

**UNSD-ESCWA Regional Workshop on Census Data Processing in the ESCWA region: Contemporary technologies for data capture, methodology and practice of data editing**  
Doha, State of Qatar, 18-22 May 2008

**Provisional Agenda**

<i>Time</i>	<i>Topic</i>	<i>Responsibility</i>	<i>Document</i>
<b><u>Sunday May 18, 2008</u></b>			
	<b>Opening</b>		
<b>8.30 – 9.15</b>	<b>Session 1 – Opening remarks</b> -welcoming remarks by Host country, UNSD, UNESCWA, administrative matters	UNSD	
	<b>Review of United Nations Principles and Recommendations for Population and Housing Censuses and a Discussion on Census Management &amp; Planning</b> Objective: To present revisions of the United Nations Principles and Recommendations for Population and Housing Censuses followed by a presentation on international recommendations on census management and planning.		
<b>9:15 – 10:00</b>	<b>Session 2 – The 2010 World Programme on Population and Housing Censuses</b> / UN Principles and Recommendations for Population and Housing Censuses, Rev.2- major issues in the revision, adaptation for the ESCWA region – Presentation by UNSD – General Discussion	UNSD	Pres. 1 (UNSD)
<b>15min. Break</b>			
<b>10:15 – 11:15</b>	<b>Session 3 – Census planning and management</b> International recommendations on census management and planning – Presentation by UNSD – General Discussion	UNSD	Pres. 2 (UNSD)
<b>15 min. Break</b>			
	<b>Introduction to Data Capture Methods and Outsourcing versus in-house processing</b> Objective: To present an overview of Data Capture management considerations and present and discuss the applications and issues of data capture using Optical Mark Recognition Technology; Optical Character Recognition/Intelligent Character Recognition; Internet/PDA, Manual Data Entry and provide an overview of different process stages		

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<b>11:30 – 12.45</b>	<b>Session 4 – Introduction to Data Capture</b> Methods of data capturing, advantages and disadvantages of each method, issues for consideration when choosing the method. – Presentation by UNSD – Presentation by Expert	UNSD, Presentation by Experts	Pres. 3 (UNSD) Pres. A (Expert)
<b>15 min. Break</b>	– General Discussion		
<b>13:00 – 14.00</b>	<b>Session 5 – Outsourcing versus in-house processing.</b> Is outsourcing required? How to manage outsourcing. Country examples on outsourcing of data capture – Presentation by UNSD – General Discussion	UNSD	Pres. 4 (UNSD)
<b><u>Monday May 19, 2008</u></b>			
	<b>Data Capture: Optical Mark Recognition Technology</b>		
<b>8:00 – 9:15</b>	<b>Session 6 - Data Capture: Optical Mark Recognition</b> Construction/Design Characteristics, Hardware and Software Requirements and Scanning/Storage, Advantages and Disadvantages; overview of the major commercial suppliers. – Presentation by UNSD – Presentation by Expert	UNSD, Presentation by Experts	Pres. 5 (UNSD) Pres. B (Expert)
<b>15 min. Break</b>	– General Discussion		
<b>9:30 – 11:00</b>	<b>Session 7 - Data Capture: Optical Character Recognition/Intelligent Character Recognition/ Intelligent Recognition</b> Construction/Design Characteristics, Hardware and Software Requirements and Scanning/Storage, Advantages and Disadvantages; overview of the major commercial suppliers. – Presentation by UNSD – Presentation by Expert	UNSD, Presentation by Experts, Country Presentations	Pres. 6 (UNSD) Pres. C (Expert)
<b>15 min Break</b>	– General Discussion		

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<b>11:15 – 12:30</b>	<b>Session 8– Data Capture: Internet/PDA, Manual Data Entry</b> Different technologies/processes in data collection using handheld devices (e.g. PDAs) and Internet.	UNSD, Country Presentation	Pres. 7 (UNSD) Pres. I (Country)
<b>15 min Break</b>	– Presentation by UNSD – Presentation by Country – General Discussion		
<b>12:45 – 14:00</b>	<b>Session 9 – Data Capture: Process Stages</b> Scanning, Recognizing, and Verifying Processes associated with data capture and Quality assurance/ management system for data capture and logistic issues as well as how to balance timeliness versus quality – Presentation by UNSD – Presentation by Country – Presentation by Expert – General Discussion	UNSD, Presentation by Experts	Pres. 8 (UNSD) Pres. II (Country) Pres. D (Expert)
<b><u>Tuesday May 20, 2008</u></b>			
<b>8:00 – 9:30</b>	<b>Session 10 – Data Capture: Overview of Major Distributors/Commercial Suppliers</b> – Presentations by Commercial Providers	UNSD	Commercial Providers Presentations
<b>15 min Break</b>			
	<b>Data Coding</b> Coding is art of preparing data in a form suitable for entry into computer to facilitate analysis. In this connection, the objective of the session to present an overview of different methods of coding.		
<b>9:45 – 11:00</b>	<b>Session 11 – Data Coding</b> Coding systems: Manual (clerical), Computer-assisted, Automatic coding (automatic coding is usually partial) or combination of more than one system. Coding systems in light of the data collection and capture methods planned for the census. Coding of occupations, industry and educational characteristics: At what level of classification? Adapting the international classifications for national use	UNSD	Pres. 9 (UNSD)

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<b>15 min. Break</b>	and importance of maintaining international comparability and nationally over time. Coding indexes – Presentation by UNSD – General Discussion		
	<b>Data Editing</b> Objective: Editing is the procedure for detecting and eliminate errors from data. The objective of the session is to present an overview of the concepts and methods and discuss the application and issues.		
<b>11:15 – 12:30</b>	<b>Session 12 – Introduction to Data Editing</b> Types of Errors (Coverage + Non-response + Content- questionnaire, enumerator, respondent, coding, data entry, etc.). What is editing (concepts of check, control, correct)? Why Edit (give examples of edited and unedited output tables to illustrate potential biasing)? Pitfalls of over-editing. General description of methods of how to edit and how to impute, concepts of manual and automatic edits – Presentation by UNSD – General Discussion	UNSD	Pres. 10 (UNSD)
<b>15 min. Break</b>			
<b>12:45 – 14:00</b>	<b>Session 13 – Concepts and Methods in Data Editing</b> Within Record Editing – Concepts of validity and consistency checks, examples of both population and housing edits, example of how edit specifications done, concept and methods of imputation – Presentation by UNSD – General Discussion	UNSD	Pres. 11 (UNSD)
<b><u>Wednesday May 21, 2008</u></b>			
<b>8:00 – 9:30</b>	<b>Session 14 - Data Editing (continue)</b> Within Record Editing – Across Record Editing – Concepts of consistency and structural edits, examples of both population and housing edits, example of how edit specifications done. Editing Packages (CSPRO, CANEIS, country-specific packages with their various pros and cons) Process Flow for Capture/Edit – How the entire process hangs together, as illustrated via a flow chart – Presentation by UNSD	UNSD, Country Presentation	Pres. 12 (UNSD)
<b>15 min. Break</b>	– Presentation by Country – General Discussion		

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<b>9:45 – 11:00</b>	<b>Session 15</b> – Data Editing (Practical exercises) Participant Exercises on CSPRO on laptops	UNSD	
<b>15 min. Break</b>			
<b>Country Experiences in Data Processing</b>			
<b>11:15 – 12:30</b>	<b>Session 16 – Country Presentations on Data Processing</b> Results of UNSD pre-workshop questionnaire on capture/ editing (country/ regional analysis) Country/ Regional Presentations on Experiences with Data Processing – Presentation by ESCWA (on Questionnaire results) – Presentations by Countries (Round-table by countries) – General Discussion	ESCWA, Round-table by Countries	Questionnaire
<b>15 min Break</b>			
<b>12:45 – 14:00</b>	<b>Session 17- Country Presentations on Data Processing (cont.)</b>	Presentations by Countries	
<b><u>Thursday May 22, 2008</u></b>			
<b>Final Report, Recommendations &amp; Conclusions</b>			
<b>8:00 – 9:30</b>	<b>Session 18 - Final Report, Recommendations &amp; Conclusions</b> – Final Report, Recommendations & Conclusions: review and adopt report, conclusions and recommendations (Final report lead by Rapporteur, evaluation of Workshop)	UNSD	Final Report
<b>Break</b>			
<b>10:00 – 14:00 (to be arranged by ESCWA)</b>	<b>Session 19 – Census preparation for the 2010 round of censuses in the ESCWA region</b>	ESCWA Representative	ESCWA Doc.