Work Programme

Prepared by

United Nations Statistics Division

Organization of work

Monday, 1 December 2008	
8:00–8:30	**1. Registration of participants**
8:30–9:00	**2. Opening** Introductory remarks by - Malawi - United Nations Statistics Division (UNSD) - Southern African Development Community (SADC) Selection of Chair and Rapporteur Logistics and getting acquainted
9:00–10:00	**3. Vital statistics and their sources.** The session introduces and compares the three sources used to obtain vital statistics —civil registration, population censuses and sample surveys— and discusses the purposes for which they are best suited, their major advantages and limitations. • UNSD presentation • General discussion
10:00–10:30	**Coffee break**
10:30–12:00	**4. The need for a civil registration system.** The session examines why every country needs a civil registration system. It covers the legal and protective advantages of vital records to individual citizens and considers the administrative and statistical advantages of a well operated and maintained civil registration system. • UNSD presentation • General discussion
12:00 – 13:30	**Lunch break**
13:30 – 15:00	**5. Civil registration system and its use for vital statistics.** The session identifies the vital events that should be registered and reviews a list of topics and themes and their definitions to be investigated in the registration process for vital statistics purposes. • UNSD presentation • General discussion

15:00–15:30	**Coffee break**
15:30 – 16:30	6. **Integration and coordination in the civil registration and vital statistics system.** Civil registration system includes civil registration and all its institutional and technical associations. The process of the compilation, analysis, evaluation, presentation and dissemination of these data in statistical form completes the definition of the vital statistics system. This session provides an overview of the coordination necessary among the parts of the civil registration system and the vital statistics system. It also examines the integration of the vital statistics system with other agencies related to registration and vital statistics. • UNSD presentation • General discussion
Tuesday, 2 December 2008	
8:30- 10:30	7. **Cause-of-death data collection through the civil registration system.** The session provides an overview of the international standards on the collection of cause of death data through the civil registration system. The session also creates a platform for countries in the region to share good practices in gathering cause of death statistics. • South Africa presentation • General discussion
10:30- 11:00	**Coffee break**
11:00- 12:00	8. **Evaluating the completeness of the civil registration system.** The session reviews techniques, both direct and indirect, that can be used to evaluate the completeness of a civil registration system and reported vital statistics. • UNSD presentation • General discussion
12:00 – 13:30	**Lunch break**
13:30 – 15:00	9. **Civil registration and vital statistics system in SADC countries.** The session provides a platform for countries to share experiences. Countries will present their national civil registration system, focusing on the legal framework, administrative structure, technical settings and government and public involvement. Difficulties and challenges facing while using civil registration system for vital statistics are also covered. • Country presentations

15:00 - 15:30		**Coffee break**
15:30- 16:30	**9.**	**Civil registration and vital statistics system in SADC countries (cont.)** • Country presentations

Wednesday, 3 December 2008		
8:30 – 10:00	**9.**	**Civil registration and vital statistics system in SADC countries (cont.)** • Country presentations
10:00 – 10:30		**Coffee break**
10:30– 12:00	**9.**	**Civil registration and vital statistics system in SADC countries (cont.)** • Country presentations
12:00 – 13:30		**Lunch break**
13:30 – 15:00	**9.**	**Civil registration and vital statistics system in SADC countries (cont.)** • Country presentations
15:00 – 15:30		**Coffee break**
15:30 – 16:30	**10.**	**Compilation of vital statistics at international level.** The session reviews the data and metadata requirements at international level for vital statistics, as indicated on the *Demographic Yearbook* vital statistics questionnaire. It also assesses how well participating countries are able to comply with the international standard and propose ways to improve both the level of responses and the quality of data provided to the *Demographic Yearbook* questionnaire. • UNSD presentation • General discussion
16:30 – 17:00	**11.**	**Provider's presentation.** This session includes a short demonstration of how a web-based registration of birth/death is completed (commercial product and for demonstration purposes only).

Thursday, 4 December 2008		
8:30 – 9:45	**12a**	**Group discussion topic 1 - Training and public education.** The session will assist the participants in understanding various approaches to training staff and devising public education, information and communication strategies to improve the efficiency of civil registration and vital statistics system • General discussion
9:45 – 10:15		**Coffee break**
10:15 – 11:30	**12b**	**Group discussion topic 2 – Model civil registration law.** The discussion will focus on the similarities and differences between the model law and the existing civil registration law existed in individual countries and identify areas in national civil registration law that needs modification. • General discussion
11:30 – 12:30	**12c**	**Report of the group discussions**
12:30 – 14:00		**Lunch break**
14:00 - 16:30	**13.**	**Visit to the Malawi Department of Registrar General**
Friday, 5 December 2008		
9:30 – 10:00	**14.**	**Overview of the SADC Statistics work programme**
10:00– 12:00	**15.**	**Conclusions and Recommendations** Presentation and discussion of the summary of the workshop's proceedings: conclusions and recommendations on how to improve the quality of vital statistics in SADC countries. **Evaluation of the workshop** **Closing**