## Survey documentation for the Population and Housing Census

***Bangladesh Bureau of Statistics***

***January 2022***

***D R A F T***

The documentation consists of three parts: 1. Reference metadata 2. Releases 3. Process documentation (details about goals, methodology, roles, processes and evaluation)

The main audience for the survey documentation is the staff working on the survey on a daily basis. In addition, the documentation can be used a) when introducing new staff, and b) when preparing overall plans, conducting quality audits and functional reviews. Finally, the survey documentation can be used when preparing changes, e.g., new IT solutions.

**1. Reference metadata (for internal and external users)**

**1.1 Contact information**

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| --- | --- |
| Contact organization | Bangladesh Bureau of Statistics (BBS) |
| Contact organization unit | Census Wing |
| Contact name | Mohiuddin Ahmed, Deputy Director |
| Contact mail address | Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh |
| Contact email address | [mohiuddin.bbs@gmail.com](mailto:mohiuddin.bbs@gmail.com) |
| Contact phone number | Not available |

**1.2 Statistical presentation**

|  |  |
| --- | --- |
| Data description | At the time of drafting of this document the 2021 Census questionnaire was not made available to KE10 and therefore it is being assumed that it will follow closely the level of detail included in the questionnaire used for the 2011 census. This is likely to include a comprehensive list of socio-economic variables, including health and vital statistics alongside with housing characteristics.  Like in the previous census, two versions of the questionnaire will be considered – a short and long one. The short questionnaire consisting of approx. 22 indicators will be considered for all households. In turn, the long questionnaire consisting of approx. 74 indicators will aim at collecting information on housing, population and its demographic and social characteristics through a sample survey of around 1% of all households. |
| Classification system | Classification used in the census include: ISCO-08 (International Standard Classification of Occupations); |
| Sector coverage | All relevant sectors |
| Statistical concepts and definitions | Concepts and definitions stipulated by the United Nations. These may be found through this link:  <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwicjo_NtZTyAhUpgf0HHeRICmoQFjAAegQIBBAD&url=https%3A%2F%2Funstats.un.org%2Funsd%2Fdnss%2FdocViewer.aspx%3FdocID%3D1774&usg=AOvVaw2aD1uHtaaYzcV2I4mAmV8N> |
| Statistical unit | Persons, private dwellings, conventional dwellings and other living quarters. |
| Statistical population | The target population will consist of all resident population in Bangladesh.  In addition, the 2021 PHC will be different from the previous censuses as it will include for the first-time expatriate Bangladeshis as well as foreigners staying in Bangladesh. Certain indicators will be also collected subject to the de jure status rather than the de facto |
| Reference area | Data are available at different levels of geographical detail: national and regional. |
| Time coverage | Data refer to the situation in Bangladesh at the census reference date (namely 25 October 2021). |
| Base period | The base year is 2021. |

**1.3 Statistical processing**

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| --- | --- |
| Source data | Data collected from the field and no use of administrative records is foreseen. |
| Frequency of data collection | Not yet available. |
| Data collection | Not yet available. |
| Data validation | Not yet available. |

**1.4 Quality dimensions**

**Relevance**

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| --- | --- |
| User Needs | The Census questionnaire has been drafted following intensive meetings with all main stakeholders. |
| User Satisfaction | Not applicable. |
| Data completeness rate | Not yet available. |

**Accessible and clarity**

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| --- | --- |
| Release calendar access | A vast range of generic and thematic census cross tabulations covering various domains (ranging from vital to economic statistics) will be released gradually between 2023 and 2025. In addition, preliminary census results focusing on a limited set of indicators such as sex, gender and population density by region, will be made available approximately five (5) months after the start of the Census. These will be also complemented by other analytical and administrative publications focusing on issues of a purely methodological and operational nature.  Printed and electronic publications will be considered in addition to sample extracts in electronic form. For more advanced users, BBS plans to adopt the same scheme introduced in the last census – whereby anonymized samples of census data (consisting of approximately 5% of the population) would be made available against a charge.  Finalization of Census questionnaire-September 2021  Data collection-October 2021  Finalization of initial population count-December 2021  Post enumeration check-January 2022  Release of preliminary report-March 2022  Sample survey-June 2022  Release of a series of thematic reports-2023-5 |
| News release | Not applicable. |
| Publications | Refer to 9 above. |
| On-line database | Not applicable. |
| Micro-data access | For more advanced users, BBS plans to adopt the same scheme introduced in the last census – whereby anonymized samples of census data (consisting of approximately 5% of the population) would be made available against a charge. |
| Other | Not applicable. |
| Documentation on methodology | An analytical publication is planned to be published between 2023-5. |
| Quality documentation | The Post Enumeration Check, focusing on quality and sampling issues, is likely to be released in January 2022. |

**Timeliness and punctuality**

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| --- | --- |
| Timeliness and time lag - final results | Not yet available. |
| Punctuality | Not yet available. |

**Coherence and comparability**

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| --- | --- |
| Comparability - geographical | Not yet available. |
| Comparability over time | Not yet available. |
| Coherence - cross domain | Not yet available. |
| Coherence - internal | Not yet available. |

**Accuracy and reliability**

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| --- | --- |
| Overall accuracy | Not yet available. |
| Sampling error | Not yet available. |
| Non-sampling error | Not yet available. |

**2. Releases**

| **ReleaseTitle** | **PlannedReleaseDate** | **ActualReleaseDate** |
| --- | --- | --- |
|  |  |  |

**3. Process documentation (for internal users)**

**3.1 General information**

|  |  |
| --- | --- |
| Goals/objectives in workplan/strategy | NA |
| Other goals | NA |
| Statistical program type | Census survey program |
| Methodology (general) | **1. DESIGN OUTPUTS**  NA  **2. DESIGN VARIBABLE DESCRIPTIONS**  NA  **3. DESIGN COLLECTION**  NA  **5. DESIGN PROCESSING AND ANALYSIS**  NA  **6. DESIGN PRODUCTION SYSTEM AND WORKFLOW**  See roles and processes below. Each process describes who is doing what, input, output, tools and specific methodology aspects. See also description of IT solution (general) |
| IT solution (general) | NA |

**3.2 Roles and human resources**

| **Name** | **Description** | **Number of staff allocated in one instance of the survey (man-months)** |
| --- | --- | --- |
| Top management - HQ | Director General | NA |
| Subject matter specialist HQ | Subject matter staff allocated to survey | NA |
| Dissemination staff | Staff allocated to dissemination and data storing | NA |
| Other roles HQ (IT etc.) | Staff allocated for data capture tasks | NA |
| District office staff | Enumerators Supervisors ensuring quality of enumeration | NA |

**3.2 Collection, Processing, Analysis and Dissemination**

**Data collection**

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| --- | --- |
| Who is doing what | 1. Subject matter specialist prepares data collection: questionnaires, plans etc. 2. District office staff uses paper questionnaire to collect data. 3. District office staff and send questionnaire by post / transport to the headquarters for data transcription? (Or is the data transcription done at the district level). 4. HQ staff do data capture |
| Input | Directory, questionnaires and tools for data capture designed and tested in the design and build phase |
| Output | Directory information, completed paper questionnaires, Input data in CSPro / Stata / SPSS |
| Methodology | See general information |
| Tools | Customized Software (CSpro), SPSS, STATA |

**Data processing**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists do data editing |
| Input | Input database: Data file in CSPro |
| Output | Clean database: Stata/SPSS files |
| Methodology | See general information |
| Tools | Customized Software (CSpro), SPSS, STATA |

**Data analysis**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists prepare tables, do analysis  Technical committee reviews  Top management approves |
| Input | Output from processing phase, draft tabulation plan from design phase |
| Output | Output database: file, report etc. |
| Methodology | See general information |
| Tools | Stata and word |

**Data dissemination**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialist prepares press release with highlights and invite press for presentation of results  Meeting with press  Dissemination staff release report and update release calendar  Press publishes press release |
| Input | Output from analysis phase |
| Output | Approved report, pdf file at the website, press release etc |
| Methodology | See general information |
| Tools | General purpose office tools and web tools |

**3.3 Evaluation**

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| Evaluation: results compared to goals | NA |
| Evaluation: results compared to indicators for processes | NA |
| Issues based on evaluation | NA |
| Recommendations | NA |