



**UN Statistics Division**



**Organization of American States**

*Workshop on the Principles and Recommendations for a Vital Statistics System, Revision 3, for Caribbean Countries*  
**1 - 4 December 2015, Port of Spain, Trinidad and Tobago**

**Organization of work**

Day 1. Tuesday, 1 December 2015	
<b>8:30–9:00</b>	<b>Registration of participants</b>
<b>9:00–9:45</b>	<p><b>1. Opening and administrative matters</b>            Introductory remarks by</p> <ul style="list-style-type: none"> <li>- United Nations Statistics Division (UNSD)</li> <li>- Panamerican Health Organization (PAHO)</li> <li>- Organization of American States (OAS)</li> <li>- Caribbean Community (CARICOM)</li> </ul> <p>Introduction of participants and administrative matters            Introduction of the programme of work, the methods of work and the literature provided to participants in print and in electronic format.</p>
<b>9:45–11:00</b>	<p><b>2. a. Guiding principles of vital statistics system.</b> Following a brief introduction of the changes made in the latest version of the UN Principles and Recommendations for a Vital Statistics System, the session will discuss the main uses and sources of vital statistics, as well as the components of a vital statistics system. This session will focus on international recommendations for setting up and running a civil registration system, as well as the necessary coordination and integration within it (Chapters I and II of Part One of the Principles and Recommendations, Rev. 3).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> </ul> <p><b>b. Regional Initiatives on Civil Registration and Vital Statistics in the Caribbean.</b> This session highlights the strategies undertaken by regional bodies, describes their goals, targets and implementation steps.</p> <ul style="list-style-type: none"> <li>• PAHO presentation. The Latin American and Caribbean Network for Strengthening Health Information systems (RELACIS) and the</li> </ul>

	<p>Regional Plan of Action for Strengthening Vital and Health Statistics (PEVS).</p> <ul style="list-style-type: none"> <li>• OAS presentation. The Universal Civil Identity Project of the Americas (PUICA), and the Latin American and Caribbean Council for Civil Registration, Identity and Vital Statistics (CLARCIEV).</li> <li>• CARICOM presentation. Overview of CRVS recent and current activities.</li> </ul>
<b>11:00–11:20</b>	<b>Coffee break</b>
<b>11:20 – 12:00</b>	<p><b>3. CRVS and human rights.</b> This session highlights the importance of legal identity for full participation in society and to the realization of human rights.</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• General discussion</li> </ul>
<b>12:00 – 13:30</b>	<b>Lunch break</b>
<b>13:30–14:15</b>	<p><b>4. Civil registration as a source of vital statistics.</b> The session examines the method, system, role and other characteristics of civil registration, and defines the vital events that should be registered. It also reviews the registration process for vital statistics purposes (Chapter II of Part Two of Principles and Recommendations, Rev 3).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (NSOs: Antigua and Barbuda, Bahamas, St. Lucia)</li> <li>• General discussion</li> </ul>
<b>14:15–15:30</b>	<p><b>5. Topics and themes to be covered in a vital statistics system.</b> This session considers topics to be investigated for each vital event, its specific characteristics and the persons directly involved (Chapter III of Part One of the Principles and Recommendations, Rev. 3).</p> <ul style="list-style-type: none"> <li>• UNSD Presentation: Topics from Civil Registration</li> <li>• General discussion</li> </ul>
<b>15:30–15:50</b>	<b>Coffee break</b>
<b>15:50 – 17:00</b>	<p><b>6. Population registers as sources of vital statistics.</b> The session provides an overview of the use of alternative sources and their potentialities in the context of vital statistics (Chapters III and V of Part Two of Principles and Recommendations, Rev 3). In addition, it discusses in depth the difficulties</p>

	<p>with using administrative data.</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• General discussion</li> </ul>
Day 2. Wednesday, 2 December 2015	
9:00 – 10:10	<p><b>7. The role of health institutions.</b> The critical role of health institutions in collecting death and cause of death information is examined (Chapter IV of Part Two of the Principles and Recommendations, Rev. 3).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• PAHO presentation.</li> <li>• Country presentations. Experience of a pilot on cause of death registration (NSOs: St. Vincent and the Grenadines, Jamaica, Trinidad and Tobago).</li> <li>• General discussion</li> </ul>
10:10- 10:30	<b>Coffee break</b>
10:30- 11:40	<p><b>8. National-level designation of responsibilities and organizational structures of a civil registration system.</b> This session examines the types of structures under which information on the frequency of occurrence of certain vital events and the person(s) concerned with them is collected, stored, retrieved and preserved. It includes the legal framework for civil registration under which the structures can operate efficiently (Module 3 of Chapter I of Handbook on Training in Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (Registrars: Barbados, Antigua and Barbuda)</li> <li>• General discussion</li> </ul>
11:40 – 12:30	<p><b>9. Local-level designation of responsibilities of a civil registration system.</b> This session looks at the designation and duties of the local registrar. It also considers ways for the central office to improve the efficiency of the local registrar (Module 6 of Chapter I of Handbook on Training in Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> </ul>
12:30 – 14:00	<b>Lunch break</b>
14:00 – 14:25	<b>9. Local-level designation of responsibilities of a civil registration system (Continued)</b>

	<ul style="list-style-type: none"> <li>• Country presentations (Registrars: Jamaica, Bahamas)</li> <li>• General discussion</li> </ul>
<b>14:25– 15:40</b>	<p><b>10. Civil registration process: place, time, cost, late registration.</b> This session considers the place of registration for each type of event and how it should be defined in law and regulation. The session also considers the importance and effect of the time factor in the registration of vital events; how fees should be assessed, relative to the effect they have on the completeness of registration; and it examines the methods of late and delayed registration (Module 8 of Chapter I of Handbook on Training in Civil Registration and Vital Statistics Systems).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• Country presentations (Registrar: Suriname)</li> <li>• General discussion</li> </ul>
<b>15:40 - 16:00</b>	<b>Coffee break</b>
<b>16:00- 17:00</b>	<p><b>11. International collection of vital statistics and challenges faced by countries to fulfill it.</b> The session reviews the data and metadata requirements at international level for vital statistics and the purpose of international collection; it will describe the system for collecting, processing and disseminating demographic statistics at international level using the United Nations Demographic Yearbook. Response rates for participating countries will be presented and compared with other regions of the world. In addition, based on pre-workshop assignments, countries will make a presentation addressing the challenges they faced in meeting data requirements.</p> <ul style="list-style-type: none"> <li>• UNSD presentation. Collection of demographic statistics.</li> <li>• PAHO. Collection of statistics on causes of death.</li> <li>• Country experiences on practical obstacles encountered when furnishing data for the Demographic Yearbook and lessons learned (NSOs: Barbados, Dominica, St. Kitts and Nevis).</li> <li>• General discussion</li> </ul>
<b>Day 3. Thursday, 3 December 2015</b>	
<b>9:00 – 10:00</b>	<p><b>12. Quality assessment and assurance in the civil registration and vital statistics system.</b> The session reviews the basic quality assurance framework, and techniques, both direct and indirect, that can be used to evaluate the completeness of a civil registration system and reported vital statistics. The session will focus on internationally recommended mechanisms for assuring reliable, accurate and timely vital statistics (Chapter I of Part Three of</p>

	<p>Principles and Recommendations, Rev 3).</p> <ul style="list-style-type: none"> <li>• UNSD presentation</li> <li>• General discussion</li> </ul>
<b>10:00 – 10:30</b>	<b>Coffee break</b>
<b>10:30 – 12:00</b>	<p><b>13. Monitoring the quality of Civil Registration and Vital Statistics at the regional level.</b> This sessions presents recent and current efforts to assess and monitor de quality of CRVS, also touches upon lessons learned and future challenges and opportunities</p> <ul style="list-style-type: none"> <li>• PAHO presentation. Results of the country and region assessments, progress reports and coverage indicators.</li> <li>• OAS presentation. Results of the country and region assessments and progress reports.</li> <li>• Country presentations (NSOs: Grenada, Montserrat, Suriname)</li> <li>• General discussion</li> </ul>
<b>12:00 – 13:30</b>	<b>Lunch break</b>
<b>13:30 – 15:00</b>	<p><b>14. Country team work time.</b> Representative(s) of each country will work as a team on preparing a <b>10 minute</b> presentation on strategies to improve the coverage and accuracy of their CRVS systems while applying the Principles and Recommendations in their respective countries, assisted by resource persons. In particular, participants are expected to discuss:</p> <ol style="list-style-type: none"> <li>The main obstacles for achieving complete coverage of vital events registration, and for improving accuracy of registered information. Country teams will compare the topics covered in their registration forms with the list of core topics provided by the Principles and Recommendations.</li> <li>Efforts carried out or underway for assessing the quality of their CRVS systems.</li> </ol> <p>A presentation will be delivered by each country on the last day of the workshop.</p>
<b>15:00- 15:30</b>	<b>Coffee break</b>
<b>15:30 – 17:00</b>	<b>14. Country team work time (continued).</b>

Day 4. Friday, 4 December 2015

<b>9:00- 10:30</b>	<b>15. Strategies for improving civil registration and vital statistics systems in the Caribbean.</b> The session provides a platform for countries to share their strategies for improving CRVS systems. Each country (statistician and registrar jointly) will make a presentation on possible national strategies for improving both civil registration and vital statistics, based on the work done in session 14 and existing national development plans. Countries will present the strategies to be adopted. <ul style="list-style-type: none"><li>• Country presentations</li></ul>
<b>10:30 – 10:50</b>	<b>Coffee break</b>
<b>10:50 – 12:20</b>	<b>15. Strategies for improving civil registration and vital statistics systems in the Caribbean (continued).</b> <ul style="list-style-type: none"><li>• Country presentations</li></ul>
<b>12:20 – 13:50</b>	<b>Lunch break</b>
<b>13:50 – 15:20</b>	<b>15. Strategies for improving civil registration and vital statistics systems in the Caribbean continued).</b> <ul style="list-style-type: none"><li>• Country presentations</li></ul>
<b>15:20 – 15:40</b>	<b>Coffee break</b>
<b>15:40 – 17:00</b>	<b>16. Wrap-up /Closing.</b> Presentation and discussion of the summary of the workshop’s proceedings: conclusions and recommendations on how to improve the quality of vital statistics in participating countries.  <b>Evaluation of the workshop</b>