

Forms of Report on CIPS 2013 Local Activities Reported from PCO/DPCO

1. Training for RO/ARO and PCO/DPCO

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census/survey
1. General issues (date, period, venue, etc.)	<ul style="list-style-type: none"> • Good air conditioner 	
2. Training program (subjects, allocation of time, methods, etc.)	<ul style="list-style-type: none"> • Good enough • Easy to understand • Practices more exercises and conduct a pre-test 	<ul style="list-style-type: none"> • Practices more exercises and conduct a pre-test • Request to finalize all documents before publishing for the training
3. Training materials	<ul style="list-style-type: none"> • Good enough (LCD projector) 	
4. Trainer	<ul style="list-style-type: none"> • Good enough capability and adequate teaching methods 	<ul style="list-style-type: none"> • Request senior training of trainer (TOT) with enough experiences
5. Others	<ul style="list-style-type: none"> • Very few staff from PDP • Snack was not enough and messy • There were too many participants 	<ul style="list-style-type: none"> • Request at least 3-4 officers from each PDP • The training should be separated into two classes: one for NIS staff and another for PDP staff, and they meet together for discussion on the last day

2. Training for Enumerators/Supervisors

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census/survey
1. General issues (date, period, venue, etc.)	<ul style="list-style-type: none"> • Appropriate • Narrow class rooms 	<ul style="list-style-type: none"> • Request for more budget to rent bigger class rooms
2. Training program (subjects, allocation of time, methods, etc.)	<ul style="list-style-type: none"> • Appropriate • It was easy to understand for participants • Short time • Too much theoretical teaching should be avoided 	<ul style="list-style-type: none"> • Request for 5 days or adding one more day for training • Request for detailed explanation and practicing more • Training on pedagogy or teaching methods to TOTs before dispatching to province

3. Training materials	<ul style="list-style-type: none"> • Good enough and appropriate time • Short of good quality 	<ul style="list-style-type: none"> • Request for training materials with good quality
4. Trainer	<ul style="list-style-type: none"> • Good enough capability and adequate teaching methods • Capability of some TOTs were limited and not enough experience • Teaching was not collaborative among TOTs • Some young TOTs did not have experience in teaching 	<ul style="list-style-type: none"> • Experienced TOTs should be selected
5. Others	<ul style="list-style-type: none"> • DSA was not enough for meals and accommodation • Insufficient travel cost for those who came from very far distance 	<ul style="list-style-type: none"> • Request for increasing DSA up to 10 \$/day • Request for increasing travel cost for staff who come from far distance

3. Recruitment of Supervisors

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
1. Criteria for selection	<ul style="list-style-type: none"> • PDP staff who had many experiences • Having good education • Having good health • Persons who are willing to be in charge of the survey 	<ul style="list-style-type: none"> • Person who had experiences in census or survey • Having capability and strong responsibility
2. Recruiting methods	<ul style="list-style-type: none"> • PDP staff and district planning office staff • Local staff • Based on experience, capability, and outputs from census and survey • Submitting application and interview • Informing to public 	<ul style="list-style-type: none"> • Working contract • Submit application • Short test interview • Authorize to PDP for selection same as it was • Keep the same procedure as CIPS 2013
3. All were appropriate supervisors for CIPS2013 conducting or not	<ul style="list-style-type: none"> • Yes, all supervisors had enough capability and experiences, who were Deputy Director and Bureau Chief of PDP 	<ul style="list-style-type: none"> • Supervisor should monitor fieldwork more frequently
4. Number of supervisors by occupation (staff of PDP, staff of provincial department of line ministries, teacher, or others)	<ul style="list-style-type: none"> • Most of them were selected from PDP staff • School teachers or other staff should be selected unless more staff are needed 	<ul style="list-style-type: none"> • PDP staff are qualified then others • Should select only from PDP and district staff • Assign more supervisors for a specially difficult EA
5. Others	<ul style="list-style-type: none"> • Request to add more special travel for some difficult EAs • University students can be recruited • Supervisors cannot control all enumerators in some EAs 	<ul style="list-style-type: none"> • In some areas, one supervisor could not monitor 3 enumerators

4. Recruitment of Enumerators

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
1. Criteria for selection	<ul style="list-style-type: none"> • They were experienced, capable PDP staff in census and survey and with strong responsibility • External PDP staff also had good experiences and achievement 	<ul style="list-style-type: none"> • Experienced person or with professional certificate
2. Recruiting methods	<ul style="list-style-type: none"> • Select those who have experience in census and survey and have good commitment and achievement 	
3. All were appropriate enumerators for CIPS2013 conducting or not	<ul style="list-style-type: none"> • Most of them were all enough capability and experienced in census/survey and good work • Capability of some staffs were limited 	<ul style="list-style-type: none"> • Selection of enumerators should be based on experience • Experienced staff in census and survey should be selected
4. Number of enumerators by occupation (staff of PDP, staff of provincial department of line ministries, teacher, or others)	<ul style="list-style-type: none"> • Most of them were selected from PDP staff • School teachers or other government staff should be selected unless more staff are needed • PDP faces to short of skilled staff 	<ul style="list-style-type: none"> • Give priority to involved staff • In case of shortage, university student who graduated and no job should be recruited • Suggesting not to allow one enumerator to be in charge of more than one village
5. Others		

5. Survey materials

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
1. Duties of Census Field Officers	<ul style="list-style-type: none"> • Good enough • Acceptable 	
2. Supervisor's manual	<ul style="list-style-type: none"> • Clear meaning and easy to understand 	
3. Enumerator's manual	<ul style="list-style-type: none"> • Good enough • In some parts, there are too long explanation 	<ul style="list-style-type: none"> • Should be short and clear
4. Form A: House List	<ul style="list-style-type: none"> • Good enough • Acceptable 	
5. Form B: Household	<ul style="list-style-type: none"> • Appropriate • Some points were not clear 	<ul style="list-style-type: none"> • Not clear in column 21, 23 and 24, 25

Questionnaire	causing confusion	
6. EA map	<ul style="list-style-type: none"> • Maps were not always correct • No maps in some EAs • Some maps missed • Copied maps given from the Ministry were not clear 	<ul style="list-style-type: none"> • For the next census mapping, it is suggested that mapping work should be done by PDP • Request for distributing clear village maps
7. Form I: House List Summary	<ul style="list-style-type: none"> • Enough 	
8. Form II: Enumerator's Summary	<ul style="list-style-type: none"> • Enough 	
9. Call Back Card	<ul style="list-style-type: none"> • Good enough • No provision of packaging materials to send back to NIS 	<ul style="list-style-type: none"> • Request to provide some sacks or any other bags for packing and sending back
10. Other materials (bag, stationery, etc.)	<ul style="list-style-type: none"> • Small bag and not good quality pencil • No ID card makes it difficult for interviewer to meet households 	<ul style="list-style-type: none"> • Request for bigger bag and good quality pencil • Request for official letter or ID card
11. Quantity	<ul style="list-style-type: none"> • Appropriate 	

6. Issues which happened during the enumeration

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
1. EA Mapping (EA map was true or not, etc.)	<ul style="list-style-type: none"> • Some EA maps were different from the actual area and households • Some given maps were not correct to the real situation • Quality of EA photocopy maps from NIS were not clear 	<ul style="list-style-type: none"> • It should have monitoring mechanism to monitor mapping officers • Update EA maps in cooperation with PDP staff • Give priority to PDP staff to update EA maps • Request for clear copied maps
2. House-listing (Filling-in Form A)	<ul style="list-style-type: none"> • There were difficulties in some places, especially in cities 	<ul style="list-style-type: none"> • Need help from local authorities or village chief
3. Selection of households to be surveyed	<ul style="list-style-type: none"> • There is no problem 	
4. Interview to households (Filling-in Form B)	<ul style="list-style-type: none"> • Easy to fill in the form • Some households were difficult to meet and some were scattered • Some enumerators did not understand clear in the section 2 (column 21-22-23): industrial and occupation parts 	<ul style="list-style-type: none"> • Difficult villages should be added more time and budget • Need help from local authorities • RO/ARO should supervise all enumerators, and make sure whether they can fill in Form B properly or not
5. Checking Form A, Form B,	<ul style="list-style-type: none"> • Easy to fill in the form 	

etc.		
6. Packing into the plastic bag	• Appropriate	
7. Others		

7. Countermeasures against the uncooperative households or households refused survey

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
1. Uncooperative households		
1-1. Number of uncooperative households	<ul style="list-style-type: none"> • There were a few uncooperative households 	<ul style="list-style-type: none"> • In case of uncooperative households, the enumerator has to cooperate with its village chief, local authorities, and supervisor to explain them the purpose of this survey
1-2. Reasons of uncooperative attitude	<ul style="list-style-type: none"> • Respondents were busy with their business • They did not understand the purpose of the survey 	<ul style="list-style-type: none"> • Local authorities should cooperate with PDP staff, RO/ARO, and make them understood • Promote dissemination through medias • Enumerators should introduce him/herself and explain clearly the purpose of the survey
2. Households refused survey		
2-1. Number of households refused survey	<ul style="list-style-type: none"> • No refused household 	<ul style="list-style-type: none"> • Local authorities should try to educate, explain to, and inform those refused or uncooperative households
2-2. Characteristics of the households refused survey	<ul style="list-style-type: none"> • Business households • Households making medium size business and larger • Property households • Rich and higher ranking families in society 	<ul style="list-style-type: none"> • Try to explain to them with its village chief • The statistics law should be used and punish those households
2-3. Reasons of refusal	<ul style="list-style-type: none"> • They did not understand the purpose of the survey • There was no benefit for them • Trustless to enumerators 	<ul style="list-style-type: none"> • Try to explain to them the purpose of the survey • ID card should be issued to everyone during field operation

8. Duties and Activities of field officers and CIPS2013 local organization

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
1. Province Census officer	<ul style="list-style-type: none"> • Good enough capability • Good coordination 	<ul style="list-style-type: none"> • Should increase DSA to encourage PDP staff
2. District Census Officer	<ul style="list-style-type: none"> • Good cooperation 	<ul style="list-style-type: none"> • Should provide them with T-shirt, cap, bag to encourage them
3. Commune Census Officer	<ul style="list-style-type: none"> • Good cooperation 	<ul style="list-style-type: none"> • Should provide them with T-shirt, cap, and bag
4. Commune Chief	<ul style="list-style-type: none"> • Good cooperation • Some of them did not much interest in the survey • Some of them did not understand the value of data 	<ul style="list-style-type: none"> • Should provide them with T-shirt, cap, and bag
5. Village Chief	<ul style="list-style-type: none"> • Not so cooperative • Some of them did not understand the value of data 	<ul style="list-style-type: none"> • NIS should increase incentives for village chiefs up to 10\$ • Should provide village chiefs with cap or T-shirt to encourage them
6. Others (District Governor, etc.)	<ul style="list-style-type: none"> • Some of them did not cooperate well • Guide and explain to its staff to understand the value of their duties 	<ul style="list-style-type: none"> • Should provide them with the cap, T-shirt to encourage or remind them that they are also member of District Census Committee • Request official letter from Provincial governor to district, commune, village to inform the date and beneficiaries of the survey

9. Inquiries, complaints, etc. from households, enumerators, etc.

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
<ul style="list-style-type: none"> • Promote education and publicity campaign of each Census/Survey 	<ul style="list-style-type: none"> • Publicity throughout mass media: radio, television, etc. was still very limited and didn't make people understand the importance of the survey. 	<ul style="list-style-type: none"> • Strengthen collaboration all level of local authorities with PDP officials, RO/ARO and related officials • Broader publicity
<ul style="list-style-type: none"> • Refusal households 	<ul style="list-style-type: none"> • Supervisors have to visit immediately with its village chief 	<ul style="list-style-type: none"> • In tension case of high ranking officials, PDP and RO should visit there and explain the statistics law. • The Ministry should impose strong countermeasure to those households

<ul style="list-style-type: none"> • Household with high ranking official • Household with business until night • Household with door close and cruel dog 	<ul style="list-style-type: none"> • Offer an appointment letter through its village chief or group leader 	<ul style="list-style-type: none"> • Continue all these things for next time
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10. Whole issues on CIPS2013 or any other issues

Points of consideration	Real situation or issues to be improved	Constructive comments toward the next census
<ul style="list-style-type: none"> • Survey duration and collection documents 	<ul style="list-style-type: none"> • It is too short 	<ul style="list-style-type: none"> • Request to extend the duration of the survey because some experienced staffs are only in cities
<ul style="list-style-type: none"> • Materials for publicity (banner, etc.) 	<ul style="list-style-type: none"> • We have to transport this materials from Phnom Penh to province • The number of banners were not enough for publicity 	<ul style="list-style-type: none"> • Request funding for PDP to purchase • Request banner for Province=3, District=3, Commune=2, Village=1
<ul style="list-style-type: none"> • Responsibility of supervisor for enumerator 	<ul style="list-style-type: none"> • Some supervisors were responsible for many EAs with far distance, causing difficult, and they needed to spend more money. 	<ul style="list-style-type: none"> • Request to increase DSA/travel fee • Reserve the right to recruit supervisor for province