

The European Union's IPA 2008 National Programme for Bosnia and Herzegovina

Technical Assistance to Population and Housing Census - Phase II

Quarterly Report 3 Version: 1.0

PERIOD COVERED:
18 October 2012 – 17 January 2013



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Project synopsis

Project Title	Technical Assistance to Population and Housing Census – Phase II	
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Period covered by the report	18 October 2012 – 17 January 2013	
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Beneficiaries	Agency for Statistics of Bosnia and Herzegovina, Sarajevo, including the Branch Office in Brcko District, Federal Office of Statistics of the Federation of Bosnia and Herzegovina in Sarajevo and Institute for Statistics of Republika Srpska in Banja Luka	
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.	
Budget	1 665 600 EUR	
Duration	15 months, 18 April 2012 – 17 July 2013	
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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/ TAT	Technical Assistance/ Technical Assistance Team
TIS	Software for OCR/ICR application
TL	Team Leader
ToR	Terms of Reference of the project
WG	Working Group



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2. EXECUTIVE SUMMARY

The present Third Quarterly Report (QR3) covers the activities and tasks carried out by the Technical Assistance Team (hereinafter referred to as TA Team) led by AAM in the reporting period **18 October 2012 - 17 January 2013** for the project “Technical assistance to Population and Housing Census -Phase II” (hereinafter referred to as EUPHC2).

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 **purpose 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 planned date of the Population and Housing Census in BiH was subject of revision. Article 3 of the *Law on Census of Population, Households and Dwellings in Bosnia and Herzegovina in 2013* set the date of Census for the period 1 - 15 April 2013. However, **following the IMO recommendations of December 2012, postponement of the Census date is foreseen** by at least 6 months. The change of date of the Census affects the present Project, since as a consequence; all remaining Project activities will now require rescheduling together with the revision of Census methodology and tools in accordance with Pilot Census findings and related international recommendations. It should be emphasised that a significant part of Project resources is already allocated to previously agreed Project activities, and their allocation is foreseen to be continued for new segments of the same activities (e.g. methodology, PES and ICT). At the same time, in this reporting period new, additional activities were also requested by stakeholders. Therefore, the immediate objective of the next few weeks is to analyse the use of remaining Project resources and the possibility of their allocation to the requested additional activities. However TA Team cannot plan activities with the postponement in the current Report, since the postponement is not official yet and the Service contract nr. 2012/288-524 in its present form is only valid until 17th July. 2013 TA Team indicated the necessary revisions in case of postponement, but official revision of the remaining activities would be done only after the modification of the Service contract.

During the reporting period the main focus of the Project was on the provision of support to conducting the Pilot Census, the preparation of ICT support for gathering the Pilot Census questionnaires, and for conducting Post Enumeration Survey (PES).

- **Pilot Census was carried out in the period of 15 - 29 October 2012:** the lessons learnt from the Pilot were analysed on the Workshop organised in Sarajevo between 19 and 20 December 2012.
- **Pilot PES was carried out in the period of 19 - 25 November 2012:** preparation for PES included finalisation of methodology, selection of sample and designing of questionnaires.

Capacity building activities were dedicated to the organisation of:

- **Two Study tours** in census management and data dissemination,
- **Three training programs** in web administration, PES and “training on the job” for data entry operators as well as Pc-Axis training organised by Twinning project was partially supported,
- **One Workshop** on Pilot Census Analysis.

TA Team provided technical assistance for the data processing of the Pilot Census and for the preparation of the real Census in the following fields: methodology, communication, ICT, cartography and data dissemination. The deliverables/outputs of the components are leading to the fulfilment of required ToR purposes, while all activities are interrelated and contribute to reaching the required Project results. Activities and results of these fields are summarized below for the reporting period.

- **Methodology and organisation**

Activities supporting the development of the Census methodology and organisation are covered by Component 1 and 2. Detailed description is provided in Chapters 3.1 and 3.2.

The following documents were elaborated **based on the PHC Methodology**, partially agreed by the three Statistical Institutes, for the Pilot Census for the formulation of questions for determination of resident population, citizenship, and for ethno-cultural characteristics and related classifications:

- Census questionnaires and other forms,



- Enumerator's manual and
- Organisation manual.

In addition, PHC Methodology (including forms and manuals) served the development of PES tools and related ICT applications to be customized for current state.

As the Pilot Census fulfilled its objective, all Census tools will have to be revised to various extents according to the Pilot conclusions, IMO and TA Team recommendations. The conclusions of the Pilot Census and Pilot PES were recorded by IMO, Beneficiaries and EUPHC2 within related reports. TA Team organised a **workshop for discussion and drawing conclusions based on the Pilot Census experience, and for making decisions on revision of Census tools**. Despite the commitment of all three statistical institutions to close remaining open issues and to agree on the needed changes based on the Pilot experience, the finalisation of the methods and questionnaires is still pending and further efforts are required from the Beneficiaries to reach consensus.

Inventory of classifications delivered in the previous reporting period along with additional identified classifications for derived variables were revised and submitted to Beneficiaries. This inventory is supporting both methodology and IT components.

A **new activity** was initiated at the request of BHAS, to provide **technical assistance in the preparation of tender ToR** for printing and distribution of Census forms and other materials. More precisely, TA Team was requested to make estimations on the number of Census questionnaires by each municipality considering the necessity of using three languages and two scripts as well as on the content of enumerators' boxes, in order to be printed, packed and delivered directly by the printing factory to each municipality. Based on revision of data gathered from the cartographic work (such as the number of EAs), training plan for instructors and corresponding incidental budget were revised in order to prepare the ToR for training service contract. Along this, the number of needed field staff for Census was also estimated starting from enumerators up to entity/state instructors.

TA Team **finalised the PES methodology**, a short version of manual for the Pilot, PES activity plan, selection of sample for the Pilot, PES questionnaires and **contributed to the training for Pilot PES** organised by BHAS on 16 November 2012.

Last but not least, **Study tour on census management** was carried-out between 28 and 30 November 2012 at the Statistical Office of the Slovak Republic (in Bratislava and Nitra).

- **Communication**

For the successful implementation of the PHC, adequate communication is one of the essential factors. Activities supporting communication are covered by Component 3. Detailed description is provided in Chapter 3.3. The following main activities were carried out in the reporting period.

- **Communication and Outreach Strategy (COS)**

The COS for public awareness was revised and improved in accordance with latest recommendations received from the Press Office of the EU Delegation and IMO expert on communication. The document was also translated into local language and submitted to Beneficiaries for comments. COS was drafted based on the results of the Public Opinion Research and Focus Groups interviews with media and NGOs. Besides the main elements, the Strategy contains a detailed Plan of Activities together with descriptions of promotional products and services as well as estimation for the campaign's budget, based on market research. COS may be subject of revision¹ the forthcoming period, taking into account the experiences during the Pilot Census and expected postponement of the Census date with six months, as IMO recommended.

- **Public Awareness Campaign (PAC)**

For the public campaign of the Pilot Census a radio jingle was produced and intensively broadcasted in total of 737 airings in all three official local languages. The ToR for products and services for PAC was revised keeping only the activities for 2013 Population Census. In December 2102, TA Team re-launched a new procedure for the selection of services provider for PHC public campaign. The final evaluation of the tenders is planned by the end of

¹ During Steering Committee meeting, it was explained that further revision of COS depends on availability of resources due to the postponement of Census date



January 2013. Furthermore, TA Team prepared the ToR for the training course in Communication Management, its Curriculum and Agenda in order to organise this training for the managers and PR staff.

- **Census website**

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>). Between 19 and 20 December 2012 seven experts of Beneficiaries in charge for the development and maintenance of the Census website were trained.

- **ICT**

Development tasks continued in line with the general IT development process. In the reporting period the **preparation of technical specifications** and **starting of the implementation** (programming) were the dominant activities. Detailed description is provided in Chapter 3.4. In line with the general IT development process the following results have been achieved:

- **State of Play analysis:** High level conception for the Application for Production of Indicators,
- **Requirement specification:** Post Enumeration Survey,
- **Technical specification:** Census Database including the database tables for all of the software components (Manual Data Entry Application, Logical Control Application, Census Management Information System, Post Enumeration Survey data entry, the Census database including also the Enumeration Area Database, the Classification Database and the Database of Territorial Units); Logical Control Application; Census Management Information System (in progress),
- **Implementation and integration:** Census database (see above), Census website (by implementation of Content Management System JOOMLA!), Manual Data Entry Application (for P1,P2 questionnaires), Post Enumeration Survey (in progress), data entry application, Logical Control Application,
- **Testing:** Manual Data Entry Application,
- **Deployment:** Manual Data Entry Application (entering the Pilot data).

- **Cartography**

Activities supporting the work on cartography are covered by Component 5. The status of cartographic work is detailed in chapter 3.5. The main activity during the period was dedicated to the collection of data on cartographic work progress, delineation of EAs, field update of the maps and revision of estimated EAs by municipalities. The total EA number is one of the main indicators which have impact on the number of field staff, number of forms, the necessary number of enumerator's packages (boxes) including manuals, and finally on the Census budget. New data on the number of households within EAs became available.

TA Team made an assessment of Pilot maps and a report covering methodology and organisation was also delivered.

Cooperation, in terms of receiving the necessary data requested from Beneficiaries, was improved, although it is not done on regular basis. Data on mapping is still unreliable and incomplete for some municipalities. TA Team did not receive feedback for the signalled contradicting cases. TA team will continue to allocate resources for gathering validated data. Deadline previously agreed by Beneficiaries for cartographic work is already breached (end of 2012).

At the end of reporting period the WG for Cartography made an evaluation of work progress and the plans were revised. The **new deadline for finalisation of cartographic materials was established for 28 February 2013** by WG on Cartography and this date will be proposed to the Council of Ministers when the Census Law will be amended. The previous deadline (set by Census Law) was October 2012; however, it was not met due to various reasons (such as work complexity, lack of staff for field updates, municipalities' commitment).

- **Data dissemination**



Activities supporting data dissemination are covered by Component 6. Detailed description is provided in chapter 3.6. In the reporting period, preparation of Data dissemination strategy has been done in line with the structure of the document commonly agreed by the WG for data dissemination. Beneficiaries' decision is to use the control form P3 as the source and structure for the dissemination of the first results but taking into account IMO recommendations. TA Team provided recommendations for more data to be released as first results as part of the data dissemination strategy. The proposed content of the first results tables was agreed by the Beneficiaries.

The draft Dissemination strategy was submitted to Beneficiaries for comments and suggestions. TA Team identified more than 200 tables for dissemination of the Census results as part of the Tabulation Plan. Related to the proposed content, the titles of tables were drafted and structured by volumes.

Finally, The Study tour on the dissemination of Census results was conducted between 5 and 6 December 2012 at Statistics Austria.

Conclusions

General conclusions of QR3, potential risks and impacts are presented in chapters 5 and 6. TA Team underlines again the importance of shorter acceptance processes of the delivered documents as well as the necessity of taking decisions and actions by the Beneficiaries for the successful implementation of Census.



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 better illustrate 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 by using the classification described below. If the number is less than 100%, the percentage is based on the TA team’s estimation and does not represent exact measure. Only activities where progress was made in this reporting period are mentioned in this chapter.

< 10 %	Work on the deliverable has just started
10 – 50 %	Early draft status (such as notes, collecting information, analysing collected information, 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 effective utilisation of project resources and to contribute to the capacity strengthening of the three statistical institutions in the implementation of the PHC. Due to new suggestions and requests of the Beneficiaries, the TA Team revised the following two documents which were already subject of the previous reporting period:

- **Technical assessment and Inventory of Classifications**
- **Training program of Census instructors and Training Strategy**

ACTIVITY 1.1

During the reporting period, **Assessment of implementation and conduction of Pilot Census** has been finalised and TA Team made various recommendations covering important topics of Census such as Pilot Census organisation, logistic, field work, area identification and planning of the work, quality of interview, level of training of enumerators, methodology and maps. The new, additionally delivered separate document is completing the Activity 1.1.1 Assessment of Census Preparation.

A **Workshop on Pilot Census analysis** was organised after the Pilot Census was carried out, with a high number of participants from all Beneficiaries’ WGs. Based on Beneficiaries’ Pilot findings, IMO observations and TA Team recommendations, WGs had the opportunity to discuss and draw conclusions with regard to the following:

- Improvement of formulation of questions,
- Training plan and improvement of training materials,
- Mapping and field organisation, including financial matters.

All WGs reported to the session of Managers of all three statistical institutes. Serious commitment and effort was made by all participants to adopt decisions during the workshop. Despite some remaining issues, all three Statistical institutions showed their willingness to adopt the best solution and to agree on open issues. Workshop Report was prepared and delivered.



ACTIVITY 1.2

TA Team completed the last part of the activity regarding the revision of **Census Work plan and Logistic Plan**. The mission report and Logistic plan is under preparation. All timing of Census activities was considered for the Census to be held in April 2013, therefore following the latest announcement of BHAS on IMO recommendation for postponement of the Census, all activities' dates should be revised according to the new Census date adopted by BiH Parliament.

Based on updates of cartography process (number of EAs), a new round of revisions was made with regard to the number of field staff (enumerators, municipal instructors, entity/state instructors), with regard to the training program of instructors, and the necessary budget.

For the new activity, the **Estimation of number of Census questionnaires** for printing and distribution, TA Team allocated KE1 resources in order to collect available statistical data (based on Census 1991, cartography, demography, household budget survey, web maps: Google, Wikimapia). For compilation and estimation various methods were used - from simple statistical computations and analysis to setting a GIS for examination of territorial units. Results are reflected in the prepared table ("BiH_fieldstaffevaluation11_VD.xlsx"), for the level of BiH municipalities and BD, revised continuously including data of cartographic work results and new emerged data on number of households.

The approach was changed several times, according to the available type of data, the 1991 Census data (as number of persons by ethnic structure), and estimation of population and number of households within EA. The number of main Census questionnaires was already estimated but only as a total number for each municipality, without having ethnical structure as an input. There are also other forms used for Census and for PES (P5 - P18, KO, KP1, KP2, KP3, KSDO, and KP6 - KP19) that should be assessed, for which more input is necessary from the Beneficiaries' side.

One of the **most critical issues** of using specific language questionnaires, according to the Law on Census, is the tender for printing (all types of forms in all languages and scripts, manuals etc.), preparation and delivery of complete enumerators' packs to local Census commissions before the training and before data collection starts. The tender for printing of Census materials should have already been published, however, complete information related to number of EAs and ethnic/national structure of the population by EAs/municipalities is still not available. TAT received, with the reserve of revision, the number of HHs by municipalities on 13.12.2012 for FBIH, the number of HHs by each EA on 15.12.2012 for RS, and the number of HHs by EA for BD on 6.02.2013. Complete tender procedure (tender call, evaluation, contracting, possible complaining procedure, printing, completion of boxes and transport) will require nearly three months.

At the same time, basic information for specifications is still missing (e.g. on the cartography side, number of EAs is still uncertain, their population size and ethnic/national structure, maps for parts of RS not covered initially by orthophotos). While in cartography the solutions are technically possible to be found, population size and its ethnic/national/minority composition can be estimated only very roughly due to changes after 1991 Census. This leads us back to the problem of the tendering - where the basic requirement is the number of questionnaires and all other materials in all BiH official languages, unless the enumerator will be allowed to fill-in questionnaires printed in other language, different from that of the respondent's. In the Pilot exercise this solution was normally accepted by respondents, never resulting in any kind of complaint or reluctance.

Steps in the process of estimating the number of Census questionnaires:

- Along other already collected data (such as number of EAs, population 2011 by municipalities and BiH Household Budget Survey (HBS) data) TA Team initiated collection of more data on ethnic composition from BHAS, FIS and RSIS.
- BHAS provided BiH 1991 Census data by settlements and ethnic composition.
- FIS provided the number of households by municipality, which resulted from cartographic work of Contractors.
- RSIS provided the number of households by EAs within each municipality, which resulted from cartographic work of GI of RS.
- TAT analysed 1991 data at the settlement level and tried to match the actual administrative structure. Because no other data were available on internal/external migration by ethnic groups and neither source



nor destination place were documented, TA Team called for a meeting for identification of other possibilities.

- On the meeting it was agreed by RSIS and FIS that 1991 data are obsolete and cannot be used for estimation. It was also agreed that RSIS and FIS will address an official letter to Mayors for gathering of estimations on ethnic structure from each municipality. Such estimations will require a commonly agreed methodology which does not exist and has never been discussed.
- After agreed deadline TA Team received the information from RSIS and FIS that such data were not available at municipality offices and no other sources were identified. FIS also informed TA Team that the ethnic structure should still relate to 1991 in absence of other data.
- Notification on Census postponement was received, so the urgency for tendering was diminished.
- TA Team organised the Workshop on Pilot Census Analysis.
- At the WG for Coordination session, taking into consideration all the facts listed above and all Census law requirements, tender requirements, the necessity of packing and distribution of materials by EA in the structure of population, TAT proposed another approach. Namely, to redesign Census questionnaires, having for example only one P1, but including all the questions in three languages and two scripts. This may require 6 pieces of A4 pages instead 4 pieces of A4. All other questionnaires could also follow this approach.

In the table below pros and cons of TAT opinion² are presented:

Pros:	Cons:
<ul style="list-style-type: none"> • Census law provisions would be fully applied. • There would be no need for any other estimates on ethnic structure. • No time and resources would be spent, for possibility of using estimates, on drafting one unique estimation method, on reaching agreement among Beneficiaries, and on identifying data sources. • There would be no possibility for data to be "overestimated" by municipalities, if implied. • Direct printing costs would be reduced due to single format print for one type of questionnaire, one process of offset printing, one process of sorting, splitting for packing, only one printing plate and rubber blanket for each questionnaire, only one flow for individualisation /serialisation (barcodes and/or codes). • Price per unit would be lower. The cost of paper is absorbed by the lower costs of printing, sorting and packing and the lower percentage of necessary reserve. Manual work is more expensive for splitting, sorting, merging, packing, organisation by lots; so there is no need to handle three flows of questionnaires. • The entire printing – packing - delivery process would be shorter. • Number of reserves would be lower (10%) than using rough estimation by three categories (up to 25%). • The packing could be done by each EA (up to 100 % of 	<ul style="list-style-type: none"> • More paper would be used. • There would be additional costs for binding pages of some questionnaires. • There would be additional time needed for manual preparation of questionnaires before scanning. • Redesigning of questionnaires (minor effort): the problem persists for printing and distribution of manuals (but not at the same level as for questionnaires). • Number of scanned pages would increase by 30%. The impact is minor in terms of scanners' possibilities, being "heavy duty" type, and the total duration of scanning is not important in the economy of data processing, because the process of data checking and cleaning is starting in parallel and it is taking longer than scanning. The deadline for data readiness would not be affected. • Necessary redesign of the questionnaires and changes in the related IT data entry applications interface (with impact also on OCR/ICR applications)

² For solving the problems of questionnaires in multiple languages (estimation, printing and packing) TAT offered an opinion to be analyzed. No questionnaires were drafted by TAT, as the idea was not supported by all Beneficiaries.



<p>necessary households revealed by cartographic work and map field updates), the rest (if less than 100% distributed initially) could be kept at municipality level as reserve and distributed when necessary to enumerators.</p> <ul style="list-style-type: none"> • There would be no need for extra municipality workers for packing by EA and in absence of exact structure. • There would be no need for enumerators to commute during the registration period for gathering more questionnaires. • Handling mistakes could be avoided in manual work of packing and distribution. • There would be no need during the Census to print more questionnaires if municipality have reserve for immediate distribution, and this could be without paying attention to the language or script. • There could be no criticism or complains from politicians, media or households for not having the proper questionnaire. • Default data of distributed questionnaires could be immediately synchronised for EA in CMIS for monitoring on further events at the level of EA. • Process of checking of delivered EA boxes would be faster at any level of delivery (printing house - municipality - field staff) and more effective when it is done for only one format. 	
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WG for Census Coordination decided that TA Team opinion will be analysed.

At the Directors’ meeting organised on 21 December 2012 BHAS and FIS Directors proposed to turn back to estimations by ethnic groups by municipality using 1991 census data, while RSIS Director did not share this opinion. While BHAS and FIS expressed their reserves in using a multilingual questionnaire, due to impact on redesigning the questionnaires and consequently the need for redesigning IT applications, and the eventual difficulties of enumerators in using such questionnaire, RSIS supported such solution, which will simplify the printing, packing and distribution of questionnaires and will fully satisfy the users, the interviewed persons, media, NGOs, and other BiH society members.

TA Team will continue to provide assistance in such estimation, if necessary, based on the new data provided by all three statistical institutes for ethnic composition by municipality.

ACTIVITY 1.3

Based on the inputs from WG for Cartography, the estimation of field staff was revised again with consequences on the instructors’ training program and necessary incidental budget. The dynamic data of common table “BiH_fieldstaffevaluation11_VD.xlsx” used for Estimation of Enumeration Areas, Estimation of number of Census questionnaires and number of field staff was used also for the revision of training program for instructors, based on new estimation of field staff and conclusion of the Pilot.

The following data were changed since previous period³:

- Number of EAs: **24,547** instead 23,881 (ToR estimation: 20,500)

³ All this data are subject to revision after finalization of cartographic work and an in-depth analysis of each enumeration area



- Number of enumerators : 24,547 (not including common living quarters and special units)⁴
- Number of enumerators to be trained (+10%) : **27,002** instead 26,269
- Number of state instructors: **40** instead 20 (training ToR requirement: 20)
- Number of entity instructors: **208** instead 206 (training ToR requirement: 250)
- Number of training centres: **4** instead 8 (Beneficiaries' request)
- Number of municipal instructors: **3,224** instead of 3,135
- Number of municipal instructors to be trained(+10%): **3,563** instead 3,463 (training ToR requirement: 2800)

Comparing with ToR and foreseen incidental budget for training there are **763** more municipal instructors to be trained under incidental budget.

ACTIVITY 1.4

Improvement of Beneficiaries management capacity for Census organisation was achieved with the **Study tour** conducted between 28-30 November at the Statistical Office of the Slovak Republic in Bratislava and at its regional office in Nitra. Seven management staff (3 from BHAS, 2 from RSIS and 2 from FIS) accompanied by KE1 participated, and appropriate Study Tour Report was prepared and delivered.

The Study tour's main objective was to increase the BHAS, RSIS and FIS's management staff practical knowledge on Census management and organisation in a country where the 2011 round of Census was carried-out successfully. Additionally, the Study tour aimed at helping the three statistical institutes to better understand Census data collection and processing, in terms of coverage, confidentiality and security.

3.1.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
1.1: State of play analysis			
Sub activities			
Code	DELIVERABLE		
D.1.1.1.1	Assessment of implementation and conduction of Pilot Census - <i>NEW Deliverable</i>	Nov 12	Delivered, 100%
Resources:	KE1		

ACTIVITY		Timing	Status/Achievements
1.2: Implementation of Census Management tools for Census operation			
Sub activities			
Code	DELIVERABLE		
1.2.2	Revision of Census Work Plan	Jun - Dec 12 ⁵	In progress
1.2.3	Revision of Census Field Operation Plan	Jun - Dec 12 ⁵	In progress
1.2.5	Estimation of number of Census questionnaires	Oct 12 - Feb 13 ⁵	In progress, dependent on finalisation of EA, revised continuously
D.1.2.1	Analysis of technical documents and recommendations	Oct 12, Nov 12	Delivered, 100%, revised in Nov 12
D.1.2.2/1	Census work plan Gantt	Jul 12, Jan13	Delivered, 100%, but subject of continuous revision
D.1.2.2/2	Revision of Census work plan after Pilot	Dec 12 ⁵	In progress, 80%

⁴ The number of enumerators will be slightly lower than the number of resulted EAs, for empty EAs no enumerators will be assigned

⁵ Rescheduling is needed after new Census date is decided



	findings		
D.1.2.3	Report on evaluation of staff resources demand	Dec 12 ⁵	Continuous revision, sourced by cartographic work results, 90%
D.1.2.4	Revised field operation plan	Dec 12 ⁵	In progress, 80%
D.1.2.5	Report on classifications used for Census	Oct 12, Nov 12	Delivered, 100%, revised in Nov 12
D.1.2.6	Estimation of number of Census questionnaires (BiH_fieldstaffevaluation11_VD.xlsx)	Feb 13	Delivered 80%, Continuous revision, sourced by cartographic work results
Resources:	KE1, KE3, SNKE, JNKE		

ACTIVITY		Timing	Status/Achievements
1.3: Preparation of a training plan for field work, organisation of trainings			
<i>Sub activities</i>			
1.3.4	Training of 40 state + 250 entities instructors ⁶	Feb - Mar 13 ⁷	Not started
1.3.5	Training of 2800 instructors ⁶	Feb - Mar 13 ⁷	Not started
Code	DELIVERABLE		
D.1.3.1	Training plan	Oct 12, Dec 12	Delivered, 100%, revised in Nov 12
Resources:	KE1, JNKE, incidentals		

ACTIVITY		Timing	Status/Achievements
1.4: Study tour for management staff			
<i>Sub activities</i>			
1.4.1	Organisation of study tour	Sep - Nov 12	Accomplished
Code	DELIVERABLE		
D.1.4.1	Study tour for management carried-out	Nov 12	Delivered, 100%
D.1.4.2	Report on study tour	Dec 12	Delivered, 100%
Resources:	KE1, backstopping, incidentals		

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

During the reporting period PES activities were completed to support the test of PES after the Pilot Census. The **Pilot PES was conducted as planned in 6 EAs**: 2 in FBIH, 2 in RS and 2 in DB from 19 to 25 November 2012. The registration dates were reference moments of the Pilot Census (midnight of 14.10.2012) and of Pilot PES (midnight of 19.11.2012).

IMO assessment of Pilot PES conduction and of developed PES tools was positive and in accordance with the UN Statistics Division methodology and BiH population migration characteristics.

The PES questionnaires were designed for using the OCR/ICR technology, but for the Pilot PES, a manual data entry application was developed within the same reporting period. The application is installed, and it is currently being tested by Beneficiaries.

⁶ The number of instructors to be trained is subject of approval of training plan and incidentals, following the data resulted from cartographic work and evaluation of TAT. Figures are presented under Chapter 3.1, Activity 1.3, page 12 and in the corresponding delivered files for estimation of census staff. The latest estimations will raise the number of instructors to 40 state instructors and to much more than 3,500 municipal instructors, against 20 respectively 2800 as per Inception report)

⁷ Rescheduling is needed after new Census date is decided



ACTIVITY 2.1

The main achievements of the reporting period which also supported further developments of IT application for PES data entry are the following:

- **Manual prepared for conducting the coverage and content control for Pilot Census**
- **Methodology of sampling for full PES** (200 EAs and over 50,000 persons will be re-enumerated)
- **Estimation of necessary field staff**
- **PES questionnaires** (KP1 – person, KP2 – household and dwelling, KP3 – Control form , KO – Coverage Control for persons, households and dwellings and KSDO – list of persons moved between Census date and PES date)
- **PES Plan** (time schedule)

ACTIVITY 2.2

TA Team provided assistance also in preparation of presentations and moderated the **Training for Pilot PES** organised by BHAS on 16 November 2012 for 36 field staff (state instructors, municipal instructors and controllers).

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	Achieved for Pilot Census
2.1.2 PES Sample design		Oct 12- Feb 13	Achieved for Pilot Census
Code	DELIVERABLE		
D.2.1.1	PES Methodology Documents <ul style="list-style-type: none"> • PES manual • PES questionnaires, • PES time-schedule • Estimation of PES staff 	Feb 13	Accomplished 100%, documents will be revised after Pilot Census
D.2.1.2	PES Sample Design	Feb 13	Selected for Pilot PES,100% and prepared for full Census, 90%
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 ⁸	In progress
2.2.2 Training of relevant staff for PES		Feb – Mar 13 ⁸	Achieved for Pilot PES in Nov 2012
Code	DELIVERABLE		
D.2.2.2.1	One day training of state instructors, municipal instructors and controllers for Pilot PES	Nov 12	Accomplished, 100% - new activity
Resources:	KE1, JNKE, incidentals		

⁸ Rescheduling is needed after new Census date is decided



3.3 COMPONENT 3: PUBLIC AWARENESS

Objective of this Component is to conduct a Public Awareness Campaign (PAC) 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.

ACTIVITY 3.1

One of the achievements of the reporting period was the public campaign organized for the Pilot Census that consisted of designing and broadcasting a radio jingle for duration of 54 seconds. This was produced and intensively broadcasted in total of 737 airings in all three local languages and issued by 16 radio stations across the country:

- Radio Stari Grad
- Radio Orasje
- Radio Korona Trebinje
- Big Radio Banja Luka
- BH Radio 1
- Radio Tuzla
- Radio Gorazde
- Brcko DC Radio
- Radio City Kameleon
- Radio Studio 88 Mostar
- Bobar Radio Bijeljina
- Radio Herceg-Bosne
- Radio Bihac
- Radio Dobre Vibracije
- Nes Radio Banja Luka
- Radio Siroki Brijeg

TAT designed and proposed a draft for a Pilot Census flyer but its production and distribution was cancelled due to non agreement on the census logo (Federal Institute for statistics agreed with the logo and slogan for the Census with "Bosnia and Herzegovina", BHAS believes that logo has been previously adopted by all institutions during CCB meeting, and that the discussion about it started again during preparations for Pilot. BHAS also believes that conduction of public campaign is under sole jurisdiction of BHAS in line with the Census Law, Article 20(r). The opinion of RS IS was that design and text of logo were unacceptable because the logo for Pilot was unacceptable for RS IS because of the procedure, i.e. non respect of the procedure in which it was selected. The Director of RS IS emphasised, during CCB meeting, that logo was adopted but the content (logotype) was not). Finally, from the list of products and services originally proposed for the Pilot Census only the radio jingle was completed.

ACTIVITY 3.2

Another achievement was the revision of **Communication and Outreach Strategy (COS)**, which was improved based on the recommendations received from EU Delegation Press Office and IMO expert in communication.

The activities for selection of specialised company in **developing and implementing the PAC** for the Census were re-launched in December 2012.

The procedure for selection of the services provider for PAC will be finalised in January 2013. The **training course in Communication Management** for managers and PR staff shall be organised in January. In this sense, TA Team addressed the request to Beneficiaries to agree on the appropriate date and on NKE selection. The aims of the training are to improve knowledge and abilities in communication for the managers of all three Statistical Institutes and staff in charge for PR for the Population Census 2013. The request for this training was addressed by BHAS and supported by IMO expert in communication.

Seven experts in charge for Census website received **two days training in using the Content Management System of the Census web-site**. After training, Beneficiaries are able to start the working procedures and uploading of corresponding documents for designed structure, and the web-site should be available to the public as soon as possible. TA Team will assist the Beneficiaries in fine-tuning the website related to Census identity.

TA Team encouraged Beneficiaries to establish and agree on internal procedures for web-site administration and for publishing required information by web-site structure. Since September 2012, the TA Team has suggested and even prepared information which should be published for public information.

It is important to note that the consensus was not always reached among Beneficiaries on the content of different delivered products by TAT, (such as Census slogan, Pilot Census' flyer and Census' website) causing delays in further steps of Project implementation. Due to the importance of the communication TA Team initiated meetings with main stakeholders in BHAS to resolve the problem.



As a result of the meetings and the previous experiences TA Team recommends agreeing on the acceptance process before elaborating further communication activities. Proposals for different acceptance procedures in line with Census Law will be presented by TA Team in the next reporting period.

Considering also the conclusions of Workshop on Pilot Census analysis, TA Team recommends that final agreement on Census identity should be reached. Census identity, branding all Census tools should be prepared and produced (questionnaires, manuals, PAC product and services) and the website should be made available to the public in short time, as a key tool for PAC.

TA Team – in agreement with IMO Team – emphasises the 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 persuade them to participate and trust the aims of the Census, to convince the media and to get their support for the Census campaign, and finally, to have good promotional materials agreed by all Beneficiaries, published on the website, 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			
<i>Sub activities</i>			
Code	DELIVERABLE		
D.3.1.12	Census website updated/developed	Nov 12	Delivered, 100%
Resources:	KE2, KE3, NKEs, incidentals		

ACTIVITY		Timing	Status/Achievements
3.2: Designing the communication and outreach strategy with the public and media			
<i>Sub activities</i>			
3.2.1 Communication and outreach strategy for developing the media campaign of the Census		July – Oct 12	Accomplished, Revised during QR3, under EUD and Beneficiaries evaluation
3.2.6 Organise a training course on communication		Oct 12 - Jan 13	In progress
Code	DELIVERABLE		
D.3.2.1	Communication Strategy (COS)	Dec 12	Delivered as draft, possible revision, when the company will be selected, if the additional resources would be available , due to extension of project duration.
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	Delivered, 100%
Resources	KE2, JNKE, incidentals		



3.4 COMPONENT 4: ICT SUPPORT TO THE CENSUS

Objective of Component 4 is to support Beneficiaries in 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 summarises all IT activities of the Project and some IT developments are in clear connection 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 summarises 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 behaviour 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 component subsystems into one system and ensuring that the subsystems function together as a one system.	System
5. Testing	Testing of the system from all aspects (user friendly platform, quantity test, etc.). Testing, among other things, has a goal to detect and remove all spotted mistakes in the system as well as the implementation of additional functionalities of smaller scope. Testing phase includes the training of key and other users as well as the creation of documentation..	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 development of the applications continued and reached the different phases of the development process from phase 2: Specification of requirements until phase 6: Deployment. The unique applications achieved different readiness (see also Executive Summary, ICT Support).

In order to clarify the open questions and to ground the ICT development conception, TA Team continued preparing the consultation documents (for detailed list of these documents see Annex 6 in Annexes document). On the basis of the discussions on these documents TA Team could improve the content of the requirement



specifications with better understanding of the needs of the Beneficiaries and could contribute to highest quality of the ICT products.

3.4.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
4.1: State of play analysis and identification of critical issues			
Sub activities			
Code	DELIVERABLE		
D.4.1.1	Assessment report; findings and recommendations	Dec 12	Delivered, separate assessment document for Pilot under 4.11 100%
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 questionnaires		Dec 12-Jan 13	Not started
Code	DELIVERABLE		
Resources:	KE1, KE3		

ACTIVITY		Timing	Status/Achievements
4.3: Preparation of the detailed action plan for processing of Census materials			
Sub activities			
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.4.3.2	Detailed work plan and continuous update concentrating to the ICT development tasks	Apr 13	Subject of continuous update, in progress
Resources:	KE3		

ACTIVITY		Timing	Status/Achievements
4.4: Creation of database for BIH enumeration areas			
Sub activities			
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.4.4.1.1	EA DB Technical Specification (CENSUS Database Technical Specification)	Jan 13	Delivered to Beneficiaries, 90 % (Includes database definitions for MDEA, PES, LCA and eFlow as well)
D.4.4.2	EA DB ready for Census	Jan 13	In progress, 50% (Part of the Census database. In operation by the MDEA)
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	(It is ready for use by Manual Data Entry Application and Scytl eFlow).
Code	DELIVERABLE		
D.4.5	Classifications database ready for Census	Feb 13	In progress, 90% (Classification DB is part of the Census Database)
Resources:		KE1, KE3, JNKE	

ACTIVITY		Timing	Status/Achievements
4.6. Development of Census Management Information System (CMIS)			
<i>Sub activities</i>			
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, 25%
D.4.6.1.1	CMIS Requirement Specification	Oct 12	In progress, 90%
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			
<i>Sub activities</i>			
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	User Guide and Administrator Guide Under acceptance after testing, 80%
D.4.7.2	Control application	Jun 13	In progress, 70 %
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			
<i>Sub activities</i>			
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	Delivered, 100%. The Pilot P1 and P2 forms were captured. Revised after change of questionnaires
Resources:	KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.9. Development of application for production of indicators in cooperation with other relevant groups			
<i>Sub activities</i>			
4.9. Applications for producing sets of statistical indicators based on raw data and derivations of the raw data		Jan-Apr 13	In progress
Code	DELIVERABLE		
D.4.9.1	Software solution for producing indicators (derived variables)	Jan-Apr 13	In progress, 20 % (conception of software application prepared)
Resources:	KE1, KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.10. Training of IT staff responsible for data entry and encoding			
<i>Sub activities</i>			
Training for use of the Manual Data Entry Application		Dec 12	In progress
Code	DELIVERABLE		
D.4.10.1	Training plan and training materials	Dec 12	Prepared, 90 %
D.4.10.2	Training of 5-10 selected trainers of trainees	Dec 12	Delivered, 90 % (On the course of entering Pilot data), 20 persons trained
Resources:	KE1, KE3, NKEs		

ACTIVITY		Timing	Status/Achievements
4.11. Preparation of Pilot tools - New activity			
<i>Sub activities</i>			
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% First part delivered. Second part will contain analysis of MDEA use for Pilot
Resources:	KE1, KE3, NKEs		

3.5 COMPONENT 5: CARTOGRAPHY

The main responsibility of TA Team under this Component is the Inventory of the cartography materials (Activity 5.1) according to cartographic work progress until the finalisation of EA maps.



During the reporting period TA Team also worked on estimation of necessary field staff and number of questionnaires (Component 1). The report with detailed observations about the maps and cartography issues, already foreseen in the Inception Report, is in progress and will be finalised in the next reporting period with the involvement of a NKE specialised for cartography and GIS⁹.

General conclusions and high level observations of the TA Team in the reporting period are presented below.

During WG Cartography meeting (held on 17 January 2013) a new deadline, **28 February 2013** was established for finalisation of cartographic materials. For all maps and objects (buildings) an ID code will be allocated, following IMO and TA Team recommendation¹⁰. Based on the gathered information the current state of affairs is as follows:

• **BiH total:**

Variable	Value
Number of EAs	24,547
The number of estimated households (BHAS data)	1,393,261
Average number of households in one EA	57

• **BD:**

Variable	Value
Number of EAs	412
The number of estimated households (BHAS data)	23,840
Average number of households in one EA	58

All maps are finalised and update of rural areas (10%) consists of adding ID codes for buildings without postal number.

• **FBiH:**

Variable	Value
Number of EAs	15,773 ¹¹
The number of estimated households (FIS data)	862,407
Average number of households in one EA	55

The delineation of EAs maps was finalised by the end of 2012 and all PDF are received from contractors. Checking and revisions period till final acceptance will last for three months (end of March 2013). FIS is continuously checking the work of contractors and the applied methodology. Considering the short time and available staff resources (maximum 4 persons), it is recommended to increase the number of FIS staff for this activity.

Note: FIS performs a continuous control of maps; in the "General plan of census activities" the deadline for checking of cartography documentation is set to 25.03.2013.

⁹ WG cartography and Beneficiaries' management agreed that NKE for cartography will not be hired for ACTIVITY 5.2: Assistance in solving open issues including a final agreement on split enumeration areas and its deliverable. Project ToR revision is necessary, as well for ACTIVITY 5.1: Inventory of available cartography material. TAT still will provide a report on cartography.

¹⁰ FIS introduced ID codes before IMO recommendations

¹¹ Previous estimation: 15,625



- **RS:**

Variable	Value
Number of EAs	8,362 ¹²
The number of estimated households (RS data)	507,014
Average number of households in one EA	61

The canvassing of EAs for RS was finalised up to 100%. RS territory is covered in 70% with orthophotos, and for the rest of 30% cadastral maps are used. The remaining work is to insert ID numbers for all objects without postal number. Update of the statistical and enumeration areas is made 98%. For speeding the work 36 new persons were employed.

More in-depth checking is necessary at the level of each EA in order to exclude counting of empty EAs and with less than 30-40 HH (households) from the process of estimation of field staff.

The statistics of such analysis shows for **RS** that from the total of **8,362** EAs, **561** do not have yet the number of HH or are non-inhabited areas, 538 have under 11 HHs and over 1,200 have between 11 and 39 HH.

Excluding such EAs, when calculating the average, it will result in **a more realistic average number, and close to the methodology** of canvassing: **74 HHs** by EA for **RS**.

At the moment of reporting no such data are available to TA Team for BD and FBiH (number of HH/EA), but we can assume, with some reserves due to various geographical characteristics, that many EAs are covering non-inhabited areas, or the data are not yet collected. TA Team got permission to visualise EA maps in FIS servers and the random checking of EA with low number of HHs confirmed the above assumption. A rough estimation may raise the average number of HH/EA in FBiH from **55** to **64** for **FBiH**.

When new data will be available on the level of EA, a new revision of number of field staff could be made, because for empty areas no enumerators will be deployed, and more EAs with low number of HHs will be allocated to only one enumerator (considering also the possible number of interviews and time to visit all allocated areas), the corresponding number of instructors will be lower and the training program financed by incidental budget will be revised.

3.5.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
5.1. Inventory of available cartography material and possible transfer onto electronic media			
<i>Sub activities</i>			
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	Feb 13	In progress, 80%
Resources:	KE1, KE3, NKE		

ACTIVITY		Timing	Status/Achievements
5.3: Assistance in archiving electronically all			

¹² Previous estimation: 7,740



available cartography documentation			
<i>Sub activities</i>			
5.3 Assistance in archiving electronically all cartographic documentation		July-Aug -12 ¹³	CMIS is prepared to handle also the maps
Code	DELIVERABLE		
D.5.3.1	Technical specification for organisation of maps repository	July-Aug -12 ¹³	Included in CMIS. Status is reported under chapter 3.4.1, Activity 4.6.

ACTIVITY			
5.4. Development of database of BiH territorial units		Timing	Status/Achievements
<i>Sub activities</i>			
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 ¹⁴	Jan 13	In progress, 90% 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 ¹⁴	Jan 13	In progress, 90% Already used for MDEA for Pilot data entry
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.

ACTIVITY 6.1

During the reporting period, TA Team worked on the **Data Dissemination Strategy** respecting the agreed structure with the members of WG for data dissemination and public campaign. Further work was done on the content of the strategy, specifically on the uses of Census data, typology of the users, focusing more on the description of the online and offline products and services that will be rendered to these users. The strategy includes also the schedule for dissemination, quality, confidentiality, marketing and distribution issues, the estimations of the budget for dissemination of the Census results and necessary human and financial resources. The document was finalised on 28 December 2012 and submitted to Beneficiaries for their comments and suggestions. Beneficiaries requested one month more (end of January 2013) to analyse or contribute with remarks to the document and EUD TM agreed with extended period. More than 200 main tables were identified for dissemination of Census results as part of the Tabulation Plan. Related to the proposed content, the titles of tables were drafted deeming the potential content of each table. These were structured by volumes as follows:

¹³ Rescheduling is needed after new Census date is decided

¹⁴ According to chapter 4.2.5 Component 5: Cartography of the Project ToR "Database of territorial units (up to the level of the enumeration area) development in cooperation with IT experts" Is the task of TA Team. As database of territorial unit (including data tables for entities, cantons, municipalities, settlements, statistical areas and enumeration areas) will be used by more software applications, this database will be managed as an integrated part of the one Census Database. Accordingly, technical specification of this database is included into the document "Census database technical specification".



- preliminary results (6 tables),
- general results (64 tables),
- socio-economic structure (88 tables),
- buildings, dwellings and households (36 tables) and
- Ethno-confessional structure (28 tables).

For designing and establishing these tables TA Team analysed the latest Census questionnaires (used for Pilot Census) as well as the corresponding methodology. It is important to mention that the list of tables is not fixed; it can be adjusted in accordance with the Beneficiaries’ needs and accordingly to the Census process, type of technology that will be implemented for data tabulation, needs for dissemination, users’ needs and available human and financial resources.

Beneficiaries decided 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 by BHAS will gather and 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 analysed this decision and recommendations were presented in the Data Dissemination Strategy considering also IMO recommendations.

ACTIVITY 6.3

TA team in cooperation with the Danish Twinning project conducted the first round of Training course for PcAxis, as potential software for dissemination the results of the population Census; the course was conducted between 11 and 14 December 2012 for 14 IT, dissemination and statisticians experts from all three Beneficiaries.

ACTIVITY 6.4

Between 5 and 6 December 2012, the **Study tour on dissemination of Census results** was conducted at Statistics Austria for 6 experts on data dissemination and IT from BHAS, FIS and RSIS. The Austrian experts in statistics presented their experience in organising and setting the system for Census data dissemination. The Study tour aimed to help Beneficiaries in their decision on what software to choose for data tabulation and for designing the online data dissemination database for Census results. Study tour Report was prepared and delivered.

It has to be noted that there is still need to increase the **number of experts** in BHAS Dissemination section with persons having expertise in IT for developing a dissemination database (a new person was employed recently by BHAS). At the same time, the Dissemination section is also in charge with tabulation and in this case, the selected software for data tabulation should be easy to use in order to avoid any programming.

3.6.1 ACTIVITIES AND DELIVERABLES

ACTIVITY		Timing	Status/Achievements
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 -Feb13	Draft, In progress, 95%
6.1.2 Design the Tabulation Plan		Jan - May -13	In progress, 70%
Code	DELIVERABLE		



D.6.1.1	Data dissemination Strategy prepared	Feb 13	In progress, 95%
D.6.1.2	Census Tabulation Plan designed	May 13	In progress, 70%
D.6.1.3	Vol. 0 Preliminary results (print and web), draft	May 13	In progress, 70%
D.6.1.4	Vol.1 Population and Houses Census – General data (print, CD, web), draft	May 13	In progress, 10%
Resources:	KE2		

ACTIVITY		Timing	Status/Achievements
6.3: Assist in developing the Census data dissemination database and its querying interface			
<i>Sub activities</i>			
6.3.4 Training for dissemination application		Sep-Feb 13	In progress
Code	DELIVERABLE		
D.6.3.1	Training course for dissemination and IT staff	Feb 13	In progress, 50% (First round of PC-Axis organised in cooperation with Twinning project)
Resources:	KE1, KE2, JSTE		

ACTIVITY		Timing	Status/Achievements
6.4: Organisation of study tour for dissemination experts			
<i>Sub activities</i>			
6.4 Organisation of study tour		Sep-Dec 12	Accomplished
Code	DELIVERABLE		
D.6.4.1	Study tour for dissemination experts carried-out	Dec 12	Delivered, 100%
D.6.4.2	Report on study tour	Dec 12	Delivered, 100%
Resources:	KE1, KE2, incidentals		



4. INTERIM FINDINGS AND PRELIMINARY CONCLUSIONS

At the beginning of the Project, it was clear that some of the assumptions listed in ToR were not fulfilled by the time the Project was launched. In particular:

- Pilot Census implemented in 2011;
- Census date 1st of April 2012;
- Relevant entity institutions prepared updated cartographic documentation and provided it to the Project experts for further harmonisation by the beginning of the Project;
- Register of territorial units for the BiH agreed among three statistical institutions.

Consequences of this fact have manifested also 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 earlier assumptions. Therefore the activities defined in the ToR are not in line with the current needs of the Beneficiaries. In order to adapt to the current situation an Addendum to Service contract nr. 2012/288-524 should be initiated by TA Team after the Census date is defined, to harmonise the activities of ToR with the actual needs of the Beneficiaries.

Improvement of project management

TA Team submitted on regular basis the Weekly plans and the Monthly Reports introduced in the previous reporting period as new management tools for strengthening the cooperation and for keeping all interested parties informed. Besides these tools, for proper answering to the challenges of environment, and based on the previous SC discussions on Census project management, both by TAT and the Beneficiaries, TA Team initiated more meetings for strengthening of cooperation in the field of Census Public Campaign and Communication and ICT developments.

In the field of cooperation with other donor projects, TA Team organised a joint training program for PcAxis together with Twinning project. Following the last decision of the counterparts, second round of PcAxis training will be organised only by Twinning project and TA Team will initiate discussions with Beneficiaries on how to allocate resources for this activity without overlapping with previous trainings. As further additional activities are requested, from which some were not defined originally in the ToR (e.g. Political analysis, communication training – IMO suggestion, Legal aspects of security policy), TA Team will continue to check for additional possibilities and resources to support the new needs of different stakeholders.

The work plan is still following the previous planning, used for the 2nd Quarterly Report, and after receiving the decision of the BiH Parliament for a new Census date, new schedule needs to be designed – with the agreement of the Beneficiaries and the EU Delegation.

Impact on training of instructors

Following the conclusions of Workshop on Pilot Census analysis, the Beneficiaries requested that the training of state and entity instructors is organised in only 4 training centres at country level and no distinction should be made between entities' instructors when attending training in other entity training centre. In order to keep the training program within the same time and at only one occasion, the number of participants per training class was increased from 30 to 50. TAT initially proposed 6-7 centres (4 for FBiH and 2-3 for RS) and an average of 30 participants per training class. This change will also have impact on budget due to increased cost of travel and accommodation.

Matching of PES with Census data

The topic is still under discussion although TA Team proposed some IT solutions as database tables for handling questionnaires match. The problematic cases are persons without PIN and in these cases the matching will be a combination between IT and manual matching (searching and handling of questionnaires).

Further development of instruments in PES

Documentation for final PES does not have a final status and improvements and adjustments will be made after analysing the results of Pilot PES and Census. It will be necessary that Beneficiaries decide on the recommendation to implement building identification on maps and collection of building ID in P-3 and P-2 Census and corresponding PES questionnaires. This solution will influence the matching procedures with some simplifications. IMO also remarked the issue of missing IDs in the maps for areas without allocated postal



numbers and on the lack of possibility to check the coverage. To summarise the main conclusions of the PHC Project as a whole, after conduction of the Pilot Census all interested parties (including TA Team) has concluded that not all aspects of the Census were tested during the Pilot Census and the open issues were closed only for Pilot purpose, and along with other findings, IMO and EUPHC2 recommendations. Solutions should be commonly agreed for methods, formulation of questions, content of manuals and content of PAC. By art.20 (r) of BiH Census Law PAC is sole responsibility of BHAS. All changes in the methodology, organisation, number of resulted EAs and many others will have impact on use of necessary resources for revision of all ICT applications for Census and PES, implementation of the training program for instructors, implementation and conduction of PAC and on Census data dissemination.

5. 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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Description of risk	As in the Inception Report		1 st Interim Report		2 nd Interim Report		3 rd Interim Report		Mitigation plan	Responsible parties
	Probability	Impact	Probability	Impact	Probability	Impact	Probability	Impact		
Lack of proper staff skills for the concerned task	L	M	↑	↑	↑	↑	↓	↓	Staff training	Beneficiaries Consultant
Due to the changing environment scope of the project should be revised. It's a risk that not all additionally requested activity can be elaborated.	H	HZ	-	-	-	-	Newly identified risk		Having common agreement between EU Del, Beneficiaries and Consultant on the scope of the TA project.	Consultant, EU Del, Beneficiaries
Lack of human resources on the Beneficiary side. Beneficiary's staffs 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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Description of risk	As in the Inception Report		1 st Interim Report		2 nd Interim Report		3 rd Interim Report		Mitigation plan	Responsible parties
	Probability	Impact	Probability	Impact	Probability	Impact	Probability	Impact		
									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 promo materials to the local Census offices	M	M	↔	↔	↔	↔	↔	↔	Intervention at the Beneficiaries	Beneficiaries
The selected software packages do not cover all of the functional requirements (scanning, OCR,	M	H	↔	↔	↔	↔	↓	↔	Detailed requirement specification, software development methodology based on the lack	Consultant and Beneficiaries



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Description of risk	As in the Inception Report		1 st Interim Report		2 nd Interim Report		3 rd Interim Report		Mitigation plan	Responsible parties
	Probability	Impact	Probability	Impact	Probability	Impact	Probability	Impact		
manual processes, PES, dissemination etc.) and there is not appropriate development capacity and competences in the IT organisation for dissolving the lacks.									analysis.	
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	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	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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6. 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 	<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) 	<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 	<ul style="list-style-type: none"> o Pilot Census conducted in October 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



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	<ul style="list-style-type: none"> including Pilot Census, cartography documentation and 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"> Two study tours conducted up to 10 Working Groups meetings 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"> BiH official documents and publications 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 	<p>the process</p> <ul style="list-style-type: none"> BHAS, FIS and RSIS, and other 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; 	<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 	<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



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	<ul style="list-style-type: none"> o Result 5: Cartography documentation (prepared by relevant entity institutions) adjusted to the Census needs; o Result 6: Staff trained to produce and disseminate the Census results in accordance with the EU requirements; 	<ul style="list-style-type: none"> o released online for the public o Increase in the number of users accessing to the statistical information available on PHC web-site 		<ul style="list-style-type: none"> o The beneficiaries technology to be in place, installed and/or upgraded according with requirements o Tendering documents for all outsourced services are timely approved and the tenders are launched. o Public support is gained (especially support of minority groups is essential)
<p>Activities</p>	<p>Component 1: Organization and methodology of the Census</p> <ul style="list-style-type: none"> o Component 1: Organization and methodology of the Census o State of play analysis; o Preparation of the detailed work plan for 2012-2013 for management of the Census project. o Determination of hierarchical-structural relations between all parties responsible for Census implementation (from the state level to the municipality level) o Preparation and adoption of the (final version) training plan for instructors/trainers and enumerators o Support in the planning process and organization of the Census-related documentation delivery o State of play analysis and finalization of methodology o Finalization of methodological instruments for the coverage and content control of the Census. 	<ul style="list-style-type: none"> o Status report on Census prepared o Report on Census organizational structure, roles, tasks and responsible delivered o Assessment of technical documents o Census work plan Gantt delivered o Report on evaluation of staff resources demand o Advisory work for Census managers when required o Revision of Field Operation Plan made o Report on classifications used for Census Delivered o Training plan for instructors elaborated o Training notes elaborated, printed and distributed, including for PES o 27 trainers trained before the Pilot o 20 state's instructors trained o 250 entities' instructors trained o 2800 municipal instructors trained o Number of training centres: raw estimate 160 o Number of trainings – total 4 of which: <ul style="list-style-type: none"> - 1 before Pilot - 3 before Census o 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 	<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, 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>1. Census management</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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	<ul style="list-style-type: none"> o Coverage control related to the number of households and individuals and mutual links between Census forms (implementation immediately after data entry and before first Census results are issued) and 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 of recipients and for each centre o Number of classifications identified o 1 study tour carried out 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"> o PES Methodology Document delivered o 5 PES questionnaires/forms designed o PES Sample revised o 10 copies of printed PES Methodology o Working plan for PES 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 meeting</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
	<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 	<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 	<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 	<p>Assumptions:</p> <p><i>3. Public campaign</i></p> <p>An intensive public awareness campaign for the Pilot phase and for the extensive event, carried out with:</p>



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	<p>for the Census</p>	<ul style="list-style-type: none"> 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 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 	<ul style="list-style-type: none"> 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 	<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"> 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 o 6 IT staff trained for Census website 		
	<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 (for monitoring all activities during the Census implementation, progress monitoring and maintenance of data in relation to enumerators and enumeration areas) o Development of application for manual data entry and encoding 	<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 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 	<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 o Validation and verification reports on the IT solutions o Deliverables for each component o 	<p>4. Census data processing and Metadata system</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 available will be enough for smooth undertaking of Census program in particular data processing



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	<ul style="list-style-type: none"> 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"> - 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 o WG for ICT meeting notes prepared o 3 trainings up to 10 training days o up to 20 persons trained 		
	<p>Component 5: Cartography</p> <ul style="list-style-type: none"> o Inventory of available cartography material and possible transfer onto electronic media o Database of territorial units (up to the level of the enumeration area) development in cooperation with IT experts 	<ul style="list-style-type: none"> o Inventory of available cartography material and possible transfer onto electronic media prepared after finalization of cartographic materials o Database of territorial units with variables and records developed until February 2013 o WG for cartography meeting notes prepared o 	<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. <i>Cartography</i></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. - Existence of a web-based GIS application for making thematic maps serving the needs of general public and specialists alike.
	<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, 	<ul style="list-style-type: none"> o Strategy for data dissemination of the Census results prepared until middle of February 2013 including at least: o the means to release the needed information into the hands of the end users o topics and the content of the volumes o calendar of Census results publication o correlation with the flow of data processing and gradually prepare the data analyses in order to 	<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 	<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



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	<p>depending on the specific requests from users</p> <ul style="list-style-type: none"> 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 	<p>release the preliminary results as quick as possible</p> <ul style="list-style-type: none"> o the statistical indicators that will be associated with geographical coordinates o Tabulation plan designed based on Pilot Census until May 2013 o Up to 14 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 o Study tour report prepared o 1 publication outline 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 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>the activity's deliverables.</p> <ul style="list-style-type: none"> - 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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7. RESOURCES UTILISED

7.1 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	22
Q2 total	54	31	45	48	95
18-31 October 2012	10	10	7	2	12
November 2012	21	11	15	8	45
December 2012	19	10	14	13	40
1-17 January 2013	11	0	9	2	0
Q3 total	61	31	45	25	97
Q1 + Q2 + Q3	179	110	135	73	192
Total number of days assigned to the Project	286	196	196	100	300



7.2 INCIDENTAL EXPENDITURE

The table below shows the estimated distribution of incidental expenditure as per the previous reporting periods 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 estimate in the 2nd Quarterly Report	Expenditure estimate in the 3rd Quarterly Report (1)	Expenditures occurred until 3rd Quarterly Period (2)	Total remaining after the end of 3rd Interim Period (1 - 2)
Travel costs and subsistence allowances (in BiH)	38 930.00	38930.00	1956.50	36973.50
Total per diems, out of which	25 680.00	25680.00	1106.00	24574.00
- KEs	7 480.00	7480.00	1106.00	6374.00
- NKEs (only for local when place of performance is different)	10 200.00	10200.00	0.00	10200.00
- Beneficiary staff (local per diem is agreed by TM)	8 000.00	8000.00	0.00	8000.00
Beneficiary staff accommodation	10 000.00	10000.00	132.03	9867.97
Total transport, out of which	3 250.00	3250.00	718.47	2531.53
- car	1 250.00	1250.00	643.47	606.53
- other (bus)	2 000.00	2000.00	75.00	1925.00
Capacity building and training, including training of instructors	311 338.06	311338.06	9249.72	302088.34
Workshops (1 after Pilot and 1 before Census and other if needed)	34 000.00	34000.00	1821.89	32178.11
Training of trainers (before Pilot Census) - Vlastic (accommodation for BHAS, FIS and accommodation + coffee-breaks + transport for RSIS)	5 338.06	5338.06	5338.06	0.00
Training of 20+250+2800 instructors (all costs included, per diem, travel org)	250 000.00	250000.00	0.00	250000.00
Other training (including per diem, travel, catering)	11 000.00	10671.50	0.00	10671.50
- PcAxis and other Dissemination products (up to 15 days)	5 000.00	5000.00	1761.27	3238.73



Categories	Expenditure estimate in the 2nd Quarterly Report	Expenditure estimate in the 3rd Quarterly Report (1)	Expenditures occurred until 3rd Quarterly Period (2)	Total remaining after the end of 3rd Interim Period (1 - 2)
Training on Web site administration (2 days)	0.00	328.50	328.50	0.00
- Training for PES (10 days)	3 000.00	3000.00	0.00	3000.00
- Training of data entry operators (2 days)	1 000.00	1000.00	0.00	1000.00
- Training of management for PAC (3 days)	2 000.00	2000.00	0.00	2000.00
Public awareness campaign and Dissemination	285 340.00	285340.00	17639.86	267700.14
Public campaign, roundtables, conferences, or other events	250 000.00	250000.00	4641.28	245358.72
Public Opinion Research & Focus groups	9 900.00	9900.00	9900.00	0.00
Logo & message	1 000.00	1000.00	1000.00	0.00
Visibility of the project (roundtables, web-site, leaflets)	4 000.00	4000.00	746.48	3253.52
Translation of the documents related to the Project	20 440.00	20440.00	1352.10	19087.90
Study Tours (2)	28 980.00	27045.00	27045.00	0.00
Air tickets, transport	9 200.00	8860.00	8860.00	0.00
Other per diems	11 780.00	11285.00	11285.00	0.00
Fees of hosts (consultation fee, organization) and interpretation costs	8 000.00	6900.00	6900.00	0.00
Total allocated	664588.06	662653.06	55891.08	606761.98
Reserve	35 411,94	37346.94	0.00	37346.94
Total of incidentals	700 000,00	700000.00	55891.08	644108.92



8. ANNEXES

Other Annexes related to this Report are presented in a separate document or electronically only:

Content of “EUPHC2_Quartely Report_3_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

Annex 6: List of other delivered documents