First Expert Group Meeting on the Revision of the Principles and Recommendations for Population and Housing Censuses

23-25 May 2023

Summary of feedback received from Expert Group members: Structure, design and format of the P&R

United Nations Statistics Division

United Nations

Department of Economic and Social Affairs

Statistics Division
Demographic and Social Statistics Branch
Demographic Statistics Section

SUSTAINABLE DEVELOPMENT GOALS

Initial UNSD plan – Structure, design and format of P&R

1) <mark>e-Book</mark> – browse content, clickable navigation, bookmark specific pages, print, download, hyperlinks to references/cross references, searchable, optimized for reading on multiple electronic devices

2) <mark>Wiki platform</mark>, all features of e-book plus ability for readers to share comments and suggestions directly through the wiki platform

3) <mark>Full-length PDF version</mark>

4) <mark>For print - skinny/lite version</mark>: printer-friendly PDF version, containing only the updated/revised parts of the P&R with heavy references to unchanged text in current version of P&R and other UNSD handbooks

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Questionnaire – Structure, design and format of P&R

Q5: Does the content in the P&R maintain adequate balance in terms of the detail of discussion provided in each "chapter" and "section"? 1. Yes – fully agree 2. Yes – partly agree 3. No

If 'Yes – partly agree' or 'No', provide suggestions for improving the balance of the content of the P&R:

Q6: Does the order/sequence of the "chapters" and "sections" of the P&R adequately reflect census processes? 1. Yes – fully agree 2. Yes – partly agree 3. No
If 'Yes – partly agree' or 'No', provide suggestions for improving the order of the "chapters" and "sections":

Q7: What major improvements would you suggest to the design/format of the P&R in order to improve its readability and utility?

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Q5: Does the content in the P&R maintain adequate balance in terms of the detail of discussion provided in each "chapter" and "section"?

Yes – fully agree	75%
Yes – partly agree	22%
No	3%

Q6: Does the order/sequence of the "chapters" and "sections" of the P&R adequately reflect census processes?

Yes – fully agree	80%
Yes – partly agree	14%
No	6%

Improving the structure, design and format of the P&R for the 2030 round
Based on responses to Q7 (open-ended question)

❖ **Print/electronic versions**

▪ in addition to a PDF document, also have an interactive electronic document

▪ like an e-Book or a user-friendly web version with interactive features where the contents (chapters/sections) can be accessed easily, or in the form of a wiki

▪ accessible on various devices and screen sizes

▪ functionalities: searchable, clickable navigation, fully indexed

▪ hyperlinks to:

   – reference documents and referenced paragraphs (instead of textual footnotes within the P&R)
   – index, glossary and references
   – hyperlinks to go back to the table of contents from each page
   – useful resources (e.g. examples of country experiences (not as part of the P&R itself))
   – other census documents and publications (e.g. for standard codes, such as ISO country codes, occupation, industry codes, etc., a direct link to a .json of the valuesets or hyperlink to the dataset so that the reader can more readily access the most recent standard codes)

▪ highly condensed TOC with high-level headings showing first, and which expand to show more detail

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❖ **Visualization**

- Use diagrams, thematic maps, visual aids, pictorials or flowcharts to illustrate the data collection process or map visualizations to display geographic information, to enhance the readability and accessibility of the material and to make the content more engaging and memorable
- Where possible use photos (e.g. face-to-face enumeration a photograph of an enumerator enumerating)

❖ **Summary**

- Add an Executive Summary section to assist readers and highlight the most important points
- Add a 'How to Use this Document' as a guide on navigating the document and highlighting the most key topics/themes
- Use section summaries and call-out boxes for key information

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❖ **Skinny/Lite version**

– shorten main body of text by including some of the details in Annexes

❖ **Boxes**

– use boxes to highlight tips and notes
– give plenty of examples
– highlight cases of success from different countries in a more detailed way

❖ **Format**

– use colors to ensure important text stands out
– add name index, list of tables, more references
– heavy cross-referencing, to avoid duplicating text throughout publication
– prepare the publication using LaTeX typesetting software for better readability
– place footnotes at the bottom of the page (not on the right side as it is right now)
– harmonize index numbering with the paragraph numbering (i.e., each para should include characters that reflect part, chapter, section etc.)