Training Workshop on Transition to Register-based Approaches for Population and Housing Censuses
Instructions for the self-assessment questionnaire on the readiness to use administrative

Please read these instructions carefully before answering the survey.

Objective. This questionnaire aims to help you assess how the current statistical capacity in your country facilitates the use of administrative data for census purposes.

Structure. This questionnaire consists of two sections:
1) For NSO: includes questions for the National Statistical Office (NSO)
2) For admin data holders: includes questions for the other governmental agencies that hold administrative data that can be used for censuses.

Who to complete the questionnaire:
For the purpose of this training workshop, each country team are required to complete the questionnaire prior to the workshop.
The NSO should complete the first section. The second section should be completed by the representative of the other governmental agency participating in the workshop.
Note: If the country team consists of ONLY representatives from the NSO, then the NSO is encouraged to coordinate and gather the responses from the governmental agency whose primary responsibilities are related to establishing and/or maintaining population registers and civil registration and vital statistics

How to complete the questionnaire:
Each question has a drop-down list of alternative answers in column C; you should select one from the list. Then, provide further details in the respective row in column D.

When to complete the questionnaire:
Each country team is required to submit their completed questionnaire at the latest by **31 May 2023**.

If you have any questions, please contact: Afsaneh.Yazdani@un.org

The following definitions and acronyms apply to all the questions:

National Statistical Office (NSO) is the generic name of the main producer of official statistics in the National Statistical System

National Statistical System (NSS) is composed of the NSO and the other producers of official statistics; consisting of organizational entities of national authorities that develop, produce and disseminate official statistics in accordance with the statistical law.

Administrative Data is data collected by, or on behalf of, national and local authorities (public institutions) for administrative purposes in conformity with legal bases other than the statistical legislation.

Administrative data holders consist of national and local authorities (public institutions) that hold data collected primarily for administrative purposes and may provide their data to the NSO for statistical purposes.

Questions for the National Statistical Office (NSO)

Name and email of the contact person:	
Name of the organisation:	
Year of the most recent Population Census:	
Year of the next Population Census:	
Is the national statistical system in the country centralised, semi-centralised, or	
Name key administrative data sources available in the country that can potentially be used	

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
Political support and legal framework			
1	Does the NSO have a mandate on the use of available administrative data sources for statistical purposes, including the census?		
2	Do existing laws permit NSO access to individual-level administrative data sources held by other government agencies for statistical purposes?		
3	Is there any mandate for government agencies to provide their administrative data sources to NSO?		
4	Do government agencies invoke their own or other legislations to deny NSO access to their individual-level administrative data source?		
5	Do existing laws limit the use of individual-level administrative data sources for census due to privacy concerns?		
6	Does the NSO have the mandate to protect the confidentiality of individual-level data, including the data received from other government agencies?		
7	Does the NSO have the mandate to set national standards and classifications that are aligned with international standards and classifications and suited for the national context?		
8	Is there any mandate for government agencies to follow the national standards and classifications introduced by the NSO?		

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
9	Is there any measures/procedures, policy or guidelines related to social license for the use of administrative data for statistical purposes? (Please note that Social licence entails the public's acceptance of statistical use of their personal information collected for administrative purposes; and the public's trust in the government's commitment to put in place robust security processes to protect personal information from existing risks of unsafe data use among others.)		
10	Is there any political support to remove barriers that might hamper the use of administrative data for census purposes?		
Collaboration with administrative data holders			
11	Are any collaboration mechanisms, such as a national coordination committee or similar platform, in place that facilitate collaboration within the National Statistical System and assist NSO's access to administrative data sources?		
12	Is there a formal agreement between the NSO and the government agency (agencies) holding the administrative data source(s) required for the census? Please explain.		
13	Does the NSO practically have access to any individual-level administrative data source held by other government agencies?		
14	If yes to the previous question, is there an institutional agreement formalising the details of cooperation and data sharing?		
15	In data sharing, is metadata (e.g. description of the content, methods, relevant administrative forms and processes) also shared to help NSO understand the data coverage, content and limitations?		
16	Is there a mechanism in place facilitating the close collaboration of the NSO and data holders to provide feedback on the quality of data and address queries or issues related to the administrative data sources?		
Availability of administrative data sources			
17	Is there a national-wide population register in the country? Select partially, if the coverage is not well.		

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
18	Is there a national-wide household and/or family register system in the country? Select partially, if the coverage is not well.		
19	Is there a functioning civil registration system in the country? Select partially, if the coverage is not well.		
20	Is there an administrative data source that keeps records of address changes inside the country? Select partially, if the coverage is not well.		
21	Are individuals mandated to register their vital events, including birth, death, marriage and divorce as well as address changes? Please explain.		
22	Are there any administrative data sources that contain information about individuals who migrate to and from other countries?		
23	Are there any administrative data sources that may cover the institutional population, including persons living in military installations, correctional and penal institutions, dormitories of schools and universities, religious institutions, elderly care facilities and so forth?		
24	Are there any administrative data sources that may cover sub-populations of interest to the census, such as students, employed or unemployed persons, persons with disability, etc.?		
25	Are there any administrative data sources that may cover some of the variables of interest to the census, such as access to electricity, vehicle ownership, the economic activity of the place of employment, the facilities of villages, etc.?		
26	Is there a list of mailing addresses or telephone numbers available that can be used to facilitate census field operation?		
27	Are the administrative data sources available in electronic format? Please explain if some of them are paper-based.		
Unified identification system			
28	Is there a unified personal identification system in the country? Select partially, if not all individuals have a personal identification number (PIN)		

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
29	If yes to the previous question, does it include foreigners who reside in the country?		
30	Does it include nationals who reside in other countries?		
31	Does the laws allow sharing of PIN to the National Statistical Office and/or the use of the national PIN for linkage of individual records across registers?		
32	Is there any mandate for all government agencies to include PIN in their administrative data sources?		
33	Is there any mandate for individuals to provide their PIN to receive services from government agencies?		
34	Has the NSO collected the PIN of individuals in the previous census or intends to do so in the next census? Please explain.		
35	Is there a system of standard addresses or building/dwelling codes in the country? Explain if it is geo-referenced.		
36	If yes to the previous question, does it include small cities, rural and remote areas?		
37	Has the NSO collected the GPS coordinates of buildings/dwellings in the previous census or intends to do so in the next census? Please Explain.		
38	Is there a unified business identity system in the country? Select partially, if the coverage is not well.		
Human and IT Resources			
39	Does the NSO have required expertise and experience in examining administrative data sources, evaluating the quality of administrative data, and linking and transforming them into census data?		
40	Is the NSO's IT infrastructure capable of facilitating the transfer, storage, and integration of data sources from other government agencies? Please explain.		

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
41	Has the NSO established or planned to establish an integrated system of administrative registers, where all base registers (including population register, building/dwelling register, and business register) and relevant supplementary registers are connected? Please explain.		
Methodological matters			
42	Does the NSO have a good knowledge of the available administrative data sources that can be used for census purposes?		
43	Does the NSO have any experience with the use of administrative data for census data?		
44	Has the NSO ever examined the administrative data source(s) for their suitability as census data?		
45	Does the NSO have experience or established procedures to check the coverage of administrative data source(s), including under and over-coverage, duplications, etc.?		
46	Does the NSO have experience or established procedures to convert administrative units to statistical units?		
47	Does the NSO have experience or established procedures to deal with differences in definitions and reference periods across different administrative data source(s) and those accepted for the census?		
48	Does the NSO have experience or established procedures to deal with differences in classifications, which may include conversion mapping matrices?		
49	Does the NSO have experience or established procedures to detect and resolve errors and inconsistencies across administrative data sources and handling with missing values?		
50	Does the NSO have documented comprehensive information about each administrative data source, together with the methodology and systematized procedures used for transforming it into census data?		

Questions for administrative data holders

Name and email of the contact person:	
Name of the agency:	
Name of the administrative data source:	
Short description of the administrative data source, including its purpose:	
The target population administrative data source aims to cover.	
The variables available in the administrative data source that may be used for the census.	
The date of the most recent data available	
The frequency of updating (annually, quarterly, monthly, daily, etc.)?	
Is the data available at the individual level or aggregate?	

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
Institutional arrangements			
1	Does the agency have the mandate to collect administrative data?		
2	Does the agency have a mandate on the secondary use of the administrative data, i.e. to produce statistics?		
3	Is there any mandate for individuals to provide information to the agency? E.g. register the birth of a child in the occurrence of a birth?		
4	Is there any mandate for individuals to update the data they provide to the agency? E.g. update the change of address?		
5	Is there any penalty for individuals who do not provide their information, do not update their information or provide incorrect information to the agency?		
6	Does the agency have the mandate to keep individual-level data confidential to prevent misuse and unauthorized access?		
7	Does the agency have a unit responsible for producing statistics?		
Data sharing			
8	Is the individual-level data shared with any other agency within the National Statistical System?		
9	If yes to the previous question, is there an institutional agreement formalising the details of the cooperation and data sharing?		

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
10	In data sharing, is metadata (e.g. description of the content, methods, relevant administrative forms and processes) also included help users understand the data coverage, content and limitations?		
11	Is there a mechanism in place facilitating the close collaboration of the agencies to receive feedback on the quality of data and address queries or issues related to the administrative data sources?		
Unique identifier			
12	Is the data available on a centralized system?		
13	Is the data available at the individual level?		
14	If yes to the previous question, is there a unique ID that allows identifying the individuals of the target population? Please explain if the unique ID is a national/ministry/data source-specific code.		
Data quality			
15	Does the agency have any process to detect the errors made by the respondents or during the data registration by the agency?		
16	Is there any instruction or data checks available to assist the respondents in providing the correct data? E.g. data range, date format, minimum or maximum values, etc.		
17	Is data being checked and corrected for invalid values, e.g., outliers or wrongly entered format, after being provided by respondents?		
18	Is data collected/updated on a regular basis?		
19	Are there any issues with the timeliness of the data? E.g., is there any time lag between when the data was collected and when it can be used for statistical purposes?		
Coverage			
20	Are any coverage checks carried out to identify the absence of objects or under-reporting? (under-coverage)		
21	Are any coverage checks carried out to identify the presence of non-target objects? (over-coverage)		

	Question	Please choose the appropriate response from the drop-down list: - Yes - No - Partially - Don't know	Please explain and provide any details relevant
22	Are any coverage checks carried out to identify incomplete coverage of the target population, i.e. the data source only contains information for a selective part of the population? (selectivity)		
23	Are any coverage checks carried out to identify multiple registrations of the same object (with exactly the same variable values)? (duplication)		
24	Have reasons for non-response and missing data been identified and analysed? E.g., is data missing at random, or are there some particular population groups with more missing data, like the elderly, people with disability, people living in rural or remote areas, etc.?		
Consistency and comparability			
25	Does the agency use any concepts, definitions and classifications in accordance with international and/or national standards? Please explain.		
26	Is there a glossary of concepts and definitions used by the agency available?		
27	Are there agency-wide standard operating procedures or guidelines that define how to collect and process the data?		
28	Does the agency use the same definition or classification over time and across regions?		