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Technical Assistance to Population and Housing Census - Phase II

Quarterly Report 2

PERIOD COVERED:
18 July 2012 – 17 October 2012



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Project synopsis

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Contractor	European Union , represented by the European Commission on behalf of and for the account of Bosnia and Herzegovina	
Consultant	Consortium formed by AAM Management Information Consulting Ltd. (AAM) as leader, Kronauer Consulting as consortium member and Hungarian Central Statistical Office , Gallup Organization Europe , Gallup Organization Hungary as capacity providers.	
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1. ABBREVIATIONS AND USED EXPRESSIONS

The table below contains a list of abbreviations, which are included in the document and will be in use during the whole Project.

Abbreviation/Expression	Definition
BD	Brčko District
BHAS	Agency for Statistics of Bosnia and Herzegovina
BI	Integrated Business Intelligence System
BiH	Bosnia and Herzegovina
CMIS	Census Management Information System
Consultant	The provider of services under this contract, AAM Consulting Ltd.
DB	Database
DDS	Data Dissemination Strategy
EA	Enumeration Area – smallest geographical area to be surveyed by one enumerator
EU	European Union
EUD	Delegation of the European Union to Bosnia and Herzegovina
EUPHC	European Union’s Technical Assistance to Population and Housing Census
EUROSTAT	Statistical Office of the European Communities
FBiH	Federation of Bosnia and Herzegovina
FIS	Institute for Statistics of the Federation of Bosnia and Herzegovina
GI	Geodetic Institutes (of entities)
GIS	Geographic Information System
ICT, IT	Information and Communication Technology
IR	Inception Report
JNKE	Junior Non-Key Expert
KE	Key Expert
NKE	Non-Key Experts
NSI	National Statistical Institute
OCR/ICR	Optical Character Recognition/Intelligent Character Recognition
PES	Post Enumeration Survey
PHC	Population and Housing Census
RS	Republika Srpska
RSIS	Institute of Statistics of Republika Srpska
S/W	Software
SC	Steering Committee
SNKE	Senior Non-Key Expert
ST	Study Tour
TA	Technical Assistance
TIS	Software for OCR/ICR application
TL	Team Leader
ToR	Terms of Reference of the project
WG	Working Group



2. EXECUTIVE SUMMARY

The present Second Quarterly Report (QR2) covers the activities and tasks carried out by the Technical assistance Team (hereinafter referred as TA Team) led by AAM in the reporting period between 18.07.2012 – 17.10.2012 for the project “Technical assistance to Population and Housing Census -Phase II.

As defined in the ToR, the overall objective of the project is the institutional strengthening of the statistical institutes in BiH and general improvement of statistics in terms of data quality and quantity. More specifically the purposes of the project is to provide technical assistance for the preparation of the Population and Housing Census in BiH by building institutional capacity at BHAS and the two entity statistical institutes, FIS and RSIS.

During the reporting period the main focus was on the preparation of the Pilot Census taking place during the period of 15-29 October, 2012. The execution of the Pilot Census has just began at the end of the reporting period, consequently detailed experiences and lessons learnt during the Pilot can be reported in the next period. The following report summarizes the preparation activities and contains some preliminary conclusions.

TA team provided technical assistance for the preparation of the Pilot Census as well as for the preparation of the real Census in the following fields: methodology, communication, ICT, cartography and data dissemination. The deliverables/outputs of the components lead to the fulfilment of required ToR purposes, while all activities are interrelated and contribute to reach the required results. In the following activities and results of these fields are summarized for the reported period.

- o **Methodology**

Activities supporting the development of the census methodology are covered by Component 1 and 2. Chapter 3.1 and 3.2 detail the achievements of the reporting period under the first two components.

PHC methodology is still not agreed upon by the three Statistical Institutes therefore the Pilot Census was carried out using the methods and questionnaires in their current state reflecting the partial agreement achieved so far by the Statistical Institutes. The finalization of the methods and questionnaire is still outstanding and requires further effort from the Beneficiaries to reach consensus

After the revision of the Census Questionnaires, the Manual for Enumerators and the Manual for Pilot Census Organization TA Team provided recommendations to the Beneficiaries.

Together with these recommendations, the results of the Public Opinion Survey and Focus Group discussions as well as the recommendations of the IMO mission may serve inputs for further improvements and assists Beneficiaries to establish a common ground of census methodology in all aspects. The findings of the Pilot Census are instrumental in the improvement of the formulation of questions as well as in the determination of resident population and ethno-cultural variables.

TA Team has prepared the inventory of classifications/thesauruses along with additional classifications identified and submitted it to Beneficiaries. This inventory will support both methodology and IT components.

A new activity was introduced to Component 1 to provide first level training for the instructors of the Pilot Census. The training was delivered for 27 trainers by two NKEs and the TL on 19-21 September 2012.

A new Working Group was set up for the “Control and quality of census data”. BHAS has requested to test the PES after the Pilot Census. Therefore TA Team together with this Working Group has started the work on PES methodology, and provided inputs and recommendations through the above mentioned training event. The structure of the Working Groups is updated in Annex 2.



A Study tour on the census management is under preparation. The Study tour will take place on 28 - 30 November 2012 in Republic of Slovakia.

o **Communication activities**

For the successful implementation of the PHC adequate communication is one of the essential factors.

In Component 3, the following main activities were carried out in the reporting period.

- Public Opinion Research and Focus Groups:

Following the proposal of IMO a Public Opinion Research (POR) was conducted on a sample of over 1000 participants from the whole country as well as two rounds of Focus Groups (FGs) with media and NGOs (one in Banja Luka and one in Sarajevo). Reports were delivered on 31 August 2012 and agreed by Beneficiaries. It served as the starting point for designing the Communication and Outreach Strategy for the PHC.

- Communication and Outreach Strategy:

The Communication and Outreach Strategy (COS) was drafted based on the results of the POR and of the FGs with media and NGOs. The document contains the main element of the strategy, a detailed activity plan of promotional products and services and an estimation for the campaign's budget based on a market research. Finalization of the documents is in progress with the involvement of the Beneficiaries, Press office of EUD and IMO expert on communication. Strategy document may be subject of revision in the next reporting period taking into account the experiences of Pilot Census.

- Public Awareness Campaign:

Based on COS the ToR for the implementation of the Public Awareness Campaign (PAC) was revised in consultation with the Beneficiaries. The selection procedure for the services contract for PAC was conducted but during the evaluation phase the procedure was cancelled. A new procedure will be launched in the next reporting period. Due to the immediate necessity to start the campaign for Pilot Census, the EUD approved the development and implementation of possible activities for Pilot, namely preparation and distribution of flyers and broadcasting of radio advertisements.

Flyer to promote Pilot Census among the public was designed but it was not printed and used due to the lack of agreement between the concerned parties.

The radio advertisement was produced in all three official languages of BiH for a duration of 54 seconds and booked for broadcast in a total number of 737 airings in the whole period 15-29 October 2012, at 16 radio stations across the country.

As an important promotional tool with wide access for BiH citizens, a website dedicated to the Population and Housing Census was developed (<http://www.popis2013.ba>). Fine tuning of the website and uploading of documents are in progress in regular consultation with the Beneficiaries. Related activities are reported under ICT support. Communication activities are reported in chapter 3.3.

o **ICT support**

In the previous reporting period the high level definition of the scope was started together with the state of play analysis. In this reporting period the development task continued in line with the general IT development process (see the description of this process in Chapter 3.4.)

After the finalization of the state of play analysis the preparation of the requirements specification for the following software components were developed in consultations with the Beneficiaries:

- Manual Data Entry Application (MDEA), including the application for controls),
- Enumeration Area Database (EA DB),



- Census Website,
- Census Management Information System (CMIS).
- Logical Control Application (LCA) – draft version

The main goal of the requirement specifications above was the deep analysis of the nature of requirements, identification and weight of the alternative possibilities.

In line with the requirement specifications a detailed development project plan was prepared which contains only the ICT development activities. According to this project plan, achievements of ICT supports in this reporting period are as follows:

- preparation of the Technical Specification for Census Website;
- development of the Census Website by using of the Content Management System (CMS) JOOMLA! – open source software, (graphic and functionality, uploading the set of starting documents),
- development of the Manual Data Entry Application (MDEA), presenting the first internal demo,

Conceptual design of applications for Enumeration area database (EA DB) and Census Management Information System (CMIS) are in progress.

o Cartography

Cartography Working Group is established on the Beneficiary side and during the reporting period one meeting was organized at Administration for Geodetic and Real Property Affairs of RS premises. The meeting was lead by BiH Ministry of Civil Affairs. On the meeting the Team Leader was representing the TA Team who has recommended the adoption of work plan and the involvement of statisticians in checking the maps on field, starting with maps of EAs selected for the pilot.

TA Team collected available data on the population by municipality, by entity and BD. Based on statistical data that has been provided by the Beneficiaries the team has made a provisional estimation of number of EAs. The definition of the number of EAs has an ultimate effect on the budget planning of the PHC as it defines the number of enumerators and instructors as well as the necessary number of enumerator's packages including manuals.

Due to the lack of agreement on the final EAs, Beneficiaries decided that for the Pilot Census EAs are limited by the entity borders in cases where – according to the cadaster register – the EA would overlap entity borders.

Requests were addressed to the Administration for Geodetic and Real Property Affairs of RS (AGRPARS) and to FIS to provide new data as the result of work in progress. AGRPARS is delivering data on mapping progress every month or whenever new data is available. From FIS no data on updates of maps were received.

The observation of the TA Team is that sporadically provided data on mapping is unreliable and in many cases contradicting, deadlines are not kept. The TA team will allocate additional resources for the clarification of the situation and gathering validated data.

o Data dissemination

In the reporting period preparation of Data dissemination strategy has been started in line with the commonly agreed structure of the document. Based on the BHAS decision the source and the structure of the data for the dissemination of the first results are available for TA Team. Taking into account the recommendations of IMO, TA Team will provide recommendations for first results dissemination as part of the data dissemination strategy.

A Study tour on the dissemination of census results is under preparation. The Study tour will take place in on 5 - 6 December 2012 at the Statistics Austria. Further information about data dissemination is in chapter 3.6.



General preliminary conclusions and potential risks and are presented in chapters 5 and 6. Out of the presented risks related to the implementation of the project and the observations, TA Team highlights the long acceptance process of the delivered documents. Therefore it should be paid special attention to resolve this problem and strengthen the cooperation which requires more efforts from each involved parties. Discussion about the potential solutions and expectations shall be subject of the Steering Committee meeting.

3. SUMMARY OF THE REPORTING PERIOD

In this chapter a short summary of the period and the status of the current deliverables are provided for each component. In order to illustrate better the status of the documents, their readiness is also explained in a quantitative manner – by percentage – and qualitative manner – by description. The percentage is provided using the below classification. If the number is less than 100%, the percentage is based on the TA team’s estimation and do not represent exact measure. Only those activities are mentioned in this chapter where progress was made in this reporting period.

< 10 %	Work on the deliverable has just started
10 – 50 %	Early draft status (such as notes, collecting info, analysing collected info etc.)
50 – 70 %	Advanced draft status (format of the report is improved but still a draft version)
70 – 90 %	Document delivered to Beneficiaries, under discussion/improvement/fine-tuning
90-100%	Document delivered to EUD, under discussion/improvement/fine-tuning
100 %	Document is approved

3.1 COMPONENT 1: ORGANISATION AND METHODOLOGY OF THE CENSUS

The main objective of this Component is to provide substantial advice and assistance to the Beneficiaries, in relations to utilize effectively the project resources and to contribute to the strengthening of the capacity of the three statistical institutions in the implementation of the PHC.

During the reporting period the **state of play analysis** has been finalized and TA Team made various recommendations covering important topics of census such as census organization, census staff and training of staff, ethno-cultural characteristics, methodology and classifications. The **methodology** is still not fully agreed and adopted by all three statistical institutes; however, it was decided to suspend this issue, and to carry out the Pilot Census with the questionnaires and methods partially agreed. Pilot findings will help the improvement of formulation of questions, determination of resident population and ethno-cultural variables. Nevertheless, the results of Public Opinion Survey, Focus Groups and IMO recommendation served for improvements of the questionnaires and methodology applied for the Pilot Census.

Regarding the assessment of technical documents the main Census Questionnaires used for Pilot, the Manual for enumerators and The Manual for Pilot Census Organization were revised and recommendations were provided for improvements. Recommendations for the manuals are detailed in the Mission report of Mr Bozidar Popovic and its annexes (Annex 2 Manual for census organization and conducting (MCOC) with comments (local language) and



Annex 3: Manual for enumerators and municipal instructors for Pilot Census (MPC) with comments (local language). Recommendations for the Questionnaire are laid down in the document “Evaluation of UN ECE recommendations on sensible topics of BiH census questionnaires”.

Supporting both methodology and IT components an **inventory of classifications/thesauruses** used for the census was prepared and submitted to Beneficiaries. Along this inventory, TA Team identified additional classifications and proposed content and coding for small classifications used for derived variables and for data processing of tables.

According to the Inception report TA Team has to revise the documentation related to census logistic (Activity 1.2.3 Revision of Census Field Operation Plan).

As a result of this activity, Plan of processing and organizing delivery of Census-related documentation should be revised. Such plan is supporting the preparation of BHAS service contract for printing and delivery of census materials. At this stage, no data are available by EAs or by settlements, concerning the population or/and dwellings, for making an evaluation of the necessary number of questionnaires and other forms and materials. This document is not provided by the Beneficiaries for revision so far, and it's expected to be received along with necessary data, after the finalization of cartographic work. Consequently the activity is in delay until the necessary input is made available for TA Team. In the Inception report TA Team offered support for the revision of the same document for Pilot census (sub-activity of Activity 4.13: Preparation for Pilot Census) but BHAS decided not to have such a document for the Pilot census. Therefore this sub-activity is cancelled.

Training of trainers (Activity 1.3)

For the successful organization of the census a huge number of census staff (enumerators, instructors, controllers..etc) need a very efficient training, in a very limited time, customized for each category of persons attending the training. An effective way of undertaking training is to follow the cascade principle, where each level in the staff hierarchy trains the level immediately below it. Using this principle, the state/entity instructors are trained by the instructors; the state/entity instructors then train the municipal instructors, who will train the enumerators. Consequence of this cascading approach is that each level in the hierarchy must receive some training in “how to train the next level down”

Following the Beneficiaries' agreement and decisions the first level of **Training of Instructors** was introduced as a new activity to support the Pilot Census. The training was held on 19-21 September 2012 in Vlasica for 27 trainers. The selected 27 Beneficiaries' experts are foreseen to perform next level of training for the pilot census field staff. The trained persons will act as the main team of trainers for state/entity instructors of the full census as well. On the training the main emphasis was to ensure possibility for the trainers to hold presentations and improve the presentation skills in practice. In that way, 9 presentations were presented by representatives of RSIS, 6 by representatives of BHAS and 4 by representatives of FIS. Presentations used on the training were prepared by BHAS.

TA Team moderated the training and presented concrete conclusions and recommendations by topics for conducting the Pilot Census and emphasized possible weak points which will need special attention during the pilot. Among others there were discussions about the following possible weak points: less prepared trainers will decrease the data quality collected by their trained enumerators, presence and full participation of trainees at training, exemplification of used questionnaires, instructions for using of a proper behaviour and attitude, when visiting the households, etc).



As part of the training, TA Team, provided assistance in improving of training skills, definition of field staff profile and specific PES instructions Based on the held presentations TA Team recommended to include 4 additional presentations and proposed improvements for the existing ones.

Along many other recommendations TA Team stressed the importance of including some examples of completed questionnaires for various types of households in the “Manual for enumerators and municipal instructors” and to plan more practice during the training of enumerators.

PES was also subject of the training and TA Team gave recommendations on organization of field work and coverage of the sampled EAs. It is an open question whether PES manual will be a separate book or just a chapter in the regular manual of enumerators having in mind costs of printing and distribution.

Regarding the trainings for PHC the following decisions were made:

Training of state/entities instructors will be organized for 4 days and trainers will be members of training team, the Beneficiaries’ experts and not external staff. In order to assure backup for 27 trainers already trained, due to increase tasks during the census or possible unavailability (health, family reasons, and job change), more trainers should be internally trained. The number of training centres for the total of 270 state/entities instructors according with proposed training plan will be 4 in FBiH, 3 in RS and 1 in BD.

Training of 2800 municipal instructors will be organized for 4 days in selected municipalities (from the total of 142) according to the number of persons to be trained. When, for small municipalities, the number of municipal instructors is very low, the decision for setting-up a training centre in the municipality or to train the recipients in another municipality must be taken considering the minimization of costs of travel and accommodation. The required costs to commute municipal instructors to another municipality’s training centre should be lower than the deployment of entity’s instructor; even the training centre should be organized for 4 or 5 municipal instructors. The most efficient solution will be adopted, maintaining the training quality at the same time.

In the next reporting period a short term expert will be hired to carry out the proposal for the trainings organization taking into account the experiences of Pilot Census, the international best practices and related IMO recommendations.

3.1.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
1.1: State of play analysis			
Sub activities			
1.1.1 Assessment of Census preparation		Jun - Jul 12	Accomplished
1.1.2 Assessment of census organizational structure		Jun - Jul 12	Accomplished
Code	DELIVERABLE		
D.1.1.1	Status report on Census preparation	Jul 12	Delivered, 100%
D.1.1.2	Report on Census organizational structure, roles, tasks and responsibilities	Jul 12	Delivered, 100%
Resources:	KE1		



ACTIVITY		Timing	Status/Achievements
1.2: Implementation of Census Management tools for Census operation			
Sub activities			
1.2.1 Assessment of technical documents		Jun - Oct 12	Accomplished
1.2.2 Revision of Census Work Plan ¹		Jun - Dec 12	In progress
1.2.3 Revision of Census Field Operation Plan ²		Jun - Dec 12	In progress
1.2.4 Census management support		Jun - Oct 12	In progress
Code	DELIVERABLE		
D.1.2.1	Analysis of technical documents and recommendations	Oct 12	Delivered, 100%
D.1.2.2/1	Census work plan Gantt	Jul 12	Delivered, 100%, but subject of continuous revision
D.1.2.2/2	Revision of Census work plan after Pilot findings	Dec 12	In progress, 20%
D.1.2.3	Report on evaluation of staff resources demand	Dec 12	In progress, 50%
D.1.2.4	Revised field operation plan	Dec 12	In progress, 50%
D.1.2.5	Report on classifications used for Census	Oct 12	Delivered, 100%
Resources:	KE1, KE3, SNKE, JNKE		

ACTIVITY		Timing	Status/Achievements
1.3: Preparation of a training plan for field work, organization of trainings			
Sub activities			
1.3.1 Elaboration of training plan and training materials for instructors and supervisors		Jul - Oct 12	Accomplished
1.3.2 Printing and distribution of training materials		Aug - Sep 12	In progress. Activity is accomplished for the pilot.
1.3.3 Training of 12 instructors before Pilot		Sep 12	Accomplished - Changed in training of 27 trainers
1.3.4 Training of 20 state + 250 entities instructors		Feb - Mar 13	Not started
1.3.5 Training of 2800 instructors		Feb - Mar 13	Not started
Code	DELIVERABLE		
D.1.3.1	Training plan	Oct 12	Delivered, 100%
D.1.3.2/1	Training notes elaborated, printed and distributed, including for PES	Oct 12	Delivered, 100% for Pilot Census
D.1.3.2/2	Revised training materials and training support notes after Pilot	Jan 13	Not started, 0%

¹ After pilot findings

² After pilot findings



	Census elaborated, printed and distributed		
D.1.3.3	Training of 12 instructors before pilot	Sep 12	Delivered, 100% - Changed in training of 27 trainers
D.1.3.4	Training of 20 state trainers/instructors and 250 entities' trainers/instructors carried out	Mar 13	Not started, 0%
D.1.3.5	Training of 2800 municipalities instructors carried out (will include training for PES as well)	Mar 13	Not started, 0%
Use of resources:	KE1, JNKE, incidentals		

ACTIVITY		Timing	Status/Achievements
1.4: Study tour for management staff			
Sub activities			
1.4.1 Organization of study tour		Sep - Nov 12	In progress, date of study tour is 28 - 30 Nov 12
Code	DELIVERABLE		
D.1.4.1	Study tour for management carried-out	Nov 12	In progress, 40%
D.1.4.2	Report on study tour	Dec 12	Not started, 0%
Resources:	KE1, backstopping, incidentals		

3.2 COMPONENT 2: COVERAGE AND QUALITY CONTROL OF THE CENSUS DATA

Linked also to Component 1 and according to Census Law, organization of PES is assigned to BHAS. A new WG for Component 2 was established. There are 6 members of this working group, some of them being assigned also to other WG. The WG is coordinated by BHAS. During the reporting period, PES activities were started and the following main conclusions will support further developments and PES organization:

Generally there are two **possible ways for matching the PES questionnaires** with the corresponding Census questionnaires: manually or automatically. As the most usual way of data linking in the round of censuses in 2010-2011, automatic matching in the data processing was selected.

This way means the smallest influence (biases) of all staff who will work on matching. The questionnaires from EU PHC1 project were redesigned for using IT matching.

There are three **possible ways of collecting the data** according to the base reference period, recommended by UNSTAT- (1) the same reference period as census, (2) the reference period of conducting the PES, or (3) combination. From these options, PES base reference period was selected to be the same as for the Census, and it was decided to include one questionnaire to record the changes for persons who have changed the residence among critical moment of PHC and beginning the PES. The purpose of that questionnaire is to have more data for changes for this short period and also to have more information about persons who are the most erroneously included/excluded in the censuses as: new born babies after referent period of Census, or died persons near the referent period.

The **sample for the PES after the Pilot Census** was decided to cover 6 EAs: 2 in FBIH, 2 in RS and 2 in DB.



Training of state instructors, municipal instructors and controllers was planned to be held in November 2012. The data collection (field work) will be organized by BHAS. The pilot PES was planned to be carried out on the field from 12 to 16 November 2012, but the originally planned period was postponed to 19-25 November. The training date was not yet decided by BHAS, therefore there is a possibility for further postponements

3.2.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
2.1: Developing of methodological notes for the post-enumeration survey (PES), preparation and printing of methodological documents			
<i>Sub activities</i>			
2.1.1 Developing of methodological notes for PES		Sep 12 - Feb 13	In progress
2.1.2 PES Sample design		Oct 12- Feb 13	Not started
Code	DELIVERABLE		
D.2.1.1	PES Methodology Document	Feb 13	In progress, 20%
D.2.1.2	PES Sample	Feb 13	Not started, 0%
D.2.1.3	9 copies of printed PES Methodology	Feb 13	Not started, 0%
Resources:	KE1, JNKE, incidentals		

ACTIVITY		Timing	Status/Achievements
2.2: Training of relevant staff for conducting post enumeration survey			
<i>Sub activities</i>			
2.2.1 Development of training plan		Feb - Mar 13	In progress
2.2.2 Training of relevant staff for PES		Feb - Mar 13	Not started
Code	DELIVERABLE		
D.2.2.1	Training notes printed	March 13	In progress, 20%
D.2.2.2	Training of 6-9 experts of Beneficiaries for conducting post-enumeration survey (coverage control and quality control of the Census data)	March 13	Not started, 0% (depending on Census Methodology finalization)
Resources:	KE1, JNKE, incidentals		

3.3 COMPONENT 3: PUBLIC AWARENESS

Objective of Component 3 is to conduct a public awareness campaign for a successful census, stressing the importance of census and the statistical information for a clear picture of the real social and economic status of BiH.

The main achievements of the second quarter of the project were the reports and outputs of the **Public Opinion Research and the Focus Groups** which were proposed by IMO Team. Another achievement was the **Communication Strategy** and plan of products and services to outreach the public. The activities for selection a specialized company in **developing and implementation the Public Awareness Campaign** for the Census were



conducted by mid-September. The procedure was cancelled and TA Team will re-launch the tender. Due to the delays in the selection procedure for the services contract and due to Beneficiary's request that TV spot would not be efficient enough to reach the target groups as well as local elections' public campaign was in progress and could have potential influence, TV spots were replaced by radio advertisements that is easy to be recorded and broadcasted. The production and distribution of the flyers for pilot census was cancelled as the Beneficiaries fail to agree on the text of the flyer. Finally, from the list of products and press events for the Pilot census only the radio advertisement was done as is described at point 2.3; all other previewed events: press releases, opening press conference and round tables with journalists for Pilot Census were not organized.

It is important to note that there are many delays in Beneficiaries' answers and cooperation requested by TA Team, and disagreements on the context of different products (such were till now for census slogan, pilot census' flyer and census' website) thus, causing delays in further steps of project implementation. Consequently TA Team recommends including the discussion about the possible ways of resolving these problems as a topic on SC meeting.

TA Team – in agreement with IMO Team – emphasized the very high importance of having real commitment of Beneficiaries in accomplishing the tasks of the project. It is crucial to inform people about the Census and make them to participate and trust in census aims, to convince the media and to make them to support the Census campaign and finally, to have very good promotional materials agreed by all Beneficiaries, printed and distributed in the right time.

3.3.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
3.1: Design and implement a Plan of activities for public awareness campaign of PHC			
Sub activities			
3.1.1 Design the Plan of activities for public awareness campaign		Jun - Sep12	Accomplished
3.1.2 Design the LOGO and the MESSAGE		Jun - Aug-12	Accomplished
3.1.3 Design promotional materials for Pilot census		Sep - Oct 12	Accomplished
3.1.4 Design promotional materials for the real Census		Jan 13	Not started
3.1.5 Design the Census website		Jul - Nov 12	In progress
Code	DELIVERABLE		
D.3.1.0	Plan of activities for public awareness campaign designed	Sep 12	Delivered, 100%
D.3.1.1	LOGO of the census designed	Aug 12	Delivered, 100%
D.3.1.2	MESSAGE of the census designed	Aug 12	Delivered, 100%, but not agreed by all 3 Beneficiaries
D.3.1.3	Flyer for Public awareness campaign for the Pilot census designed	Oct 12	Delivered, 100%, but not implemented
D.3.1.4	Letter for Public awareness campaign for the Pilot census designed	-	Cancelled
D.3.1.5	Promotional material (letters, flyers) for Pilot census printed	-	Cancelled



D.3.1.6	Promotional material (letters, flyers) for Pilot census distributed	-	Cancelled
D.3.1.7	Flyers for the real Census designed	Jan 13	Not started
D.3.1.8	Posters for the real Census designed	Jan 13	Not started
D.3.1.9	Flyers and posters printed and distributed	Feb 13	Not started
D.3.1.10	Advertising banner designed	Jan 13	Not started
D.3.1.11	Leaflet Q & A on PHC designed	Jan 13	Not started
D.3.1.12	Census website updated/developed	Nov 12	In progress, 70%
Resources:	KE2, KE3, NKEs, incidentals		

ACTIVITY		Timing	Status/Achievements
3.2: Designing the communication and outreach strategy with the public and media			
Sub activities			
3.2.1	Communication and outreach strategy for developing the media campaign of the census	July – Oct 12	Accomplished
3.2.2	Design the TV spots and ads for radio	Oct 12 – Feb 13	In progress
3.2.3	Prepare press releases	Mar - Apr 13; Jul-13	Not started
3.2.4	Organize meetings with media	Aug 12; Jan – Apr 13	Not started
3.2.5	Organize the Press conferences	Aug 12; Jan – Apr 13	Not Started
3.2.6	Organize a training course on communication <i>(new request after QR I)</i>	Oct 12 - Jan 13	Not started
Code	DELIVERABLE		
D.3.2.1	Strategy for developing the media campaign of the census design	Oct 12	Delivered, 100%
D.3.2.2	TV spots produced for Pilot Census - replaced by the production of Radio ad	Oct 12	Delivered, 100%
D.3.2.3	TV spots broadcasted on the main TV channels with national and local coverage for Pilot Census - replaced by Radio ad broadcasted on the main radio channels with national and local coverage	Oct 12	In progress, 80%
D.3.2.4	Ads for radio stations produced	Jan 13	Not started, 0%
D.3.2.5	Ads broadcasted to the radios	Apr 13	Not started, 0%
D.3.2.6	Articles and advertisement on the PHC theme issued in the main newspapers	Apr 13	Not started, 0%
D.3.2.7	Press releases issued for Pilot Census	-	Cancelled
D.3.2.8	Press releases issued for Census, 2013	Apr 13	Not started, 0%
D.3.2.9	Press conferences organized for Pilot Census	Aug 12	Cancelled EUD organized press conference on 12 October, 2012



D.3.2.10	Press conferences organized for Census, 2013	Apr 13	Not started, 0%
D.3.2.11	Seminars with journalists for Pilot Census organized –it was changed to Focus group	Aug 12	The original activity was cancelled, Focus group meetings were held and related report was delivered. 100%
D.3.2.12	Seminars with journalists for Census, 2013 organized	Apr 13	Not started, 0%
D.3.2.13	Seminars with NGOs and civil society for Census, 2013 organized	Apr 13	Not started, 0%
D.3.2.14	Round tables with journalists for Pilot Census organized	Aug 12	Cancelled
D.3.2.15	Round tables with journalists for Census, 2013 organized	Apr 13	Not started, 0%
D.3.2.16	Interviews and talk shows on the census theme for Census, 2013	Apr 13	Not started, 0%
D.3.2.17	Report on Public Opinion Research (<i>new request after the IR</i>)	Aug 12	Delivered, 100%
D.3.2.18	Report on Focus Groups (<i>new request after the IR</i>)	Aug 12	Delivered, 100%
D.3.2.19	Two day training course on communication carried out	Jan 13	In progress, 20%
Resources	KE2, JNKE, incidentals		

3.4 COMPONENT 4: ICT SUPPORT TO THE CENSUS

Objective of Component 4 is to support Beneficiaries producing methodological notes and other documents for promoting successful completion of census activities in particular planning, managing and monitoring the census process focusing on census data processing and strengthening the national statistical system with establishing a quality census database. It is important to note that this Component summarizes all IT activities of the project and some IT developments are in clear connections with other Components where census methodological development is conducted.

Under the IT support component the main milestones of the IT development process should be carried out for each element of the developing tasks (databases and applications). The following table summarizes the milestones of regular IT development process.

Milestone	Description	Output
1. State of play analysis	Description of the current status regarding the development environment	State of play analysis
2. Specification of requirements	Definition of the main requirements which is a complete description of the behavior of a system to be developed and may include a set of potential solutions. In addition it also contains non-functional requirements. Non-functional requirements impose constraints on the design or implementation.	Requirement specification



3. Definition of technical solutions	After the purpose and specifications of software are determined a plan for a solution shall be developed. It includes low-level component and algorithm implementation issues as well as the architectural view.	Technical specification
4. Implementation and integration	Real development task as well as integration which is aimed to bring together of the component subsystems into one system and ensuring that the subsystems function together as a system	System
5. Testing	Testing of the system from all aspects (user friendly platform, quantity test etc.). Testing phase includes the training of key and other users.	Tested system Training materials, user guides, trainings
6. Deployment	Start-up of the tested system	Fully functioning and tested system
7. Maintenance	Regular follow-up of the developed system in use	Maintenance reports and corrections

During the reporting period the **state of play analysis and identification of critical issues** were finalized and the development has been started with the preparation of the necessary requirement and technical specifications. In order to clarify the open questions and to well found the ICT development conception, TA Team continued **preparing the consultation documents** (for detailed list of these documents see Chapter 4). On the basis of the discussions of these documents TA Team could improve the content of the requirement specifications with better understanding of the needs. During the definition of the requirements and technical solutions TA Team paid special attention to the following issues:

- consideration of international best practices;
- addressing methodological notes to precisely define the open questions of the methods used for the developments;
- ensuring the understanding of the census methodology which aimed to support by these IT developments;
- establishment of the common ground with the related projects, especially with OCR/ICR development (see details below: Division of work with the consortium responsible for OCR/ICR data entry platform)

In the process of the definition of the requirements and solutions some important **conceptual changes were decided by the Beneficiaries** (comparing to the concept reported in the previous period) as follows::

- data entry technology of CMIS will be web application instead of mobile SMS and excel,
- logical controls will be used at the end of the whole data processing instead of parallel with data entry,
- P3 data shall be taken into consideration during the manual data entry of P1 and P2 forms; according to the earlier conception P3 forms did not belong to the scope of MDEA (P1: Personal questionnaire, P2: Questionnaire on household and dwelling, P3: Control form. The back-side of the P3 form contains the list of households and the back-side of the P2 form contains the list of persons. The 3 form types build a hierarchy).

Conceptual changes caused delay in designing and implementing the systems due to the necessary revision on the requirements and appropriate solutions.



Implementation of those applications which are necessary to be used for Pilot Census (MDEA and website) has been started and the development is close to the finalization.

To sum up TA Team has worked on the first 4 main milestones of the IT development process. Each element of the IT support is in different stage of the development, readiness of these elements is detailed in chapter 3.4.1 and delivered documents are annexes for this report.

Division of work with the consortium responsible for OCR/ICR data entry platform

In the previous reporting period TA Team recognised that there are common requirements and software elements between the tasks of the TA project and the tasks of the project of the consortium led by Scytle responsible for developing the OCR/ICR platform (henceforward: Scytle), TA Team initiated the cooperation of the two project teams. After more initiating steps of TA Team (see e.g. document “Proposal for the consortium developing data entry platform) and of the supporting intervention of the EUD the initiative reached success and cooperation is established on operation level.

TA Team proposed that **design of the common database** should be developed by the Scytle and applied by the TA project. The reasons of the proposal were:

- The majority of the census material (questionnaires) will be processed by the software system (TIS e-Flow) developed by Scytle. Processing of materials will be done by statistical institutions in the data production centre.
- TIS e-Flow is a ready and customized software application (which allows smaller freedom) and,
- the Scytle started the development much earlier (they possessed a very detailed data set definition at the time of starting the TA project as well), consequently the database design was probably ready at the time of starting the TA ICT group the development work.

As the proposal for the design of the common database was not accepted by Scytle and Beneficiaries, TA Team started the activity as a precondition of development of all other applications Regular cooperation shall be continued and managed. The software components developed by the two projects shall be in conformity, and also Beneficiaries are expected to make efforts to maintain the necessary platform for cooperation.

3.4.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
4.1: State of play analysis and identification of critical issues			
Sub activities			
4.1. Assessment of the planned activities		May-Jul 12	Accomplished
Code	DELIVERABLE		
D.4.1.	Assessment report; findings and recommendations	Jul 12	Delivered to Beneficiaries, 90%
Resources:	KE1, KE3		

ACTIVITY		Timing	Status/Achievements
4.2: Designing the final version of the questionnaires (following the OCR/ICR standards) based on findings from foreseen Pilot census			
Sub activities			
4.2. Designing the final version of the census		Dec 12-Jan 13	Not started



questionnaires			
Code	DELIVERABLE		
D.4.2.	Questionnaires finalized	Jan 13	Not started, 0%
Resources:	KE1, KE3		

ACTIVITY		Timing	Status/Achievements
4.3: Preparation of the detailed action plan for processing of Census materials			
<i>Sub activities</i>			
4.3. Preparing an action plan for processing of the Census materials before and after Pilot Census		Jun - Jul 12 and Oct 12 – Apr 13	In progress
Code	DELIVERABLE		
D.4.3.1	Action plan for processing of the Census materials and Census Project Plan before Pilot Census	Jul 12	Delivered, 100%
D.4.3.2	Detailed work plan and continuous update concentrating to the ICT development tasks	Apr 13	In progress, 50%
Resources:	KE3		

ACTIVITY		Timing	Status/Achievements
4.4: Creation of database for BIH enumeration areas			
<i>Sub activities</i>			
4.4. Establish the EA database		Aug 12- Jan 13	In progress
Code	DELIVERABLE		
D.4.4.1	EA DB Requirement Specification	Oct 12	Delivered to Beneficiaries, 90%
D.4.4.2	EA DB ready for Census	Jan 13	In progress, 10%
Resources:	KE1, KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.5. Creating a database with all the necessary classifications to be used in the Census			
<i>Sub activities</i>			
4.5 Set up the classifications database for census purposes		Aug - Dec 12	In progress
Code	DELIVERABLE		
D.4.5	Classifications database ready for Census	Jan 13	In progress, 10%
Resources:	KE1, KE3, JNKE		



ACTIVITY		Timing	Status/Achievements
4.6. Development of Census Management Information System (CMIS)			
Sub activities			
4.6 Set up the process for monitoring		Oct 12 – Mar 13	In progress
Code	DELIVERABLE		
D.4.6.1	CMIS design	Feb 13	In progress, 50%
D.4.6.1.1	CMIS Requirement Specification	Oct 12	Delivered to Beneficiaries, 90%
D.4.6.2	CMIS User' guide in local language	Feb 13	Not started, 0%
D.4.6.3	Training on using CMIS common with activity 4.12	Mar 13	Not delivered, 0%
D.4.6.4	Completely developed functional CMIS	Mar 13	In progress, 10%
Resources:	KE1, KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.7. Development of application for control and reports			
Sub activities			
4.7 Development of application for control and reports		Sep 12 – Jun 13	In progress
Code	DELIVERABLE		
D.4.7.1	User documentation	Jun 13	Not delivered, 0%
D.4.7.2	Control application	Jun 13	In progress, 10%, there is a dependency on TIS outcomes since logical controls are one of the common requirements with OCR/ICR project
D.4.7.3	Requirement Specification	Dec 12	Delivered to Beneficiaries, 90%
Resources:	KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.8. Development of application for manual data entry and encoding			
Sub activities			
4.8. Development of data entry application		Oct 12 – Apr 13	In progress
Code	DELIVERABLE		
D.4.8.1	MDEA Technical specification	Nov 12	In progress, 5%
D.4.8.1.1	MDEA Requirement Specification	Oct 12	Delivered to Beneficiaries, 90%



D.4.8.2	MDEA Software solution and its user guide	Apr 13	In progress, 50%. MDEA is ready for pilot purposes but should be subject of revision after pilot if the questionnaires are changed.
Resources:	KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.11. Preparation of Pilot tools - New activity			
Sub activities			
4.11.1 Preparation of Pilot tools		Jun – Nov 12	In progress
Code	DELIVERABLE		
D.4.11	Assessment and recommendation report for questionnaires format, IT applications and tools, OCR/ICR procedures, flow of the documents.	Nov 12	In progress, 50%
Resources:	KE1, KE3, NKEs		

3.5 COMPONENT 5: CARTOGRAPHY

The objective of this Component is to use advantages of cartography methods for preparation phase for identifying the enumeration areas and for presentation of the results. The main responsibility of TA Team under the cartography component of the project is the Activity 5.1: Inventory of the cartography materials.

In this reporting period TA Team has started to work on the Inventory of cartography materials (Activity 5.1). This report with detail observations about the maps and cartography issues will be finalized in the next reporting period with the involvement of a non-key expert specialized for GIS.

General conclusions and high level observations of the TA Team in the last period are presented here.

The Census Law assigns the Geodetics Institutes of entities and the Department for Public Register of the Brcko District Government, in cooperation with the other bodies of local administration to deliver the technical documentation required for census (Art.30), but this is a very general term, which was understood and applied in different ways. According to Art.31, the institutions listed above have to prepare along technical documentation, individual cartographic overviews (maps) and descriptions to be used for enumerator’s orientation in the field.

The WG for Cartography standardised the formats at maximum extent taking into consideration the differences between available cartographic materials in entities and the additional Canton level in FBiH for hierarchy of EA codes.

For whole BiH delays are still recorded in delineation and updating of EA maps.

During the work of preparation of EAs maps, Beneficiaries realized that the maps cannot be completed till October 2012 which is the Census Law deadline. Therefore WG for Cartography meeting was organized under the leadership of Ministry of Civil Affairs addressing the request to CCB for extending the date of finalization of maps to end December 2012.

Based on the gather information the current state of affairs is:

- BD: 412 EAs completed (100%), more updates are necessary for some non-urban areas;



- FBIH: 15,625 EAs were delineated, from which 50% are completed (maps updated and description of EA). For the rest, FIS and GI of FBIH, together with municipalities completed field work (checking), and the update of maps are on the way. FIS is confident in finalizing the maps till the end of December. FIS is continuously checking the work of contractor and applied methodology.
- RSIS: 7740 EAs were estimated from which 5607 completed (70%). The rest are in various stages, the GI of RS estimating that the maps will be finalized in time. Progress was reported at municipality level, but no comprehensive reports are received by TA Team. GI of RS encounters difficulties in the reporting period in field updating of maps due to lack of cooperation with some municipalities and due to lack of staff within municipalities;
- Specifically, for the Pilot Census field work, maps were prepared for 60 EAs. The previous recommendation of TA Team was to assign experts to monitor the operations for maps production, updates and to make visits in the field for checking the correspondence with reality and whether the established methodology was respected. This recommendation was applied and experts of RS, FIS and BHAS (BD office) were assigned with priority for Pilot Census EAs.

3.5.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
5.1. Inventory of available cartography material and possible transfer onto electronic media			
Sub activities			
5.1 Inventory of cartography materials		Jun 12-Jan13	In progress
Code	DELIVERABLE		
D.5.1.1	Report including recommendations and Inventory list of cartographic materials	Jan 13	In progress, 20%
Resources:	KE1, KE3, NKE		

ACTIVITY		Timing	Status/Achievements
5.4. Development of database of BiH territorial units			
Sub activities			
5.4. Nomenclature of territorial units		Jul – Sep 12 Jan-Mar 13	In progress
Code	DELIVERABLE		
D.5.4.1	Technical specifications of database to host the nomenclature of territorial units	Jan 13	In progress, 10% Common with 4.5 Classifications DB
D.5.4.2	Database of territorial units designed (connected with Activity 4.4 – Database of EAs) and Activity 4.5 Classifications DB	Jan 13	In progress, 10%
Resources:	KE1, KE3, NKE		



3.6 COMPONENT 6: DISSEMINATION

Objective of Component 6 is to release the outputs of the PHC to the end users accompanied by quantitative and qualitative statistical analyses on the collected census data and illustrated with GIS facilities.

During the reporting period TA Team started the work on the structure and content of **data dissemination strategy**, which was presented and agreed by the members of working group for data dissemination and public campaign.

The first meeting of WG for Dissemination was conducted on 28 August 2012 with participation of persons in charge for public campaign and IT staff as well. TA Team prepared and printed the necessary materials and presentation for discussions:

- plan of all activities for dissemination;
- structure of the PHC2013 website;
- structure and summary of the data dissemination strategy;
- proposals for selection of the software for data dissemination (and for data tabulation as well);
- preliminary evaluation of the tables with first results;

BHAS made decision that concerning preliminary tables, the "Control paper" (form P3) will serve as main data source for the dissemination of the first results of the Census. A web application planned to be developed will present data from P3 forms.

Only the following data will be aggregated by each locality level and presented as first results:

- number of total population (col.7),
- total number of persons member of the households (col.8),
- total number of absent persons for some specific reasons (col.9),
- total number of dwellings, excluding the collective ones (col.2),
- total number of households, excluding the collective ones (col.3),
- total number of households involved in the agricultural production (col.10).

As part of the data dissemination strategy TA Team is analysing this decision and recommendations will be presented in the next reporting period considering also the recommendations of IMO.

The preparation of a **study tour on dissemination** of census results in one EU country with very good experience in this field is in progress. The study tour will take place between 5-6 December 2012 for 6 experts on data dissemination and IT units from BHAS, FIS and RSIS. The hosting institute is Statistics Austria. The study tour will support Beneficiaries in their decision on what software will be used for data tabulation and designing the online data dissemination database; upon the results of this documentation a training course for IT and dissemination Beneficiaries' staff will be organized.

It has to be noted that there is **insufficient number of staff** from BHAS dissemination section with expertise on IT needed for developing a dissemination database (there was only one person who left). At the same time, the dissemination section is also in charge of tabulation and in this case the selected software for data tabulation should be easy to use to avoid programming and harmonized, if possible, with the existing production database.

3.6.1 ACTIVITIES AND DELIVERABLES

ACTIVITY	Timing	Status/Achievements
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6.1. Design of a Data Dissemination Strategy and Tabulation Plan in compliance with users' requirements and Eurostat's recommendations			
<i>Sub activities</i>			
6.1.1 Design a Data Dissemination Strategy		Aug 12 – Feb 13	In progress
6.1.2 Design the Tabulation Plan		Jan - May -13	Not started
Code	DELIVERABLE		
D.6.1.1	A Data dissemination Strategy prepared	Feb 13	In progress, 20%
D.6.1.2	A Census Tabulation Plan designed	May 13	In progress, 10%
D.6.1.3	Vol.0 Preliminary results (print and web), draft	May 13	In progress, 10%
D.6.1.4	Vol.1 Population and Houses Census – General data (print, CD, web), draft	May 13	Not delivered, 0%
D.6.1.5	Vol.2 Population – social-economic aspects – detailed data (print, CD, web), draft	May 13	Not delivered, 0%
D.6.1.6	Vol.3 Buildings, dwellings and households – detailed data (print, CD, web), draft	May 13	Not delivered, 0%
D.6.1.7	Vol.4 selection of Vol. 2 and 3 tables translated in English (print, CD, web), draft	May 13	Not delivered, 0%
Resources:	KE2		

ACTIVITY			
6.4: Organization of study tour for dissemination experts		Timing	Status/Achievements
<i>Sub activities</i>			
6.4 Organization of study tour		Sep-Dec 12	In progress, date of study tour is 5-6 Dec 12.
Code	DELIVERABLE		
D.6.4.1	Study tour for dissemination experts carried-out	Dec 12	In progress, 40%
D.6.4.2	Report on study tour	Dec 12	Not started, 0%
Resources:	KE1, KE2, incidentals		



4. OTHER DELIVERED DOCUMENTS OR IMPLEMENTED ACTIVITIES

This section contains such documents and other activities that are not directly linked to the Components of the Project or prepared additionally to the originally planned deliverables in order to support the Activities.

Document	Status
Component 1	
Manual for enumerators translated to English	Submitted to Beneficiaries and to IMO
Manual for Pilot Census Organization translated to English	Done, under QA
Component 3	
ToR for a services contract for PAC developing and implementation	Done
PAC&Dissemination activities plan, MS project file	working document, common with Comp 6
Component 4	
Application Architecture (High level Technical Specification of software components to be developed, prepared for supporting the IT non key expert selection process)	Prepared during Quarter 1, approved during Quarter 2.
Consultation document 4: ICT support of Census: cooperation with TIS. Proposal for the consortium developing data entry platform	Submitted to Beneficiaries
Consultation document 5: ICT support of Census: cooperation with TIS. Proposal for the consortium developing data entry platform	Submitted to Beneficiaries
Primary coding tables (Content definition of primary coding tables to be used by the developers)	Submitted to Beneficiaries
Consultation document 6: ICT support of Census: use of logical controls. Proposal	Submitted to Beneficiaries
Consultation document 7: ICT support of Census: naming conventions. Proposal	Submitted to Beneficiaries
Consultation document 8: ICT support of Census: census database statuses. Proposal	Submitted to Beneficiaries
Consultation document 9: Estimations on SMS turnover in the CMIS with excel table	Submitted to Beneficiaries
Consultation document 10: CMIS statuses, events, data entry technologies , Conceptual summary prepared as	Submitted to Beneficiaries
Logical Control Application Requirement Specification	draft
Component 6	
PAC&Dissemination activities plan, MS project file	working document – common with PAC&Dissemination activity plan
Management	
QR1	Approved
MR1 and MR2	Submitted to EUD
Weekly plans	Submitted to Beneficiaries and EUD



5. INTERIM FINDINGS AND PRELIMINARY CONCLUSIONS

At the beginning of the project, it was clear that some of the assumptions listed in ToR have not been fulfilled by the time the project is launched. In particular:

- Pilot Census implemented in 2011;
- Relevant entity institutions prepared updated cartographic documentation and provide it to the project experts for further harmonization by the beginning of the project;
- Register of territorial units for the BiH agreed among three statistical institutions

Consequences of this fact have manifested in this reporting period, since part of the allocated resources in terms of incidental budget and man-days were used to support the Beneficiaries in the fulfilment of these assumptions. Therefore the activities defined in the Terms of Reference are not in line with the current needs of the Beneficiaries. In order to adopt the current situation an Addendum to Service contract nr. 2012/288-524 **will be initiated** to harmonize the activities of ToR with the actual needs of the Beneficiaries. The preparation of the Request for addendum is in progress; its approval and execution is expected in the next reporting period.

In addition, other assumptions may not be fully adopted, namely the adequate human, technical and financial resources in place to carry out the activities properly as well as the assumption that top management of all three institutions (BHAS, FIS and RSIS) fully cooperate and are fully committed to the project. The number of allocated experts for PHC is about 90, out of the total number of 239 in all three statistical institutes, meaning a significant percentage (about 36%) of the total staff allocated for the Census. It is over the regular number allocated in other NSIs, however, it should be noted that the experts are not full-time assigned to census. TA Team continues to recommend the revision of the Census organization, because it can jeopardize the successful and timely implementation of PHC. Despite of the clear commitment of the statistical institutions – including the top management – repeated lack of common agreement between the institutions can cause further delays and ineffective use of resources.

In order to handle these challenges, TA Team introduced two management tools during the reporting period, namely the weekly planning and the submission of Monthly Reports also to the Beneficiaries. These tools aimed to strengthen the cooperation and to keep informed all interested parties on a regular basis. Besides these tools, TA Team recommends further steps in the coming period because the current management of the TA project is not able to answer to the challenges of the environment properly. TA Team is planning to strengthen the cooperation with IMO Team, to establish a regular and official cooperation platform for all EU managed projects for PHC support, revision of the current daily cooperation and finally, to establish a proper way of cooperation regarding the communication activities. The main management procedures are recommended to be subject of the next Steering Committee meeting because the abovementioned problems cannot be resolved without the Beneficiaries.

To summarize the main conclusions of the PHC project as a whole, at the beginning of the Pilot Census all interested parties (including TA Team) has concluded that not all aspects of the Census can be tested during the Pilot Census. Consequently, in the next reporting period the gaps should be identified, the problems should be sorted out and continuous monitoring is needed for the effective use of available resources for the benefit of the statistical institutions.



6. RISK MANAGEMENT

The table below contains the main information on risks as they were presented in the Inception and the 1st Quarterly Reports and their status at the time of the preparation of the Second Quarterly Report. The probability and impact of each risk is reconsidered and if changes are identified, the mitigation plan and the responsible parties are revised. The following symbols are used to illustrate and easily understand the identified changes:

↑	probability and/or impact increased
↓	probability and/or impact decreased
X	risk not applicable any more
√	risk handled
↔	risk unchanged



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As in the Inception Report			1 st Interim Report		Current status (2 nd Interim Report)			
Description of risk	Probability	Impact	Probability	Impact	Probability	Impact	Mitigation plan	Responsible parties
Lack of proper staff skills for the concerned task	L	M	↑	↑	↑	↑	Staff training	Beneficiaries Consultant
Lack of human resources on the Beneficiary side. Beneficiary's staff available for carrying out project activities has not enough expertise or is not available to cooperate.	M	H	↑	↔	↑	↔	Timely recruiting the manpower necessary for carrying out census. Consultations at BiH Statistical Institutions' top management and at Government level to emphasise the contribution of the actions to the success of the census	Consultant Beneficiaries
Change or fluctuation in the composition of stakeholders from the state administration	M	M	↔	↔	↔	↔	Continuous and overall stakeholder management (involving all institutional and organizational levels) during the project	Consultant
Lack of commitment at political level	L	H	↔	↓	↔	↔	Continuous and overall stakeholder management at higher level during the project	Beneficiaries
Lack of cooperation between the BHAS and entities' statistical institutions and between all the statistical institutions, ministries and other institutions, civil society at national and local level	M	H	↔	↔	↔	↔	Consultations and plan of cooperation established, during the preparation of the census activities.	Beneficiaries Consultant (TL)
Changes in the organisational structure	M	M	↔	↔	↔	↔	Providing timely and clear information on relevant changes in the organisational	Beneficiaries



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As in the Inception Report			1 st Interim Report		Current status (2 nd Interim Report)			
Description of risk	Probability	Impact	Probability	Impact	Probability	Impact	Mitigation plan	Responsible parties
							structure	
Slow information flow from the Beneficiaries to the Consultant or halt in the provision of basic documentation	M	H	↔	↔	↔	↔	Beneficiaries shall make all relevant information available The requirements are clearly defined during IR phase Lack of relevant information requires of further consulting activity, namely supporting Beneficiaries in building a solid information system	Beneficiaries Consultant Consultant
Language barrier	L	M	↑	↑	↑	↑	Careful selection of counterparts Effective translation/interpreter service	Beneficiaries Consultant
Budget for Census activities may not be adequate	H	H	↔	↔	↔	↔	Consultations at Government level to convey the budget needs of the census. Revising the methodologies to fit into a restricted budget	Beneficiaries SC Consultant
Incompleteness and/or quality problems of the documentation coming from the Beneficiary	M	H	↔	↔	↔	↔	Rapid assessment of quality problems and issue management to ensure the success of field work	Beneficiaries Consultant (giving advice)
Delay in preparation of substantial census documents may endanger deadline of census work to be completed by schedule	L	M	↑	↔	↑	↑	A revision of Census Plan has to be made and appropriate action plan to be set up	Consultant Beneficiaries
Lack of printing capacity	M	H	↔	↔	↔	↔	Intervention at the Beneficiaries	Beneficiaries
Shortages in facilities for distributing/delivering the census	M	M	↔	↔	↔	↔	Intervention at the Beneficiaries	Beneficiaries



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As in the Inception Report			1 st Interim Report		Current status (2 nd Interim Report)			
Description of risk	Probability	Impact	Probability	Impact	Probability	Impact	Mitigation plan	Responsible parties
promo materials to the local census offices								
The selected software packages do not cover all of the functional requirements (scanning, OCR, manual processes, PES, dissemination etc.) and there is not appropriate development capacity and competences in the IT organisation for dissolving the lacks.	M	H	↔	↔	↔	↔	Detailed requirement specification, software development methodology based on the lack analysis.	Consultant and Beneficiaries
Delay in installation of the working infrastructure in the Data Processing Centre may endanger deadline of completing the by schedule.	M	M	↔	↔	↔	↔	Timely start of activities for installing the working infrastructure	Consultant and Beneficiaries
The real diversity of maps being at the disposal of the project inhibits creating a well usable map database	H	M	X	X	X	X	Collecting the paper based maps should precede planning of map database	Consultant and Beneficiaries
Lack of correct and current maps will disturb the decision making on the course of defining the borders of the unique enumeration areas.	M	H	X	X	X	X	Thorough organization of census preparatory processes	Consultant and Beneficiaries
The IT and dissemination infrastructure of Beneficiaries is not able to assure the development of a software needed to carry out an online data dissemination database	M	M	↔	↔	↔	↔	Additional software and/or hardware have to be purchased by Beneficiaries, specific for designing online databases with census results.	Beneficiaries



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7. LOGICAL FRAMEWORK MATRIX

Intervention logic		Objectively verifiable indicators	Source of Verification	Assumptions
Overall Objectives	Institutional strengthening of the statistical institutes in BiH, and general improvement of statistics in terms of data quality and quantity.	<p>Population and Housing Census Phase II successfully implemented.</p> <p>Control of the efficient work and project implementation unit will be monitored and evaluated by the Delegation to Bosnia and Herzegovina and the Beneficiary Institutions</p> <p>Allocated resources for:</p> <ul style="list-style-type: none"> o Activities carried out during the project o Support for training o Support for mapping / cartography o Support for data processing o Support for data dissemination o Missions to Beneficiaries o Workshops organized o Study tours carried out o Working Groups meetings o Training courses <p>Project results:</p> <ul style="list-style-type: none"> o Quantitative outputs o Indicators of performance o Timelines 	<ul style="list-style-type: none"> o Progress Reports from EUROSTAT and EC o Official beneficiaries' reports and other documents related to the project o Reports from other related TA programmes and donor activities (UNFPA, IMO) o Reports from policy makers and from international community o Inception report of the EUPHC II o Quarterly reports o Monthly reports o Final report o Meeting Minutes of Working Groups 	<ul style="list-style-type: none"> o BiH remains committed to the ongoing reform processes and EU alignment o The approved Census Budget allocated and satisfactory
Project purposes	<ul style="list-style-type: none"> o Preparation for the Population and Housing Census in 2013 by building institutional capacity at the Agency for Statistics of BiH and the two entity statistical institutes; o Completion of all preparatory activities for successful implementation of the Census including pilot census, cartography documentation and 	<p>The Contracting Authority verifies the reach of contractual requirements on the project.</p> <ul style="list-style-type: none"> o Reinforcement of working groups o 9 trainings programs o Training evaluations o Over 3150 trained persons (, instructors, Beneficiaries' experts/trainers) o Reports of Non-key experts o Number of deployed NKEs (up to 15) o Two study tours conducted o up to 10 Working Groups meetings 	<ul style="list-style-type: none"> - Statement of fulfilment of the contract. - Project Inception report - Interim reports - Quarterly reports - Monthly reports - Final Report and Final invoice <ul style="list-style-type: none"> o Monitoring system o Reports of activities/missions o BiH official documents and publications 	<ul style="list-style-type: none"> o Pilot census conducted in September 2012. o Stable political and economic circumstances o BHAS, FIS and RSIS will receive full support for staffing. o Commitment of the Statistical Institutes and in-line authorities to the process o BHAS, FIS and RSIS, and other



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	<ul style="list-style-type: none"> public awareness campaign; To ensure successful implementation of Population Census in accordance with international recommendations; Data entry, processing and analysis completed; The results of the Census disseminated 	<ul style="list-style-type: none"> 2 focus-groups, 5 conferences, 3 roundtables, 5 seminars/meetings to support awareness campaign Interim and final reports approved Census activities plan revised Training tools and methods worked out Data entry completed The BiH citizens and the European Community (especially EUROSTAT) is informed of the results 	<ul style="list-style-type: none"> EUROSTAT and EC Reports on Census Internal and/or Official Reports of the BHAS, FIS, RSIS Reports from other related institutions, programmes and donors activities Reports from international community Validation reports on IT solutions Users' remarks and comments on the methodology, collected through the training activity IMO reports, if available 	<ul style="list-style-type: none"> stakeholders will grant Consultant access to all relevant and necessary information and actively participate to assessment and evaluation phase Relevant entity institutions prepared updated cartographic documentation and provide it to the project experts for further harmonization by the beginning of the project; Register of territorial units for the BiH agreed among three statistical institutions
<p>Results</p>	<ul style="list-style-type: none"> Result 1: BiH statisticians acquired competences and professional skills to implement census in accordance with the EU and International standards and trainers for enumerators trained; Result 2: BiH statisticians trained to perform coverage check and quality control of the census Result 3: Public awareness campaign on the census successfully conducted (BiH public well informed about the purpose and importance of census); Result 4: Staff trained to ensure ICT support to the census; Result 5: Cartography documentation (prepared by 	<ul style="list-style-type: none"> The deliverables for all components are submitted and approved The quality of the PHC data in terms of usability, exhaustive and compliance with Eurostat requirements and UN, CES Recommendations is achieved The applicability of the methodology for PHC and its compliance with related EU regulations The usability, efficiency and effectiveness of the IT solutions developed for the different project components The quality and completeness of the data related to cartography Geographical representative of PHC data at NUTS and LAU covered The usability of the PHC databases for all the interested users The scalability and extensibility of the IT solutions developed in the project Increase the volume of statistical information released online for the public Increase in the number of users accessing to 	<ul style="list-style-type: none"> Final report of the project Monthly reports Interim reports Quarterly reports Weekly reports to EU Delegation in BiH Meeting Minutes of Working Groups EUROSTAT assessments Consultant's reports; by experts and contractual reports Monitoring system reports Training programmes Validation and verification reports on the IT solutions Public's feedback, remarks and comments Deliverables for each component delivered Reports by components' activities 	<ul style="list-style-type: none"> Time frame of census law will give the proper date for pilot census The pilot census is carried-out Exercise of overall role of Central Census Commission All recipients are ready to commit and are dedicated to census Support of central and local administration Strong cooperation among the Statistical Institutions Technical, financial and other support from other various donors Limited turnover of staff Close collaboration of the project team with BHAS, FIS and RSIS The beneficiaries technology to be in place, installed and/or upgraded according



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	<p>relevant entity institutions) adjusted to the census needs;</p> <ul style="list-style-type: none"> Result 6: Staff trained to produce and disseminate the census results in accordance with the EU requirements; 	<p>the statistical information available on PHC web-site</p>		<p>with requirements</p> <ul style="list-style-type: none"> Tendering documents for all outsourced services are timely approved and the tenders are launched. Public support is gained (especially support of minority groups is essential)
Activities	<p>Component 1: Organization and methodology of the Census</p> <ul style="list-style-type: none"> Component 1: Organization and methodology of the Census State of play analysis; Preparation of the detailed work plan for 2012-2013 for management of the Census project. Determination of hierarchical-structural relations between all parties responsible for census implementation (from the state level to the municipality level) Preparation and adoption of the (final version) training plan for instructors/trainers and enumerators Support in the planning process and organization of the Census-related documentation delivery State of play analysis and finalization of methodology Finalization of methodological instruments for the coverage and content control of the Census. Coverage control related to the number of households and individuals and mutual links 	<ul style="list-style-type: none"> Status report on Census prepared Report on Census organizational structure, roles, tasks and responsible delivered Assessment of technical documents Census work plan Gantt delivered Report on evaluation of staff resources demand Advisory work for Census managers when required Revision of Field Operation Plan made Report on classifications used for Census Delivered Training plan for instructors elaborated Training notes elaborated, printed and distributed, including for PES 27 trainers trained before the pilot 20 state's instructors trained 250 entities' instructors trained 2800 municipal instructors trained Number of training centres: raw estimate 160 Number of trainings – total 4 of which: <ul style="list-style-type: none"> - 1 before pilot - 3 before census Number of training days – total and of which: <ul style="list-style-type: none"> - 3 days for pilot - 4 days for census, for each category of recipients and for each centre Number of classifications identified 1 study tour carried out 	<ul style="list-style-type: none"> Project Inception report Quarterly reports Interim reports Monthly reports Final Report Meeting Minutes of Working Groups Eurostat assessment reports IMO reports, if available Training evaluation forms Public's feedback Media's feedback Internal reports of BHAS, FIS and RSIS BHAS official documents Consultant's reports; by experts and contractual reports Monitoring system reports Validation and verification reports on the IT solutions Deliverables for each component 	<p>Assumptions:</p> <p><i>1. Census management</i></p> <ul style="list-style-type: none"> Positive parliamentary/governmental climate as regards the population and housing census Maximum collaboration of senior staff responsible for carrying out Census 2013 Availability of sufficient staff, well-trained and motivated for carrying out project activities related to the 2013 Census County offices will have appropriate resources and facilities to fulfil the census responsibilities Timely and proper printing, distribution of the necessary printed materials (manuals, instructions, questionnaires in the official/optional languages) The Census budget will be available



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	<p>between census forms (implementated immediately after data entry and before first census results are issued) and</p> <ul style="list-style-type: none"> o Content control (more detailed control for identification of possible mistakes) o Identification of classifications and nomenclature to be applied during the Census preparation o Finding of alternative administrative sources for encoding and material registering 	<ul style="list-style-type: none"> o 10 participants for study tour o Up to 3200 packs: training notes, presentations and exercises o Training evaluation reports o up to 3 Working Group meetings o List of participants o Minutes of the meetings 		
	<p>Component 2: Coverage and quality control of the Census data</p> <ul style="list-style-type: none"> o Training of relevant staff for conducting post-enumeration survey (coverage control and quality control of the Census data based on a sample) o Selection of sample; o Development of methodology including preparation of instructions o Software (for data entry, control and data processing) development <ul style="list-style-type: none"> • Guidance and assistance in 	<ul style="list-style-type: none"> o PES Methodology Document delivered o 3 PES questionnaires/forms designed o PES Sample revised o 10 copies of printed PES Methodology o Working plan for PES – Gantt delivered o Number of trainings for trainers – total and of which: <ul style="list-style-type: none"> - 1 before pilot o Up to 10 experts trained on PES methodology o 3 days training o <i>Training notes, presentations and exercises</i> o <i>Training evaluation reports</i> o <i>1 Working Group meetings</i> o <i>List of participants</i> o <i>Minutes of the meetings</i> 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Monthly reports o Final Report o Meeting Minutes of Working Groups o Eurostat assessment reports o IMO reports o Training evaluation forms o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o CMIS reports 	<p>Assumptions:</p> <p><i>2. Methodology and Field work</i></p> <ul style="list-style-type: none"> - BHAS,RSIS,FIS staff, Consultant and all the other relevant counterparts are well prepared and ready to make efforts in order to carrying out the Population and Housing Census in BIH in line with the international requirements and recommendation



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	<p>Component 3: Public awareness</p> <ul style="list-style-type: none"> o Design and implement a Plan of activities for public awareness campaign of PHC o Designing the communication strategy with the public and media for the census 	<ul style="list-style-type: none"> o Communication strategy with clear goals and objectives for public awareness campaign prepared until September 2012 o Promotional tools designed for public campaign of the Pilot Census containing 6300 flyers on Pilot census details o Promotional tools designed for the Census 2013 o 120000 copies for flyers, printed and distributed in BiH o 90000 copies for posters, printed and distributed in BiH o Banner 210 copies o Billboards 75 copies – for 51 cities. o 900 Leaflets, Q&A o 10000 Bookmarks o 1500 USB o 1500 mouse pad o 1500 key chain o Fridge white board magnets o Opening press conference organised with close to 100 participants before the pilot census o 4 press conference organised (3 in Sarajevo and 1 in Banja Luka) with close to 30 participants per event in January, April and July 2013: o Seminars with journalists organised (in total 4: 1 in Mostar, 1 in Banja Luka, 1 in Bijeljina, and 1 in Brcko District) with close to 20 participants per event in January and February 2013 o Round tables with journalists organised (2 in Sarajevo and 1 in Banja Luka) with close to 25 participants per event before the pilot census, in February and March 2013 o Seminar with media&NGOs - half day seminar (in Sarajevo) organised with close to 25 participants per event in 2nd week of March 2013 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Meeting Minutes of Working Groups o Final Report o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o Monitoring system reports o Validation and verification reports on the IT solutions o Deliverables for each component sub-activity 	<p>Assumptions:</p> <p><i>3. Public campaign</i> An intensive public awareness campaign for the Pilot phase and for the extensive event, carried out with:</p> <ul style="list-style-type: none"> - active support from national and local media channels - active support from civil society (NGOs) - appropriate promotional materials designed and distributed in time and, in the whole country <p>Risks:</p> <ul style="list-style-type: none"> - Insufficient means for awareness the public on the importance and benefits of the PHC in BiH - Insufficient transparency and information for the public at large on the PHC organization, methodology and conducting - Lack of media's interest to participate in press events -Lack of beneficiaries staff's interest to participate in organization the press events - not enough staff of beneficiaries to be involved in organising the press events
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		<ul style="list-style-type: none"> o Logo&Message of PHC 2013 and text referring to the aims and benefits of the PHC statistical information for the society and direct benefits of the people in the period of 1 March 2013 – 15 April 2013 published on at least 6 newspapers o One TV spot 20 sec for Pilot (3 languages) broadcasted on 3 national and 7 local TV stations in period of 1 Oct 2012 – 28 April 2012 o 3 TV spots (30 second for Census each in 3 languages broadcasted on 3 national and 7 local TV stations in period of 1 March 2013 – 15 April 2013 o 3 radio ads (duration 20 seconds, 3 languages for each) broadcasted on 16 radio stations in period of 1 March 2013 – 15 April 2013, total airtime: 30,000 seconds o Rotating banner prepared for the home page of at least 10 websites o Census Facebook page prepared with expected number of 300.000 clicks and minimum of 40.000 likes o Census website, 4 languages, 2 scripts 		
	<p>Component 4: ICT support to the Census</p> <ul style="list-style-type: none"> o State of play analysis and identification of critical issues o Designing of final version of e questionnaires (following the OCR/ICR standards) based on findings from pilot census o Preparation of the detailed action plan for processing of Census materials o Creation of database for enumeration areas o Creating a database with all the necessary classifications to be used in the Census o Development of census management information system 	<ul style="list-style-type: none"> o ICT Assessment Report (Findings and recommendations) and a census project plan delivered until August 2012 o ICT Action Plan for processing census material delivered until end of August 2012 o e-questionnaires prepared after the Pilot Census o Following EA DB activities are fulfilled until October 2012: <ul style="list-style-type: none"> - Definition of the requirements of the EA DB - Creation of the enumeration area database - Capturing EA DB data - Preparation of the procedure for collecting and processing maps - Processing maps o Classifications database for census purposes is set up until Pilot Census 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Minutes of the meetings o Final Report o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o Monitoring system reports 	<p><i>4. Census data processing and Metadata system</i></p> <ul style="list-style-type: none"> - BHAS,RSIS,FIS management is willing and ready to commit full support to new developments - BHAS, RSIS, FIS personnel is able to adhere to the new system components put in place. - Senior managers, including the Chief Statistician, should be closely involved in developing the vision, formulating policy and development plans for metadata concepts - Quality documentation of 2013 Census is available in time and place during census processing - Number of staff recruited and



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	<p>(for monitoring all activities during the Census implementation, progress monitoring and maintenance of data in relation to enumerators and enumeration areas)</p> <ul style="list-style-type: none"> o Development of application for manual data entry and encoding o Development of application for controls and reports o Development of application for production of indicators in cooperation with other relevant groups o Training of IT staff responsible for data entry and encoding 	<ul style="list-style-type: none"> o Technical documentation for CMIS prepared based on gathered information and detailed plan for census material processing until March 2013 o CMIS working until Census, with following applications: <ul style="list-style-type: none"> - application for manual data entry and encoding - application for controls and reports - application for production of indicators o Training notes, presentations and exercises prepared until March 2013 o Training evaluation forms prepared after the trainings <hr/> <ul style="list-style-type: none"> o WG for ICT meeting notes prepared o 3 trainings up to 10 training days o up to 20 trained 	<ul style="list-style-type: none"> o Validation and verification reports on the IT solutions o Deliverables for each component o 	<p>available will be enough for smooth undertaking of census program in particular data processing</p>
	<p>Component 5: Cartography</p> <ul style="list-style-type: none"> o Inventory of available cartography material and possible transfer onto electronic media o Training of staff to use alternative methods for the field work where it is needed (areas not adequately covered by maps or description of borders) o Database of territorial units (up to the level of the enumeration area) development in cooperation with IT experts o Assistance in solving open issues including a final agreement on split enumeration areas (currently there are 257 split enumeration areas in BiH) 	<ul style="list-style-type: none"> o Inventory of available cartography material and possible transfer onto electronic media prepared until December 2012 o Training notes for enumerators for split EAs and its evaluation forms prepared o Database of territorial units with variables and records developed until February 2013: o o Training notes, presentations and exercises prepared until March 2013 o Training evaluation forms prepared after the trainings o WG for cartography meeting notes prepared o Over 3000 instructors trained on using maps (common with component 1) 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Monthly reports o Interim reports o Final Report o Minutes of the WG meetings o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o Monitoring system reports o Validation and verification reports on the IT solutions o Deliverables for each component 	<p>Assumptions:</p> <p>5. Cartography</p> <ul style="list-style-type: none"> - Printed maps are available for sampling. - Spatial data produced by other projects are available. - The IT infrastructure at BHAS, RSIS, and FIS is appropriate for the software tools that have to be set-up to produce the activity's deliverables. - The personnel are able to administer the system put in place. - A web-based GIS application making thematic maps serve the needs of general public and specialists alike.



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	<p>Component 6: Dissemination</p> <ul style="list-style-type: none"> o Selection of data dissemination tools and staff training o Development of census web page o Preparation of release calendar o Preparation of different types of census outputs including standard data tables, customized tables, or analytical publications, depending on the specific requests from users o Release of provisional census results o Individual data and confidentiality issue defined o Ensuring data comparability o Triage scheme of tabulation on publication and documentation tables 	<ul style="list-style-type: none"> o Strategy for data dissemination of the Census results prepared until middle of February 2013 including at least: <ul style="list-style-type: none"> - the means to release the needed information into the hands of the end users - topics and the content of the volumes - calendar of census results publication - correlation with the flow of data processing and gradually prepare the data analyses in order to release the preliminary results as quick as possible - the statistical indicators that will be associated with geographical coordinates o Tabulation plan designed based on Pilot Census until May 2013 o Up to 10 persons trained o 10 days training on PcAxis and/or other web-dissemination tools o Training notes, presentations and exercises prepared until November 2012 o Training evaluation reports prepared after the trainings o WG for dissemination meeting notes prepared o Study tour on data dissemination organised for 6 persons until PHC 2013 with Study tour report prepared detailing which competences and professional skills Dissemination and IT experts acquired o 1 publication for First results o 3 publications outlines (draft tables) for General data, Socio-economic aspects, Dwellings and Households o 1 Publication in English – selection of tables o Census web query system developed and running with all functionalities until PHC 2013 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Final Report o Monthly reports o Meeting Minutes of Working Groups o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o Monitoring system reports o Validation and verification reports on the IT solutions o Deliverables for each component sub-activity o PHC Website counter for number of visitors and most accessed pages 	<p>Assumptions:</p> <p>6. <i>Data analyses and dissemination</i></p> <ul style="list-style-type: none"> - Policy-makers are willing to take decisions on privacy, release of information to classes of users - The IT infrastructure at BHAS, RSIS, and FIS is appropriate for the software tools that have to be set-up to produce the activity's deliverables. - The BHAS, RSIS, FIS personnel is able to administer the system put in place. <p>Risks:</p> <ul style="list-style-type: none"> - lack of personnel of Beneficiaries needed to be involved in developing of the related tasks to data dissemination
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8. RESOURCES UTILIZED

8.1 HUMAN RESOURCES

	KE1/TL	KE2	KE3	Senior Non Key Experts	Junior Non Key Experts
18-30 April 2012	9	9	6	0	0
May 2012	22	17	14	0	0
June 2012	21	10	13	0	0
1-17 July 2012	12	12	12	0	0
Q1 total	64	48	45	0	0
18-31 July 2012	10	3	8	0	0
August 2012	17	15	15	14	0
September 2012	20	10	15	26	73
1-17 October 2012	7	3	7	8	26
Q2 total	54	31	45	48	99
Q1 + Q2	118	79	90	48	99
Total number of days assigned on the project	286	196	196	100	300



8.2 INCIDENTAL EXPENDITURE

The below table shows the estimated distribution of incidental expenditure as per the Inception Report, the First Quarterly Report and the actual expenditure occurred. The total sum of incidental expenditure as planned in the Reports is not higher than the maximum indicated by the ToR and the contract and it will not exceed the maximum by the end of the contract either.

Categories	Expenditure estimated in the Inception and 1 st Quarterly Report	Expenditure estimate in the 2 nd Quarterly Report	Expenditures occurred until 2 nd Quarterly Period	Total remaining after the end of 2 nd Interim Period
Travel costs and subsistence allowances (in BiH)	33 970,00	38 930,00	1 723,47	37 206,53
Total per diems, out of which	30 720,00	25 680,00	970,00	24 710,00
- KEs	8 520,00	7 480,00	970,00	6 510,00
- NKEs (only for local when place of performance is different)	14 200,00	10 200,00	0,00	10 200,00
- Beneficiary staff (local per diem is agreed by TM)	8 000,00	8 000,00	0,00	8 000,00
Beneficiary staff accommodation	15 000,00	10 000,00	150,00	9 850,00
Total transport, out of which	3 250,00	3 250,00	603,47	2 646,53
- car	1 250,00	1 250,00	528,47	721,53
- other (bus)	2 000,00	2 000,00	75,00	1 925,00
Capacity building and training, including training of instructors	305 000,00	311 338,06	5 610,25	305 727,81
2 Workshops (after pilot and before census)	40 000,00	30 000,00	0,00	30 000,00
WG meetings (interpretation, printing, catering)	4 000,00	4 000,00	272,19	3 727,81
Training of trainers (before Pilot Census) - Vlastic (accommodation for BHAS, FIS and accommodation + coffee-breaks + transport for RSIS)	0,00	5 338,06	5 338,06	0,00
Training of 20+250+2800 instructors (all costs included, per diem, travel org)	250 000,00	250 000,00	0,00	250 000,00
Other training (including per diem, travel, catering)	11 000,00	11 000,00	0,00	11 000,00
- PcAxis and other Dissemination products (up to 15 days)	5 000,00	5 000,00	0,00	5 000,00
- Training for PES (10 days)	3 000,00	3 000,00	0,00	3 000,00



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Categories	Expenditure estimated in the Inception and 1 st Quarterly Report	Expenditure estimate in the 2 nd Quarterly Report	Expenditures occurred until 2 nd Quarterly Period	Total remaining after the end of 2 nd Interim Period
- Training of data entry operators (2 days)	1 000,00	1 000,00	0,00	1 000,00
- Training of management for PAC (3 days)	2 000,00	2 000,00	0,00	2 000,00
Public awareness campaign and Dissemination	274 440,00	285 340,00	17 639,86	267 700,14
Public campaign, roundtables, conferences, or other events	250 000,00	250 000,00	4641,28	245 358,72
Public Opinion Research & Focus groups	0,00	9 900,00	9900,00	0,00
Logo & message	0,00	1 000,00	1000,00	0,00
Visibility of the project (roundtables, web-site, leaflets)	4 000,00	4 000,00	746,48	3 253,52
Translation of the documents related to the Project	20 440,00	20 440,00	1 352,10	19 087,90
Study Tours (2)	33 060,00	28 980,00	0,00	28 980,00
Air tickets, transport	8 400,00	9 200,00	0,00	9 200,00
Other per diems	9 660,00	11 780,00	0,00	11 780,00
Fees of hosts (consultation fee, organization) and interpretation costs	15 000,00	8 000,00	0,00	8 000,00
Total allocated	646 470,00	664 588,06	24 973,58	639 614,48
Reserve	53 530,00	35 411,94	0,00	35 411,94
Total of incidentals	700 000,00	700 000,00	24 973,58	675 026,42



9. ANNEXES

Other Annexes related to this report are presented into a separate document or electronically only:

Content of “EUPHC2_Quartely Report_2_v01_ ANNEXES.doc”:

Annex 1 List of meetings

Annex 2 Revised Working Groups

Annex 3 General Census plan revised (in electronic format MS Project file and pdf)

Annex 4 Revised Time Plan of Activities and man-days (in electronic format MS Excel)

Annex 5: List of delivered documents (deliverables are presented separately on CD)