

## Forms of Report on CIPS 2013 Local Activities Reported from RO/ARO

### 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"> <li>• Duration of training is adequate</li> <li>• Every form is easy to understand</li> <li>• Training room is appreciated</li> </ul>	<ul style="list-style-type: none"> <li>• Request to all ROs and AROs to fully participate training all the time</li> </ul>
2. Training program (subjects, allocation of time, methods, etc.)	<ul style="list-style-type: none"> <li>• Easy to understand and conduct a pretest</li> <li>• Request teaching with more details on Form A and clearly define the definition of building</li> <li>• Technique in teaching is appropriated with good experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Request to manage training time by each topic</li> <li>• Organize group discussions</li> </ul>
3. Training materials	<ul style="list-style-type: none"> <li>• Manuscript of the questionnaire is too small (small letter) that is difficult to read and see</li> <li>• The quality of teaching material is not so good</li> </ul>	<ul style="list-style-type: none"> <li>• Request to make question letters bigger size</li> </ul>
4. Trainer	<ul style="list-style-type: none"> <li>• Good trainer and teaching in every part, and it makes us easy to understand</li> <li>• Experienced trainer and high capability in teaching</li> <li>• Teaching with basis of guidelines and proper techniques which should be kept</li> </ul>	<ul style="list-style-type: none"> <li>• Request to recruit senior staff with experiences in teaching</li> <li>• Trainers also should understand clearly before become a teacher</li> </ul>
5. Others	<ul style="list-style-type: none"> <li>• RO/ARO training without DSA</li> <li>• Shortage of collaboration between local authority and RO/ARO</li> </ul>	<ul style="list-style-type: none"> <li>• Clear defining about the roles and duties of RO and ARO</li> <li>• Request to provide some gasoline fees for RO/ARO in Phnom Penh to participate training</li> <li>• PCO is suggested to pay more attention to the census work and consider that this is the national program with high responsible</li> </ul>

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## 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"> <li>• Time and duration of training is enough</li> <li>• Training space is narrow, and it makes participants dizzy with lack of oxygen</li> <li>• Some participants did not interest much in the importance of the lesson</li> <li>• No microphone during the training, and it makes us difficult to hear</li> </ul>	<ul style="list-style-type: none"> <li>• Request to arrange larger training room with enough air environment</li> </ul>
2. Training program (subjects, allocation of time, methods, etc.)	<ul style="list-style-type: none"> <li>• Each question is easy to understand and catch up</li> <li>• It is suggested to conduct real practice for trainees to understand more correctly</li> </ul>	<ul style="list-style-type: none"> <li>• There should be a testing interview (pre-test)</li> </ul>
3. Training materials	<ul style="list-style-type: none"> <li>• Having large size of plastic clip chart that is easy for explaining by part</li> <li>• No projector and micro phone during training period</li> </ul>	<ul style="list-style-type: none"> <li>• Request to arrange LCD projector and microphone</li> </ul>
4. Trainer	<ul style="list-style-type: none"> <li>• Detailed explanation in every part was well done</li> <li>• Trainees were allowed to make questions and answers</li> <li>• Good collaboration with enumerators and supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• It is suggested that sufficient-experienced trainer should be selected</li> <li>• Trainers should have good collaboration each other</li> <li>• Try to find good methods in teaching for the next survey</li> <li>• Trainer should respect and discuss each other</li> <li>• Request for adequate capability of RO and ARO in teaching and supervision.</li> </ul>
5. Others		<ul style="list-style-type: none"> <li>• Transport facility should be provided to working group</li> </ul>

### 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"> <li>• Most of them have good experiences and are educated</li> <li>• Some staff just participated and did not understand well about the training</li> <li>• Supervisors should pay high attention to their obligation</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced and capable supervisors should be selected</li> <li>• Those who live in or near the EA should be recruited because they know the area well</li> </ul>
2. Recruiting methods	<ul style="list-style-type: none"> <li>• Staff who have experience with census work</li> <li>• Some staff were selected through their connection regardless of lesser capability and no experiences in census</li> </ul>	<ul style="list-style-type: none"> <li>• Staff from PDP or staff who have no other work and experienced and capable in the census/survey should be recruited</li> </ul>
3. All were appropriate supervisors for CIPS2013 conducting or not	<ul style="list-style-type: none"> <li>• Supervisors had enough capability and experiences in supervising their enumerators</li> <li>• Some of them were lack of knowledge on calculation method for selecting households for interview and using EA map</li> <li>• Some staff had enough capability but they took careless on this work and busy with another work</li> </ul>	<ul style="list-style-type: none"> <li>• Should select staff who are not involved in any other core work</li> <li>• Should select staff who have capability and enough time to do this survey</li> <li>• They should know and put the high value to this work</li> </ul>
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"> <li>• Supervisors were PDP staff, line provincial departments, and school teachers</li> <li>• Only PDP staff should be selected</li> </ul>	<ul style="list-style-type: none"> <li>• Select high capability and experienced staff only for well supervising on data collection</li> <li>• Supervisors should be selected from PDP only</li> <li>• Should not select staff involved in many other works</li> </ul>
5. Others		<ul style="list-style-type: none"> <li>• All supervisors are required to visit each village</li> </ul>

### 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"> <li>• Most of enumerators were selected from the same district as the sampled EAs, who have no experience of enumerator before</li> <li>• Pay attention more to understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Should select only experienced staff in census</li> </ul>

	enumerator	
2. Recruiting methods	<ul style="list-style-type: none"> <li>• Have experience and capability</li> <li>• Recruit staff from village where they are living</li> </ul>	<ul style="list-style-type: none"> <li>• Should select those who used to be enumerator</li> <li>• Have knowledge on census/survey</li> <li>• Appropriate knowledge</li> </ul>
3. All were appropriate enumerators for CIPS2013 conducting or not	<ul style="list-style-type: none"> <li>• Their understanding is limited, not all of them had enough capability, and it requires proper training.</li> <li>• Encourage them to learn hard</li> <li>• Most of them have experiences in censuses and surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Should select experienced staff in census</li> <li>• Appropriate knowledge and tackle with work</li> <li>• Have more experiences rather than this time</li> </ul>
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"> <li>• Most of enumerators were recruited from PDP, and school teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Should select from PDP staff or university students</li> </ul>
5. Others	<ul style="list-style-type: none"> <li>• DSA/travel cost was not appropriate and was not according to exact geographical location</li> <li>• One person had two duties such as an enumerator and a supervisor. This kind of duplication should be avoided</li> </ul>	<ul style="list-style-type: none"> <li>• Should increase DSA/travel cost according to the distance and location</li> </ul>

## 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"> <li>• Have good document preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Should clearly define their role and responsibility</li> </ul>
2. Supervisor's manual	<ul style="list-style-type: none"> <li>• Enough manual and guideline</li> <li>• In the manuals, there were some spelling mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>• Correct mistakes before distributing to PDP</li> <li>• Summarize main points</li> </ul>
3. Enumerator's manual	<ul style="list-style-type: none"> <li>• There were some spelling mistakes which had not yet been corrected</li> </ul>	<ul style="list-style-type: none"> <li>• Verify some points between questionnaires and manuals</li> <li>• Should be short and easy to understand</li> </ul>
4. Form A: House List	<ul style="list-style-type: none"> <li>• Have good enough household listing forms</li> </ul>	

5. Form B: Household Questionnaire	<ul style="list-style-type: none"> <li>• Appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce or add questions according to the needs</li> </ul>
6. EA map	<ul style="list-style-type: none"> <li>• No problem</li> <li>• Some EA maps are missing and not correct as compared with the actual situation</li> </ul>	<ul style="list-style-type: none"> <li>• Need to update in the next census/survey</li> </ul>
7. Form I: House List Summary	<ul style="list-style-type: none"> <li>• Appropriate and no problem</li> </ul>	
8. Form II: Enumerator's Summary	<ul style="list-style-type: none"> <li>• Appropriate and no problem</li> </ul>	
9. Call Back Card	<ul style="list-style-type: none"> <li>• Appropriate and no problem</li> </ul>	<ul style="list-style-type: none"> <li>• Request to provide some sacks or any other bags for packing and sending back</li> </ul>
10. Other materials (bag, stationery, etc.)	<ul style="list-style-type: none"> <li>• Not good quality bag</li> <li>• Faced to the shortage of some materials: pencil and eraser</li> </ul>	<ul style="list-style-type: none"> <li>• Request to provide enough materials</li> <li>• Request to provide better quality of bag like JICA</li> </ul>
11. Quantity	<ul style="list-style-type: none"> <li>• Enough</li> </ul>	

## 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"> <li>• Some EA maps were different from actual situation</li> </ul>	<ul style="list-style-type: none"> <li>• Provide enough time to update EA maps</li> <li>• Date of starting to interview should not be long delay after finishing updating map</li> <li>• EA map drawer should correctly update EA maps with visiting field</li> </ul>
2. House-listing (Filling-in Form A)	<ul style="list-style-type: none"> <li>• Most of households well cooperated</li> <li>• Some of them were difficult to meet specially in urban</li> <li>• Some households were difficult to interview because busy for their business</li> <li>• Village chief were very busy</li> </ul>	<ul style="list-style-type: none"> <li>• Need help from local authorities or village chief</li> </ul>
3. Selection of households to be surveyed	<ul style="list-style-type: none"> <li>• There were some mistakes in the calculation for selecting samples</li> <li>• After explained, immediate correction was done in time</li> </ul>	<ul style="list-style-type: none"> <li>• Request to print out calculation method to select samples</li> </ul>
4. Interview to households	<ul style="list-style-type: none"> <li>• Properly filled in the form</li> </ul>	

(Filling-in Form B)	<ul style="list-style-type: none"> <li>• There were some difficulties to fill in at the first time because some enumerators forgot the contents of Form B</li> <li>• Need more practices</li> </ul>	
5. Checking Form A, Form B, etc.	<ul style="list-style-type: none"> <li>• Limited understanding</li> <li>• Some responses were filled in wrong columns</li> </ul>	
6. Packing into the plastic bag	<ul style="list-style-type: none"> <li>• Nothing to improve</li> </ul>	
7. Others	<ul style="list-style-type: none"> <li>• Supervision on Form A and B were still not well done</li> </ul>	<ul style="list-style-type: none"> <li>• For the first 2 or 3 days of the household listing period, supervisors should keep in touch with enumerators</li> <li>• At the beginning of the interview, all RO/AROs and supervisors should assist enumerators</li> </ul>

## 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"> <li>• There were a few households did not cooperate</li> <li>• Needed to explain them the purpose of the survey</li> </ul>	<ul style="list-style-type: none"> <li>• Should broadly advertise specially in the urban area</li> <li>• The survey should be informed to village chiefs prior to the field operation</li> </ul>
1-2. Reasons of uncooperative attitude	<ul style="list-style-type: none"> <li>• They did not understand the importance of the survey</li> <li>• CIPS was not well known</li> <li>• Some enumerators did not introduce him/herself</li> </ul>	<ul style="list-style-type: none"> <li>• Enumerator should explain the purpose of the survey</li> <li>• Self-introduction should be done when each enumerator visit each household</li> </ul>
2. Households refused survey		
2-1. Number of households refused survey	<ul style="list-style-type: none"> <li>• There were no refusal household during this survey</li> </ul>	
2-2. Characteristics of the households refused survey	<ul style="list-style-type: none"> <li>• No problem</li> </ul>	
2-3. Reasons of refusal	<ul style="list-style-type: none"> <li>• No problem</li> </ul>	

## 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"> <li>• Good cooperation</li> <li>• Did with strong responsibility in this work</li> <li>• Strengthen capability more</li> </ul>	<ul style="list-style-type: none"> <li>• NIS and PDP staff should collaborate more each other</li> </ul>
2. District Census Officer	<ul style="list-style-type: none"> <li>• Good cooperation</li> </ul>	
3. Commune Census Officer	<ul style="list-style-type: none"> <li>• No comment</li> </ul>	
4. Commune Chief	<ul style="list-style-type: none"> <li>• No comment</li> </ul>	
5. Village Chief	<ul style="list-style-type: none"> <li>• Some village chiefs were not always happy about small tip.</li> <li>• Incentives for them should be increased in order to get good cooperation</li> <li>• Some of them were cooperative</li> <li>• Some of them do not understand the value of the data</li> </ul>	<ul style="list-style-type: none"> <li>• Request to increase incentive for village chief in the next census/survey for getting good cooperation</li> </ul>
6. Others (District Governor, etc.)	<ul style="list-style-type: none"> <li>• No comment</li> </ul>	<ul style="list-style-type: none"> <li>• No comment</li> </ul>

### 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"> <li>• No comment</li> </ul>		

### 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"> <li>• Budget</li> </ul>	<ul style="list-style-type: none"> <li>• DSA was not enough as compared to market price</li> </ul>	<ul style="list-style-type: none"> <li>• Request for appropriate DSA with the current market price in next time</li> </ul>
<ul style="list-style-type: none"> <li>• Enumerator and supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisors have to properly check the forms which were done by enumerators with no experience or less experienced specially</li> <li>• Some enumerators are the first time to do census work or no experience</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisors should pay more attention to new or less experienced enumerators</li> </ul>