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**STATISTICAL DIVISION
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**THE CURRENT STATUS OF VITAL STATISTICS
AND CIVIL REGISTRATION SYSTEMS
IN SWAZILAND**

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EXECUTIVE SUMMARY

The kingdom of Swaziland is a small country covering an area of 17,364.4 square kilometres with a population of over 800 000. It is situated between the 25th and 27th parallel south of the equator in Southern Africa and is sand-wished between the republic of Mozambique in the east and the Republic of South Africa in the North, West and South.

It is divided into four distinct geographical regions running from North to South , each with its own climate and characteristics. The High veld, Middle veld and the Low veld are almost equal in size, with the fourth region, Lubombo, being the smallest.

The Swazi people are a homogenous group of people, sharing a common language and tradition. The Kingdom has maintained many tradition and customs.

The Swazi Monarch plays an integral part in the life of the Nation and is the focus of many traditional ceremonies and much of the cultural life. The Monarch is a dual one and the dualistic structure combines the Western concept of government with the traditional system. Executive power is vested in the King who rules in consultation with both the Cabinet and, bicameral parliament; and the Swazi National Council which comprises the traditional side. The legal system also operates on a dual basis, constitutional courts interpreting and administering Roman Dutch law being paralleled by Swazi National Courts who administer Swazi law and customs.

This country is classified as a low income developing country.

Civil registration was first introduced in 1927 and was mandatory to European and Coloured races. In 1971 it was further extended to all the races, however, its compulsory nature was neither realized nor enforced.

The legal basis of the current civil registration in Swaziland rests on the Births, Marriages and Deaths Registration Act of 1983, which replaces Act of 1927. The 1983 Act was promulgated on the 6th january, 1984.

The office of the Registrar General is located in the ministry of Justice and is responsible for all matters related to the registration of the births, marriages and deaths.

The registration of vital events is decentralized into the four regions which themselves have been further split into sub-regions(7 in total). Beyond the regions we have our primary registration units called Tinkhundla Centres which are 55 in total, plus Hospitals and Health Centres, company offices and some government offices designated as registration centres. Registered are collected from these centres by District Registrars once a month to the Regional Office for the purposes of typing of certificates and keeping.

Central and Regional Officers are Civil Servants employed on long-term pensionable appointments as prescribed under the act. However, registration officers in the rural areas and other centres such as Hospitals and Health Centres, Clerks of Tinkhundla Centres, Veterinary Assistants and Chiefs Secretaries are nominated under section 3(3) of the act, to assist, in the, registration. These officers are provided with booklets containing Births and Deaths forms and instructions to complete them.

The archives of all Civil Registration records are kept both Regional and National level. Regions only keep their own regional records. Records are retrieved both manually and through Micro Computers.

A crude evaluation of the system points to about 28 percent coverage of births and 7 percent of deaths in 1987.

The vital statistics data is collected by the Civil Registration System is handed over to the Central Statistical Office for processing and dissemination. The statistical office tallies the births and deaths by area and region of registration and according to whether the registration was current or late.

The main problems of the system are general apathy by government institutions and general ignorance of the public. To name but a few there is general lack of cooperation between government institution leading to for example, delays in disbursement of funds; and with the public there is lack of understanding of the need for registering.

In order to remedy the situation there is a need to form a Civil Registration and Vital Statistical Committee which would bring some government department, professional and the public together; and mass media campaigns should be employed to educate the public on the importance of registration and the benefits that accrues to them and the society.

1.0 GENERAL BACKGROUND

1.1 GEOGRAPHIC

The Kingdom of Swaziland is one of the smallest countries in Africa covering an area of 17,364.4 square kilometres (6704 square miles). It is situated between the 25th and 27th parallels South of the equator in Southern Africa. The kingdom is a land locked country and is sandwiched between the Republic of Mozambique in the east and the Republic of South Africa in the north, west and South.

The country falls into four complete geographical regions, each of which runs from north to the South across the country. These regions are, from West to East, the Highveld, Middleveld, Lowveld and Lubombo Plateau, temperature and rainfall varies according to these regions.

The Highveld is humid and near temperate with a mean annual rainfall between 1000 and 2300 mm; and the mean minimum and maximum temperature between 10.8 and 22.6 degrees centigrade. This region is characterized by mountains and records the highest altitude of an average of 1300 metres. This is the area which receives the highest rainfall almost right through the year (annual rainfall of about 1250 mm), rendering it cooler than the other regions.

Right at the edge of the highveld is the middleveld which is dominated by the valleys with an altitude of 700 metre, drier climate of sub-tropical region and has an annual rainfall of 900 mm.

The lowveld is sub humid, receiving 500-900 mm of rainfall in an average year with a mean minimum and maximum of 14.9 and 29.6 degrees centigrade respectively. It is also characterized by the distinctive bush vegetation of the savannah type.

The Lubombo region runs along the eastern length of the lowveld with an average altitude of 600 metres. This region has an annual average rainfall between 635 and 1016 mm.

Most of the rain (over 75 percent) falls in the summer month of October to March.

1.2 CULTURAL.

The Swazi people are a remarkably homogenous group of people, sharing a common language and tradition. The kingdom of Swaziland, while modern in many ways, has maintained many traditions and customs, with its people remaining true to the customs of their ancestors.

The importance Swazi people attach to their culture is very unique. From the family unit right up to national level the social structure and the role each person plays has its basis on culture of the nation. The grand parents, the husband and wife

have defined roles to play towards providing service to the community through the Chief, the King and the nation as a whole. From ancient times, Swazis have had a youth policy geared towards making young people enjoy more and more of their youthfulness without suffering any inconvenience.

Every step was aimed at preparing them to assuming adulthood mature and responsible citizens.

Grand parents would teach them on sexuality and sexual behaviour and the virtues of morality were extolled through story_telling. Mothers and fathers would be responsible for discipline and teaching their girls and boys the art of doing things which would help them later in life.

National ceremonies like fetching Lusekwane (certain special shrub) by boys in preparation for Incwala and the cutting of Umhlanga by girls to build royal wind_shields represented a national policy of integrating the youth into society and bringing the all parts of the country into contact with one another in the presence of the head of state, such activities give young people a sense of value and belonging; these ceremonies are marked by public holidays.

The system of regimentation (kubutseka) enables men to learn more about swazi culture, state duties and respect for administrative hierarch. The wearing of "umcwasho" by girls for certain periods promotes the virtue of chastity and avoiding teenage pregnancy.

1.3 ECONOMY

Swaziland is classified as a low-income developing country with an estimated GNP per capita of US\$ 1595 and GDP per capita of US\$ 1960.

GDP grew by an average of 3.8 percent per annum during the 1980-89 period. However, this growth was characterized by considerable variation. From 1989 to 1990, the economy grew by an estimated 4 percent, permitting per capita GDP to increase marginally, given the estimated population growth rate of 3.2% per annum.

The main contributors to measured economy activity in Swaziland are agriculture, manufacturing and services. During the period 1985-86 to 1989-90, agriculture share of GDP was an average 19.1% while manufacturing activity accounted for about 17.7%; government services contributed about 19.2% of GDP and other services accounted for 37.9% of GDP (these included contribution, transport and communication taking and financial services, owner occupied dwelling, wholesale, retail, hotel and restaurant services).

In Swaziland the agriculture section is not homogeneous, rather it is differentiated in terms of land tenure under which farmers

total area of the country and accommodates about 70% of the total population; is held by the monarch in trust for the nation, and the regulation of use rights is conducted by the chiefs who are answerable to the monarchy. By contrast, individual tenure farms (ITF) are held under title deed and accommodates about 8% of the total population. Productivity in SNL is extremely low, particular in relation to ITF production: crop production on SNL accounted for about 4.6% of GDP during the period 1985-86 to 1989-90, while crop production on ITF accounted for approximately 11% of GDP during the same period.

In short the output of the Swaziland economy is differentiated, consisting largely of services, manufactured goods and agricultural commodities. However, the population does not engage in these activities in the proportions which aggregate output figures would suggest. Rather, the bulk of the population continues to engage primarily in agriculture on the SNL the remainders of the Labour Force is engaged predominantly in manufacturing and services sector with smaller proportions in ITF agriculture, mining and forest sectors and in wage employment in South Africa.

The Swaziland economy is characterized by a high degree of openness to regional and international trade. This outward orientation of the economy may be attributed mainly to the following factors.

- * The small size of the domestic economy, which limits domestic sales, encouraging producers to export in order to overcome the constraints of size, on the one hand, and encouraging importers to forego domestic production, on the other.
- * Membership of the Southern Africa Customs Unions and the Common Monetary Africa and;
- * Preferential access to selected regional and external markets, in particular the countries covered by the Lome Convention, the Southern Africa Development Co-ordination conference (SADCC) and the Preferential Trade Area for Eastern and Southern Africa.

Although the medium - term prospects for the economy are uncertain, real economic growth is projected to reach 4% per annum over the next three years, spurred mainly by the manufacturing sector, Export growth is expected to proceed apace, particularly in the area of non-traditional exports (yarn, clothing, footwear, beverages concentrated) partly as a consequence of continued inflows of private long-term capital, while imports are also expected to increase Swaziland's balance of payments should remain positive.

2.0 DEMOGRAPHIC INFORMATION

The Swazi people are a homogenous group sharing a common language and tradition. The de jure population of Swaziland was estimated

to be about 800,000 in 1991, whilst the de facto population was estimated at about 751 732. About 43.4% of the total population was found to be less than 15 years of age whilst 52.4% were aged between 15 and 64 years and 2.9% were elderly persons aged 65 and over. The mean age of the population is estimated at 21.82 years which suggest that the population of this country is young.

2.1 SEX COMPOSITION

The 1991 demographic and housing survey indicates that about 48% of the total population are males whilst 52% are females with a sex ratio of 92. The shortfall of males over females in Swaziland's sex structure is a noted feature. This could be explained by several factors, such as the sex ratio at birth, sex differentials in mortality and sex differentials in migration.

2.3 POPULATION DISTRIBUTION

TABLE 1: Population distribution and density by Administrative Regions, Rural and Urban classification: 1986 and 1991 (%).

Administrative Region/rural & urban classification	Population		Density (person per sq. km)	
	1986	1991	1986	1991
Hhohho	26.3	26.8	50.1	60.0
Manzini	28.3	29.2	47.3	57.4
Shiselweni	22.8	21.6	41.2	45.6
Lubombo	22.6	22.4	25.9	30.1
Total	100.0	100.0	39.2	46.0
Rural	77.2	76.0	34.2	39.5
Urban	22.8	24.0	78.0	96.6
Total	100.0	100.0	39.2	46.0

Source: Demographic and Housing Survey, 1991

As can be seen in the table above the Manzini region has the highest proportion of population followed by Hhohho region, whilst the Shiselweni region has the lowest. The proportions of both Manzini and Hhohho region have increased between 1986 and 1991 whilst the proportion of the Lubombo region remained constant.

A good majority of the population reside in the rural areas (76 percent). However, the adult population living on Swazi Nation Land is disproportionately female because most wage employment opportunities have been confined to men - both in Swaziland and

in the South African mines. It is also noted that the proportion living in urban areas has increased from 23.9 percent in 1986 to 24 percent in 1991. Over 50 percent of the urban population live in the two major cities of Swaziland, namely Mbabane and Manzini.

The table also indicates that there has been a significant increase of Swaziland's population density. In 1986 the density was 39.2 percent per square kilometre, whereas in 1991 was estimated at 46.0 percent per square kilometre.

The Hhohho region has the highest density followed by the Manzini region whilst the Lubombo region has the lowest.

The population growth rate of Swaziland is estimated at 3.2 percent per year whilst the total fertility rate is estimated at 6.36. The crude birth rate is 48.3 percent per 1000 whilst the crude mortality rate is 13.0 per 1000. The infant mortality rate is estimated at 98.9 per 1000 live births whilst the child mortality rate is 141 per 1000 live births. The life expectancy at birth increased from 46.2 years in 1976 to 56.3 years in 1986.

1.4 POLITICAL AND ADMINISTRATION

Swaziland is a monarchy state and the Swazi monarchy is by tradition vested in the King, the Queen Mother and senior Princes and Princesses of the realm. The King is head of state. This sharing of power at the top perceptible to outsiders but nevertheless, by tradition, the King rules with his mother, assisted by senior royalty.

The head of state plays two parallel roles of office which differ from each other in a number of minor respects and yet overlap. The same may be said of the roles the Queen regent and the Queen mother. The King as the head of state is advised in the government of the country by a Cabinet of Ministers responsible to a two chamber parliament on one hand. On the other hand the King is advised by the Supreme Council of State which is traditionally responsible to the Swazi National Council made up of all Swazi adults.

The political dualism created by the role of the monarchy has distinctly shaped the national administration and the way of life of the Swazi people and is thought to ensure a balance in the political power structure and also to prevent any rift between the modern elite and the traditional majority.

Legislation is enacted by a parliament which sits for terms of five years; the upper house, the senate, comprises of 30 members in total of which ten are appointed by the King and the 20 are elected by the lower house, the house of assembly. The lower house has a total number of 65 members of which 55 are elected from their constituencies (Tinkhundla centres) and 10 appointed by the King.

Executive power is vested in the head of state and may be exercised directly or through government authorities. The Head of state appoints the Prime Minister and other Ministers after consultations with the Prime Minister. He may remove from office the Prime Minister or any other minister. The Cabinet of Ministers is headed by the Prime Minister. Cabinet is collectively responsible to parliament for advice given to the Head of State in the government of the country and the Head of State may require to be informed at any time on any matter of government.

The common law practised in Swaziland is Roman-Dutch law modified by the statute. Swazi law and custom is also applicable, but within a limited sphere; it applies, though not exclusively, between the indigenous Swazi way of life. Consequently, there are common-law courts operating side by side with the traditional law courts. Both systems of courts have at the apex the Head of State and both administer law in his name and authority.

3.0 CIVIL REGISTRATION SYSTEM

3.1 Legal Frame Of The System

The registration of Births, Marriages and Deaths was started on the 26th May, 1927, and was mandatory to European and coloureds only until in 1971 when the registration was extended to all races and strata of the population. Although the 1971 extension was mandatory, its compulsory nature was neither realized nor enforced and thus was never adopted.

The Births, Marriages and Deaths registration Act No 22 of 1927 was revised and replaced by the Births, Marriages and Deaths registration Act No 5 of 1983 which was promulgated with effect from the 6th January, 1984. The old regulations were also modified according to section 35 of the revised Act. The modified regulations were notified in Swaziland Government Extraordinary Gazette No 268 (Vol. XXII dated 6th January, 1984 (Legal Notice No. 3 of 1984)).

Both the Births, Marriages and Deaths Registration Act - 1983 and regulations framed in this legislative provide legal basis and describe procedures for compulsory reporting and registration of live births, still births (foetal deaths) deaths, Marriages contracted according to civil rites under the Marriage Act No. 47 of 1964 and marriages solemnized according to Swazi Law & Custom or any other customary Law as Zulu Law or Chinese Law, Muslim Law etc. The Act is applicable to all persons residing temporarily or permanently in both urban and rural areas of Swaziland and to the citizens of Swaziland Living abroad. Copies of the revised Births, Marriages and Deaths registration Act of 1983 and the regulations framed there to are attached to the report as appendix 1 and 11 respectively.

3.2. ADMINISTRATIVE ARRANGEMENTS OF THE SYSTEM

The Registrar General's Office

-located in the Ministry of Justice is responsible to supervise and look ~~in~~ all matters relating to the registration of births, deaths and marriages. It is the duty of officers of the Births, Marriages and Deaths Section to co-ordinate unify supervise ~~and~~ promote efficiency to the degree necessary satisfy both legal ~~and~~ statistical needs, the Officers include the Registrar General's Office Staff.

- designated Registrars in the Act and are appointed under its Section 3 (to perform the function stated in the Act, they are responsible maintain a central registry of all vital events and to administer uniform interpretation of Laws and procedures. They are ~~also~~ required to stimulate improved registration of vital events by means of technical co-ordination, advise and give assistance to the seven regional officers and fifty five primary registration centres in the rural areas. The country is divided into four regions and within these regions we have the Tinkhundla Centres (Rural Development Centres) which form our primary registration units.

(a) Registration of vital events starts at the rural Tinkhundla Centre (Rural Development Offices 55 in all). There are clerks employed by the Government to man the registration at these centres. The District Registrar from each region visits the rural development offices once a month in order to edit and collect registered forms and return typed certificated to be issued to the public certificates are typed in regional offices, besides rural offices registration is done at Hospitals and Health Centres and these are ?? in number (5 hospitals and 10 health centres)

(a) Nationals living abroad

In all Trade Missions and Embassy abroad, registration forms are stored to cater for the registration of Births, Marriages and Deaths. Certificates are processed within the country.

At the moment we do not have estimates for these units, because previously they were not clearly demarcated. But now that they have since their own official boundaries which have been used in the General elections we are going to be in a position to have the estimates.

3.3. PROCEDURE FOR REGISTRATION

The Births of all children whether born alive or dead or born out of wedlock or found abandoned are registered nationwide. Regional offices are decentralised and they submit to the central registry headquarters for the nationwide coverage.

(a) Method of recording

The purpose of different reporting forms, indexes, certificates, registers and other related registration forms prescribed under various sections of the Act in connection with registration of Birth, Deaths and Marriages and referred to in the schedule given under section 30 of the regulations is described below.

(1) FORM FOR INFORMATION OF A BIRTH (FORM BMD-1)

This form is prescribed under section 15 (1) of the Act and is used for reporting the Birth of a child, whether born alive or dead and whether born outside or inside the country, on receipt of a notice or information to this effect from the Informant. The form is supplied in the shape of a booklet containing one hundred sheets, with instructions for completing them printed on the back of the front and rear covers.

(2) REGISTER OF LIVE BIRTHS (FORM BMD-1A)

This form, which is identical to BMD-1. It is initially meant to register live Births occurring inside the country only. It is supplied in the shape of a bound register with space to register ten Births on each page, and maintained by each registration office as required under section 6(1) of the Act and section 24 (1) of Regulations.

(3) REGISTERS OF EXTERNAL BIRTHS (FORM BMD-1B)

This form is used to register births occurring outside the country only. It was supplied in the shape of a bound register with space to register ten Births on each page., and maintained by the BMD-Registration Section in the Registration General Office.

(4) REGISTER OF STILL-BIRTHS (FORM BMD-1C)

This form, is used to register Still-Births occurring within the country. It is supplied in the shape of a bound register, with space to register ten Still-Births on each page, and is maintained by each registration office as required under section 6 (1) of the Act and Section 24(1) of the Regulations.

(5) INDEX REGISTERS OF BIRTHS (FORM BMD-1D)

All Births registered on form BMD-1A are indexed according to Surname of the child to facilitate their search later on and to check for their duplication. This form is also supplied in the shape of bound register with space to index thirty Births on each page. This register is maintained by each registration office for internal live births and still- births as laid under section 24(2) of the Regulations.

The BMD-Registration office uses this register to keep the records of all Birth registrations on form BMD-1A, BMD-1B and BMD-1C, as laid down in section 6(2) of the Act and section 24(3) of Regulations, in alphabetical order on a national basis.

Instead of a single register containing all the alphabetical letters (A to Z), three registers of which the first contains A to H, the second I to M, and the Third N to Z are maintained for this purpose with space to register and index thirty persons on each page.

(6) FORM FOR INFORMATION OF A DEATH (FORM BMD-2)

This form is prescribed under section 16(2) of the Act and used for reporting the death of persons of all ages, whether dying within or outside the country, on receipt of a notice or information to this effect from the Informant. This form is supplied in the shape of a booklet containing one hundred forms in triplicate, with instructions to complete it printed on the inside of front and rear covers. Three copies have different colours to distinguish their destination and two are detachable.

7. REGISTER OF DEATHS (FORM BMD-2A)

This form is used to register deaths occurring within the country only. It is supplied in the shape of a bound register with space to register ten deaths on each page, and is maintained by each registration office, as required under section 6(1) of the Act and section 24 (1) of the Regulations.

8. REGISTER OF EXTERNAL DEATHS (FORM BMD-2B)

This form is used to register deaths occurring outside the country only, upon receipt of Form BMD-2, as laid down under Section 21-24 of the Act. This register is maintained by the BMD Registration Section of the Registrar General's Office as required under section 9(1) of the Act and Section 24(1) of the Regulations.

9. INDEX REGISTER OF DEATHS (FORM BMD-2C)

All deaths registered on form BMD-2 are indexed, in the order of Surname of the deceased, on this form to facilitate their search later and check their counts. This form is also in the shape of a bound register with the space to index thirty deaths on each page. This register is maintained by each registration office for internal deaths as laid down under section 24(2) of the Regulations.

10. FORM FOR INFORMATION OF A MARRIAGE SOLEMNISED ACCORDING TO CIVIL RITES UNDER THE MARRIAGE ACT NO. 47 OF 1964 (FORM BMD-3)

This form is prescribed under section 25(1) of the Act and is used by Marriage Officers appointed under section 16(2) of the Marriage Act of 1964 for reporting the Marriage solemnised by them. This form is supplied in the shape of a booklet containing one hundred forms in triplicate, with instructions to complete it printed on inside of the front and back covers. Three copies have different colours to distinguish their destination and the first two copies are detachable.

11. REGISTER OF MARRIAGE CONTRACTED UNDER CIVIL RITES (FORM BMD-3A)

Marriages solemnised according to civil rites by Marriage Officers appointed under section 16(2) of the Marriage Act No. 47 of 1964 are registered by registration offices on receipt of Form BMD-3 from Marriage Officers. This form is supplied in the shape of a bound register with space to register ten Marriages on each page. This register is maintained by each registration office as required under section 6(1) of the Act and Section 24(1) of the Regulations.

12. INDEX REGISTER OF MARRIAGES CONTRACTED UNDER CIVIL RITES (FORM BMD-3B)

Marriages registered on Form BMD-3A are indexed in the order of Surname of the Bridegroom by each registration office to facilitate their search and to check for duplication. This form is supplied in the shape of a bound register with space to index thirty marriages on each page. This register is maintained by each registration office as required under section 24(2) of the Regulations.

The BMD-Registration Section also uses a register in this form to keep the records of all Marriage registered on form BMD-3A by all registration offices, as laid down under section 6(2) of the Act and section 24(3) of the Regulations, in alphabetical order, nationwide.

13. FORM FOR INFORMATION OF MARRIAGE SOLEMNIZED ACCORDING TO SWAZI LAW AND CUSTOM OR ANY OTHER LAW AND CUSTOM (FORM BMD-4)

This form is prescribed under section 26(1) of the Act is used by the Chief or his Indvuna or Umgijimi for reporting the marriages solemnized according to Swazi Law and Custom in his area. This form will also be used for marriages contracted under any other law and custom, like Zulu, Muslim, or Hebrew Laws and Customs, and shall be filled by the person solemnizing such a marriage. The form is supplied in the shape of a booklet containing one hundred forms in triplicate, with instructions to complete it printed on the inside of front and back covers. Three copies have different colours to distinguish their destination and the first two copies are detachable.

14. REGISTER OF MARRIAGES CONTRACTED UNDER SWAZI LAW AND CUSTOM OR ANY OTHER LAW AND CUSTOM (FORM BMD-4A)

Marriages solemnized according to Swazi Law and Custom or any other Law and custom are registered on this form. This form is supplied in the shape of a bound register with space to register ten marriages on each page.

15. INDEX OF MARRIAGES CONTRACTED UNDER SWAZI LAW AND CUSTOM OR ANY OTHER LAW AND CUSTOM (FORM BMD-4B)

Marriages registered on Form-4A are indexes in the order of surname of Bridegroom by each registration office to facilitate their search later and check for duplication. This form is supplied in the shape of a bound register with space to index thirty marriages on each page. The BMD-Registration Section also uses this register form to keep the records, on nationals basis in alphabetical order, of all marriages registered on form BMD-4A by all registration offices as laid down under section 6(2) of the Act and Section 24(3) of the Regulations.

16. SPECIAL MARRIAGE LICENCE (FORM BMD-5)

This form is prescribed under section 24 of the Act and is used by district officers to issue special licence to join persons in matrimony without previous publication of banns, as laid down under section 14 of Marriage Act No. 47 of 1964.

17. BIRTH CERTIFICATE (FORM BMD-6)

This form is prescribed under section 28(1) of the Act and is used by registration offices for issuance of a birth certificate in the order of entries made in the register of births (form BMD-1A). This form is also used by the BMD-Registration Section to issue birth certificates in case of external births registered on form BMD-1B. It indicates the civil status of the person, i.e. his/her name, date and place of birth, parentage and citizenship. The form is supplied and bound with gum in pads containing one hundred copies in duplicate. The original copy is given to the Informant and the duplicate copy is submitted to the BMD-Registration Section.

18. DEATH CERTIFICATE (FORM BMD-7)

This form is prescribed under section 28(1) of the Act and is used by registration offices for issuance of a death certificate in the order of entries made in the register of deaths (form-2A). This form is also used by the BMD Registration Section to issue death certificates in case of external deaths registered on Form BMD-2B. It indicates the civil status of a person and includes date and place of his/her death, individual particulars and cause of death. The form is supplied and bound with gum in pads containing one hundred copies in duplicate. The original copy is given to the Informant and the duplicate copy is submitted to the BMD-Registration Section.

19. MARRIAGE CERTIFICATE FOR MARRIAGES CONTRACTED ACCORDING TO CIVIL RITES (FORM BMD-8)

This form is prescribed under section 28(1) of the Act and is used by registration offices for issuance of a marriage (form BMD-3A) on registration of a marriage solemnized according to civil rites under the Marriage Act of 1964.

It shows the particulars of persons joined in matrimony according to civil rites under the Marriage Act, the Law governing consequences of the marriage, and place and date of the marriage, etc. The form is supplied and bound with gum in pads containing one hundred copies in duplicate. The original copy is given to the couple and the duplicate copy is submitted to the BMD-Registration Section along with the original copy of the completed form BMD-3.

20. MARRIAGE CERTIFICATE FOR MARRIAGES CONTRACTED ACCORDING TO SWAZI LAW AND CUSTOM OR ANY OTHER LAW AND CUSTOM (FORM BMD-9)

This form is prescribed under section 28(1) of the Act is used by the registration offices for issuance of a marriage certificate in the order of entries made in the register of marriages (Form BMD-4A) on registration of a marriage solemnized according to Swazi Law and Custom or any other Law and Custom. It shows the particulars to persons joined in matrimony, position with regard to the smearing of red ochre of the woman, Lokola, dowry, and date and place of marriage.

The form is supplied and bound with gum in pads containing one hundred copies in duplicate. The original copy is given to the couple and duplicate copy is submitted to the BMD-Registration Section along with the original copy of the filled form BMD-4.

21. MEDICAL CERTIFICATES OF CAUSE DEATH (FORM BMD-10)

This form is prescribed under section 18 of the Act and is used to indicate the cause of death. The form is required to be completed in duplicate by the Medical Practitioner or Doctor who attended or treated the deceased during his/her illness. Copy of the form is handed over to the Informant for submission with the original. The instructions to complete the form are printed on it. The form is supplied and bound with gum in pads containing fifty pages.

22. MEDICAL CERTIFICATES OF STILL-BIRTH OR FOETAL DEATH (FORM BMD-11)

This form is prescribed under section 17 of the Act and is used to indicate the birth of a still-born child. The form is required to be completed by the Medical Practitioner or Midwife present at the time of birth or the who examined the body of such a child.

If no Medical Practitioner or Midwife is present at the time of Birth, then the declaration given on the back side of the form should be signed by the Informant. The original copy of the form is handed over to the Information for submission with the original copy of form BMD-1 and the duplicate is retained by the Medical Practitioner or Midwife for his/her record. The instructions to complete the form are printed on it. The form is supplied and bound with gum in pads containing fifty pages.

23. FORM FOR REPORTING THE CAUSE OF DEATH OF A PERSON IN CASE OF AN INQUEST OR INQUIRY OR CRIMINAL PROCEEDING (FORM BMD-12).

This form is prescribed under section 14 of the Act and is used to indicate the cause of death of the deceased who is a subject of an inquest, inquiry or criminal proceedings. The form is required to be completed and submitted by the officer holding such an inquest or inquiry to the concerned registration office.

24. APPLICATION FOR LATE REGISTRATION OF A BIRTH (FORM BMD-16)

This form is prescribed under section 7 of the Act and is used when the occurrence of a birth (whether live or still) is reported after the expiry of the 60 day time limit prescribed for reporting such birth. This form is completed in duplicate by the registration information officer, Assistant District Registrar, or his Clerical Officer, or the Informant himself. The duly completed application form must always accompany the filler-in form BMD-1 in such late registration cases, along with a baptismal certificate.

If it is not possible to produce a baptismal certificate, then an affidavit as to the birth given on the back side of the form, is required to be submitted. This form is supplied and bound with gum in pads containing one hundred pages.

25. APPLICATION FOR LATE REGISTRATION OF DEATH (FORM BMD-17)

This form is prescribed under section 7 of the Act and is used when the occurrence of a death is reported after the expiry of the 60 day time limit prescribed for reporting such death. The form is completed by the registration information officer, Assistant District Registrar, or his Clerical Officer, or the Informant himself. This application form must always accompany the completed form BMD-2 in such late registration cases, along with the certificate of cause of death on form BMD-10. If the certificate of death is not attached, an affidavit as to the death given on the back side of the form is required to be submitted. This form is supplied and bound with gum in pads containing one hundred pages.

26. APPLICATION FOR ALTERATION OF NAME OR NAMES OF THE CHILD
(FORM BMD-18)

This form is prescribed under section 8(1) of the Act and is used for alteration of names other than Surname of the child whose birth has been registered under names which have been changed or found incorrect subsequently. This application form is required to be completed in duplicate by the registration Information officer, Assistant District, or his Clerical Officer, or by the applicant himself. The instructions to fill-in the form are given on its back side.

27. APPLICATION FOR ALTERATION OF SURNAME OF THE CHILD (FORM BMD-19)

This form is prescribed under section 8(2) of the Act and is used for alteration of surname of the child whose birth has been registered under a surname which has been changed or found incorrect subsequently. This application form is required to be completed in duplicate by the Registration Information Officer, Assistant District Registrar, or his Clerical Officer, or by the Applicant himself. The instructions to fill-in the form are given on its back side.

28. APPLICATION FOR ALTERATION FOR PARTICULARS OF THE CHILD OTHER THAN NAMES AND SURNAME (FORM BMD-20)

This form is prescribed under section 8(3) of the Act and is used for alteration of particulars other than names and surname of the child whose birth has been registered and certain particulars such as place of birth, sex, etc. need to be altered or corrected subsequently. This application form is required to be completed in duplicate by the registration information officer, Assistant district registrar, or his clerical staff, or the applicant himself.

29. APPLICATION FOR INSERTION OF NAMES OF CHILD (FORM BMD-21)

This form is prescribed under section 9 of the Act and is used for insertion of names of the child whose birth has been registered before assigning names. The application form is required to be completed in duplicate by the registration information officer or assistant district registrar or his clerical staff. The instructions to fill in the form are given on its back side.

30. APPLICATION FOR LEGITIMATION OF THE BIRTH OF THE CHILD REGISTERED AS BORN OUT OF WEDLOCK (FORM BMD-22)

This form is prescribed under section 11(1) of the Act and is used for legitimation of the birth of the child who has been registered as born out of wedlock. This application is required

to be completed in duplicate by the registration information officer or assistant district registrar or his clerical staff or the applicant himself and submitted along with the documents mentioned therein. The instructions to fill - in the form are given on its back side.

31. APPLICATION FOR INSERTION OF NAMES ADOPTIVE PARENTS ON ADOPTION OF A CHILD (FORM BMD-23)

This form is prescribed under section 12 of Act and is used to alter the particulars of parents of a child, on the birth information form (BMD-1) and the register (BMD-A1, BMD-ID) whose birth has been registered before his adoption. This form is required to be completed in duplicate by the registration information officer or assistant district registrar or his clerical staff or the adoptive parents and submitted along with documents mentioned therein. The instructions to fill-in the form are given in its back side.

32. APPLICATION FOR ALTERATION OF PARTICULARS OF PARENTS (FORM BMD-24)

This form is prescribed under section 13 of the Act and is used to alter particulars of parents of a child whose birth has been registered when certain particulars of the parents shown on Form BMD-1 have changed or found incorrect subsequently, on account of reasons other than adoption. This application form is required to be completed in duplicate by the registration information officer, Assistant District Registrar, or the Applicant himself and submitted along with documents mentioned therein.

33. APPLICATION FOR ALTERATION OF PARTICULARS OF BRIDE AND BRIDEGROOM (FORM BMD-25)

This form is prescribed under section 27 of the Act and is used to alter particulars of the Bride or Bride-Groom whose marriage has been registered when some of their particulars shown on form BMD-3 and BMD-4 have been changed or found incorrect subsequently.

This application form is completed in duplicate by the registration Information Officer, Assistant District Registrar, or his Clerical Officer, or the married couple themselves and submitted along with documents mentioned therein.

34. NOTICE REQUIRING A QUALIFIED INFORMANT TO REGISTER BIRTH OR DEATH (BMD-26)

This form is prescribed under section 4 of the Act and is used to call the Informant to submit the required information when is found that a birth of a child or death of a person has not been notified within the prescribed time of 60 days, or certain

omissions or defects have been found scrutiny of form BMD-1. This form is required to be completed in duplicate and issued to the informant by the Registration Information Officer, Assistant District Registrar or District Registrar. The form is supplied and bound with gum in pads containing fifty pages with instructions to complete it printed on its back side.

35. APPLICATION FOR CERTIFIED COPY OF ENTRIES IN REGISTER OF BIRTHS, MARRIAGES AND DEATHS (FORM BMD-27)

This form is prescribed under section 28(2) of the Act and is used for obtaining certified copies of Birth, Marriage and Death certificates issued by registration offices on forms BMD-6, BMD-7, BMD-8 and BMD-9 when the additional copies, i.e. more than one copy, of the certificate issued by registration offices are lost or spoiled. The application form is required to be completed in duplicate by the Assistant District Registrar or his Clerical Staff or the Applicant himself and submitted to the BMD-Registration Section of the Registrar General's Office. The detailed instructions to complete the form are given on its back side.

36. CERTIFIED COPY OF ENTRIES IN REGISTER OF BIRTHS (FORM BMD-28)

This form is prescribed under section 28(2) of the Act and similar to form BMD-6 (Birth Certificate). It is issued by the BMD-Registration Section of the Registrar General's Office on receipt of application form BMD-27.

37. CERTIFIED COPY OF ENTRIES IN REGISTER OF DEATH (FORM BMD-29)

This form is prescribed under section 28(2) of the Act and is similar to form BMD-7 (Death Certificate). It is issued by the BMD-Registration Section of the Registrar General's on receipt of application form BMD-27.

38. CERTIFIED COPY OF ENTRIES IN REGISTER OF MARRIAGE CONTRACTED UNDER CIVIL RITES (FORM BMD-30)

This form is prescribed under section 28(2) of the Act and is similar to form BMD-8 (Marriage Certificate - Civil Rites). It is issued by the BMD-Registrar Section of the Registrar General's Office on receipt of application form BMD-27.

39. CERTIFIED COPY OF ENTRIES IN REGISTER OF MARRIAGES CONTRACTED UNDER SWAZI LAW & CUSTOM OR ANY OTHER LAW CUSTOM (FORM BMD-31)

This form is prescribed under section 23 (2) of the Act and is similar to form BMD-9 (Marriage Certificate - Swazi Law and Custom).

3. (a)

PROCEDURE FOR REGISTRATION

ORGANISATIONAL STRUCTURE

Registration takes place at the Registration Information Centre which constitutes the smallest geographical unit, and the lowest point in the organisational hierarchy of registration. Above the Registration Centre comes the Inkhundla (Rural Development Office) which holds under its umbrella, several registration Information Centres, created separately for Urban and Rural areas, falling under Chiefs or Private Management .

In addition, all Government Missionary and Private Clinics, Hospitals having facilities for admitting patients have been declared as registration Information Centres. For registration purposes, the Inkhundla, in turn, falls under the umbrella of a sub-region (Sub-District) which itself falls under a region.

The Regional Offices are the highest points in the hierarchy. At present there are four regions, Hhohho, Manzini, Shiselweni and Lubombo. Within these regions are Seven sub-regional offices (Mbabane , Pigg's Peak, Manzini, Mankayane, Nhlangano, Hlatikulu and Siteki) and fifty-five Tinkhundla Centres for registration. Thus in each Region or Sub-Region, there are Urban and Rural Registration Centres located in each Inkhundla where the occurrence of births and deaths are reported by the public.

Residences of Chiefs, Clinics and Health Centres, Rural Development Centres, some Company Offices, Tinkhundla and some Government Offices are designated as Registration Centres.

3.(b) & (c)

Every vital event is to be registered in the Region or Sub-region in which it occurs. In order to capture the maximum number of vital events within the prescribed time limit of,

3.(b) & (c)

sixty days all hospitals, Clinics Maternity Homes, and other similar Institutions are required under the Act to submit a monthly return of Births, Deaths and Marriages occurring there-in to their designated registration offices.

These provisions are intended to improve the timely reporting and compulsory registration of the events so that complete coverage of these events can be attained.

3.(d) Any registration which is effected after the expiry of sixty days is considered a late registration. Provisions have been made under Section 7 of the Act, for the late registration of Vital events upon an application on the prescribed form indicating the reason for late reporting and upon payment of a late registration fee - (which is a penalty fee) equivalent to four U.S dollars. (a schedule of registration fee is attached).

In case of non-reporting of vital events, a notice as prescribed under Section 4 of the Act is issued to the person who is required to intimate the occurrence of such event in the manner complied within 30 days, and the

3.(d) person becomes guilty of an offence and liable upon conviction to a fine not exceeding 15 U.S dollars or in default of payment there of an imprisonment. The penalty has been included to serve as a deterrent for non-reporting.

3.(e) In case of death, a certificate of cause of death is required to be submitted without any fee, along with the death information form which is issued by Medical Practitioners who attended the deceased during his illness or before death. If deceased is subject to an inquest, then a certificate showing the cause of death is required to be issued by the officer holding the inquest or inquiry.

Where the cause of death is not certified by a Medical Practitioner, the cause of death has to be indicated in a layman's language according to a short mortality list developed for this purpose and included among the instructions for completing the death information form.

3.(g) DUPLICATION

Several efforts are enforced in-order to curb down on double registration either given involuntary or deliberately as these errors may not be detectable by demographic analysis at a later stage.

Duplication of records is a constant concern of all staff members involved in the system, as they make sure that all vital events registered in Swaziland are registered only by place of occurrence.

4.0 Local Registrars

4.(a) As I stated above Registrars in the Regional Offices are Civil Servants employed on long term pensionable appointments as prescribed under the Act. Registration Officers in the rural areas and other registration centres are nominated under Section 3 (3) of the Act, to assist in the registration. In view of the

4.(a) the Chief's general duties as their kraals are registration Centres as prescribed under the Swazi Administration Act No. 79 of 1950, their Secretaries are entrusted with the duties of filling the registration forms, and also educated officials such as school teachers, Senior Paramedical Personnel of Clinics and Hospitals, Veterinary Assistants, Health Motivators, Clerks of Tinkhundla have also been nominated as registration Information Officers. Such Officers are provided with booklets containing Birth and Death Forms and instructions to complete them.

These forms are filled by them on receipt of information regarding the occurrence of vital events from informants.

4.(b) & (c) As stated above, Regional Registrars are subject to changes with political waves, very few have been trained in Demography and Civil Registration and due to financial constraints training programmes are also not implemented

4. (d) Training and suitability for the post.

So far Swaziland's post holders for the Civil Registration work have not been exposed to long-term training. But workshops and seminar have been attended since 1984 when the compulsory Civil Registration Act was enacted.

4.(e) RENUMERATION

Government set up an evaluation committee to evaluate the duties of all registration staff in 1991. In 1992, all registrars were upgraded to higher grades than they were previously.

(f) Handbooks for registrars, both for legal and statistical matter are in place.

5.0 Informants

The informant According to the Act is the father of the child in the event of the death or absence, any person present at birth, or the occupier of the dwelling in which the child is born and,

6.0 Civil Registration Archives

6.(a) The archives of all Civil Registration Records are kept Regionally and all Regional records are centralised at Head Office in-order to form a country record.

Records are retrieved manually and through micro computers. The system is presently running parallel that is, manually and by computers (a separate report on computerisation is also attached)

Manually the records are arranged in alphabetic order starting by the Surname, and arranged serially by computer generated numbers, full report attached.

Filling of books, registers and Numbering Sequence has been covered when enumerating the different forms. Book shelves and proper furniture is in place. Separate offices from the public waiting rooms have been built in all Regional Offices. All registers are hard covered for protection against

6. (b) CENTRAL ARCHIVES OF CIVIL REGISTRATION.

The Registrar keeps an index register for Births, Marriages and Deaths occurrence in all regional offices, for allocation of a Central Registration Number and date and a record of vital events in Alphabetic order on the National basis. Late registration cases shall be entered in red ink in such indexes. The forms for

information are kept at Regional Offices and the duplicates of certificates of each month are filled at the Central Registry in appropriate number volumes and each duplicate of a certificate is allocated a page number.

The folio number and volume number shall be mentioned against each entry made in the index.

This system is gradually being replaced by the New Computerised System.

7. FACTORS HAMPERING FULL COVERAGE.

1. Sometimes serious staff problems maybe experienced in the absence of financial constraints for example, when staff with the right calibre cannot be found, and those already be found, and those already in post do not have the right qualifications to perform the assigned tasks.

Various operations of the system have to undergo occasional modifications in light of emerging technologies and procedures which the existing staff must quickly learn. If they cannot adopt, their performances falls behind the systems requirements and eventually lead to its deterioration. In Swaziland, no thorough assessment of coverage is available, but a crude evaluation points to about 28 percent coverage of births and 7 percent of deaths in 1987. This is based on the fact that in 1987 there were only 10227 current births and 742 deaths registered as compared with numbers of 36282 expected births and 11274 expected deaths in a population of 681, 000 give the above percentages. Coverage would have been higher than these if the late registered events which are substantial, could be considered as coming from the same year. change would be the emergence of computerised processing of the Vital Statistics Data and computerised storage, retrieval and duplication process of the registration documents which Swaziland is now embarking on.

These operations are drastically different from the manual process hither to followed and call for the uplifting of the skills of the staff to be able to perform them.

Specialised training courses, seminars, workshops or even long-term training programs should be sought to ensure that the staff is thoroughly proficient in.

8. USES OF REGISTRATION RECORDS IN SWAZILAND

(a) By individuals

(1) The person with a birth certificate can prove his identity or Nationality and can consequently make use of the privileges that go with it, such as enrolling in school, living and working within the country, obtaining a

passport, travelling abroad, inheriting property, proving his affiliation and lineage and selecting or getting elected to legislative body or other high offices in the country. The person without a birth certificate on the other hand not with standing his trauma in trying to prove who he is or is not may even be thrown out of the country as an illegal alien, or go into the lengthy process of producing affidavits and witnesses to prove his identity.

Likewise, registration of death yields several benefits some of which are similar to those of birth registration. A death certificate for example, not only proves one death and thereby frees him of liabilities, it enables the surviving family members to inherit his estate and his widow to remarry or avail herself of social security and widow-hood benefits.

USES OF REGISTRATION RECORD BY SOCIETY.

Vital statistics for example, tell us about the number of Births, Deaths and Marriages in a certain period of time which in conjunction with other demographic statistics indicate the rates of Birth, Death and Marriage that help us assess the rate of population growth, the levels of its fertility and mortality, life expectancy and similar demographic matters.

These can subsequently be used to formulate appropriate health, educational, employment, housing and other plans or resolve relevant society problems.

National Vital Statistics System

The Central Statistical Office is responsible for the entire range of national Statistics, including their collection, processing, tabulation, analysis, publication and interpretation. The Central Statistical Office has a unit which is responsible for vital statistics. This is based on the Statistics Act of 1967. Processing of vital records to produce vital statistics is done at national level only.

The vital statistics data collected by the Civil Registration System is handed over to the Central Statistical Office for processing and dissemination. The Central Statistical Office has, up to now, tallied the births and deaths by area and region of registration, and according to whether registration was current or late. This operation is being done manually.

The registered events are compared with the general population of the areas where they come from. However, due to the smallness of the registered events and the limitations of manual processing, the data have not been analyzed nor published so far. In fact, there is a need for the Registrar General's Office and the Central Statistical Office to cooperate and intensify their efforts towards improving the vigilance with which field workers attend to their work in registering the events.

8.(vi) CONCLUSIONS AND RECOMMENDATIONS

ADMINISTRATIVE AND LEGAL FACTORS (PROBLEMS)

Generally there is general apathy to the system. People do not take the initiative to register the events in the prescribed time period. Government apathy can take the form of indifference by the very institution responsible for registration and also lack of co-operation by other Ministries or departments leading to under allocation of funds or delays in their disbursement or funds being diverted else where.

These actions in administration stems from the belief that civil registration is not a priority in Government.

Still on administration, the apathy among the registration staff which leads to inefficiency and errors in the data collection. It is recommended that the staff of the Registrar General be trained in Civil Registration and demography so that, they appreciate the importance of each variable on the forms they fill-up.

PUBLIC ILLITERACY OR IGNORANCE

Due to wide spread illiteracy and general lack of understanding of the functioning of Modern Society, the public does not genuinely know some of the information sought, for example age or does not appreciate the need for registering.

The main difference between illiteracy and public apathy is that the effect of illiteracy can be remedied by educational campaigns which explain the purpose and importance of registration and will help people estimate or determine some to unknown attributes sought in the forms. However, apathy is often present even among the most informed public and is not caused by a lack of understanding but by the failure to appreciate the importance of registration and a feeling of unwarranted interference in their lives.

The above mentioned problems of civil registration lead to the system's malfunctioning which in turn renders it to be limited.

These consequences lead to the following problems.

1. That is a large segment of population remain without legal documents such as certificates of birth, death or marriage.
2. An incomplete vital registration system produces an incomplete set of vital statistics data.

In this regard it is recommended that the offices of the Registrar General and Central Statistical Office educate the population by developing short messages to be carried by the media more especially the radio. The messages should be emphasize

the important use or contribution of civil registration and the benefit that accrues to the individual, the time allowance for registration and the places where to register.

Civil Registration and Vital Statistics Committee

There is a need to form such a committee which will provide a forum for the leadership and authority for needed improvement. The aim of such a committee would be to organize support and coordinate participation by interested technical, professional, and government groups in the improvement. Membership should be organized such that it provides a balance in the concerns of public and technical problems.

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