



**Workshop on the Operation of Civil Registration, Vital Statistics and Identity Management Systems for South American countries  
30 October - 3 November 2017, Bogota, Colombia**

**Organization of work**

Day 1. Monday, 30 October 2017	
9:00–9:30	<b>Registration of participants</b>
9:30–10:00	<p><b>1. Opening and administrative matters</b>            Opening remarks            Introduction of participants and administrative matters            Introduction of the programme of work, the methods of work and the literature provided to participants.</p>
10:00–10:45	<p><b>2. Guiding principles of vital statistics system and introduction to the revision process of the relevant Handbooks.</b> The session discusses the main uses and sources of vital statistics, as well as the components of a vital statistics system. The focus will be on international recommendations for setting up and running a civil registration system, as well as the necessary coordination and integration within it (Chapters I and II of Part One of the Principles and Recommendations, Rev. 3). The session will also explain the plan for updating the manuals and handbooks that accompany the Principles and Recommendations for a Vital Statistics System, Rev. 3. In particular, this session will open with an introductory presentation on the progress of the revision of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems, the Guidelines on Quality Evaluation and the Guidelines on Legal Framework.</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> </ul>

	<ul style="list-style-type: none"> <li>• General discussion</li> </ul>
<b>12:45–11:15</b>	<b>Coffee break</b>
<b>11:15 – 12:15</b>	<p><b>3. Regional Initiatives on Civil Registration and Vital Statistics.</b> This session highlights the strategies undertaken by regional bodies, describes their goals, targets and implementation steps.</p> <ul style="list-style-type: none"> <li>• ECLAC-CELADE presentation</li> <li>• WHO-PAHO presentation. The Latin American and Caribbean Network for Strengthening Health Information systems (RELACSIS).</li> <li>• OAS presentation. The Universal Civil Identity Project of the Americas (PUICA), and the Latin American and Caribbean Council for Civil Registration, Identity and Vital Statistics (CLARCIEV)</li> <li>• Data for Health Initiative presentation</li> </ul>
<b>12:15 – 13:45</b>	<b>Lunch</b>
<b>13:45–15:15</b>	<p><b>4. Review of the learning outcomes from the CRVS e-learning course (3 core modules).</b> Participants are required to take the core modules of the learning tool in preparation for this workshop. This session will review participants' learning outcomes after taking these modules, will go in depth on issues that might be still unclear and will discuss these issues in the context of the participant countries.</p> <ul style="list-style-type: none"> <li>• Last minute review</li> <li>• Quiz</li> <li>• General discussion</li> </ul>
<b>15:15–15:45</b>	<b>Coffee break</b>
<b>15:45–17:00</b>	<p><b>5. Legal framework, including human rights, in the civil registration, vital statistics and ID systems.</b> The session reviews the basic legal arrangements as presented in the P&amp;R, the Handbook on Management and the relevant Guidelines. This session also highlights the importance of legal identity for full participation in society and to the realization of human rights.</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• UNICEF presentation</li> <li>• General discussion</li> </ul>
<b>Day 2. Tuesday, 31 October 2017</b>	

9:00–9:30	<p><b>6. Topics and themes to be covered in a vital statistics system.</b> This session considers topics to be investigated for each vital event, its specific characteristics and the persons directly involved (Chapter III of Part One of the Principles and Recommendations, Rev. 3).</p> <ul style="list-style-type: none"> <li>• UNSD Presentation: Topics from Civil Registration</li> </ul>
9:30–10:00	<p><b>7. Institutional arrangements for civil registration and the interface with the vital statistics system.</b> This session considers the components of a coordinated and coherent system for registering vital events and producing vital statistics (Chapter I of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD Presentation</li> <li>• Country presentation (Health Ministry: Chile)</li> </ul>
10:00- 10:30	<b>Coffee break</b>
10:30 – 12:00	<p><b>8. Country team work time – Analysing country settings.</b> Representative(s) of each country will work as a team analysing national arrangements and practices. Participants will also confront the registration forms used in their country with the core topics presented in session 6. The outcomes of this work will be used as input for the assignment of session 18. In particular, participants are expected to:</p> <ul style="list-style-type: none"> <li>• Analyse core topics collected in their country</li> <li>• Analyse national institutional arrangements</li> <li>• Identify SDG indicators relevant for CRVS</li> </ul>
12:00 – 13:30	<b>Lunch</b>
13:30 – 15:00	<p><b>9. The role of health institutions.</b> The critical role of health institutions in collecting births, death and cause of death information is examined (Chapter IV of Part Two of the Principles and Recommendations, Rev. 3).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• WHO-PAHO presentation. The Regional Plan of Action for Strengthening Vital and Health Statistics (PEVS).</li> <li>• Country presentations (Health Ministry: Argentina, Colombia, Paraguay, Peru, Uruguay).</li> <li>• General discussion</li> </ul>
15:00–15:30	<b>Coffee break</b>

15:30–17:00	<p><b>10. Civil registration operational functions and activities.</b> The session reviews the functional components (procedures for gathering, storing and editing information), as well as the system activities (response to public needs concerning vital records, integration of registration and statistics functions). (Chapter II of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (Registrars: Bolivia, Colombia)</li> <li>• General discussion</li> </ul>
Day 3. Wednesday, 1 November 2017	
9:00 - 10:00	<p><b>11. Maintenance of civil registration and vital statistics components.</b> This session presents the requirements for maintaining effective and reliable systems, such as modification of records, internal review, preservation of stored records and field operations. (Chapter III of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (Registrars: Ecuador, Paraguay)</li> <li>• General discussion</li> </ul>
10:00- 10:30	<b>Coffee break</b>
10:30–12:00	<p><b>12. Integrating civil registration, vital statistics, population registers and identity management.</b> This session will focus on the flow of information and accompanying arrangements for each of these three models: civil registration and vital statistics as separate components without population registers; civil registration and vital statistics with the use of population register and, finally, the holistic functioning of civil registration, vital statistics and identity management. (Chapter V of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (Registrars: Peru, Chile)</li> <li>• General discussion</li> </ul>
12:00 – 13:30	<b>Lunch</b>
13:30 - 14:30	<p><b>13. International collection of vital statistics.</b> The session reviews the data and metadata requirements at international level for vital statistics and the purpose of international collection; it will describe the system for collecting,</p>

	<p>processing and disseminating demographic statistics at international level using the United Nations Demographic Yearbook. Response rates for participating countries will be presented and compared with other regions of the world.</p> <ul style="list-style-type: none"> <li>• UNSD presentation. Collection of demographic statistics.</li> <li>• WHO-PAHO. Collection of health statistics, including causes of death.</li> <li>• General discussion</li> </ul>
<b>14:30- 15:00</b>	<b>Coffee break</b>
<b>15:00 – 16:00</b>	<p><b>14. Challenges faced by countries to fulfil the international collection of vital statistics.</b> Based on pre-workshop assignments, countries will make a presentation addressing the challenges they faced in meeting the United Nations Demographic Yearbook data requirements.</p> <ul style="list-style-type: none"> <li>• Country experiences on practical obstacles encountered when furnishing data for the Demographic Yearbook and lessons learned (NSOs: Bolivia, Colombia, Paraguay).</li> <li>• General discussion</li> </ul>
<b>16:00 - 17:00</b>	<p><b>15. Application and utilisation of civil registration and vital statistics information.</b> The topics covered in this session are concerned with the use and application of civil registration information and records, and vital statistics and data, including total counts, tabulations, rates, ratios and microdata. In particular, a distinction is made between the use within each system (registration and statistics, respectively), and use for applications outside the system. (Chapter VI of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (NSOs: Chile, Venezuela, Uruguay)</li> <li>• General discussion</li> </ul>
<b>Day 4. Thursday, 2 November 2017</b>	
<b>8:00 - 12:00</b>	<b>16. Visit to local Civil Registration Centre and demonstration by national authorities (Registrar, National Statistical Institute and Ministry of Health)</b>
<b>12:00 – 13:30</b>	<b>Lunch</b>
<b>13:30 - 15:00</b>	<p><b>17. Evaluation of the quality of civil registration and vital statistics systems.</b> This session explains a broad framework for evaluation of the quality of civil</p>

	<p>registration and vital statistics, and provides a practical guide to implementation of various methods and techniques to evaluate elements of the framework. (Chapter IV of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• ECLAC-CELADE presentation. Region assessments, progress reports and coverage indicators.</li> <li>• WHO-PAHO presentation. Results of the country and region assessments, progress reports and coverage indicators.</li> <li>• OAS presentation. Results of the country and region assessments.</li> <li>• Data for Health Initiative. Data quality assessment: Results in the region and progress reports.</li> <li>• Country presentations: Recent monitoring and assessment exercises (NSOs: Ecuador, Peru)</li> <li>• General discussion</li> </ul>
<b>15:00- 15:30</b>	<b>Coffee break</b>
<b>15:30 - 17:00</b>	<p><b>18. Country team work time – Preparing presentation.</b> Representative(s) of each country will work as a team on preparing a <b>10 minute</b> presentation on strategies to improve the coverage and accuracy of their CRVS systems in their respective countries while applying the international standards, assisted by resource persons. Country teams will make use of their work during session 8 for this assignment. In particular, participants are expected to discuss:</p> <ul style="list-style-type: none"> <li>• The main obstacles for achieving complete coverage of vital events registration, and for improving accuracy of registered information.</li> <li>• The main obstacles for compiling vital statistics based on civil registration data as the main source.</li> <li>• Efforts carried out or underway for assessing the quality of their CRVS systems.</li> <li>• Measures taken to improve quality and interoperability of CRVS</li> </ul> <p>A presentation will be delivered by each country on the last day of the workshop</p>
<b>Day 5. Friday, 3 November 2017</b>	
<b>9:00–10:00</b>	<p><b>19. Digitising civil registration and vital statistics.</b> This session will focus on the technical details of the implementation of the enterprise information system paradigm and the features of the governance of enterprise information</p>

	<p>technology adapted for civil registration and vital statistics, which then leads to feeding population registers and identity management systems. (Chapter VII of the Handbook on Management, Operation and Maintenance of Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• General discussion</li> </ul>
<b>10:00- 10:30</b>	<b>Coffee break</b>
<b>10:30–12:30</b>	<p><b>20. Country strategies for improving civil registration and vital statistics systems in the region.</b> The session provides a platform for countries to share their strategies for improving CRVS systems. Each country team (statistician, registrar and health officer jointly) will make a presentation on possible national strategies for improving both civil registration and vital statistics, based on the work done in session 20 and existing national development plans. Countries will present the strategies to be adopted.</p> <ul style="list-style-type: none"> <li>• Country presentations</li> </ul>
<b>12:30 – 14:00</b>	<b>Lunch</b>
<b>14:00–15:30</b>	<p><b>20. Country strategies for improving civil registration and vital statistics systems in the region (continued).</b></p> <ul style="list-style-type: none"> <li>• Country presentations</li> </ul>
<b>15:30- 16:00</b>	<b>Coffee break</b>
<b>16:00 – 16:30</b>	<p><b>21. Workshop conclusions.</b></p> <ul style="list-style-type: none"> <li>• Recommendations and conclusions</li> <li>• General discussion</li> </ul>
<b>16:00 - 17:00</b>	<p><b>22. Closing session</b> Closing remarks</p> <p><b>Evaluation of the meeting</b></p>