



UNITED NATIONS

ECONOMIC AND SOCIAL COUNCIL

Distr:
LIMITED
E/ESCWA/STAT/88/22
20 NOVEMBER 1988
ORIGINAL: ENGLISH

ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

STATISTICS DIVISION

UN ECONOMIC AND SOCIAL COMMISSION
FOR WESTERN ASIA
DEC 27 1988
LIBRARY * DOCUMENTS SECTION

Mission report to the
Central Statistical Organization
Aden - People's Democratic Republic of Yemen
(During the period 29 June - 8 July 1988)

Prepared by
M.N. El-Hallak
ESCWA Regional Advisor in Population Statistics

* The views expressed herein are those of the author and do not necessarily reflect those of the United Nations Economic and Social Commission for Western Asia.

BACKGROUND

The Mission was undertaken at the request of DTCD and in response to the recommendations of the Tripartite Review Meeting (TPR) for the project PDY/85/PO7: Population and Housing Census, which was held on 21 February 1988. The Mission was first proposed to be carried out on 7 April 1988 for one month, with a view to assist in starting of Post-enumeration activities. It was delayed due to the fact that ESCWA had not been informed officially on such recommendation on time, and also because of other commitment of the ESCWA Regional Advisor.

THE TERMS OF REFERENCE

The terms of reference of the current mission which was proposed by DTCD is to assist Government and project personnel in:

- 2.1 Organization of census data processing;
- 2.2 Analysis of post enumeration survey; and
- 2.3 Other project activities as necessary.

However, upon my arrival in Aden, I have been told that data processing of the post-enumeration survey has been delayed until August since priority is being given to the other project activities.

SUMMARY OF MAIN FINDINGS OF THE MISSION

It is of note, first of all that the enumeration phase of the census programme has been carried-out successfully and according to the agenda previously prepared. I have been told that works in the field were run as scheduled and no serious obstacles were faced. I had the opportunity to look through a sample of the filled-in questionnaires and I have been impressed by the quality of the data collected.

The Census books and other Census documents have been recovered from the field by late April 1988. At the time of the visit, delivery and storing of these books were still underway, but about to be completed. Delivery procedures included checking for geographic coverage of the enumeration using for this purpose, an up-to-date list of population localities.

Storage of Census books is being made in such a way as to ensure the smooth handling of these books through the data processing activities. Bookkeeping procedures are used so that it would be possible to make a follow-up for various processing operations (manual editing, coding data entry, etc.). Having had the chance to visit the stores of the Census documents, it is well to be reminded that every effort should be made to safeguard the documents against loss, dust or fire.

Preparations of the Census preliminary results is expected to be completed in the next few days. It is of interest to note that the data being prepared is not limited to the total population, households and housing units in each administrative division, it also includes some other details such as population by broad age groups, by type of activity, population living abroad by sex, etc. From the other hand, it was noted that no preliminary results at the level of each major city is intended to be prepared at this stage. It is the writer's belief that such results are of a vital importance and recommended to be prepared as soon as possible.

Technical requirements for manual editing and coding of the census data are prepared. The CSO will embark on editing by mid-July 1988, i.e. about six weeks behind schedule. The reason behind this delay is that the manpower available to CSO is limited and most of them are working in other census activities (preliminary results, delivery, storing, etc.). Moreover, it is estimated that only about 20-25 persons from among CSO staff can be assigned by mid-July for manual processing. Hence, 35-40 persons are still required to complete

manual processing as scheduled. However, this question is being given high concern by H.E. Dr. Mohammed M. El-Masoudi, Chairman of the CSO.

As soon as the CSO appoints the necessary staff for editing, they will be trained theoretically and on the job. It is recommended that CSO officials assigned to any post in processing should be freed from all other responsibilities in order to be able to concentrate on their duties.

Due to the limited premises available, editing and coding will be carried out in one place, which is about 500 meters away from the place where data entry will be carried out. It is therefore advisable to establish a small store within or near the site where the data entry machines are located. Again, all effort should be made to safeguard the Census books while transporting between stores.

As mentioned earlier, the rules and instructions for manual editing have been prepared. I was asked to give comments on these instructions. Because they were almost complete, the comments given were more on the way of presentation than on the contents. As a result, the rules and instructions were re-formulated. It is to be noted that manual editing will be made for both incompleteness and inconsistencies. I had several meetings with Mr. Iskandar Abdul Sattar, Assistant Executive Census Director for Data Processing and Mr. Saddiqu Osman, UN Advisor in Data Processing, during which the various aspects of mechanical data processing were discussed. It is of interest to note that the software required for data entry has been prepared and tested. This include :

- 12.1 Data processing system design;
- 12.2 Data entry programmes; and
- 12.3 Edit programmes for coverage, validity and inconsistencies

Preparation of tabulation programmes is now under way. It is expected to be completed by the end of 1988 as scheduled.

In order to attain a high standard in data entry operations, incentive payments will be made available to operators. Level of payment will depend on both quantity and quality of production.

Note: Additional recommendations regarding some aspects of the data processing phase have been presented in Arabic, and annexed to this report.

توصيات حول بعض الموضوعات المتعلقة بتجهيز البيانات

أولاً: كان من المفترض، بموجب التوقيت الزمني، بدء عمليات المراجعة المكتبية لإستثمارات التعداد اعتباراً من تاريخ الاول من يونيو ١٩٨٨. وعلى الرغم من ان كافة المستلزمات الفنية مهية، فان هذه العمليات لا يقدر البدء بها قبل منتصف يوليو، اي بتأخير قدره شهر ونصف عن موعدها. ويعود السبب في ذلك الى عدم توفر القوى العاملة اللازمة لذلك. فعناصر الجهاز الممكن تشغيلها في المراجعة والترميز لا تزال مشغولة في عمليات الاستلام والتخزين واعداد النتائج الاولى والتعداد الزراعي.

وعلى الرغم من ان عمليات الاستلام والتخزين وإعداد النتائج الاولى قد اوشكت على نهايتها، فان العناصر التي يمكن تفريقها للعمل بالمراجعة المكتبية لا يتجاوز عددها ٢٠ موظفاً، اي ما يقرب من ثلث العدد المقدّر اللازم لانهاؤها وفق التوقيت الزمني. وعلى اية حال فانه يمكن معالجة هذا الوضع باتجاهين:

الاتجاه الاول: هو تقليل مجهودات المراجعة المكتبية الذي يؤدي بالتالي الى رفع معدلات الاداء وبالتالي تخفيض مدة العمل بالمراجعة والترميز. ويمكن تقليل مجهودات المراجعة بالآخذ باحد او كلا الخيارين التاليين:

١- فرز السجلات التي يثبت انها نظيفة من الاخطاء والغاء عملية المراجعة كلياً لمثل هذه السجلات حيث ان قواعد التدقيق الالي تغطي تماماً هذه العملية. اما باقي السجلات فتتسم مراجعتها حسب الاصول.

٢- إلغاء دور المراجع المكتبي في اكتشاف التناقضات في البيانات وترك ذلك لعمليات التدقيق الالي. وبذلك يقتصر عمل المراجع المكتبي على المعالجات الثلاث الاولى من تعليمات المراجعة المكتبية وهي (أ) شطب البيانات الزائدة، (ب) إضافة البيانات غير المستوفاة، (ج) إستكمال البيانات الناقصة، (انظر اساليب وتعليمات المراجعة المكتبية التي تمت صياغتها خلال فترة المهمة).

وعلى اية حال يوصى باتخاذ القرار المناسب حيال هذين الخيارين في ضوء تجربة مناسبة.

الاتجاه الثاني: السعي لتعيين العناصر الاضافية المطلوبة من طلبة الجامعة الذين عملوا كعدادين بحيث ينتقى منهم من يثبت، بمراجعة سجلاتهم، ان عملهم كان دقيقاً وكانوا راغبين فعلاً بالعمل في المراجعة والترميز. هذا فضلاً عن إجتهادهم بنجاح اختباراً خاصاً يتعلق بدقة الملاحظة وسرعة البديهة. ويمكن ان يعمل هؤلاء في ودية مسائية بحيث لا يؤثر عملهم على انتظامهم بالجامعة.

ثانياً: وانياً كان مصدر المشتغلين الذين يتم تخصيصهم للعمل بالمراجعة والترميز فلا بد من إنتظامهم في دورة تدريبية خاصة يتلقون من خلالها تدريباً نظرياً وعملياً. وتتضمن موضوعات الدورة:

- شرح تعليمات إستيفاء الاستمارات.
- شرح تعليمات المراجعة وكشف الأخطاء.
- شرح أصول وتعليمات المراجعة المكتبية.

ثالثاً: لقد لوحظ بان النتائج الاولى التي يجري إعدادها لا تتضمن جداول خاصة بالمدن. ويقترح كحد أدنى إستخراج جدول واحد لكل مدينة يتضمن عدد المساكن، عدد الأسر، عدد السكان حسب الجنس، عدد المواطنين المتواجدين بالخارج.

رابعاً: نظراً لأن عمليات الإدخال الآلي سوف تتم في مكان هو غير مكان إجراء المراجعة والترميز فإنه لا بد من اعداد مستودع فرعي في مكان الإدخال ليكون بمثابة محطة مؤقتة للسجلات الواردة للتسجيل من المستودع الأصلي. وفي هذا السياق فإنه يوصى بشدة بذل أقصى درجات الحرص لحماية السجلات وضمان سلامتها. وكإجراء وقائي فإنه لا بد من تزويد المستودع بأجهزة اطفاء الحريق.

خامساً: ان التصميم الراهن للجداول لا يكفي للقيام باعداد برامج تبويبها وعلى نحو يجعل مخرجاتها جاهزة من حيث الشكل للطباعة والنشر. ويوصى بشدة بتصميم هذه الجداول مجدداً على هذا الاساس.