



MINISTRY OF PLANNING AND INVESTMENT
GENERAL STATISTICS OFFICE



UNITED NATIONS
POPULATION FUND

PLAN FOR THE 2009 POPULATION AND HOUSING CENSUS OF VIETNAM



Hanoi, August - 2007

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GENERAL STATISTICS OFFICE**

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*This plan is prepared with the technical and financial support
provided by United Nations Population Fund*

Hanoi, August - 2007

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FOREWORD

For each Government, a population and housing census is considered to be one of the most important, massive and complicated statistical activities. Census information is very much needed by Governments for a wide variety of purposes such as planning for socio-economic development, human resource, schools, roads and hospitals, as well as implementing other essential development programs. Development plans and Government decisions on providing different social welfare measures are usually based on population and housing census data. As expected, the forthcoming Population and Housing Census of Vietnam will be taken in 2009.

In the past decade, there have been many essential changes in Vietnam. In the stage of transition, there are many significant and positive changes in economy. This results in better economic condition and living standard of inhabitants, larger degree of urbanization. It also brings about the rural-urban and industrial-zones flows of migration; with a large number of newly built houses in the whole country. Evaluation of actual state of these phenomena is a very urgent need. Given that planning development for the period after 2010 will be conducted.

Population and Housing Censuses should be taken at regular intervals, so as to have comparable information in a fixed sequence. A series of censuses makes it possible to appraise the past, accurately describe the present and estimate the future. The United Nations recommends that a national census should be taken every five or ten years that depends on situation of each country. In Vietnam, the most recent three nation-wide censuses were taken with an interval of ten years in 1979, 1989 and 1999. The proposed 2009 Census of Vietnam would help in updating and comparing the population and other development indicators with reference to the past censuses.

The proposal for the 2009 Census contained in the present report is comprehensive enough and it takes into account most of the important aspects concerning the gigantic national undertaking. The Government of Vietnam is keen to implement the census in 2009. However, due to financial constraints, the Government of Vietnam has to rely heavily on the goodwill and support of the domestic and international donors to carry out some stages of the census. Technical assistance is also required to develop the national capacity in establishment of the census plan, taking census, processing, analyzing, and disseminating the data.

Minister
MINISTRY OF PLANNING AND INVESTMENT

ACKNOWLEDGEMENTS

After Vietnam was united in 1975, three national population censuses were taken in 1979, 1989 and 1999. These censuses provided data to help assess the past, portray the present and estimate the future with regard to population, both number and characteristics.

The proposed 2009 Census represents the corner-stone of population statistics within the Statistical Master Plan of Vietnam. It would update and provide a continuous series of reliable and comprehensive set of data on population size, composition and characteristics, which are essential for economic and social development.

This report provides a plan for conducting Vietnam's Population and Housing Census in April 2009. The preliminary result will be issued by mid-2009, the processed sample data will be released by the beginning of 2010, and the completed results will be published by 2011. The plan includes among others a justification for the census strategy, a work plan, and estimated budget.

We sincerely thank the United Nations Population Fund for providing technical support through a short-term mission trip of Mr. Rama Rao, the Census consultant, who worked with the General Statistics Office to co-ordinate in preparing this plan.

We also thank the international agencies, donors, and data users in the line Ministries, Branches and other domestic organizations for giving some valuable suggestions at the User's workshop for Census, and during the preparation of this census plan as well.

Director General
GENERAL STATISTICS OFFICE

LIST OF ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
CCSC	The Central Census Steering Committee
CDPC	Central Data Processing Centre
CSI	Centre for Statistical Informatics
DP	Data processing
DPLS	Department for Population and Labour Statistics
EAs	Enumeration Areas
EHF	Eyes and Hands for Forms
GIS	Geographic Information Systems
GPS	Global Positioning System
GSO	General Statistics Office
HIV	Human Immune Deficiency Virus
ICR	Intelligent Character Recognition
MDGs	Millennium Development Goals
MVCS	Mid-Volume Capture Software
NGOs	Non-Government Organizations
PES	Post Enumeration Survey
SEDP	Socio-economic Development Plan
UNDP	United Nations Development Programme
UNFPA	United Nations Population Fund

INSTRUCTION

**On preparation of the Population and Housing Census
at 0 am April 1st, 2009**

The Statistical Law stipulates that the Population and Housing Census is conducted every 10 years. Results of the Population and Housing Census conducted at 0 am April 1st, 1999 provided an amount of basic and detailed information which was foundation for planning, socio-economic development policy making and for management of sectors at different levels in the period 2000-2010. In order to have a foundation for evaluating implementation results of State's and Party's guidelines and policies in the period 2000-2010 and make the socio-economic development plan for the period 2011-2020, the Prime Minister requests line ministries, People's committees at different levels to fulfill the following specific tasks for preparation of the Population and Housing Census at 0 am April 1, 2009:

1. The Ministry of Planning and Investment (The General Statistics Office) in collaboration with related line ministries takes the chair to promptly prepare for the Population and Housing Census in the whole country at 0 am April 1st, 2009. The preparation related to designing the census instruction and plan including pilot survey must be finished in the second quarter of 2008.

2. The Ministry of Defense, the Ministry of Public Security, the Ministry of Foreign Affairs cooperate with the Ministry of Planning and Investment (the General Statistics Office) to prepare, design the census instruction and plan on demography in the scope of their management.

3. The Ministry of Finance has a plan to prepare budget for the Census implementation and in collaboration with the General Statistics Office to make a detailed budget plan for the Census.

4. The Provincial/City People's Committees in collaboration with the Ministry of Planning and Investment (the General Statistics Office) conduct pilot survey, identify and hand over the exact management territories between administrative units, making good preparation for the Population and Housing Census at 0 am April 1st, 2009.

5. During the preparation for the Population and Housing Census in 2009, the Ministry of Planning and Investment (the General Statistics Office) may make use of the technical and financial assistance of international organizations and foreign countries. These assistances must be balanced in the total budget for the Census.

After the preparation, pilot survey and the Population and Housing Census plan, the Ministry of Planning and Investment (the General Statistics Office) makes report to the Prime Minister for consideration and approval on decision of the implementation of the Census.

The Ministry of Planning and Investment, related line ministries, provincial/city people's committees have responsibility for implementing this Instruction./.

To:

- The Central Party's Secretary Board;
- The Prime Minister, the Deputy Prime Ministers;
- Ministries, Ministerial equivalents, Government-affiliated agencies;
- The Central Direction Agency on corruption prevention;
- Provincial/City People's Councils, Provincial/City People's Committees;
- The Party's Central Agencies and Boards;
- The State President Office;
- The Minority Ethnic Council and the National Assembly's Boards;
- The National Assembly Office;
- The People's Supreme Court;
- The People's Supreme Procuracy;
- The State Audit;
- The Vietnam Fatherland Front;
- The Central Agencies of Associations;
- The Government's Office: Chairman, Deputy Chairmen, Government's website, the 112 Steering Board, the Prime Minister's Spokesman, Departments, Agencies, Public Mass Media;
- Paper archives, KTTH (5b). A. 305

THE PRIME MINISTER

(Signed)

Nguyen Tan Dung

Executive Summary

1. Background and Justification

The population and housing census has been a major source of reliable demographic data in Viet Nam from the national down to commune levels. Policy makers, development planners, academics, international agencies and a host of public and private sector data users are turning to the census to provide them with a range of key data. After 1999, there had been many changes in the administrative units. Socio-economic changes have given rise to a phenomenal increase in rural-urban migration. At the macro level, census information would help assess the economic and social achievements over the past decade and identify key changes in the socio-economic and demographic characteristics of the population.

The Government of the Socialist Republic of Viet Nam intends to conduct its fourth population census in 2009. According to the census plan contained in this document, the census would be held for about 15 days, more precisely speaking, it is the duration of data collection, from the reference date of April 1, 2009. A short form would be used for collection of socio-economic and other census data from all persons (full count or complete enumeration). A long form including some additional questions would be used in sample areas. The preliminary census results would be available by mid-2009. The sample survey report is expected to be released by early 2010. The main results would be analysed and disseminated by 2011.

There has been a gradual improvement in the national capacity to conduct large-scale statistical surveys. There are at present enough qualified and experienced personnel working in GSO who can plan and launch major data collection activities. Some of the officers and staff had taken active part in the last three censuses.

2. Strategy of the Plan

The Population and Housing Census is a huge task requiring large human, technical and financial resources. On behalf of the Government, the Central Census Steering Committee (CCSC) would be at the helm of affairs providing high level support and guidance in this great national operation. Steering Committees would also be established at provincial, district and commune levels, for providing guidance and administrative coordination to the census authorities, and also help mobilize personnel for conducting the census. Face-to-face interview method will be adopted to collect information on usual residents. For the first time, scanning and

ICR technology would be used for data capture in the 2009 Census. Most of the data processing will be completed by mid-2010.

This plan document mainly focuses on the preparation for and the conduct of the 2009 Census. A detailed work plan and a preliminary budget for implementing these activities have been made and presented in this report. The census activities will be implemented by the office of the Central Census Steering Committee, which would be composed of officers and staff of General Statistics Office (GSO). It would be implemented in coordination with other related activities of the GSO and Ministries/Departments. Close collaboration should be maintained among GSO, the Cartography Department, and Ministry of Resources and Environment in utilising the digital maps of administrative areas, especially commune maps which will be used for delineating the enumeration areas. The vertically integrated central-province-district structure of the GSO makes it possible to smoothly implement a large-scale statistical activity like the census. This also provides an opportunity to strengthen and improve the capacity of GSO at various levels.

3. Resource Mobilisation

The Viet Nam Government mainly provided the census cost in the past and that is expected to continue for the 2009 Census also. In response to a request from the Government, UNFPA has been providing technical assistance to GSO in preparation for the census under the Seventh Country Programme of UNFPA's support to Viet Nam (2006-2010).

Due to budgetary constraints, the Government would like donors support for activities relating to mapping and listing, application of ICR technology, which will involve training of staff in the new technology in order to contribute to national capacity building in data capture and processing, printing of census forms and manuals and in organizing compilation, printing and disseminating materials. Technical assistance through short-term consultancies in census planning, advocacy and resource mobilization, scanning and ICR technology may also be required. The total cost of these items as included in the provisional budget works out to US \$ 3.6 millions.

It is expected that the census will be supported by international agencies as in the past. The United Nations Population Fund (UNFPA) has provided financial support and technical assistance and equipment for all of the last three censuses, despite the constraints of directly funding to census. This will be the fourth census to which UNFPA will provide technical support, consisting of piloting new methods for data collection, data entry, processing and analysis. As expected, UNFPA will finance about US \$ 1 million from the total of US \$ 1.35 million allocated for GSO activities. If this is taken into account the gap between the resources required and what is available works out to about US \$ 2.6 million. Advocacy and mobilization of resources are also expected to receive positive assistances from donor agencies.

PLAN FOR THE 2009 POPULATION AND HOUSING CENSUS OF VIETNAM

1. Introduction

This report contains the plan for conducting the 2009 Population and Housing Census of Viet Nam. It envisages commencement of preparations in 2006, implementing a number of pre-census activities during 2007-2008, aiming at conducting the census in April 2009, releasing the preliminary results by mid-2009, publishing the sample survey report by early 2010, completing most of the data processing by mid-2010, and analyzing and disseminating all the main results and reports of the census by 2011.

1.1 Background

In 2006, as estimated, the population of the Socialist Republic of Viet Nam is 84 million. The three main sources of population data in Viet Nam are: vital and household registration system, the preliminary records of population and family planning, annual population surveys and the population and housing censuses. As registration of birth, death, movement of population and marriage suffers from certain deficiencies and inadequacies, the data provided by them are not complete and reliable. The annual population change survey is a sample survey that provides data only at national and provincial levels.

The population and housing census has been a major source of reliable demographic data from the national level down to commune level and the most successful statistical activity ever since 1979 when the first census of independent Viet Nam was conducted. The second census conducted in April 1989 might be called the first modern census, introducing internationally recognized census concepts, design features and processing. It was nearly a complete census and its results, which were of high quality served as a rich source of data for the Government and a wide range of users. This was followed by the third census in April 1999 with additional questions and extended scope for housing census that made it a more comprehensive source of demographic, social and economic data for Viet Nam.

The 1999 Population and Housing Census counted all persons defined as being resident in Viet Nam at the time of the census, which was declared to be at midnight between 31 March and 1 April 1999. The population counted at that census was 76.3 million. The population growth rate during 1989-1999 worked out to 1.7 percent. The total fertility rate fell from 2.33 children per woman of reproductive age in 1999 to 2.23 children per woman of reproductive age in 2003

and to 2.1 children per woman in 2005. Even with a declining population growth rate, the projected population for 2009 is 87.4 million. In other words, on an average nearly little over a million persons are being added annually to the population of Viet Nam. Majority of Viet Nam's population (74 percent) live in rural areas and are mainly employed in agriculture. Over half of the population is under 25. Average life expectancy at birth is 71.7 years for men and 75 years for women.

1.2 The Rationale for taking the 2009 Population and Housing Census

Viet Nam has been recording economic successes and improvements in living standards for a vast majority of the population. The Viet Nam Development Cooperation report of UNDP states that there is general optimism within the government and among the public about the country's medium and long-term economic out-looks. However, there are still several areas of concern which have to be addressed. Progress in terms of poverty reduction needs to be monitored closely as a large number of people are subsisting on incomes only marginally above the poverty line. The benefits of "*Doi moi*" reforms process are said to have not been distributed evenly across all strata and segments of society. Mountainous provinces are characterized by difficult natural conditions, geographic isolation, limited access to productive resources and services, poorly developed infrastructure, and a high frequency of natural disasters.

Though poverty is more in rural areas of Viet Nam, urban poverty also calls for attention due to higher poverty among migrants from rural areas located in urban areas. There is a need to prevent HIV/AIDS from emerging as a major obstacle to human development. A majority of the population is not aware of advances in Reproductive Health Care. They do not fully utilize the health network and continue to practice unsafe health behaviors.

The Socio-Economic Development Plan (SEDP) in the period of 2006-2010, provides plans and programmes to successfully continue the "*Doi moi*" reforms in the context of these challenges. The period since 1999 has witnessed vast changes in the socio-economic characteristics of the population. There has been a progressive growth in demand for information as a result of a speedy transition to market economy and rapid strides made by Viet Nam in the field of electronics for storing, transmitting and utilizing data.

Thus, policy makers, development planners, academics, international agencies and a host of public and private sector data user's at all administrative levels are turning to the census to provide them with a range of key data. At the macro level, census information would help assess the economic and social

achievements over the past decade and identify key changes in the socio-economic and demographic characteristics of the people.

In these circumstances, the Government of Viet Nam rightly wants to conduct the next population and housing census in 2009 not only as a national stock taking but also as a source of up-to-date and precise data on age, gender, and several other relevant indicators relating to the population especially ethnic minorities and rural-urban migrants. This decision is in accordance with the United Nations' recommendation that a national census be taken at least every ten years for obtaining comparable information in a fixed sequence.

The conduct of the next population and housing census in 2009 becomes important for the following reasons as well:

1. At the time of the 1999 Census, Viet Nam had 61 provinces/cities. It has now increased to 64. The changes were on a higher scale over the years in respect of lower administrative units like districts and communes. For instance there were 602 districts and 8,930 communes in the country in the year 2000 that have increased to 671 and 10,876 respectively in 2005. It is likely that there may be more changes in the future. It is necessary to know exactly the number and characteristics of population of each of the newly created administrative units and regions.

2. Socio-economic changes have contributed to a spurt in internal migration, especially from the countryside to urban centers. In other words, the process of urbanization is taking place rather rapidly. The percentage of urban population was 20.9 in 1995, increasing to 23.6 in 1999 and 27.1 in 2006. In 1999 the country had three central cities of Category I (Hanoi, Hai Phong and Ho Chi Minh City). At present there are five such cities (Hanoi, Ho Chi Minh City, Hai Phong, Can Tho and Da Nang). Many other towns were also upgraded.

3. Results of the survey of population change in 2004 have shown a high in-migration rate in some large cities: Hanoi – 20.4 per thousand, Da Nang – 19.3 per thousand, Ho Chi Minh City – 18.0 per thousand. Census data are very useful for analysis of causes and consequences of population movement, both internal and international migration.

4. The process of industrialization, urbanization and globalization has its impact on the structure of the labour force in Vietnam and emergence of new occupations. The labour force participation rate in the primary sector (agriculture, forest and fishery) has considerably decreased from 71 percent in 1996 to 55.7 percent in 2006. Labour and employment are topics of great concern to planners, policy-makers and researchers.

5. Despite a history of gender equality in Viet Nam, there still exist some gender inequalities in some aspects. For this purpose up-to-date sex and age disaggregated data and gender specific information are needed.

In general, the 2009 Population and Housing Census would go a long way in:

a. Evaluating the implementation of the various policies and programs relating to population and development in the decade following 1999.

b. Formulating the socio-economic development plan for the decade 2011-2020.

c. Monitoring the continuous implementation of the Millennium Declaration committed by the Viet Nam Government. With national planning efforts and international assistance Viet Nam hopes to achieve MDGs in 2015.

d. Establishing a comprehensive population database to promote the utility and dissemination of census data.

e. Updating population projections for Viet Nam based on the latest census.

1.3 Legal Authority for conducting the 2009 Population and Housing Census

Legal authority for the census places a legal obligation upon the public to cooperate and give truthful answers and a legal obligation on the enumerator to record the responses faithfully. In addition the confidentiality of the individual information is assured in the census legislation to provide a basis for willing cooperation of the public.

The 1979 and 1989 Population Censuses of Viet Nam were conducted under the authority of a Decree issued by the Council of Ministers. The Statistics Law was approved in 2003 by Parliament and went into effect on 1st January, 2004. In 2004, the Government also promulgated a Decree guiding the implementation of some articles of the Statistics Law. The 2009 Census will be conducted under this law. The Prime Minister decides on a population and housing census following the request of the Director General of the General Statistics Office. It will enable to be released in 2008 of the Prime Minister's decision on taking the 2009 Population and Housing Census of Viet Nam. The General Statistics Office (GSO) is responsible for coordination with various Ministries and Branches and completion of the census.

The GSO is the Central Statistical agency, directly under Ministry of Planning and Investment, responsible to implement state management duties and rights in the field of statistics, to perform statistical activities such as censuses and sample surveys and to provide socio-economic information including data on population to agencies, organizations and individuals as regulated by the law. The coordination and overall supervision of the entire census operation will be the responsibility of the Director General, GSO (see Organization Chart in Annex I).

1.4 National Capacity to undertake the 2009 Population and Housing Census

There has been a gradual improvement in the national capacity to conduct large-scale statistical surveys. It is very fact that three censuses in succession were conducted successfully in 1979, 1989 and 1999 shows that the GSO is capable of large-scale demographic data collection.

There are at present enough qualified and experienced personnel working in GSO who can plan and launch a major data collection activity. Some of the officers and staff had taken active part in the past three censuses.

In data processing the capacity of staff has considerably satisfied. For the 1989 Census the Chief Technical Adviser was mainly involved in data processing. In the 1999 Census the staff of the GSO independently did the data processing with decentralized system for data entry (at regional computer centers) and centralized processing at the Central Statistics Computer Centre. Therefore, for the 2009 Census there will be minimum requirement regarding technique, professional knowledge of data processing for external technical assistance. Short-term visits of international experts will be very essential for census planning, advocacy, and data processing by new technology..

2. Objectives

Objectives of the 2009 Population and Housing Census are:

- ✓ To collect and to provide precise and timely demographic data in order to meet the requirements for management, policy making, development planning in the whole country as well as in each region, locality. Through census activities, in one side
- ✓ To create awareness among the public in general and senior Government officials in particular about the importance of statistical data. Given that there will be coordination and convenient support for continuous development of statistical activity in Vietnam.

- ✓ To develop and maintain a population database with a view to creating a suitable system of population information.
- ✓ To create and maintain a Master Sample Frame for sample surveys in the forthcoming years.
- ✓ To enhance national capacity in demographic data collection and analysis
- ✓ To improve capacity of personnel of GSO in new technology application for data processing (scanning technology).

Proposed work plan of the 2009 Population and Housing Census is as follows:

- a. By the end of 2008 complete all essential preparatory activities for the 2009 Population Census.
- b. Conduct the census as on 1st April, 2009.
- c. Release the preliminary results by May, 2009.
- d. Disseminate the results of the sample survey by March, 2010.
- e. Disseminate the results of the completed census (full count) by the end of 2010.
- f. Release in-depth analytical reports by the middle of 2011

3. Establishment of the 2009 Population and Housing Census Organization

3.1 The Central Census Steering Committee

The Population and Housing Census is a huge task requiring large human, technical and financial resources; and strictly organizing and steering as well. As in the last population census the Central Census Steering Committee (CCSC) would be at the helm of affairs providing high-level support and comprehensive guidance to the government in this great national operation. For the 2009 Census, the Prime-Minister (or Vice Prime-Minister) would be the Chairman of CCSC. At the 1999 Census, the Vice Prime Minister was the Chairman of this Committee. Members of the Central Census Steering Committee are generally leaders of the Ministry of Planning and Investment; Ministry of Finance; Ministry of Defence; Ministry of Police; Ministry of Foreign Affairs; Ministry of Labor, Invalid and Social Affairs; Vietnam Committee for Population, Family and Children; and the GSO (permanent

member was Deputy Director General). The Director General of GSO would function as Deputy-Chairman of the CCSC.

These key leaders play a very important role as members of this high level Committee in finding solutions to issues relating to finance or human resources for the census. Matters requiring inter-Ministerial cooperation would be discussed with a view to getting such cooperation for the smooth implementation of census activities. For instance, in making special arrangements for enumerating the Defense personnel, cooperation of the Ministry of Defense would be sought.

The Director of Department for Population and Labor Statistics (DPLS) of GSO will be assigned as the Chief of the Secretariat (Head of the Office) of this Committee, assisted by Deputy Chiefs of the Secretariat (the Vice Head of the Office). The office of the CCSC will consist of some directly under CCSC sections and their head-office will be located at GSO in Hanoi. Selected technical and administrative officers of DPLS and other departments of GSO will function in the census office working in different sections for assisting in the census task.

3.2 Census Steering Committees at Province, District and Commune Levels

Following the establishment of the Central Population Census Steering Committee, Steering Committees would also be established at provincial, district and commune levels, for providing guidance and administrative coordination to the census authorities. The Chairman or Deputy Chairman of the People's Committee of province, district or commune would be the Chairman of the respective Census Steering Committee. The Director of the Statistics Office at each administrative level would function as Permanent Deputy Chairman of the respective Census Steering Committee. Members of these committees would be important leaders from the local Departments, Branches, similar to whom of CCSC. Most of them have rich experience or technical or administrative expertise in the organization and guidance of large scale activities.

The Census Steering Committees at all lower administrative levels assist and follow the CCSC's steering in launching the census activities in accordance with the census work plan in their respective areas. Broadly these activities are: participating in training, and mapping and listing; taking part in the pilot census; recruiting supervisors and enumerators; participating in census training; launching census publicity campaign at local levels; checking accuracy of maps and lists prepared; training and distribution of census materials to field staff; organizing and supervising field work; periodically preparing and submitting progress reports to the CCSC; receiving the filled-in enumeration records and checking the filled-in questionnaires received for correctness and completeness (i.e. records of all the EAs

are received); coding in respect of some of the answers and transporting filled-up questionnaires to the assigned computer centers for data processing.

The system of management of census through such committees worked quite effectively at the 1999 Census and it is expected that it would prove successful at the 2009 Census also. The committees may be in position by about the second half of 2008. Until then the respective census offices would carry out the preliminary census activities according to the work plan.

3.3 Constitution of Sections at the Office of the CCSC

In order to assist the Central Census Steering Committee in efficiently handling the huge time-bound census activities at the headquarters, separate Sections have to be established at the office of the CCSC in Hanoi. Their specific functions and assignments are as follows:

(i) Administration/Finance Section

All personnel management, budgetary and logistics matters as well as printing materials will be the responsibility of this section. In the census operations a large number of enumerators, supervisors and other personnel proposed by the provincial steering committee offices are appointed. This major work will be done by this unit. In the case of remote and isolated areas, distance and mode of travel of field staff have to be decided in consultation with the Logistics Section and suitable payments to the staff worked out. Such tasks will be undertaken by this Section. A Publicity Unit will function as part of this section as its activities include public and press relations. This Section will have the overall responsibility for printing about 25 million census questionnaires and millions of other census forms. The census documents are expected to be printed by the end of 2008. This section will be headed by a Deputy Director of the Central Census Office and will have about six experienced persons to assist him/her.

(ii) Logistics Section

This section will work in close coordination with the Administration/Finance section under the same Deputy Director. It will have initially four experienced staff members. The section may be expanded at the time of main preparatory work like: mapping and listing, training, distribution of census questionnaires and forms, arrangement of vehicles etc.

The printed Census materials should have to be distributed to about 300 thousand enumerators, supervisors and their support staff spread all over the

country including those in remote mountainous terrains and not-so-easily accessible areas. The census questionnaires and forms will be distributed to provinces/cities by January 2009 for further distribution to districts and communes well before the commencement of fieldwork in March, 2009. After the enumeration is over the millions of filled-in questionnaires and forms have to be collected systematically for processing.

All these operations have to be carried out smoothly within a few weeks. This is a formidable task requiring meticulous planning and coordination of thousands of workers at different administrative levels. The staff at various levels has to be trained for this exercise.

The Central Census Office may be out-sourcing the work of printing and distribution of census questionnaires and documents to a printing company, as was done for the 1999 Census. This company would be responsible to print and distribute printed documents to the 64 province census offices according to instructions. The province census offices would distribute the forms to district offices that in turn would hand over to commune offices for distribution to enumerators and supervisors. After the census enumeration is over, the path followed would be from enumerator and supervisor to commune, from commune to district, from district to province and from province to computer centre after checking, editing and coding are done at the province office. All these movements would be carried out by census office staff at different levels.

The census operations require a large number of vehicles to transport census materials and staff for monitoring field operations. The usual arrangement to provide vehicles for the census is as follows: Since the offices of the central, provincial and district level committees would be based at the respective statistical offices the cars provided to these offices could be used for census operations. As and when needed, cars from other Government offices in provinces and districts could be used. Cost of fuel for the cars used for census would be provided from the census budget. The Central office would provide three cars for the three mobile teams in the North, Central and South regions.

It is suggested that a review of the position of vehicles in good running condition should be made well in advance by respective committees and a chart showing the deployment of vehicles should be prepared in consultation with all concerned so that the availability of vehicles for census arrangements and monitoring to each census office could be ensured. This section has to coordinate this important activity with various departments with the help of the census committees.

(iii) Specialist Knowledge Section

This Section will play an important role in continuously planning, monitoring and supervising census activities. It will be responsible for training field staff, organization and monitoring of fieldwork, quality control and in all important post-census activities. It has to work in close collaboration with other sections of the census office and the provincial offices.

In particular the activities of this Section will include: consultation with data users; preparation and monitoring of the census work plan and census calendar; designing and pre-testing of the census questionnaire; finalization of the questionnaire and the manuals of instructions for mapping and listing staff, enumerators and supervisors; organizing the pilot census; collaborating with Informatics Units in the preparation of editing and coding manuals and tabulation plan; preparation of data analysis and dissemination plan; cooperation with research agencies for analysis of the census data; and organization of dissemination of census data through printed books, electronic media and internet. This Section will also be in charge of training selected province/city personnel in analysis software and techniques and help them analyze the census results of their respective provinces.

(iv) Mapping and Listing Section

Suitable maps are required in planning and control of census operations, and in tabulation, presentation, analysis and dissemination of census results. This Section will be responsible to collect available up-to-date administrative maps. Digital maps are available for the country, province, district and commune. Below the commune level there are no digitized maps for village or Enumeration Area. However, GSO does not have still the latest Commune level maps. These maps are the property of the Cartography Department of the Ministry of Natural Resources and Environment. GSO has to buy these maps from them.

The next step is to instruct province, district and commune offices to review and check the boundaries of their respective jurisdictions to ensure that all land area or population settlement belong to one and only one administrative unit. The chairman of the steering committee at the respective level will be responsible for this operation.

The GSO plans to get sketch maps of Enumeration Areas (EAs) drawn by staff by actual visit to each commune. EAs are generally compact areas containing about 80 to 100 households with clear boundaries and landmarks (such as river, road, pathway etc.). A network of EAs fully covers a commune and they are

numbered serially. The basic idea of EA formation is to provide uniform workload to each enumerator who will be asked to enumerate one EA during the census period of 10 to 15 days. EA maps are drawn with the help of the local or commune official and they are not drawn to any scale.

Each building/house/household within the EA is indicated on the map with a distinct number. Simultaneously a list of households in the EA is prepared in the prescribed form.

This Section will be responsible for setting up the mapping and household listing (or simply listing) system of enumeration areas in the whole country. This involves training on EA mapping and listing. It has to estimate travel time and cost of this exercise for each commune and advise the administration and finance section in the preparation of the budget.

In addition to the EA maps and household lists required for the census, an up-to-date listing of all administrative areas and localities is also required. This Section should prepare such a database and continue updating it until the census time. It may also be necessary to request the authorities concerned not to effect any jurisdictional changes of administrative areas like province, district and commune during the period April 1, 2008 to June 1, 2009 in view of the population and housing census taking on the 1st April 2009.

An important post-census activity of this Section would be to undertake the production and publication of thematic maps and population atlases.

There are no cartographers working in the GSO at present to guide in mapping work. It is understood that for the 1989 Census, three mapping specialists from the Cartography Department were involved in preparing mapping manual and they also participated in pre-tests. For the 1999 Census the same manual of instructions was used by the staff of the central and local offices who prepared the EA maps and there was no participation in the mapping activity by the staff of the Cartography Department.

For the 2009 Census there is a proposal to request the Cartography Department to depute a specialist in mapping to assist in census cartographic work and training the staff on mapping. At the commune level there is a staff member in the office of the Commune People's Committee who is responsible for land management He/she is trained in cartographic techniques. This person may be recruited to take part in the census mapping activity and function as a resource person for this activity at the commune level from the very beginning.

(v) Data Processing Section

The Statistics Informatics Center will be the data processing agency of the Census to which programmers will be drawn from Database Department of the Center. In the 1999 census the traditional method of data entry from key board was adopted. Data entry and on-line editing facilities were provided at nine centers (Central Data Processing Centre (CDPC), Hanoi, Nam Dinh, Da Nang, Khanh Hoa, Binh Thuan, Ho Chi Minh City, An Giang and Can Tho). Each centre established a computer network for census data processing with a server HP LH3 and 12 to 53 PCs.

For the entire country, 240 PCs were used for processing and 10 servers (two in CDPC). A total of 450 data entry operators were appointed to work in two shifts. The network in each regional computer centre was connected to the CDPC network through telephone dial-up system. Thus as and when data entry was completed in a province, data files were transferred to the CDPC server. A system management and control was developed by CDPC (using a FOXPRO application) to help managers monitor data processing. The entire data processing operation of the 1999 Census was completed satisfactorily by stages within about 15 months' time.

In recent times technological changes have modified the way countries process large scale projects like population and housing censuses. Countries would like to reduce the time needed to capture census data and, as well, increase data quality. Several countries in the region have already switched over to modern techniques of data capture. In keeping with this trend GSO has plans to use imaging techniques together with Intelligent Character Recognition (ICR) software for data capture in the 2009 Census.

However, precisely printed questionnaire, good quality paper as well as proper paper humidity at reading time is critical for success. In this process the census forms should be scanned through powerful scanners and the hand written numerals on the forms should be converted into digital format for processing by using ICR software.

(vi) Data Analysis, Research and Dissemination Section

Ministries and departments of the Government, NGOs and research institutions use extensively the census results. Planning and evaluation of policies and programmes of Government can be organized with the help of these results. The Data Analysis, Research and Dissemination Section will be established with a skeleton staff in the middle of 2009 to carry out the analysis of the preliminary census results. It will coordinate the preparation of the tabulation plan for the main

census results in consultation with other departments of GSO and the users. This Section will analyze the census results for use by Government and other agencies. It could also undertake methodological studies on concepts and procedures. A trained demographer could be the head of this section, assisted by two or three staff also trained in demography. This Section will be brought up to full strength towards the end of 2009 when the results of the sample survey are available.

Workshops and seminars will be organized by this section to promote utilization of census data by Government departments, planners and others at all levels including the grassroots levels of planning in communes.

4. Census Methodology

As in the past censuses face-to-face interview method will be adopted in the 2009 census. An enumerator will visit the households within his/her Enumeration Area (EA), interview in each household the head of household or in his/her absence a responsible member of the household and collect data in respect of all members of household. The 2009 Census will be conducted with midnight of April 1, 2009 (00-00 hours of April 1, 2009) as reference point of time. As in the previous censuses, the 2009 Census will count all persons defined as being resident in Viet Nam at the time of the census. The 2009 Census will collect and disseminate comprehensive information on the structure and characteristics of the population and the quality of housing conditions for the entire country and for each small area like locality.

Sampling has been a part of census taking in the past and the same would continue in 2009 also. This use of sampling technique makes it feasible to obtain quickly needed data of acceptable precision when it is found that factors like timing, cost, required specialization for collecting sensitive information like fertility and mortality would make it rather difficult to obtain such data on a complete count basis. In the 1999 census, a three percent sampling was adopted. To provide robust estimates of birth and death rates for urban and rural areas, it became necessary to over-sample urban areas. The final sampling design sampled 7 percent of urban households and 2 percent of rural households. The sample results were cross-tabulated with the core results for the same areas, to provide an advanced set of tabulations covering the full range of census topics.

The sample survey of the census also provides for planners, policy-makers and data users with other potential data of the census in a short time after the census completion. In the case of the 1999 Census, the sample results were available in January, 2000 seven months after the census had taken place.

A comparison of completed and sample results shows that they are very consistent with each other. The difference of over five percent mainly occurred in the detailed sub-groups, or in age groups where cases were very few (for example, currently attending school by persons aged 30 and over; widows under 19 years of age etc). For national level, the representative of the sample figures was very high.

It is proposed that the 2009 Population and Housing Census also will have three main components: a core census that will include all persons, a housing census that will cover all defined census dwellings, and a 15 percent sample survey. The core population census will cover the following broad areas: size and distribution of the population; age, sex, ethnicity of the population; internal migration levels and trends; educational levels, technical and professional qualifications, and literacy; marital status of the population; and economic characteristics of the population. The sample survey will cover birth, death and population growth rates. The housing census will include housing situation and household facilities and appliances. The sample for the survey (using long form) would be randomly selected to be representative of the country and provincial level, and of the urban and rural areas. For the core population and housing components (short form), however, census data could be made available for each administrative area from country down to the lowest administrative level of commune/ward, as well as for small sub-groups of the population, such as groups of ethnic minority.

While the above pattern of the census questionnaire corresponds to the 1999 Census pattern, it is likely that there may be some changes in the sample size and contents of the questionnaire (both short and long forms) as a result of consultations with the user groups.

While inmates of normal institutions like hostels, hospitals etc. will be enumerated along with regular households, special arrangements have to be made for the enumeration of some special institutions or groups like those in the military camps/barracks, inmates of jails, homeless population and the population living in boats without any permanent place of residence. Viet Nam personnel working in Viet Nam embassies abroad will also be included in census enumeration by mailing the questionnaire to them. Ambassadors and others with diplomatic status in foreign missions within Viet Nam may not be enumerated.

5. Planning and Preparatory Stage

The GSO has officers and staff who had participated in the 1999 Census and who are knowledgeable enough about the different aspects of census taking. At the time of writing this report some of the preparatory steps like the questionnaire design, users' workshop, drafting work plan and preparing a tentative budget have

already been taken up marking the beginning of planning and preparations for the 2009 Census.

As stipulated by the Statistics Law, the action has to be initiated by GSO to submit a request to the Prime Minister' Office for issuance of a Decree containing the Decision on Census taking. A major activity is the establishment of the Central Census Steering Committee and its office as well as conducting its meetings to take important decisions relating to the census. This has to be followed by the establishment of the Province, District and Commune Census Steering Committees and their offices for guiding the census in the respective areas.

5.1 Pre-Census Mapping

The preparation of map for each EA is, as already noted, an important pre-census task. This map would provide complete information about the area to be covered by the enumerator and the location of each household to be interviewed. A very intensive field programme is necessary to achieve this task.

Three suggestions are made in this connection:

1. The house number given at the time of EA mapping has to be painted or written on the outer wall of the building/house concerned, or a sticker containing the house number has to be pasted near the entrance. This would help easy identification of a building/house with the help of the EA map/ list.

2. The EA maps could be so drawn without cutting across various hamlets/small villages/mountain villages/wards (villages for short) so that population data for each village would be easily divided and cut into many EAs. This may however affect uniformity in the size of EAs as it would give rise to smaller EAs in some cases (like EA with 50 or 60 households). But the workload of enumerators could be adjusted by entrusting two such small EAs to an enumerator who would be asked to keep the records of each EA separately. This system, if followed, would help build population database at the level of village which may become a viable unit for planning and administration in the long run though at present commune is the lowest administrative unit in Viet Nam.

3. The EA map (with the village maps if the above mentioned suggestion is implemented) within the digitized commune map could be drawn in the field along with measurement of coordinates (using Global Positioning System - GPS). One of the outputs of this exercise will be a polygon layer showing the notional boundaries of each EA/village within each commune. This would help in computerization of such maps and furthermore in the Geographic Information Systems - GIS

applications. Apart from EA maps accompanied by list of households within each EA have to be prepared as a pre-census exercise. This would be done by training staff recruited for this purpose.

Apart from the preparation of the EA map, the preliminary census task includes listing of all households within the EA. The household listing form contains information about the number assigned to the dwelling/household, the name and some details about the head of household and the number of persons (separately for male and females) usually residing in the household. The EA maps together with the household list would serve as master sampling frame. This frame would be used for selection of the sample at the census and in future surveys. The maps and lists prepared for the 1999 Census have been lost due to poor quality of paper used and bad storage and hence are not available for updating or reference for the 2009 census. Mapping and listing of enumeration areas have, therefore, to be carried out again.

However, in order that these materials can be used for a long time after the 2009 Census in all sample surveys of GSO as well as by other users, it must meet the following requirements: i) the EA map should be based on the commune map to ensure that the entire commune is covered by EAs without overlapping or leaving any gap (ii) good quality map drawing paper of uniform size (e.g.A3 size) should be used (iii) the drawing should be neat and clear following the legend iv) the EA maps could be scanned and computerized and iv) arrangements should be made for proper storage of the hand drawn maps. Mapping and listing operations in each EA should be launched in September 2008 (or an earlier date, if necessary) and completed well before the census date. This work will be entrusted to the commune offices with overall supervision by the Provincial/District office staff.

5.2 Census Publicity

Strengthened information and communication activities and census publicity campaign are needed throughout the various phases of the census to improve awareness among the public and obtain public cooperation in conducting the census. This would also help in promoting the utilization of the census data by the public.

A census involves cooperation of every household and individual in the country. Wide publicity or public education and information campaign is, therefore, very essential for a successful census. The GSO has successfully launched intensive and well-organized census publicity programmes in the past. All media, the press, radio and television, would be used in presenting material and messages to the public to make them aware of the purpose and meaning of the census and to solicit

their cooperation. Other forms of publicity that would be used mostly combined with meetings and discussions with local people are: posters, slogans, songs, competitions, skits and mobile presentations. Experience has shown that the most effective way to sensitize people and convey the census message to the public is through local officials and chiefs.

5.3 Other Preparatory Activities

The other main activities of this phase would be the following: establishment of different sections at the headquarters to look after their respective activities; conducting user meetings; designing census questionnaire and other census forms; conducting pre-tests; preparation of Enumerator's and Supervisor's manuals and training guides; prescribing progress reports to monitor the census activities; conducting pilot census followed by tabulation and reports; printing and distributing census questionnaires and forms; preparation of editing and coding instructions; test of scanning and ICR technology for data capture; procurement of equipment; and sampling for the census and preparation for Post Enumeration Survey; preparing analysis, dissemination and utilization plans.

6. Enumeration Stage

6.1 Recruitment of Enumerators and Supervisors

Generally one enumerator will be entrusted with the task of completely enumerating one EA, which will have about 80 to 100 households (about 450 to 500 persons). One supervisor will be appointed for four enumerators on an average to guide them in enumeration and also closely supervise their work. In general, field workers will be recruited from the localities in which they would be posted for work. The enumerators will be recruited from local officials, retired persons and other suitable persons with an educational qualification of higher secondary and over. However, in the remote and isolated areas where there is a dearth of such qualified persons, those with lower secondary qualification may also have to be recruited. Among some ethnic minorities it would be necessary to recruit enumerators with good local knowledge and clear hand-writing (the scanner may easily identify). Even where enumerators were recruited from outside an ethnic area, local people would be associated with the census as interpreters and guides. Supervisors would be drawn generally from personnel participating in local activities such as commune officials, head of villages and hamlets, cadre for women's affairs etc.

The provincial steering committee would be responsible for recruitment of enumerators, supervisors and other required enumeration personnel. It is expected

that more than two hundred thousand enumerators and fifty thousand supervisors would be on the job at the 2009 census. Recruitment of such a large number of qualified enumeration personnel is likely to pose problems due to shortage of suitable manpower, especially in remote and isolated areas. However, going by past experience, the provincial steering committee will be able to solve this issue by closely coordinating with local officials.

Stationery and other articles required for enumeration like blank questionnaires, pens, instruction manuals, EA map, list of households etc would be distributed to the staff concerned by the commune steering committee office.

6.2 Training Programmes

One of the biggest challenges in the census operations is training a large number of staff, most of them not experienced in data collection. The quality of collected data very much depends on the training given to the staff at each stage of census activity especially for fieldwork. It is therefore of utmost importance that training programmes are carefully designed with a view to ensuring quality of training. Training is given to the field staff for activities like mapping and listing; and enumeration and supervision of enumeration.

Separate training will be given for post-census activities like checking the questionnaires to ensure receipt of all questionnaires concerned in proper order, editing and coding. These training programmes for provincial level will be implemented by dividing the provinces into three groups (North, Central and South). Training for data processing will be given to the staff concerned at the three computer centers (Hanoi, Ho Chi Minh City and Da Nang).

Due to a very large number of trainees, the training programme will be conducted at the following levels stage by stage:

i). Training the Central level trainers

The present number of provinces in Viet Nam is 64. At the Central level three teams of trainers would be fully trained for each training activity, one each for Hanoi, Ho Chi Minh City and Da Nang.

ii). Training the Provincial level trainers

Central level trainers would train provincial level trainers. On an average, there should be three trainers per province trained at each training course by trainers of the Central level regarding census operations in a province.

iii) Training the District level trainers

The province level trainers would train the district level trainers. Based on the number of persons who are needed to be trained at each training course, the province steering committee would organize the training of district level trainers so that they are in adequate number and the training programme is in accordance with the general work plan of census operations.

iv) Training the Enumerators and Supervisors

The district level trainers would train the enumerators, supervisors and other associated staff. Taking into account the number of persons who are expected to be trained at each training course, the district steering committee would arrange the training programme of enumerators, supervisors and other enumeration personnel so that it conforms to the general census work plan.

It is necessary to ensure that the following steps are taken while organizing the training programmes:

- Training guide should be provided to trainers emphasizing the method of training and explaining concepts and definitions with examples.
- Training materials should be supplied in adequate number at each training class. These are specimen forms and training questionnaires, instruction manuals and required stationery items.
- Number of trainees in each training class should not exceed 65 persons.
- Audio-visual equipment could be used to maintain uniformity in training.
- There must be exercises and practice in the class and/or in the field at each training course. Test should be held at the end of the training course. Those who fail even after one chance may not be recruited for the Census.

6.3 Census Enumeration

With midnight of April 1, 2009 as reference date, enumeration will be done for 10 days in the complete enumeration areas (where the short form would be filled-in) and for 15 days in the sample areas (where the long form would be used). An enumerator will normally do the enumeration in the EA allotted to him/her. EA map will be updated by the enumerator on the first day as a first step to get acquainted with the area and plan the visit to households for enumeration. A Supervisor will generally be in charge of three to five EAs depending on the distance to be covered for his/her supervision work. Monitoring field activities assumes great importance since the quality of the census depends on the effectiveness of enumeration. Accurate maps and lists of households will provide

the main elements of field control. Supervisors would be mainly responsible for complete coverage and good quality of enumeration in the EAs under their charge. They would be specially trained for their task after they are trained in enumeration procedure. Supervisors will be required to enumerate households independently at the initial stages of enumeration, match them with the enumerator's records, furnish the results of matching to the enumerator and guide him/her. There will also be several levels of supervision drawn from the various administrative levels in the system.

6.4 Collection of Filled-in-Census Records

After the enumeration is over, the questionnaires would be checked finally by the supervisor, referring back to households where necessary. The questionnaires and other forms, arranged according to EAs, would be handed over by supervisors to the commune census steering committee office who would check them for completeness and hand them over to the district census steering committee office concerned. .

7. Post-Enumeration Stage

7.1 Record Management

The enumeration records would be received by the office of the provincial steering committee through the district steering committee offices after checking, according to the timetable and instructions. While moving the records from one place to another care should be taken to see that they are not damaged or folded and are packed properly and safely moved. This will ensure that no records are lost or damaged during transit. This request becomes more relevant when the questionnaires have to be scanned.

7.2 Manual Editing and Coding of Filled-in Census Questionnaires

The census steering committee office in each province will be responsible for receiving the filled-up questionnaire of all EAs in its province from the field through the district and commune offices. This office would store the records properly according to geographical order, and check them again with reference to the EA/village database to ensure that records of all the EAs are received. It will have to organize manual editing and coding of some questions (e.g. occupation, industry) as per instructions contained in editing/coding manuals. Checking and coding the sample questionnaires will be conducted in advance after which the remaining questionnaires will be taken up. Mobile groups of supervisory staff will visit provinces to examine the coding of questionnaires of each lot on a sample

basis for evaluating the quality. Approved lots of questionnaire would then be carefully packed and sent for data capture and processing at the regional computer centre concerned as per instructions from the office of the Central Steering Committee. Appropriate registers would be maintained showing the movement of records to ensure location of particular records when needed.

7.3 Data Processing

For the 2009 Census only three regional computer centers (Hanoi, Danang and Ho Chi Minh City) would be assigned for data capture using ICR. Each centre would be a computer network for the census data processing with scanners, PCs (workstations and servers), laser printers, data storage devices, and the Mid Volume Capture Software (MVCS) and Eyes and Hands for Forms (EHF) software and other related equipment.

Computer editing will be done at the regional computer centers to ensure generally that processing would be undertaken only at Hanoi Computer Center. The center in Hanoi would play a leading role in setting up the programme, receiving data files from other two centers, generating tables according to the tabulation plan and managing the whole processing system.

As ICR technology would be applied for the first time in the census, GSO would need technical and financial support from potential donors. Based on the proposed questionnaire of the 2009 census, population size and speed of scanner, it is estimated that time of data capture will be about 12 months, if 10 scanners are used. Additional equipments procured should be compatible to the new technology to be adopted as well as suitable to the system of decentralized processing. It is absolutely necessary that scanning and ICR technology have to be tested thoroughly in 2006 and 2007 to confirm that it could be adopted successfully at the census.

Some preliminary steps have already been taken in this regard. Five staff members of the GSO were sponsored by the Government for a study tour of National Statistical Office, Thailand to study the use of scanning and ICR technology for data capture in census. Another batch of five officers would be undertaking a UNFPA-funded study tour in October 2006, of the National Statistics Office, Philippines for learning from the experience of that organization in the application of this technology for their Population Census in 2000. The GSO has prepared a list of equipment to be procured for this new venture with their cost (as of June 2007) which is given below:

Equipment	No. of equipment in			Total	Unit price (US\$)	Cost (US\$)
	Hanoi	Danang	Ho Chi Minh City			
1. Scanner	7	3	4	14	25,000	350,000
2. Server	4	2	2	8	8,000	64,000
3. PC	70	30	40	140	1,000	140,000
4. Software for scanning (Eye's & Hand)	1	1	1	3	35,000	105,000
5. Software for Server, PC						30,000
6. High speed Printer	3			3	2,000	6,000
7. Printer	4	2	2	8	500	4,000
8. Color Printer	1			1	3,600	3,600
8. UPS	4	2	2	8	300	2,400
9. Air conditioner	5	2	3	10	1,500	15,000
10. Backup equipment	2	1	1	4	10,000	40,000
11. Voltage stabilizer	2	1	1	4	1,500	6,000
12. Humidifier	5	2	3	10	700	7,000
13. Networking equipment	1	1	1	3	5,000	15,000
				Total		788,000

- 10 PCs will be used to verify data input from one scanner;
- One sever will be used for data backup from 15 to 20 PCs;
- One server will be used in Hanoi center to receive data from other two centers and to store whole set of census data;
- One printer will be used for printing working reports for a group from 15 to 20 PCs and one server.
- Three high speed printers will be used in Hanoi center to print the census results.
- One air conditioner for a group 20 PCs and one server, is included as part of the unit though it is not a DP equipment.

The vendor company would be providing the basic training to the data processing personnel of GSO. There would also be consultancy missions of experts in the initial stages. It is expected that trained staff of GSO would be able to successfully implement the new technology in data capture.

7.4 Analysis of Census data

A preliminary census report would be published by the middle of 2009 containing general analysis of census results for advance information of the population situation in Viet Nam to the public and other data users. The report containing the analysis of the sample survey results may be available by March 2010. The demographic analysis will commence once the national and provincial

tables are ready. It would be necessary to conduct Analysis workshops to make in-depth analysis of each of the following topics: fertility and mortality, nuptiality, labour force and unemployment, migration, housing and housing conditions, women and men in Viet Nam, literacy and education, population projections, and census thematic atlas. These topics are not exhaustive and more topics could also be included depending on the data collected through the census questionnaire. Each workshop will have as participants, subject matter specialists from the GSO and the Ministries/ Departments concerned.

Report on each topic could be written after the analysis is made in the workshop. The reports may be written in both English and Viet Nam language. Staff of the analysis and research division of the Central Office who has experience in data analysis may be encouraged to write the reports. Timely publication of report on each topic would be of immense use to researchers, administrators and other users.

7.5 Dissemination of Data

The objective of a census will be achieved only if the information collected is made available to the users in a form appropriate to their needs. The present state of technology allows dissemination of census data through a variety of media, from the more traditional publications to electronic media (CD ROM) and on-line dissemination (Internet). GSO needs to explore all these possibilities in order to maximize data utilization.

Preliminary results and selected tabulation will be released through special media programs and a series of workshops and seminars for various census users. Besides discussion of the census report, the recommendations of various conferences/meetings, workshops will identify priorities for in-depth studies and topical analysis. This process would be enlarged to include key staff from the line Ministries and other institutions. A detailed dissemination and utilization plan, at various levels, should also be formulated and implemented to ensure valuable census data produced are fully utilized.

Table oriented databases (Table Retrieval Systems) permit storage of huge numbers of cross tables into a single CD ROM and facilitate easy retrieval of selected tables. Population databases are highly recommended as they greatly expand the usability and enhance the dissemination of census data. Databases on micro-data (individual records) permit retrieval of data at any level of detail. They are ideal tools to produce small-area statistics. However, the issue of confidentiality of private information will have to be considered.

Mapping and graphing databases also greatly improve the effectiveness of census information dissemination as trends and patterns are more easily depicted when displayed on maps. There is a proposal to apply ARCVIEW or MAPINFO for presenting the census results with the map tool. Another dissemination product that can be considered is a web-site application with census background information and results. Usefulness of internet is obvious. Downloading of publications as well as accessing databases online, gives users a range of information in modern times not known in the past. Adequate funding and technical assistance may be needed to achieve this.

7.6 Post Enumeration Survey (PES)

This is a sample survey. Evaluation would be conducted soon after the completion of the main fieldwork. The aim of this survey would be to estimate the coverage and content errors in the census. It would be conducted independent of the main census in sample EAs. At the rate of 12 EAs per region, 96 EAs in the eight regions would be selected for the PES. Enumerators and Supervisors who worked in the main census will not be posted in the same EAs in PES. The PES teams will consist of high quality district and provincial staff. A special PES form would be prepared to collect selected items of information so as to check against the main census questionnaires. To maintain the independence of the operation, PES teams will not have access to completed census forms. After the fieldwork filled-in-PES forms would be matched with census forms. Unmatched entries would be checked for reconciliation in the field before the coverage and content errors are estimated. In the 1999 census it was estimated by PES that overall about 1.3 percent of the population were missed in the census which was considered low.

8. Census Activities

The census activities are so interlinked that one activity will follow a previous activity according to a fixed time frame. For instance printing of census forms and their distribution to field staff in an area should be done well before the enumeration date. If this is not observed enumeration may have to be postponed in that area, which is not desirable as the essence of census is simultaneity and census in all areas of a country is conducted at the same time. To avoid such situations a work plan or a calendar of activities is drawn and followed meticulously in a census. The work plan, however, could be revised from time to time, depending on suggestions at joint meetings of persons concerned.

A Work Plan for the 2009 Census may be found at Annex 2. It is necessary that a calendar of census activities is also prepared chronologically on the basis of the work plan for timely implementation of each activity.

9. User Workshop

The first User Workshop for the 2009 Census of Viet Nam was held by GSO on October 9, 2006 at the Center for International Conventions, Hanoi. It was attended by a cross section of census users like representatives of Ministries, international agencies and other user organisations as well as researchers and academics.

The participants welcomed the plan to conduct the next census in 2009 in Viet Nam. Since the time of the 1999 Census, population of provinces and regions have experienced vast changes owing particularly to migration between regions, the changes in administrative units and the urbanisation process. Reliable and updated demographic and social data was very much needed in order to accurately evaluate and review national and sub-national plans, and programmes. The participants made some suggestions regarding census questions, definitions and concepts. Some of the participants said that they would send their suggestions to DPLS by email. All these recommendations will be considered by GSO before a final decision is taken on the contents of the questionnaire.

10. Related Activities

In general, the census activities are implemented in coordination with other related activities of the GSO and Ministries/Departments. Close collaboration should be maintained with the Cartography Department, Ministry of Resources and Environment in utilising the digitised maps of administrative areas, especially commune maps which will be used while delineating the EAs.

The lists (with codes or classification) of certain items would be required for the purpose of data processing. They relate to latest administrative areas, ethnic groups, religions (if included in the questionnaire), education, occupations and kind of economic activity. We should be in consultation with other branches of GSO concerned before selecting their staff. In the analysis workshops, subject matter specialists from other Ministries will be requested to join. For instance, for analyzing fertility and mortality data, specialists from Ministry of Health would be involved; educationists and experts of Ministry of Education and specialists of Ministry of Labour and Employment would participate in the analysis workshops for literacy and educational levels, and labour force, respectively.

11. Monitoring, Evaluation and Quality Control

The census activities will be monitored through both formal and informal mechanisms. Formally, the Central Census Steering Committee will be established

to ensure that all activities are carried out as required. At each Province, District and Commune level, a Census Steering Committee will be formed to implement the census activities in their respective areas and to oversee the census operations with the help of appointed staff. This makes sure that maps of all EAs have been prepared precisely, and all localities and usual resident population therein have been covered in enumeration without any omission or duplication.

It is also planned to ensure frequent but less formal monitoring. Officers of the Sections concerned at the CCSC as well as in other census offices at all levels will be expected to report regularly on progress of census activity according to the work plan or calendar of operations, highlighting special problems which needed attention. At the same time frequent field supervision will be undertaken by supervisory officials and their reports will provide regular means of verifying that activities have been carried out effectively and that major objectives of the census have been achieved. In addition, the short-term visits of experts/consultants might provide reports about the quality of census arrangements and field enumeration.

The controls established for the census would be so elaborate that there would not be any serious errors that escaped notice during the course of the census. For instance, the EA maps would be prepared so carefully and thoroughly that no area would be left out within a commune counted and no household would be left out from being marked within the EA. Supervisors would be instructed to re-interview a few respondents at different stages of enumeration to ensure that the enumerator is proceeding on right lines according to instructions.

After the enumeration is completed in an EA a fairly detailed checking, correcting and re-interviewing where called for would be carried out by supervisors or other higher officials in the interest of quality of collected information. In a large operation like the census, errors cannot be ruled out despite all these checks. Hence a more formal Post Enumeration Survey (PES) to assess the quality of the content and the coverage of the census will also be conducted. The very fact that a Post Enumeration Survey would be conducted for evaluation would make the enumerators and supervisors perform their job with much more care. Periodic returns on the progress of work will also be prescribed by the CCSC to be sent by the Provincial Committees. These will be reviewed and remedial action taken when necessary.

Quality control will also be introduced in coding and data processing through sample checks and reviews.

12. Institutional Framework of the Census

In order to recapitulate the administrative structure, the census steering committees exist at central as well as province, district and commune levels. The steering committee offices at various levels support the steering committees at the same level in steering, implementation and execution of the census activities. The statistics office at each level mainly provides human resources to the steering committee office. Thus the vertically integrated central-province-district structure of the GSO makes it possible to smoothly implement a large scale statistical activity like the population and housing census with the overall supervision of the respective steering committees. This also provides an opportunity to strengthen and modernize the capacity of GSO at various levels.

At the central level, various functional departments of the GSO will collaborate closely with the Central Steering Committee Office in the census preparation, as well as in supporting manpower in census taking. Apart from this, cooperation with other Ministries/Branches will also be available.

In response to a request from the Government, UNFPA has been providing technical assistance to GSO in preparation for the Population and Housing Census under the Seventh Country Programme of UNFPA's support to Viet Nam (2006-2010). Under the first UNFPA mission in September - October 2006, assistance was provided to develop a comprehensive plan for the 2009 Viet Nam Population and Housing Census. The second mission in October 2006 will be to assist GSO in the development of a census advocacy plan and advocacy materials.

In addition to these two missions the following short-term (about three weeks each) consultancy missions of international experts funded by UNFPA/development partner agencies would be necessary for efficient and timely implementation of the respective activities and also for improving national capacity.

Purpose of the consultancy	Tentative Date
1. Setting up the system of ICR technology	February 2009
2. Training on use of ICR for data capture	June 2009
3. Analysis of sample data	December 2009
4. Training on demographic analysis	March 2010
5. Editing Analytical Reports/Monographs	May - June 2011

13. Advance Preparations and Obligations

The GSO played the role of key implementing agency in the last three censuses. It is a matter for gratification that staff has the experience of the previous censuses is available at GSO and their participation in the 2009 Census will actually enhance its efficiency. The census section in DPLS has been carrying out the analysis and dissemination of the 1999 Census data and providing continuity to the census activity. This has enabled GSO to quickly commence the preparatory activities for the 2009 Census like preparing a tentative work plan and budget for the census, and also initiate action to design the questionnaire by organizing internal expert committee meetings and the users' meeting.

14. Government Follow-up Action

As in the past, GSO will take effective steps to analyze the census data, promote research on the census and other population data, and preserve, disseminate and use census results. The data available from the census will be very crucial in the implementation of development plans and in monitoring progress in policy and programme initiatives. There is already an awareness and experience as to how the census data will assist these efforts. Inter-Ministerial and inter-departmental meetings would be held in the future to promote utilization of the census results effectively by the Government and to create an integrated and rational approach to the collection and utilization of population statistics.

In the last census, the following reports were written and published: Preliminary Report, Sample Result Report, Completed Census Results / Census Tables and monographs each on Nuptiality, Fertility and Mortality; Internal Migration and Urbanization; Labor and Employment. A Socioeconomic Atlas of Vietnam was also published by GSO and the Informatics Centre for Agriculture and Rural development of the Ministry of Agriculture and Rural development, Viet Nam with the support from the Swiss National Centre of Competence in Research (NCCR North-South).

On the analysis side, GSO may encourage in-depth analysis by researchers of more topics than was done in the last census. For instance, data on education, housing, assets of households, gender and several other topics could be analyzed more elaborately with a view to giving guide lines in policies relating to these areas.

15. Constraints

1. The salary of enumerators and supervisors has to be increased adequately from what it was at the 1999 Census. The travel allowance for the supervisory staff

undertaking field trip should also be raised suitably so that monitoring of census activities could take place satisfactorily. In the proposed budget for the 2009 Census this has been done.

2. It was observed in the 1999 Census that the period of three days allotted for a mapping staff to *prepare the sketch map of one EA* was inadequate (not including listing households in EAs). In the 2009 Census, the number of days should be increased to four. Necessary provision for this has been made in the work plan and budget.
3. Moving from traditional keyboard entry to document imaging for the data capture in the 2009 Census is a welcome change and challenge as well. For successful application of scanning and ICR technology it is necessary to conduct the necessary pre-test at an early date, say in 2006 or 2007. The use of imaging techniques requires careful planning on which type of equipment to procure for each of the processing phases, precise questionnaire printing, good quality paper as well as proper paper humidity at reading time.
4. The EA maps prepared at considerable cost are very valuable resources. They can be used as Master Sample frame for many surveys of GSO, as well as of other institutions for many years after the census. To fully utilize them, these sketch maps should be stored in proper manner. For the 1999 census, the EA maps and lists were kept as hard copies (paper) and they became unusable or lost due to bad storage. After the 2009 Census, at least the maps of “the Master Sample” EAs should be kept as computer files after scanning the EA maps to preserve and maintain them. They have to be also updated from time to time. The other alternative of computerizing the EA maps may also be carefully considered.

16. Advocacy and Resource Mobilisation

Based on the Circulars No 48/2007/TT-BTC dated 15/5/2007 of the Ministry of Finance regarding instructions for management, usage and budget disbursement for censuses and surveys as stipulated by the Prime Minister, the Circular No 23/2007/TT-BTC dated 21/3/2007 of the Ministry of Finance regarding expenses for business missions, regulations of conference organization for Government agencies, Stated-owned units, a preliminary budget has been prepared for the 2009 Census (see Annex 3). The total budget for the census is calculated as 406 billions VND which is the equivalent of about 25.3 million US dollars. This gives the per capita cost of the census in Viet Nam as about 28 cents (0.28 US \$) which may be considered very reasonable as compared with the per capita census cost in other countries (Cambodia: 50 cents, India: 20 cents, Pacific Islands countries: US \$ 3 to 4 USA; \$16), not to speak of the high cost in other countries. The Viet Nam

Government has been very generous in its support to the censuses in the past and that is expected to continue for the 2009 Census also. However, due to budgetary constraints the Government would like donor support for activities relating to mapping, application of ICR technology which will involve training of staff in the new technology and contribute to national capacity building in data capture and processing, printing of census forms and manuals, organizing production and disseminating products. Technical assistance through short-term consultancies in census planning, advocacy, scanning and ICR technology may also be required. The costs of these items as included in the provisional budget are as follows:

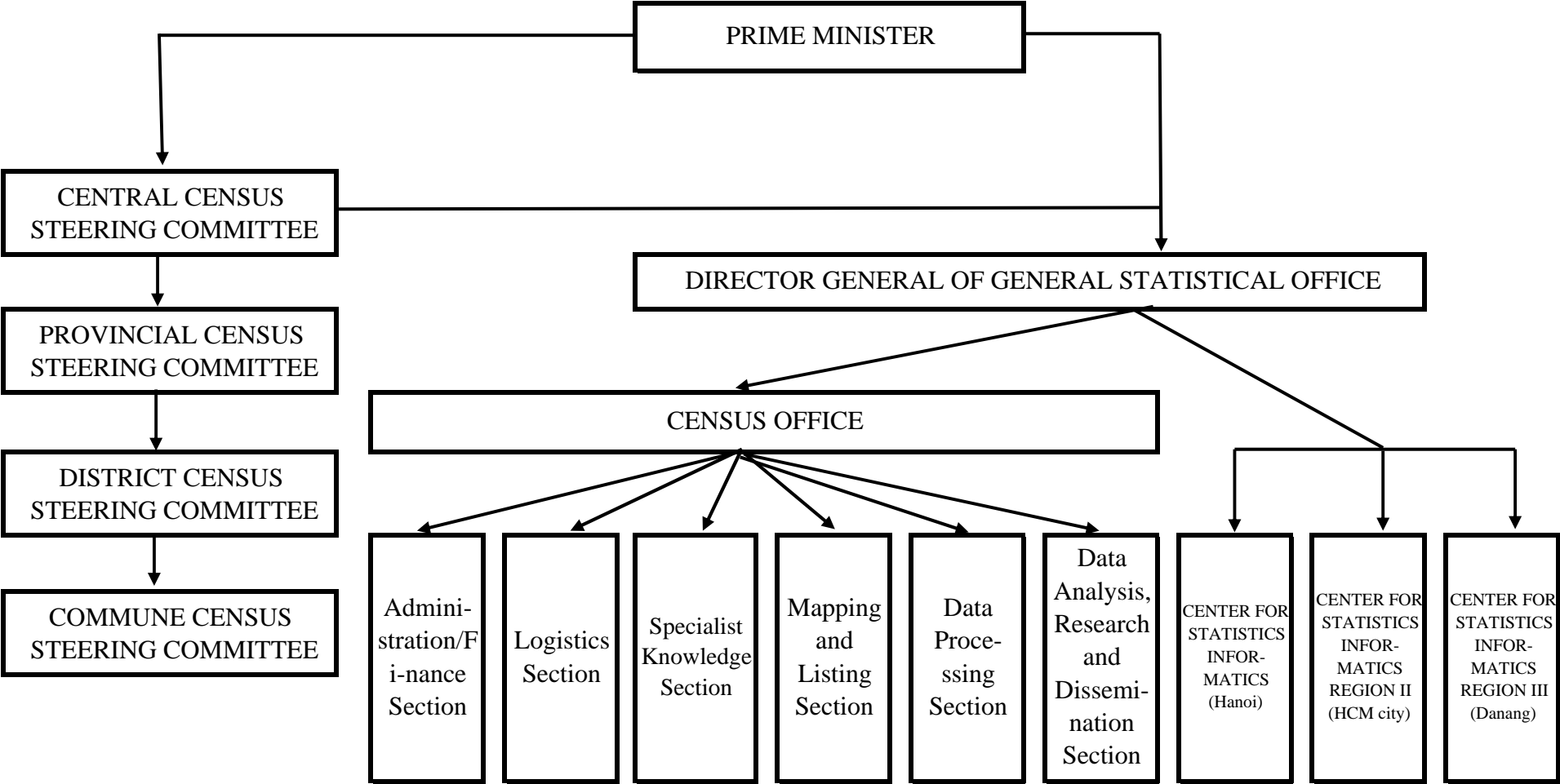
Details of expenditure	Cost (in US \$)
1. Cost of pre-testing and equipment for scanning and ICR application	788,000
2. Printing Census forms and manuals	1,283,160
3. Mapping and Listing	1,333,794
4. Census data dissemination (including cost of dissemination products)	115,505
5. Technical assistance/Consultancies	80,000
Total	3,600,459

It is expected that the census will be supported by international agencies as in the past. The United Nations Population Fund (UNFPA) has provided financial support and technical assistance and equipment for each of the three censuses held so far despite the constraints to provide direct funding to census. This will be the fourth census to which UNFPA will provide technical support. The support will include piloting new methods for data collection, processing, analysis and dissemination. It is expected that UNFPA support will be in the order of about a million US dollars from out of a total allocation of US \$ 1.35 million for GSO activities. Therefore, if this is taken into account the gap between the resources required and what is available works out to about US \$ 2.78 million.

The GSO will be taking steps to obtain additional support from other interested agencies. The advocacy plan and materials proposed to be developed would be used by GSO and UNFPA in meetings with key Government leaders, line Ministries and donors to mobilise their support for the 2009 Census. All these efforts are expected to help bridge the gap in resources for conducting the census through assistance from development partners.

THE 2009 POPULATION AND HOUSING CENSUS ORGANIZATION

Annex 1



WORK PLAN OF THE 2009 VIETNAM POPULATION AND HOUSING CENSUS

Name of Activity	Starting date	Completed duration	Responsibility	Output
1. Decision of Government on The 2009 Population and Housing census Taking				
1.1 Drafting Statement on the 2009 census preparations	1 Jun. 2007	4 weeks	DPLS	Draft of statement on the 2009 census preparation
1.2 Submitting request to the Government to issue the instruction on the 2009 census preparation	1 Jul. 2007	4 weeks	GSO	Prime Minister's instruction on the 2009 census preparation
1.3 Drafting the Statement of the 2009 census implementation	1 Apr. 2008	8 weeks	DPLS	Draft of statement on the 2009 census
1.4 Submitting request to the Government to issue the decision on the 2009 census taking	1 Jun. 2008	4 weeks	GSO	Government decision on the 2009 census taking
2. Drafting the census materials				
2.1 Pre-user workshop meeting on the item to include in the census questionnaire	29 Sep. 2006	one day	DPLS	Proposed items to be collected in the 2009 census
2.2 Data user's workshop	9 Oct. 2006	one day	GSO	The census contents and recommendations on information needs
2.3 Preliminary draft of the questionnaire	1 Mar. 2007	8 weeks	DPLS	Preliminary questionnaire
2.4 Finalization of the census activity plan	1 May. 2007	4 weeks	DPLS	The work plan of the census
2.5 Finalization of the detailed plan of the census	1 May. 2007	4 weeks	DPLS	The time schedule of the census
2.6 Draft pre-test project	15 Jun. 2007	2 weeks	DPLS	Plan of pre-test and pilot survey
2.7 Draft the census project	1 Aug. 2007	8 weeks	DPLS	The census project
2.8 Preparation of budget for the census to submit to the Ministry of Finance	1 Oct. 2007	8 weeks	DPLS, Dept. for Planning and Finance, GSO	Estimated budget for the census
2.9 Finalization of the questionnaires	1 Nov. 2007	4 weeks	DPLS	Questionnaire of the census
2.10 Study classifications to be used for census (administration, ethnic group, religion, occupation, training, branch)	1 Mar. 2007	12 weeks	DPLS	List of classifications/codes
2.11 Request for improving classification	15 May 2007	2 weeks	DPLS	Requesting completion of classification lists
2.12 Finalization of the classification for the census	1 Jun. 2007	18 months	GSO	Completed classifications for the census
3. Test of ICR Technology				
3.1 Purchase of the scanner and the software	1 Aug. 2006	12 weeks	GSO and UNFPA	Scanner and software are equipped
3.2 Test of ICR (using the 2006 population change survey questionnaires)	1 Feb. 2007	16 weeks	DPLS and CSI	Test of scanning (the first time)
3.3 Report on the results of ICR test	1 Jun. 2007	2 weeks	DPLS and CSI	Report on the results of first ICR test
3.4 Next plan of test (using the 2007 population change survey questionnaires)	15 Jun. 2007	2 weeks	DPLS and CSI	Plan of second ICR test

Name of Activity	Starting date	Completed duration	Responsibility	Output
3.5 ICR test for the 2007 population change survey's questionnaire	1 Jul. 2007	16 weeks	DPLS and CSI	Second test of scanning
3.6 Test ICR for questionnaire of the 2007 population change survey	1 Nov. 2007	4 weeks	DPLS and CSI	Report on the second ICR test
3.7 ICR test (using pre-test questionnaire)	1 Dec. 2007	12 weeks	DPLS and CSI	The third test of scanning
3.8 Report on the third ICR test	1 Mar. 2008	4 weeks	DPLS and CSI	Report on the third ICR test
3.9 Workshop on ICR use for the 2009 census	1 May 2008	1 day	GSO	Report on possibility of ICR application for the census
3.10 Decision on use of ICR for the 2009 census	1 Jun. 2008	3 weeks	Leaders of GSO	Decision on ICR application for the 2009 census
4. Establishment of the census steering committees				
4.1 Establishment of Central census Steering Committee	1 Jun. 2008	4 weeks		Central Census Steering Committee is established
4.2 Establishment of the Central census Steering Committee Office	1 Jul. 2008	4 weeks	Central Steering Committee	Office of CCSC is set up
4.3 Setting up the steering committees and their offices for all administrative levels (province, district, commune)	1 Jul. 2008	6 weeks	Local level	Establishment of steering committees and their offices at province, district and commune level
4.4 Conferences on launching the census for provincial steering committees	1 Aug. 2008	6 weeks	Office of CCSC	Conference on the census for provinces is conducted
4.5 Conferences on launching the census for district, commune levels	1 Sep. 2008	6 weeks	Local level	Conference on the census for the local level is conducted
5. Pre-test				
5.1 Design of pre-test, preparation of document (questionnaire, tabulations, data processing process plan, monitoring of quality, the census manual, the mapping and listing manual, etc)	15 Aug. 2007	6 weeks	DPLS	Materials for the pre-test are available
5.2 Workshop on the pre-test	20 Sep. 2007	1 day	GSO	Detail plan of the pre-test
5.3 Finalization of the pre-test materials: the questionnaire and manual of the census, mapping and listing, etc and tabulations	1 Oct. 2007	4 weeks	DPLS	Finalized materials for the pre-test
5.4 Selection of area, recruitment of personnel for the pre-test	15 Sep. 2007	4 weeks	DPLS	Pre-test selected areas and personnel
5.5 Print of the pre-test document	15 Oct. 2007	4 weeks	DPLS	Pre-test materials are available
5.6 Publicity for the pre-test	1 Nov. 2007	6 weeks	DPLS	Pre-test publicity campaign
5.7 Training in mapping, listing, specialist skill of the census	1 Nov. 2007	2 weeks	DPLS	Mapping staff are trained
5.8 Pre-test fieldwork	15 Nov. 2007	2 weeks	DPLS	Pre-test fieldwork completed
5.9 Writing the report on the pre-test	20 Nov. 2007	8 weeks	DPLS	Report on the pre-test
5.10 Workshop on the pre-test evaluation	20 Jan. 2008	1 day	DPLS	Workshop on the pre-test is conducted

Name of Activity	Starting date	Completed duration	Responsibility	Output
6. Checking administrative boundary, division of enumeration areas.				
6.1 Scrutiny of the digital map of commune/ward	1 Mar. 2008	2 weeks	DPLS	Possibility of digital map of commune/ward
6.2 Obtain the digital map at the commune level (purchase/providing without charge)	15 Mar. 2008	6 weeks	DPLS	Commune/ward digital maps procured
6.3 Guide to check the commune/district/province boundaries, ascertaining inhabited areas; instruction of delineation of enumeration areas	1 May 2008	2 weeks	Office of CCSC	Local people are guided on checking boundary and division of EA
6.4 Implementation of checking administration boundary	15 Aug. 2008	6 weeks	Local level	Commune/district/province boundaries is checked
6.5 Division of EAs	1 Sep. 2008	4 weeks	Local level	List of EAs for each commune/ward is available
7. Publicity				
7.1 Setting up the plan of publicity	1 Oct. 2006	12 weeks	DPLS, UNFPA	Publicity plan is set up
7.2 Drafting two booklets of publicity	1 Oct. 2006	12 weeks	DPLS, UNFPA	Two booklets of publicity are ready for printing
7.3 Printing two booklets of publicity	1 Sep. 2007	12 weeks	DPLS	Material are printed
7.4 Undertaking the publicity campaign	1 Dec. 2008	5 months	Offices of CCSC, Television and Radio	Nation-wide publicity campaign given
7.5 Press conference on the 2009 Population and Housing census	1 Feb. 2009	1 day	Office of CCSC	Press conference on the census is conducted
8. Pilot census				
8.1 Finalization of documents (the questionnaire; the manual of mapping/listing, the manual of enumerator and supervisor; manual of handing over materials; document and plan of publicity; project, plan and questionnaire of post-enumeration survey, the manual for coding and checking of census records upon delivery; classification list; others)	1 Jan. 2008	12 weeks	Office of CCSC	Census documents finalized
8.2 Setting up computer programmes for data processing	1 Apr. 2008	16 weeks	CSI	Programmes of data processing plan for the pilot
8.3 Selection of areas for the pilot	1 May. 2008	12 weeks	Office of CCSC	EAs of the pilot are defined
8.4 Recruitment of personnel for the pilot census	1 Jun. 2008	12 weeks	Office of CCSC, Provincial offices	Staff recruited for the pilot
8.5 Print of the pilot documents	1 Jul. 2008	12 weeks	Office of CCSC	Pilot's documents printed
8.6 Publicity campaign for the pilot	15 Jul. 2008	6 weeks	Office of CCSC, Provincial offices	Publicity campaign is undertaken
8.7 Mapping, listing fieldwork	25 Jul. 2008	5 days	Office of CCSC, Provincial offices	Maps and lists of the pilot's EAs are available
8.8 Fieldwork	1 Aug. 2008	6 weeks	Office of CCSC, Provincial offices	Enumeration of the pilot is completed
8.9 Coding the pilot completed questionnaires	1 Sep. 2008	4 weeks	Office of CCSC, Provincial offices	Coding operation is done

Name of Activity	Starting date	Completed duration	Responsibility	Output
8.10 Data processing (using scanning technology)	1 Oct. 2008	12 weeks	Office of CCSC, CSI	Data of the pilot are processed by using ICR
9. Finalization, printing of census document				
9.1 Finalization and printing of the mapping/listing document	1 Sep. 2008	4 weeks	Office of CCSC	Mapping/listing documents are ready
9.2 Workshop on evaluation of the pilot	1 Oct. 2008	2 days	Office of CCSC	Recommendations for finalization for the census documents
9.3 Finalization of the questionnaire, manuals and documents of the census	1 Sep. 2008	8 weeks	Office of CCSC	Census documents ready for printing
9.4 Designing publicity materials	1 Jun. 2008	12 weeks	Office of CCSC	Publicity materials are designed
9.5 Production of products for publicity	1 Oct. 2008	8 weeks	Office of CCSC	Products of publicity are made
9.6 Print and distribution of questionnaires, census materials to provinces/cities	1 Nov. 2008	12 weeks	Office of CCSC	Census materials are available at provinces
9.7 Distribution of census materials to fieldworkers	1 Feb. 2009	4 weeks	Local level	Census materials are available in hand of each fieldworker
9.8 Finalization of manuals, tabulation plan and classifications for data processing	1 Dec. 2008	8 weeks	Office of CCSC	Coding manual, tabulation plan, classifications are ready
9.9 Printing document for coding operation	1 Feb. 2009	8 weeks	Office of CCSC	Documents for coding operation are available
10. Mapping and Listing				
10.1 Training on mapping, listing for provincial trainers (3 days per course; 3 courses: North, Central, South)	1 Aug. 2008	2 weeks	Office of CCSC	
10.2 Training on mapping and listing for district trainees (by provincial trainers); then district trainers conduct courses on mapping/listing for fieldworkers (3 days/course)	15 Aug. 2008	10 weeks	Local level	Courses on mapping and listing for district staff and fieldworkers are conducted
10.3 Monitoring and supervision of training and fieldwork of mapping/listing	15 Aug. 2008	18 weeks	Office of CCSC	Training and fieldwork of mapping/listings are monitored
10.4 Mapping and listing at EAs	1 Sep. 2008	16 weeks	Local level	Map and list of all EAs are available
10.5 Data entry of the EA list and household list of sample EA	1 Oct. 2008	10 weeks	Local level	Computer file of EA list and household list of sample EA are made
10.6 Sending the list of EAs to Central	15 Dec. 2008	1 week	Local level	List of EAs is at Office of CCSC
10.7 Selection of sample for the census	20 Dec. 2008	2 weeks	Office of CCSC	Sample EAs are selected
10.8 Selection of EAs for post enumeration survey	20 Apr. 2009	1 week	Office of CCSC	EAs of PES are selected
11. Training on census professional knowledge (concepts/definition, methodology, enumeration, supervision)				
11.1 Training for the provincial steering committees (2 days):				
- Training the Northern provincial steering committees (2 days)	1 Nov. 2008	2 days	Office of CCSC	Course is conducted

Name of Activity	Starting date	Completed duration	Responsibility	Output
- Training the Central provincial steering committees (2 days)	6 Nov. 2008	2 days	Office of CCSC	Course is conducted
- Training the Southern provincial steering committees (2 days)	12 Nov. 2008	2 days	Office of CCSC	Course is conducted
11.2 Provincial steering committees train district steering committees				
- Provincial steering committees train district steering committees	15 Nov. 2008	2 days	Provincial and District Steering Committees	Course for the district steering committees is done
- Supervision of training for district steering committees	15 Nov. 2008	6 weeks	Office of CCSC	Supervision of the training courses is made
11.3 Course on the census professional skill for provincial master trainers (6 days):				
- Course on the census professional skill for the Northern provinces (6 days)	1 Nov. 2008	6 days	Office of CCSC	Completion of the course
- Course on the census professional skill for the Central provinces (6 days)	9 Nov. 2008	6 days	Office of CCSC	Completion of the course
- Course on the census professional skill for the Southern provinces (6 days)	18 Nov. 2008	6 days	Office of CCSC	Completion of the course
- Provincial trainers train the district trainees on the census professional skill (6 days)	15 Nov. 2008	2 months	Provincial Steering Committees	Completion of the course
11.4 Supervision of training for trainers at the district level	15 Nov. 2008	6 weeks	Office of CCSC, Provincial Steering Committees	Supervising courses on the census professional skill is made
12. Establishing three professional groups of Central Steering Committee Office	1 Nov. 2008	13 months	CCSC	Three teams of the Office of CCSC for serving as mobile checkers of census operations in each region
13. Recruitment and training of enumerators and supervisors				
13.1 Recruitment of supervisors and enumerators	1 Dec. 2008	4 weeks	CCSC, Local Level	Enumerators/supervisors are recruited
13.2 Training enumerators and supervisor on the census	5 Jan. 2009	10 weeks	Local level	Training courses for fieldworkers are conducted
13.3 Supervision of training of enumerators and supervisors	5 Jan. 2009	10 weeks	CCSC, Local level	
14. Updating EA map/household list; the census fieldwork; post-enumeration survey; hand count				
14.1 Updating EAs map and household list	25 Mar. 2009	5 days	Local level	EA map/household list are updated
14.2 The 2009 census fieldwork	1 Apr. 2009	2 weeks	Local level	The 2009 census fieldwork is completed
14.3 Collection, check and process of hand count	15 Apr. 2009	6 weeks	Local level	Hand count of EAs is collected, checked and processed
14.4 Training on PES, PES fieldwork and writing PES report				
14.4.1 Training in PES	1 May. 2009	1 days	CCSC, Local Level	Training courses on the PES is done
14.4.2 Field-work PES	5 May. 2009	10 days	CCSC, Local Level	The PES fieldwork completion

Name of Activity	Starting date	Completed duration	Responsibility	Output
14.4.3 Processing the PES data	15 May. 2009	6 weeks	CCSC, Local Level	Report on PES results is available
15. Data processing (DP)				
15.1 Setting up the system and plan of data processing	1 Nov. 2008	4 weeks	Office of CCSC and CSI	Plan and system of data processing are set up
15.2 Purchase of equipment for data processing	1 Dec. 2008	8 weeks	Office of CCSC, UNFPA	DP equipments are equipped
15.3 Establishing computer rooms and installation of equipment	1 Dec. 2008	16 weeks	CSI and Computer Centers	Computer centers are ready
15.4 Training in the system of data processing	1 Apr. 2009	5 weeks	CSI	Training on DP is conducted
15.5 Training in ICR	15 May 2009	1 week	CSI	ICR training
15.6 Training personnel in checking and coding				
- The Northern provinces	15 Apr. 2009	3 days	Office of CCSC	Completion of course for provincial coding trainers
- The Central provinces	18 Apr. 2009	3 days	Office of CCSC	Completion of course for provincial coding trainers
- The Southern provinces	20 Apr. 2009	3 days	Office of CCSC	Completion of course for provincial coding trainers
- Supervising courses on coding	25 Apr. 2009	3 weeks	Office of CCSC	Supervision of courses on coding is made
15.7 Training cadres of check and coding the questionnaire	25 Apr. 2009	3 weeks	Local level	Coders are trained
15.8 Finalization of tabulation system, editing procedure	1 May 2009	2 months	Office of CCSC	Tabulation system and editing procedure are finalized
15.9 Checking and upon delivery the sample questionnaires	1 Jun. 2009	6 weeks	Office of CCSC, local level	Questionnaires of sample EA are ready for DP
15.10 Processing and tabulation of the sample questionnaires	1 Jul. 2009	20 weeks	Computer Centers	Sample questionnaire processed and tabulated
15.11 Checking upon delivery the completed questionnaires	15 Jul. 2009	25 weeks	Office of CCSC, local level	Completed questionnaires are ready for DP
15.12 Processing and tabulation of the completed questionnaires	1 Aug. 2009	40 weeks	Computer Centers	Completed questionnaires processed and tabulated
15.13 Monitoring data processing operation at Computer Centers	1 Jul. 2009	60 weeks	Office of CCSC	Data processing operation is monitored
16. Data dissemination				
16.1 Writing the preliminary report	20 May 2009	4 weeks	Office of CCSC	Preliminary report of the census
16.2 Press conference on the census taking and dissemination of preliminary results	5 Jul. 2009	1 day	Office of CCSC	Dissemination of preliminary results of the census
16.3 Writing report on the sample result	1 Nov. 2009	12 weeks	Office of CCSC	Report on sample results is prepared

Name of Activity	Starting date	Completed duration	Responsibility	Output
16.4 Printing report on the sample result	1 Feb. 2010	4 weeks	Office of CCSC	Printed report on sample results
16.5 Dissemination of the report on the sample survey's result	1 Mar. 2010	1 day	Office of CCSC	Dissemination of report on sample result to users
16.6 Training researchers at central level and some selected provinces for writing census analytical reports	1 May 2010	6 weeks	Office of CCSC, UNFPA	Training on analysis given to Researchers at central level/selected provinces
16.7 Analysis workshops and writing analytical reports/monographs and publishing them	1 May 2010	15 months	Office of CCSC, UNFPA	Analytical reports are published
16.8 Dissemination of completed census Results	1 Dec. 2010	1 months	Office of CCSC, UNFPA	Completed results of the census is disseminated
16.9 Production of CD ROMS and other electronic data products.	1 Mar. 2010	18 months	Office of CCSC, UNFPA	CD ROM and other products of the census results are available
16.10 The census results are presented on Web-site of GSO	1 Mar. 2010	Continuous	Office of CCSC, UNFPA	Results of the census are available in the GSO Website
17. Consultancy missions				
17.1 For the 2009 census plan	22 Sep. 2006	3 weeks	GSO, UNFPA	Draft of the census plan
17.2 For the census advocacy plan and booklets	1 Oct. 2006	3 weeks	GSO, UNFPA	Plan of publicity is set up; draft of two publicity booklets is prepared
17.3 Setting up ICR system	1 Feb. 2009	3 weeks	GSO, UNFPA	ICR system is ready at 3 computer centers
17.4 Training on ICR for data capture	1 Jul. 2009	3 weeks	GSO, UNFPA	Course on ICR is conducted
17.5 Analysis of sample results	1 Oct. 2009	3 weeks	GSO, UNFPA	Report on sample results is prepared
17.6 Training on demographic analysis	1 May 2010	3 weeks	GSO, UNFPA	Courses on demographic analysis is conducted
17.7 Editing Analytical Reports/Monographs	1 May 2011	6 weeks	GSO, UNFPA	Report/Monographs are ready for printing

Remark :

Gray colour cells (■) belong to the localities (province, district and commune)

Estimated Budget for the 2009 Population and Housing Census

<i>No</i>	<i>Description</i>	<i>Amount (1,000 VND)</i>
	Total Budget	405 533 282
01	Census Planning and Preparation	95 940
02	Pre-test of Intelligent Character Recognition (ICR) Technology	611 350
03	Workshops for launching 2009 Census operations and training at Central, provincial and district levels	4 891 417
04	Pre-test of questionnaire	383 465
05	Training on studying and checking commune/ward boundaries and preliminary delineation of EAs	3 023 603
06	Materials, workshops and implementation for Census Publicity	3 533 100
07	Pilot Census in 30 EAs	619 475
08	Printing, census questionnaires, forms, manuals and other related documents	20 530 561
09	Census enumerator's pencil, stationery, etc for enumerators	23 397 804
10	Mapping and listing	60 400 560
11	Sampling	67 500
12	Training of Trainers on census enumeration at province, district levels	2 529 414
13	Training of Enumerators/Supervisors on census enumeration	113 199 160
14	Field work for census enumeration, PES	131 693 298
15	Monitoring field operations	8 533 700
16	Quick count for preliminary results of EAs	5 817 185
17	Data processing	16 505 840
18	Data dissemination	1 850 400
19	Transportation of census materials/filled in questionnaires	5 784 740
20	Steering committees' prescribed and rewards activities	2 064 770

