



**KINGDOM OF CAMBODIA**

**Nation- Religion- King**

**2011 Economic Census of Cambodia**

# **Report on Local Activities in the 2011**

## **Economic Census**

**(English)**



**National Institute of Statistics, Ministry of Planning**

**Phnom Penh, Cambodia**

**August 2011**

## **Preface**

This is the report from the Director of Provincial Department of Planning (hereinafter, it refers to DPDP.), and the Regional Officer and the Assistant Regional Officer (hereinafter, they are refer to RO/ARO.) who were engaged in the local activities for the implementation of the 2011 Economic Census of Cambodia.

The DPDP supervised all the work within its jurisdiction for the Census-implementation mainly in terms of the administrative matters. On the other hand, RO/ARO who were dispatched from NIS to certain Province, supervised the technical matters on the Census-implementation. Both of them fulfilled the most important roles in the each Province.

The 2011 Economic Census was carried out for the first time in the Statistical System's history of the Cambodia.

The experiences and opinions of both the DPDP and RO/ARO are of great value for the Cambodian Statistical System. They should be recorded and remained as one of the heritage for the future censuses or surveys. They should be utilized for the better planning of the Next Economic Census and other surveys.

It is for this purpose that the report is compiled.

This report has two versions: Khmer one and English one:

The Khmer one contains the Written Reports from the DPDP and RO/ARO, the Summary of Verbal Reports of the DPDP and RO/ARO which were provided in the Report Meeting on the 8<sup>th</sup> and 9<sup>th</sup> August 2011 in NIS, and some appendices;

The English one contains the Summary of Verbal Reports of the DPDP and RO/ARO which were provided in the Report Meeting on the 8<sup>th</sup> and 9<sup>th</sup> August in NIS, and some appendices;

Finally, I hope that this report will serve for better planning of the next Census and other surveys and it leads to the improvement of the Cambodia statistics.

National Institute of Statistics

Ministry of Planning

September, 2011

**San Sy Than**  
Director General

# **Report on Local Activities in the 2011 Economic Census (English)**

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**1. Training Seminars**

<b>Points of Consideration</b>	<b>Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
<p>1.Seminar's issues (Date, Period, Venue, Etc.)</p>	<p>- If the training seminars for District/Commune Chief were conducted at District, it was easier for the trainees to participate.</p> <p>- The trainers (RO/ARO) of EC2011 could be accepted because they had enough experience and utilized the power point and flipchart tactfully during the seminars for enumerators/supervisors in provinces. Training seminars conducted at National and local organizations were good almost.</p> <p>-The training material such as flipchart of Form was not big sufficiently. The trainees were difficult to read.</p>	<p>-To allow the village chiefs to attend the training seminar to make them understand the Economic Census.</p> <p>-To provide the budget for renting the room of training seminar.</p> <p>-The period of training seminar for enumerators/supervisors need to be extended one day more and real practice should be done before going to field work.</p> <p>-To enlarge the flipchart of Form or others documents</p>
<p>2. Training Method (Curriculum, distribution of time, Extended Form etc.)</p>	<p>-Our province had one class of training seminar for enumerator/supervisor in the first week and two classes in the second week. In this first class, all ROs/AROs, namely all trainers were obliged to attend. All the trainers could understand every question and answer which were presented from the trainees. Then they gained common</p>	

	<p>knowledge from this first class and this knowledge could be utilized for the two classes which were held separately in the second week.</p> <p>This way was quite useful for unified instruction or answers to the trainees.</p>	
3.Any others	<p>-The room in the office of the Provincial Department of Planning was not available for training seminar. Then it was necessary to rent the room for training seminar from outside organization.</p>	<p>- The provincial officer may be appointed the trainer of the enumerator/supervisor for next census.</p> <p>-We request the NIS to issue the certificate that we were engaged in implementation of 2011 EC because the certificate could be used for any other purposes such as application to the census/survey work.</p>

## 2. Recruitment of Enumerators and Supervisors

<b>Points of Consideration</b>	<b>-Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
1. Criteria of selection	<p>- The recruitment from district and commune staffs was appropriate way.</p> <p>- The criteria of selection were similar to the Population Census but the priority should be put on the participation in the 2009 Establishment Listing. And especially the local staffs with close relationship with the District Planning Office should be selected as enumerator/supervisor of District</p>	<p>-The number of establishments which each enumerator is in charge of is more exact in the next census so that the real number cannot be far from the assigned number.</p> <p>-On recruiting the enumerator/supervisor, application form should be</p>

	<p>concerned.</p> <p>- We used up all reserved enumerators, nonetheless, the enumerators were short for conducting the enumeration. Then we requested increase of reserved enumerators but our request didn't reach to NIS.</p> <p>It was too heavy that one supervisor was responsible for 8 enumerators.</p>	<p>submitted from candidates. Some of the enumerators or supervisors incline to give up their duties when they encounter difficulties or problems. The application form is useful for persuading them.</p> <p>- The number of the in-charged enumerators of one supervisor should be decreased to 4 from 8 so that supervisors can accomplish their duties completely within the prescribed period.</p>
2.All were appropriate Supervisors/ Enumerators for the EC-Conducting or not	- The recruitment of supervisors and enumerators from district and commune staffs was really good because they had experiences in Population Census 2008 and it was all right that some of them were staffs belong to the District Planning Office.	
3.Any others	-It was quite difficult to assign a few number of the reserved enumerators in various and large area such as downtown, mountainous, rural area in Province because of difficulty of movement between the villages.	

### 3. Documents and Good used for the Enumeration

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
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1. Enumerator' Manual	-Enumerator's manual was acceptable but the following problems were found: > mistakes of spelling or typing; > intelligible phrases; >skipped pages.	- More attention should be paid before printing of documents so as to get rid of any mistakes such as wrong spelling or typing; intelligible phrases; skipped pages in the next census or survey.
2. Supervisor's manual	Supervisor's manual was acceptable but the following problems were found: > mistakes of spelling or typing; > intelligible phrases; >skipped pages.	- More attention should be paid before printing of documents so as to get rid of any mistakes such as wrong spelling or typing; intelligible phrases; skipped pages in the next census or survey.
3. Form	-Each sheet of the Form was easy to be separate because the binding was not solid. These forms should be stapled by enumerators themselves. It was very troublesome. - The training materials such as flipchart of Form and Establishment List were small and their cells were too narrow to write examples in.	-The Census Form should be bound more solidly in order not to impose unnecessary work on the enumerators. - The training materials such as flipchart of Form and Establishment List should be enlarged more.
4. Establishment List (including Special Survey List)		
5. Village/EA Boundary Map	-On the Mapping Work for the 2011 Economic Census which was done in June 2010, basically, Village Boundary Map of the 2011 EC was drawn on the basis of 2008 Population Census. It was only area	The Village Boundary Map should be drawn exactly through improvement of Base map, training cartographic officer, extension of field survey

	<p>of 10 to 20 percent to make field survey for identifying the Village boundary on the Map of the 2008 Population Census.</p> <p>Some of the Village Boundary Map of the 2011 EC had wrong boundary without any landmarks.</p> <p>Some enumerators of the 2011 EC were difficult to identify boundary of their Village/EA.</p> <p>This trouble affects the accuracy of the Census results.</p>	<p>area, and so on.</p>
6. Stationary Kids	<p>-Stationary kid had no problem.</p> <p>- Some of the carrying bag was not good quality because the zip was quickly broken.</p> <p>- The color of the poster had been faded quickly.</p>	<p>-The documents such as Stationery Kids, Manual, and so on which the enumerator or supervisor uses for their own duties should be placed in the carrying bag before the documents are handed to enumerators or supervisors.</p>
7. Others	<p>-The incentive of this work was reasonable and acceptable.</p>	

#### 4. Issues which happened during the Enumeration

<b>Points of Consideration</b>	<b>Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
1. Identification of Area of Village/EA (Vil./EA Map was exact or not ,etc)	<p>- Unclear or wrong boundaries of Villages on the Maps were found. These problems were supposed to be caused by the following issues:</p> <ul style="list-style-type: none"> <li>&gt; The Village Boundary Map of 2008 Population Census were not drawn exactly;</li> <li>&gt; There were limitations in the period and</li> </ul>	<p>- Field work by the cartographic officer should be done with the sureness in terms of period and covered area.</p>



	<p>the covered areas which the Cartographic officers went to Field survey for identification of the boundaries due to shortage of budget;</p> <p>&gt; There were limitations in the ability, knowledge etc. of the cartographic officers due to inexperienced work.</p> <p>&gt; Drawing maps were done in the office not field after field work.</p>	<p>- Base maps should be selected with more attention.</p> <p>- Training for the cartographic officers should be done more exactly with some longer period.</p> <p>- Sketch of map should be done field too.</p>
<p>2. Listing of Establishments (Identification of Establishments to be surveyed or not, filling-in Establishment List)</p>	<p>-Market areas or urban areas were easy to make Listing work because establishments in these areas were concentrated in one place. On the other hand, in the rural village, some enumerators were charged with the several villages where establishments were dotted in the large area. They had to repeat visiting their villages due to far distance between villages many times.</p> <p>- Some enumerators who were charged with the several villages were obliged to make Listing and interviewing work by the following way:</p> <p>&gt; After listing every establishment in one village, he/she interviewed to the listed establishments in the same village.</p> <p>&gt; After finishing listing and interviewing in one village, he/she moved to next village to enumerate.</p> <p>-The establishment was easy to be identified. Especially, in the rural area the refusal establishment is not so much.</p>	

3. Interviewing to Establishment (Filling-in the Form)	- The owner or representative of establishment could not provide the exact response on the Total Amount of Expense such as electric charge, water fee etc. because he/she didn't know the amount of expense for business excluding household consumption. In such case, method of calculation for dividing into business expense and household consumption were not explained clearly. But, It was solved through the advice or instruction that these expenses could have been calculated by just estimation based on proportion of areas for business and household.	
4. Checking the Form, Establishment List others	- One supervisor was responsible for 8 enumerators. This was too heavy for the supervisor. So he/she could not manage and monitor everything completely especially checking work.	- The responsible number of enumerators for one supervisor should be 4 or 5 persons.
5. Packing into the Plastic Bag	- There was a shortage of plastic bags for keeping-in the forms because the number of establishments increases very much especially in the urban area (city).	
6. Any others	<p>- The main problem during the census-enumeration was on the Village/EA Boundary Map; For example, the shops which operated outside of the market premises (case of newly-constructed market) at the Mapping Work, but at the Census-enumeration these shops moved into the market. This problem required the complicated work and then we were obliged to draw maps newly after dividing the market area into two EAs.</p> <p>- In the Population Census 2008, one enumerator must have been responsible for</p>	

	<p>only one village as one enumeration area. But in the Economic Census, one enumerator was responsible for many villages even in Phnom Penh capital.</p> <ul style="list-style-type: none"> <li>- Households live closely each other but establishments located far from each other in some area. Then it was quite heavy work load for enumerators that the responsible villages and establishments of one enumerator were 6 or 7 villages at maximum and around 130 establishments on average in total. So it was very difficult for some enumerators to grasp all establishments in all villages.</li> <li>-Enumerator made interviewing work to every establishment in village by village.</li> <li>-The initiative standard of the responsible establishments of one enumerator was 130 establishments but finally it was changed to 150 establishments. This issue was strange. (Supplementary explanation: here is misunderstanding. 130 was averaged number of establishments; 150 was upper limit of the responsible establishments of one enumerator.)</li> <li>- We checked whether the actual number of establishments increases or not comparing with the number of establishments in the list which NIS provided to Province. Some of Villages/EAs had really much more number of establishments than the list. (Supplementary explanation: Number of establishments in the list which was provided from NIS was based on those that Provincial Departments counted</li> </ul>	
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	<p>at the Mapping Work.)</p> <p>-With an agreement from NIS, The reserved enumerators were appointed as the enumerators of the Villages/EAs where the number of establishments increased extremely.</p> <p>-During implementation of EC2011, RO/ARO and DPDP were engaged in the Census activities as one group in order to solve the problems or difficulties smoothly and quickly.</p>	
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### 5. Countermeasures against the Refusal Establishments

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
<b>1. Hesitation to the Census (responded finally)</b>		
1-1 Rough number		
1-2 Main reasons of Hesitations	<p>-Some of the Establishments did not understand the purpose of EC2011.</p> <p>-Some enumerators could not explain exactly the importance, the purposes of the 2011 EC to the owners of Establishments.</p> <p>-In the branch office of national bank in Kampong Cham province, its manager said he couldn't cooperate with us unless he got the permission or advice from head quarter of national bank.</p>	<p>-The census campaign should be broad and nationwide.</p>
<b>2. Refusal Establishments</b>		
2-1 Final Number	-The final number of the refusal was approximately 80 establishments in Phnom Penh capital.	
2-2 Main Characteristics of the	- The owners or representatives of establishments were the people who could have or exercise their power or they have	

Establishments	these powerful people behind them.	
2-3 Reasons of Refusal	<ul style="list-style-type: none"> <li>- The staff and security guards refused saying that the owners of establishment were not in the office or they went to overseas.</li> <li>- The security guards of some establishments did not allow the supervisor or enumerator to enter the premises even.</li> </ul>	
<b>3. Special Survey Team</b>		
3-1 How many times the team went for persuading	-In Phnom Penh capital, Special survey team participated in persuading the Establishments with RO/ARO many times.	
3-2 What members go for persuading	<ul style="list-style-type: none"> <li>-DPDP</li> <li>-RO/ ARO</li> <li>-Special survey team</li> </ul>	
3-3 Examples of success of persuading	<ul style="list-style-type: none"> <li>-Showing the Request Letter from the Prime Minister and the basic document related to the EC2011-implementation in the Kingdom of Cambodia.</li> <li>-Showing the Request letter from the PCC on the EC2011-implementation in this province and related documents.</li> </ul>	
3-4 Examples of failure of persuading		
3-5 Any others	<ul style="list-style-type: none"> <li>- In some provinces, serious problems, which the Special Survey Team had to be involved in for persuading, were a few. In some cases, District chief, Commune chief and Village chief were rather effective than the special survey team.</li> </ul> <p>They could solve many kinds of problems during the Census.</p>	

## 6. Activities of Census Local Organization

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Provincial Census Committee	-The duty and role of provincial Census committee was not clear.	- The PCC is necessary for next census.
2. District Census Officer	-The duty and role of District Census Officer is not clear. -District Census Officer was very important for EC2011. He/she contributed to solving the problems like refusal Establishments.	-The DCO is necessary for next census.
3. Commune Census Officer	- Commune Census Officer was not important in some provinces. -In Phnom Penh capital, the Commune Census Officer really contributed to solving the problems like refusal Establishments.	- The CCO is necessary for next census.
4. Village Chief	- Village Chief was very important for conducting the EC2011. -Without the village chief, the enumerators could not accomplish their duties and the owner of establishments did not allow enumerators to do interviewing.	-The Village chief is necessary for next census.

## 7. Whole Issues on the 2011 Economic Census or Any Other Issues

Any Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1- Budget for renting the room	-No budget for renting the room for training seminar in provinces.	- The enough budgets for renting the training seminar should be provided.
2- Refreshment	-There is no refreshment for training	-The refreshment for the

<p>3- Allocation of Village/EA to Enumerators</p>	<p>seminars in provinces.</p> <p>-In rural area, one enumerator was responsible for many villages. In rural area, the villages were far from each other, and then it was very difficult for the enumerators to move among the village.</p>	<p>training seminar should be prepared in province too.</p> <p>- The different criteria between the rural and urban area should be applied in terms of allocating the Village/EA to the enumerators.</p>
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**1-2 Summary of Verbal Report  
from  
Regional officers and Assistant Regional officers (RO/ARO)**

**1. Training Seminars**

<b>Points of Consideration</b>	<b>Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
1. Seminar's issues (Date, Period, Venue, Etc.)	<ul style="list-style-type: none"> <li>- Both training seminars conducted at NIS and Provinces were acceptable.</li> <li>- The period of training was appropriate and the room was good.</li> <li>- Every issue of training for EC2011 could be regarded to be acceptable although it was not perfect because the EC2011 had been conducted for the first time in the history of Cambodia.</li> </ul>	
2. Training Method (Curriculum, distribution of time, Extended Form etc.)	<ul style="list-style-type: none"> <li>- The time allocation of training was good and it was proceeded in accordance with the training curriculum prepared by NIS in advance.</li> <li>- The extended Form was really useful for training in the provinces.</li> </ul>	
3. Any others		

**2. Recruitment of Enumerators and Supervisors**

<b>Points of Consideration</b>	<b>Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
1. Criteria of selection	- The recruitment of enumerator/supervisor from district and commune staffs was completely good.	



2. All were appropriate Supervisors/Enumerators for the EC-Conducting or not	- The district and commune staff was qualified to be supervisors and enumerators because they are the local official and have a proper experience in Population Census 2008 and moreover they are the planning staffs belong to the Provincial Planning Department.	
3. Any others	- At the recruitment of supervisors and enumerators for EC2011 It was desirable that application forms were submitted from their candidates. If so, the district and commune staff could be selected smoothly.	

### 3. Documents and Good used for the Enumeration

<b>Points of Consideration</b>	<b>Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
1. Enumerator' Manual	-Enumerator's manual was acceptable but the following problems were found: > mistakes of spelling or typing; > intelligible phrases; >skipped pages.	- More attention should be paid before printing of documents so as to get rid of any mistakes such as wrong spelling or typing; intelligible phrases; skipped pages in the next census or survey.
2. Supervisor's manual	Supervisor's manual was acceptable but the following problems were found: > mistakes of spelling or typing; > intelligible phrases; >skipped pages.	- More attention should be paid before printing of documents so as to get rid of any mistakes such as wrong spelling or typing; intelligible phrases; skipped pages in the next census or survey.
3. Form	-Each sheet of the Form was easy to be separate because the binding was not solid. These forms should have been stapled by enumerators	-The Census Form should be bound more solidly in order not to impose unnecessary work on the

	themselves. It was very troublesome.	enumerators.
4. Establishment List (including Special Survey List)	-It was easy to identify the establishment - At the rural village there were not many refusal establishments.	
5. Village/EA Boundary Map	-Some village/EA maps had unclear boundary and enumerator had to draw the village boundary again in some province.	
6. Stationary Kids	-The stationary was enough. But the color of the poster was quickly faded.	
7. Others	-T-shirt was not good because the color was faded quickly. -Some T-Shirts had no sleeves and the zip of the carrying bag was quickly broken.	-More attention should be paid regarding quality of stationary, T-shirt and carrying bag.

#### 4. Issues which happened during the Enumeration

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Identification of Area of Village/EA (Vil./EA Map was exact or not ,etc)	- Some village maps were not correct because they were not consistent with the real situation of village. Example: the village had a market at Census-implementation but in the village map no market was drawn.	- The village map should be updated correctly.
2. Listing of Establishments (Identification of Establishments to be surveyed or not, filling-in Establishment List)	- The enumerators could identify establishment correctly through the explanation in the training.  - Most of the enumerators could complete the Establishment Listing work in accordance with the time instructed by NIS but in some villages or enumeration areas their	- The period of Establishment Listing should vary from village to village because the situation is different among the villages.

	work could not finish within the period instructed by NIS.	
3. Interviewing to Establishment (Filling-in the Form)		
4. Checking the Form, Establishment List others		
5. Packing into the Plastic Bag		
6. Any others		

### 5. Countermeasures against the Refusal Establishments

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
<b>1. Hesitation to the Census (responded finally)</b>		
1-1 Rough number		
1-2 Main reasons of Hesitations	<ul style="list-style-type: none"> <li>- The owner or representative of establishment did not try to understand the purpose of Economic Census even though enumerator tried to explain it. .</li> <li>- Furthermore they were afraid of being imposed more taxation on them.</li> </ul>	
<b>2. Refusal Establishments</b>		
2-1 Final Number		

2-2 Main Characteristics of the Establishments	-The owners or representatives of establishments were the people who could have or exercise their power or they have these powerful people behind them.	
2-3 Reasons of Refusal	<ul style="list-style-type: none"> <li>- The staff and security guards refused saying that the owners of establishment were not in the office or they went to overseas.</li> <li>- The security guards of some establishments did not allow the supervisor or enumerator to enter the premises.</li> </ul>	

### 3. Special Survey Team

3-1 How many times the team went for persuading		
3-2 What members go for persuading		
3-3 Examples of success of persuading		
3-4 Examples of failure of persuading		

### 6. Activities of Census Local Organization

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Provincial Census Committee		

2. District Census Officer		
3. Commune Census Officer		
4. Village Chief		

### 7. Whole Issues on the 2011 Economic Census or Any Other Issues

<b>Any Points of Consideration</b>	<b>Real situation or Issues to be improved</b>	<b>Constructive comments toward the next Census/Survey</b>
4- The distance among villages	- The distance of inter-village was too far and some villages needed to be crossed the water to reach. Therefore, it was difficult for enumerator/supervisor to travel.	-It is necessary to reduce the number of establishments of each enumerator in rural villages and floated villages.
5- Trainings seminar at NIS	-The room in the fourth floor of NIS new Building was not convenient because there were so many pillars that the trainees could not see clearly when the trainers explained.	-The training seminar in NIS should be conducted at the fifth floor of New Building.
6- Refreshment	- There is no refreshment for training seminar in Province.	-The refreshment should be provided in the training seminar in provinces too.
7- Budget for reserved enumerators	- Budget information on the reserved enumerators was not informed accurately, and then troubles were caused when the enumeration period finish.	- To provide the accurate information on budget.
8- Posters	- The owner of establishment did not allow hanging the poster on the wall of their house. - The color of poster was not good quality. It was quickly faded.	-To improve the quality of poster for next census.
9- Packing document	- It was difficult to manage the document transportation from	-to provide budget or material for packing the

<p>10- Statistic Law</p>	<p>province to NIS because no materials for packing a huge volume of the documents were provided from NIS.</p> <p>- The owner or representative of establishment did not understand the Statistics Law.</p>	<p>documents.</p> <p>-To invite the owner or representative of large scale establishment to participate in the seminar of Statistics Law.</p>
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## Report on Local Activities in the 2011 EC-implementation

14/07/2011

SCO and JICA Expert

### **1. Introduction**

Local organizations, especially Provinces take extremely great role for implementation of Large-scale Survey like the 2011 Economic Census. They have been given various and detailed instructions or order on survey–methodology, administrative issues etc. from the Central Organization in advance. As soon as the tasks of local stage such as training of enumerator, field work and so on start, however, the Provincial organizations are obliged to preside by themselves overall survey-activities within their jurisdiction for the Census. The local activities become beyond the direct control from Central Office.

It is quite important for the Central organization to understand real situation of the Census-implementation in each Province for:

- 1) Exact interpretation of the statistics from the Census;
- 2) Relevant planning of the next Census and other economic surveys.

It is for the purposes to request report on local activities in the 2011 EC-implementation”.

### **2. Method of Report**

The report is done by two ways: written report and verbal report.

#### **2.1 Written report**

The reporters are requested to write the necessary matters in the form of “Report on Local Activities in the 2011 EC-implementation” (Appendix).

This report will be submitted to the responsible SCO of NIS at the Report Meeting which will be held on 8<sup>th</sup> and 9<sup>th</sup> August 2011.

#### **2.2 Verbal report**

The reporters are requested to report verbally the key points only on Local Activities in the 2011 EC-implementation based on the above-mentioned written report at the Report Meeting which will be held on 8<sup>th</sup> and 9<sup>th</sup> August 2011.

The contents of the Verbal Report should be written down in the spot in detail by the NIS staff and be compiled as the normal report after the meeting.

### **3. Reporter**

#### **3.1 Two chains of command**

There were two chains of command from the NIS to the Provincial Departments of Planning for the 2011 Economic Census:

- 1) Census line

This line had responsibilities mainly on technical issues of the Census-implementation and was headed by ROs/AROs who were appointed temporarily from among the staff of NIS.

#### 2) Administrative line

This line had responsibilities mainly on administrative issues of the Census-implementation and was headed by Director of Provincial Department of Planning (DPDP).

Therefore, the report on the local activities required to be done from each line.

### **3.2 Reports from the Census Line**

#### **3.2.1 Written report**

ROs are requested to compile the Written Report on Local Activities in the 2011 EC-implementation in their own provinces discussing with ARO.

#### **3.2.2 Verbal report**

ROs are requested to report verbally the key points only on Local Activities in the 2011 EC-implementation based on the above-mentioned written report at the Reporting Meeting which will be held in the morning on 9<sup>th</sup> August 2011.

If RO cannot attend the Reporting Meeting, one of the ARO reports instead of RO.

### **3.3 Report from the Administrative line**

#### **3.3.1 Written report**

DPDPs are requested to compile the Written Report on Local Activities in the 2011 EC-implementation in their own provinces discussing with their staff.

#### **3.3.2 Verbal report**

DPDPs are requested to report verbally the key points only on Local Activities in the 2011 EC-implementation based on the above-mentioned written report at the Report Meeting which will be held in the morning on 8<sup>th</sup> August 2011.

If DPDP cannot attend the Report Meeting, one of the staff of PDP reports instead of DPDP.

## **4. Report Meeting on Local Activities in the 2011 EC-implementation**

The Report Meeting is held in two ways: DPDP Report Meeting and RO/ARO Report Meeting.

### **4.1 Outline of the Meetings**

#### **4.1.1 DPDP Report Meeting**

- 1) Date/time: Afternoon (1:45 to 5:00 on the 8<sup>th</sup> August 2011.
- 2) Venue: 4<sup>th</sup> floor on New Building in NIS
- 3) Attendees: DPDPs and provincial staff, ROs, SCO and others
- 4) Agenda: Attached Paper

#### **4.1.2 RO/ARO Report Meeting**

- 1) Date/time: Morning (8:30 to 12:10 on the 9<sup>th</sup> August 2011.



- 2) Venue: 4<sup>th</sup> floor on New Building in NIS
- 3) Attendees: ROs and AROs, SCOs and others
- 4) Agenda: Attached Paper

#### **4.2 Management of the Meetings**

- 1) Facilitator: Head of the SCOs and JICA Expert
- 2) Staff for writing down in detail what the reports report: 4 persons
- 3) Others (arrangement of venue, registration, snack, payment etc.)

### **5. Compiling the reports**

After the Report Meeting, all reports, both written report and verbal report, should be compiled as “Report on Local Activities in the 2011 EC-implementation” and be analyzed toward the future statistical activities. Then the following tasks should be accomplished immediately after the Report Meeting.

#### **5.1 Khmer version**

- 1) 10 Photocopies of the Written Report (both RO and DPDP should be made and be filed together with the below-mentioned “Summary of Verbal Report”).
- 2) The contents of the Verbal Report, which are to be written down in detail by the NIS, should be compiled as “Summary of Verbal Report”. And 10 photocopies should be made.
- 3) Each photocopy of both “Written Report and “Summary of Verbal Report” is filed together as “Report on Local Activities in the 2011 EC-implementation”.
- 4) This “Report on Local Activities in the 2011 EC-implementation” is made by 10 sets in order to remain safely for planning of the next Census and other survey.

#### **5.2 English Version.**

- 1) “Summary of Verbal Report” should be translated into English immediately.
- 2) 30 sets of English version of “Report on Local Activities in the 2011 EC-implementation” are to be made by the same way as Khmer Version.

### **6. Arrangement of working Teams and Expense for the work**

- 1) Compiling of “Summary of Verbal Report”
- 2) Translating into English
- 3) Other work.

Attached Paper

## Report Meeting on Local Activities in the 2011 EC-implementation

### 1. DPDP Reporting Meeting

8<sup>th</sup> August 2011, 4<sup>th</sup> floor New Building NIS

Time	Subject	Responsible Person
1:45-2:00	Registration	
2:00-2:15	Opening Speech	Head of SCOs
2:15-2:30	Explanation on this Meeting	JICA Expert
Reporting from DPDP		Facilitator (JICA Expert and Head of SCOs)
2:30-3:00	1. Training Seminar 2. Recruitment of Enumerator/Supervisor 3. Documents and Goods	
3:00-3:15	Break	
3:15-3:45	4. Issues which happened during the Enumeration	
3:45-4:15	5. Countermeasures against the Refusal Establishments	
4:15-4:45	6. Whole Issues on the 2011 Economic Census or Any Other Issues	
4:45-5:00	Closing Speech	
5:00-	Administrative issues	

## Report Meeting on Local Activities in the 2011 EC-implementation

### 2. RO/ARO Report Meeting

9<sup>th</sup> August 2011, 4<sup>th</sup> floor New Building NIS

Time	Subject	Responsible Person
8:30-8:45	Registration	
8:45-9:00	Opening Speech	Head of SCOs
9:00-9:15	Explanation on this Meeting	JICA Expert
Reporting from RO		Facilitator(JICA Expert and Head of SCOs)
9:15-10:00	1. Documents and Goods	
10:00-10:15	Break	
10:15-10:45	2. Issues which happened during the Enumeration	
10:45-11:15	3. Countermeasures against the Refusal Establishments	
11:15-12:00	4. Whole Issues on the 2011 Economic Census or Any Other Issues	
12:00-12:10	Closing Speech	

## Written Report on Local Activities in the 2011 EC-implementation

<b>Province</b>	Code	Name
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Report from RO(ARO)		Report From DPDP	
Name		Name	
Signature		Signature	
Date		Date	

**1. Training Seminars**

①First DPDP Meeting: 15/12/2010, Second DPDP Training: 17-21/01/2011,

②First TOT Training: 10-14/01/2011, Second TOT Training 10-11/02/2011

③District/Commune chief/Enumerator/Supervisor: 14-25/02/2011

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1.Seminar's issues (Date, Period, Venue, Etc.)		
2. Training Method (Curriculum, distribution of time, Extended Form etc.)		
3.Any others		

**2. Recruitment of Enumerators and Supervisors**

Criteria of Selection:

①Supervisor: Province/District staff (mainly), 8 enumerators etc.

②Enumerator: District/Commune staff (mainly), 130 establishments on average, etc

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Criteria of selection		
2.All were appropriate Supervisors/Enumerators for the EC-Conducting or not		
3.Any others		

**3. Documents and Good used for the Enumeration**

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Enumerator' Manual		
2. Supervisor's manual		
3. Form		

4. Establishment List (including Special Survey List)		
5. Village/EA Boundary Map		
6. Stationary Kids		
7. Others		

#### 4. Issues which happened during the Enumeration

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Identification of Area of Village/EA (Vil./EA Map was exact or not ,etc)		
2. Listing of Establishments (Identification of Establishments to be surveyed or not, filling-in Establishment List)		
3. Interviewing to Establishment (Filling-in the Form)		
4. Checking the Form, Establishment List others		
5. Packing into the Plastic Bag		
6. Any others		

#### 5. Countermeasures against the Refusal Establishments

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Hesitation to the Census		
1-1 Rough number		
1-2 Main reasons of Hesitations		
2. Refusal Establishments		
2-1 Final Number		
2-2 Characteristics of the Main Establishments		
2-3 Reasons of Refusal		
3. Special Survey Team		
3-1 How many times the team went for persuading		
3-2 What members go for persuading		
3-3 Examples of succeed of persuading		
3-4 Examples of failure of persuading		

**6. Activities of Census Local Organization**

Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey
1. Provincial Census Committee		
2. District Census Officer		
3. Commune Census Officer		
4. Village Chief		

**7. Whole Issues on the 2011 Economic Census or Any Other Issues**

Any Points of Consideration	Real situation or Issues to be improved	Constructive comments toward the next Census/Survey

## Name list of the stakeholders

### 1) List of Senior Census Officers and JICA Expert

Date: 16/ 12/ 2010

No.	Name	From	Position	Province
1	Mr. Hor Darith	NIS	SCO	All Provinces
2	Mr. Khin Sovorlak	NIS	SCO	All Provinces
3	Mr. Mich Kanthul	NIS	SCO	All Provinces
4	Mr. So Tonnere	NIS	SCO	All Provinces
5	Mr. Sin Sereivuth	NIS	SCO	All Provinces
6	Mr. Kim Net	NIS	SCO	All Provinces
(Advisor) Y. Ishida		JICA Expert		

**2) List of Core Staff for Census Training (Trainer for training seminar for RO/ARO and DPDP) and JICA Expert**

Date: 16/ 12/ 2010

No.	Name in Eng	From	Position	Remark
1	Mr. Hor Darith	NIS	Chief	
2	Mr. Khin Sovorlak	NIS	Vice Chief	
3	Mr. Mich Kanthul	NIS	Vice Chief	
4	Mr. So Tonnere	NIS	Member	
5	Mr. Sok Borith	NIS	Member	
6	Mr. Mak Sovichea	NIS	Member	
7	Mr. Try Ritthea	NIS	Member	
8	Mr. Hom Sokunth	NIS	Member	
9	Mr. Try Socheat	NIS	Member	
10	Mr. Chek Pheakdey	NIS	Member	
11	Mr. Sin Sereivuth	NIS	Member	
(Advisor) Y. Ishida		JICA Expert		



### 3) List of the Regional Officer

Date: 16/ 12/ 2010

No.	Name in English	From	Position	Province
1	H.E. Seng Soeurn	NIS	RO	Kandal
2	H. E. Vy Heang	NIS	RO	Battambang
3	Mr. Keo Chettra	NIS	RO	Kampong Cham
4	Mr. They Kheam	NIS	RO	Phnom Penh
5	Mr. Khin Song	NIS	RO	Siem Reap
6	Mr. Hom Sokunth	NIS	RO	Kampong Chhnang
7	Mr. Vong Sina	NIS	RO	Kampong Speu
8	Ms. Hang Phally	NIS	RO	Kampong Thom
9	Mr. Mak Sovichea	NIS	RO	Kampot
10	Mr. Chan Samath	NIS	RO	Banteay Meanchey
11	Mr. Po Mao	NIS	RO	Koh Kong
12	Mr. Moeung Kongkea	NIS	RO	Kratie
13	Mr. Nan Sothara	NIS	RO	Mondulhiri
14	Mr. Sok Borith	NIS	RO	Preah Vihear
15	Mr. Chhun Bonarith	NIS	RO	Prey Veng
16	Mr. Lon Kim Leang	NIS	RO	Pursat
17	Mr. Som Bony	NIS	RO	Rattanakiri
18	Ms. Khon Nary	MOP	RO	Preah Sihanouk
19	Mr. Sam Soksotheavuth	NIS	RO	Steung Treng
20	Mr. Try Socheat	NIS	RO	Svay Rieng
21	Mr. Try Ritthea	NIS	RO	Takeo
22	Mr. Pich Pothy	NIS	RO	Otdor Meanchey
23	Mr. Lim Penh	NIS	RO	Kep
24	Mr. Chek Phekdey	NIS	RO	Pailin

#### 4) List of Assistant Regional Officer

Date: 16/ 12/ 2010

No.	Name in English	From	Position	Province Name
1	Ms. Phang Vorleak	NIS	ARO	Phnom Penh
2	Mr. Chea Eng	NIS	ARO	Phnom Penh
3	Mr. Cheav Vathna	NIS	ARO	Kep
4	Ms. Morm Bona	NIS	ARO	Phnom Penh
5	Mr. Chan Samrith	NIS	ARO	Battambang
6	Mr. Khourn Sithana	NIS	ARO	Kampong Cham
7	Mr. Mao Bo	NIS	ARO	Kampong Chhnang
8	Mr. Sim Seth	NIS	ARO	Kampong Cham
9	Mr. Hy Kimkry	NIS	ARO	Kampong Cham
10	Mr. Keo Channareth	NIS	ARO	Kampong Cham
11	Mr. Phouk Sophear	NIS	ARO	Kratie
12	Mr. Ou Thavin	NIS	ARO	Kampong Cham
13	Mr. Yin Rothninda	NIS	ARO	Svay Rieng
14	Mr. Pen Sophorn	NIS	ARO	Kampong Chhnang
15	Mr. Ros Vireythun	NIS	ARO	Banteay Meanchey
16	Mr. Moeung Lao	NIS	ARO	Takeo
17	Mr. Si Sok Heng	NIS	ARO	Kampot
18	Mr. Heng Dara	NIS	ARO	Kratie
19	Ms. Sar Sokun	NIS	ARO	Phnom Penh
20	Ms. Sar Sophea	NIS	ARO	Phnom Penh
21	Ms. Touch Sambath	NIS	ARO	Phnom Penh
22	Mr. Rin Vuthy	NIS	ARO	Prey Veng

23	Mr. Hean Nhornhem	NIS	ARO	Kampong Cham
24	Mr. Ong Yan	MOP	ARO	Kampot
25	Mr. Vy Sovyl	NIS	ARO	Phnom Penh
26	Mr. Nim Sitha	MOP	ARO	Kampong Speu
27	Mr. Nou Chanra	NIS	ARO	Kampot
28	Mr. Chheng Tech Se	NIS	ARO	Rattanakiri
29	Mr. Hav Dina	MOP	ARO	Phnom Penh
30	Mr. Phat Vanarith	NIS	ARO	Kampong Speu
31	Ms. Khieu Madary	NIS	ARO	Siem Reap
32	Mr. Hok Narin	NIS	ARO	Kandal
33	Mr. Kong Seng	NIS	ARO	Kandal
34	Mr. Oeur Sophal	NIS	ARO	Kandal
35	Mr. Sim Ly	NIS	ARO	Kandal
36	Mr. Uy Savorn	NIS	ARO	Preah Vihear
37	Mr. Yim Saonith	NIS	ARO	Koh Kong
38	Mr. Yim Sothea	NIS	ARO	Kandal
39	Mr. Khieu Panha	NIS	ARO	Pailin
40	Mr. Oun Chamroeun	NIS	ARO	Steung Treng
41	Mr. Keo Bunchav	NIS	ARO	Otdor Meanchey
42	Mr. Nor Vandy	NIS	ARO	Phnom Penh
43	Mr. Nou Phirun	NIS	ARO	Kampong Thom
44	Mr. Bou Noch	NIS	ARO	Battambang
45	Mr. Meng Huoy Kheang	NIS	ARO	Kampong Thom
46	Mr. Un Savin	NIS	ARO	Mondolkiri
47	Mr. Khieu Khemarin	NIS	ARO	Kandal

48	Mr. Veun Thy	NIS	ARO	Siem Reap
49	Ms. Long Forsevy	MOP	ARO	Preah Sihanouk
50	Mr. Phan Chenda	NIS	ARO	Siem Reap
51	Mr. Sam Saroeun	NIS	ARO	Phnom Penh
52	Mr. Chav Pheav	NIS	ARO	Phnom Penh
53	Ms. Krem Somaly	NIS	ARO	Pursat
54	Mr. Khien Tharolin	NIS	ARO	Kampong Cham
55	Mr. Chhaom Pisith	NIS	ARO	Battambang
56	Mr. Hang Veasna	NIS	ARO	Takeo
57	Ms. Chay Dala	NIS	ARO	Prey Veng
58	Mr. Duch Chamroeun	NIS	ARO	Prey Veng
59	Mr. Nith Sarun	NIS	ARO	Prey Veng
60	Mr. Seng Sovanaang	NIS	ARO	Prey Veng
61	Ms. Chhin Phearum	NIS	ARO	Kampong Speu
62	Mr. Louk Samphis	NIS	ARO	Takeo
63	Ms. Kong Sreiny	NIS	ARO	Siem Reap
64	Mr. Song Nith	MOP	ARO	Kampong Speu
65	Mr. Yib Thavarin	NIS	ARO	Kampong Cham
66	Ms. Som Somalin	NIS	ARO	Phnom Penh
67	Mr. Pen Socheat	NIS	ARO	Svay Rieng
68	Ms. Chan Serey	NIS	ARO	Takeo
69	Mr. Phach Chesda	NIS	ARO	Battambang
70	Ms. Phuong Vichny	NIS	ARO	Takeo
71	Ms. Rin Sitha	NIS	ARO	Kampong Thom
72	Mr. Long Lok	NIS	ARO	Kampong Thom

73	Ms. Lim Phorothmealea	NIS	ARO	Phnom Penh
74	Mr. Bun Narith	NIS	ARO	Pursat
75	Ms. So Sovanchariya	NIS	ARO	Svay Rieng
76	Mr. Chea Sovan	NIS	ARO	Banteay Meanchey
77	Mr. Sor Try	NIS	ARO	Siem Reab
78	Ms. Chum Romnea	NIS	ARO	Banteay Meanchey
79	Ms. Suy Sotheara	NIS	ARO	Phnom Penh
80	Ms. Vuth Sokun	NIS	ARO	Kampong Cham
81	Mr. Sim Vaneth	NIS	ARO	Kandal
82	Mr. Mao Chhim	NIS	ARO	Kampong Chhnang
83	Ms. Nop Sokuntheavy	MOP	ARO	Kandal
84	Mr. Moeug Tithyaroth	NIS	ARO	Preah Sihanouk

<b>Reserved</b>		
1	Mr. Ho Dalina	MOP
2	Mr. Tek Hach	NIS
3	Mr. Lay Sophat	NIS
4	Mr. Chan Nipol	NIS
5	Mr. Tep Chanary	NIS
6	Mr. Leng Vansak	NIS
7	Mr. Chan Samreth	NIS
8	Mr. Kov Moniangkea	NIS
9	Ms. Chhiv Keo Kunthea	NIS
10	Mr. So Sokhim	NIS
11	Mr. Nhem Solyvan	NIS

12	Ms. Khun Srey Nit	MOP
13	Mr, Hun Sivorn	MOP

**5) List of Directors and Deputy Directors of Provincial Department of Planning**

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Province Name</b>
1	Ms. Prom Sina	Director	Banteay Meanchey
2	Mr. Ros Sophon	Assistant	Banteay Meanchey
3	Mr. Iv Kosal	Director	Battambang
4	Ms. Prum Bunnary	Deputy Director	Battambang
5	Mr. Chiem Ran	Director	Kampong Cham
6	Mr. Eng Nareth	Deputy Director	Kampong Cham
7	Mr. Kam Sok	Director	Kampong Chhnang
8	Mr. Phal Bunn	Deputy Director	Kampong Chhnang
9	Mr. Chhim Sam Arth	Director	Kampong Speu
10	Mr. Oum dett	Deputy Director	Kampong Speu
11	Mr. Phauk Chansetha	Director	Kampong Thom
12	Mr. Chan Saroeun	Deputy Director	Kampong Thom
13	Mr. Tun Chantha	Director	Kampot
14	Mr. Kao Vanna	Deputy Director	Kampot
15	Mr. Chorn Saphun	Director	Kandal
16	Mr. Chan Dara	Deputy Director	Kandal
17	Mr. Ith Sovannnda	Director	Koh Kong
18	Mr. Eat Vanna	Deputy Director	Koh Kong
19	Ms. Prak Chanthan	Director	Kratie
20	Mr. In Kimsea	Deputy Director	Kratie
21	Mr. Hun Vannara	Director	Mondolkiri

22	Ms. Pol Vaneda	Deputy Director	Mondolkiri
23	Ms. Mom Sandap	Director	Phnom Penh
24	Mr. Ros Sary	Deputy Director	Phnom Penh
25	Mr. Chan Sorn	Director	Preah Vihear
26	Mr. Seng Bunroeun	Deputy Director	Preah Vihear
27	Mr. Samrith Makara	Director	Prey Veng
28	Mr. Soeung Sarath	Deputy Director	Prey Veng
29	Mr. Chhim Phavath	Director	Pursat
30	Mr. Yim Oeurn	Deputy Director	Pursat
31	Mr. Yat Sokhan	Director	Rattanakiri
32	Mr. Sun Sopheap	Deputy Director	Rattanakiri
33	Mr. Sou Kim Prithy	Director	Siem Reab
34	Ms. Srey Sokun	Deputy Director	Siem Reab
35	Mr. Phok Sipha	Director	Sihanouk Vill
36	Mr. Chey Nath	Deputy Director	Sihanouk Vill
37	Mr. Ly Bunlom	Director	Steung Treng
38	Mr. Men Rith	Deputy Director	Steung Treng
39	Mr. So Tith	Director	Svay Rieng
40	Mr. Thong Samean	Deputy Director	Svay Rieng
41	Mr. Kang Vikun	Director	Takeo
42	Mr. Moug Sophea	Deputy Director	Takeo
43	Mr. So Kimtan	Director	Otdor Meancheay
44	Mr. Yi Rith	Deputy Director	Otdor Meancheay
45	Mr. Kong Savath	Director	Kep
46	Mr. Yong Bros	Deputy Director	Kep



47	Mr. Kuy Nareth	Director	Pailin
48	Mr. In Sokhan	Deputy Director	Pailin