26 as it was in the Pilot Census and in Q19 to add non-mandatory modality on entity citizenship.	8
Finalised cartographic work and final list of EAs by municipality	End Feb.	Done in FBiH and DB, almost finalised in RS	Work is completed in FBiH and District Breko. In RS, will be finalised by mid-May: 75% using final orthophotos, 15% using draft orthophotos and 10% using satellite images.	8
Establishment by the BHAS of a single register of census spatial units (Art. 20 BiH census law)	End Feb.	No	The methodology to establish the register was recently updated by the Agency and sent to Entity Statistical Institutions.	8
Tender specification for printing and distributing census materials adopted	End Feb.	No	Call for tender published on April 24. Companies have 40 days to bid	8
Census maps prepared in electronic format	End March	Partly	Census maps ready in BiH, and by mid-May in RS	3
Detailed Logistic Plan	End March	Most parts completed	Most of the part completed. Organised as procedures for each participant and workflow of materials. Logistics for training still to be developed.	0
Contract for Communication Campaign awarded	End March	No	Company selected, contract expected to be signed last week of April	4
Central Monitoring Information System (CMIS) developed	End March	No	Mid June first version, final version end of July.	4
Daily progress report System developed	End March	No	Specifications expected for Mid-May. Development of application by mid-June	4

Field Test of the revised Census Forms	Beg. April	No	No plans to do it, too late anyway	-
Field Test of the Daily Progress Reporting system	Beg. April	No	No plan for testing questionnaire in the field. Anyway too late now	4
Adopted Final Census forms	End April	Yes	Decision taken by the Council of Ministers on 16 April 2013, was confirmed with adoption of the Session minutes of the 25 April 2013. The layout of the Q19 was approved as well.	0
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Manuals of Instructions revised and adopted	End May	No	Almost completed, remaining to update the parts referring Q 19, 24, 25 and 26; to include final questionnaires and to solved few organizational aspects.	0
Training material revised and adopted	End May	No	Deadline for finalization in the Agency timetable is Mid July	0
E-flow platform developed with the final questionnaires	End May	In progress	Development on track	0
E-flow platform tested with real questionnaires	End June			0
PES prepared: questionnaire, methodology, manuals	End Aug	No	No plans to change the PES questionnaire. Work on methodology, manuals is going on simultaneously with matching and analyses of Pilot PES data	0
Training census materials printed and distributed	End Aug.	No		0
E-flow platform operational	Mid Sept.			0
G-Code application and Logical check application are operational	Mid Sept.			0
Census information campaign carried out	20 Sept	No	Contract will be signed with external company	0
PES sample selection	Mid Oct	No		0