

**United Nations Statistics Division  
Southern African Development Community**

**Workshop on the Improvement of Civil Registration and  
Vital Statistics in SADC Region  
Blantyre, Malawi  
1 – 5 December 2008**

Pre-workshop assignment 1

**Review and assessment of the national civil registration system**

The purpose of this questionnaire is to collect information on the organizational and technical aspects of the national civil registration system. The questionnaire also assesses the state of the development and methods of evaluation in the civil registration system. Please return the completed questionnaire before **14 November 2008** at the following address by email if possible or by fax:

**Att. Ms. Haoyi Chen  
2, UN Plaza DC2-1564  
10017 New York, NY, USA  
Tel. 1 212 963 4375  
Fax. 1 212 963 1940  
Email. [chen9@un.org](mailto:chen9@un.org)**

Please provide detailed answers to the questions. When necessary, please attach additional sheets of paper.

Name, title, address and country of official completing this questionnaire:

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**PART I: LEGAL AND ORGANISATIONAL ASPECTS OF THE CIVIL REGISTRATION SYSTEM**

1. Is there a legal framework providing guidelines concerning how the civil registration system works?

Yes  No

**a. If Yes, please provide us with a copy of the law.**

2. Which of the following best describe the type of civil registration organization currently in operation in your country?

- a national system with a central office to administer the system
- a national system with different governmental departments to administer the registration of vital events
- The country has separate systems of registration in each major administrative division (e.g., province or state level) with a central office at those levels to administer the system)
- Other arrangements (specify) \_\_\_\_\_

3. At national level, which agency has the primary responsibility for the registration of the vital events:

<b>Vital events</b>	<b>Agency primarily responsible for registration</b>
<b>Live births</b>	
<b>Foetal deaths</b>	
<b>Deaths</b>	
<b>Marriages</b>	
<b>Divorces</b>	

4. Is there a coordination agency or inter-agency coordination committee at national level, for needs and services among different agencies dealing with civil registration?

Yes  No

If Yes, provide the name and main responsibility.

5. Location of the primary registration units? (Check applicable items)

	<b>Births</b>	<b>Foetal deaths</b>	<b>Deaths</b>	<b>Marriages</b>	<b>Divorces</b>
a) Municipal offices					
b) Health offices					
c) Revenue offices					
d) Court offices					

e) Parishes/temples					
f) Population registers					
g) Other, specify					

6. Are there secondary registration units in certain hospitals, clinics, or religious places ( e.g., churches, temples) or other public places to supplement the registration network?. Include subsidiary registration places for marriages and divorces.

Yes  No

7. Which of the following perform the functions of the local civil registrars in your country? (Local civil registrars are the persons authorized by law to record vital events and civil status). Check applicable items:

	Births	Foetal deaths	Deaths	Marriages	Divorces
a) Appointed civil registrars					
b) Priests, ministers					
c) Court clerks					
d) Notaries					
e) Justices of peace					
f) Teachers					
g) Other, specify					

8. Main duties and responsibilities of the local civil registrars as specified by civil registration law and regulations. Check applicable items.

a. With respect to registration:

- Recording vital and civil status events and safekeeping of the records
- Issuing certified copies of civil registration records
- Celebrating marriages
- Issuing burial permits
- Promotion of registration completeness
- Other, specify:

b. With respect to vital statistics collection and reporting:

- Reporting civil registration data to higher level offices
- Other, specify:

9. Do local civil registrars receive guidance for their work? Check applicable items.

- Copies of current laws and regulations on civil registration
- Updated handbooks or instructions on civil registration

- Handbooks on vital statistics reporting
- In service training
- Direct advice by higher level civil registration authorities through field visits
- Periodical bulletin of information concerning civil registration and vital statistics
- Circulars regarding procedures for civil registration
- Other, specify:

10. Technical supervision to local civil registrars work is provided by: (Check applicable items)

- Registration authorities from the National Agency (field visits from central office staff)
- Regional Registration authorities
- Judicial authorities vested with responsibility for the custody of the records
- The Mayor
- The Priest or Minister
- The local government authority
- Other, specify:

11. Administrative supervision to local civil registrars work is provided by: (Check applicable items)

- Registration authorities from the National Agency (field visits from central office staff)
- Regional Registration authorities
- Judicial authorities vested with responsibility for the custody of the records
- The Mayor
- The Priest or Minister
- The local government authority
- Other, specify

12. Which national agency and ministry are responsible for compiling vital statistics from civil registration?

Agency	
Ministry	

13. By what means are vital events transmitted to the compiling office?

	Individual/collective Pre printed forms	Summary reports	Computer tapes or diskettes	Computer transmission
Live births				
Foetal deaths				
Deaths				
Marriages				
Divorces				

(ATTACH A DATA FLOW CHART)

**PART II: TECHNICAL ASPECTS OF THE CIVIL REGISTRATION SYSTEM**

Please provide a complete set of forms used for legal and statistical recording of all types of vital events.

**PART III: EVALUATION OF COMPLETENESS AND QUALITY OF THE CIVIL REGISTRATION SYSTEM**

1. Does the civil registration system cover all segments of the population in the entire country?

Yes       No

If NO, please give a brief description of the coverage:

a) Which geographic areas are not covered? Why?

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b) Which population groups (ethnic or national groups) are not covered? Why?

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c) Any other categories that are not covered? Why?

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2. Indicate if the registration coverage of vital events has been estimated in your country in the past ten years?

	Live births	Foetal deaths	Deaths	Marriages	Divorces
Yes					
No					

3. If YES for at least one event, indicate the most recent estimate of coverage for each event, the year to which this estimate refers and the method of evaluation used.

a. Level of coverage and year of reference

	Percentage of coverage	Year to which this estimate refers
Live births		
Foetal Deaths		
Deaths		
Marriages		
Divorces		

b. Method of assessment

	Live births	Foetal deaths	Deaths	Marriages	Divorces
Through retrospective questions in population census(es)		Not applicable			
Through a follow up survey					
Through retrospective questions in a single round retrospective survey					
Through a maternity history in a single round retrospective survey				Not applicable	Not applicable
Through a dual-records system					
Other (specify)					