

PROJECT
THE POPULATION AND HOUSING CENSUS
TIME-POINT 0:00 A.M 01/4/2019

*(Issued in accordance with the Decision 01 /QĐ-BCĐTW dated 15 August 2018
by the Chairman of the Central Population and Housing Census Steering Committee)*

I. Purposes and requirements of the Census

1. Purposes

The Population and Housing Census is conducted at time-point 0:00 a.m. on April 1st 2019 (hereafter shortly named Census) with the aim of collecting basic information on population and housing for the following purposes:

Firstly, to aggregate and compile indicators in the National Statistical Indicator System as stipulated in the Statistics Law; to analysis and project the development of population and housing in the entire country and in each locality;

Secondly, to meet the needs of information on population and housing used for assessing socio-economic development plans in 2011-2020 and formulating socio-economic development plans and strategies in 2021 - 2030; supervising the implementation of Resolution of the Central Committee of the Communist Party tenure XII on the population work in the new situation; monitoring the implementation of global Sustainable Development Goals to which the Government of Viet Nam committed;

Thirdly, to provide information for the development of national integrated database on population; to develop master sample for household surveys.

2. Requirements

The Census must satisfy the following requirements:

- The work of organization, data collection, processing, aggregating, publishing and archiving of the Census must be strictly conducted and comply properly with the definitions of the Census Project;

- Information collection must be done fully, accurately, timely and avoid overlapping and missing information as defined in the Census Project;

- The confidentiality of personal information collected from respondents must comply with the provisions of the Statistics Law;

- The management and usage of budget for the Census must be made in line with the current regime, guarantee cost-saving and efficiency.

II. RESPONDENT, UNIT AND COVERAGE OF THE CENSUS

1. Respondent

The respondents of the Census consist of:

- All Vietnamese people are usually residing in the territory of Viet Nam Socialist Republic at the time of the survey; Vietnamese citizens are permitted by the authorities to travel overseas within authorized period.

- The deceased of the resident households (shortly named household) occurred from the first day of the Lunar Tet Mau Tuat in 2018 (equivalent to 16th February 2018 by Solar Calendar) to the end of 31st March 2019;

- The dwelling of the households.

2. Unit

A unit of the Census is a household (HH). Household comprises either one person living alone or a group of people living in the same dwelling and sharing meals together. For households which have 2 people and over, their members may or may not share a common budget; may have or may not have blood relationships, marriage or adoption; or both.

3. Coverage of the census

The Census is conducted comprehensively within the range of the whole country for all units.

III. CONTENTS AND QUESTIONNAIRES

1. Contents

1.1. Contents of complete survey

Information on population:

- Personal information (Full name, gender, age);
- Relationship with the household head;
- Ethnic group and faith/religion;
- Current attending school situation;
- Level of education and vocational qualification, skills;
- Literacy situation;
- Marital status;
- Situation of birth certificate registered for children.

Information on the dwelling of household:

- Current dwelling status;
- Dwelling area size;
- Dwelling structure and types of main construction material;

- The year in use.

1.2. Contents of sample survey

Besides the aforementioned information in the questionnaire of the complete survey, the sample questionnaire comprises the following information:

Information on population:

- Migration status (place of usual residence 5 years ago) and reasons for migration;
- Disability status;
- Singulate age at marriage;
- Labor and employment status.

Information on birth history of female adolescent aged 10 - 14 and women aged 15 - 49 years:

- Situation of giving birth;
- Number of children is given birth; number of children is currently alive, number of children died;
- Month and year of birth; number of sons, daughters as of the last giving birth;
- Health staff attended in the last giving birth.

Information on the deceased of the household:

- Personal information of the deceased as household member;
- The cause of the death; maternal mortality.

Information on the dwelling of household:

- *Situation of dwelling ownership;*
- Main kinds of fuel (energy) used by household for lighting and cooking;
- Main sources of cooking/drinking water;
- Kind of toilet facility used by household;
- Basic appliances of the household

2. Questionnaire

Two types of questionnaire are used to collect information in the Census:

- Form No 01/TĐTDS&NO (also named short form): is used to collect information for the contents of the complete survey;
- Form 02/TĐTDS&NO (also named long form): is used to collect information for the contents of the sample survey. The long form households will not be interviewed by short form.

IV. TIME AND DURATION OF THE CENSUS

1. Time of the Census

The Census is conducted at 00:00 a.m. on April 1st 2019.

2. Duration of the Census

The duration of data collection in enumeration area (EA) is 25 days, starts from 7:00 a.m. on April 1st 2019 and ends latest at April 25th 2019.

The Population and Housing Census Steering Committee (shortly named Steering Committee) in commune, ward, district town sets up enumerators to interview street persons, homeless persons and those who live in boats on the water surface without dwelling in land, without original port, are present in the management coverage of the commune, ward, district town on the very first date of the Census (01/4/2019).

V. TYPE OF SURVEY, INFORMATION PROVIDER AND DATA COLLECTION METHOD

1. Type of survey

The Census combines complete survey and sample survey.

1.1. Complete survey

Complete survey is implemented with the respondents belonging to units in order to collect basic information on population and housing.

1.2. Sample survey

Sample survey is carried out with a part of Vietnamese population with the aim of expanding survey contents to meet the information requirements of in-depth analysis; to help improving survey quality, particularly complicated and sensitive questions; and to help saving Census budget as well.

A stratified two-stage sample design is used for the sample survey. Stage 1: number of sample enumeration areas (EA) per district is determined by method of distribution proportional to square root of the size and sample EAs per district are selected by method of probability proportional to size; Stage 2: Select sample households from the list of households in sample EA. Sample households are selected systematically by distance. The number of selective sample EAs accounts for around 40% of total EAs in the whole country. The number of sample households makes up around 10% of total households in the whole country.

2. Information provider

The household head (or an adult aware of household members when the household head is absent) is the information provider about usual residents, the deceased, housing and living conditions in the household. For information of which the head of the household is not aware of, the enumerator is required to face-to-face interview each usual resident in the household.

For questions on labor and employment, the enumerators are required to face-to-face interview persons aged 15 and over; for questions on birth history, reproductive health, the enumerators are required to face-to-face interview

female adolescents aged 10 - 14 years old and women aged from 15 to 49 years old in the household.

3. Data collection method

Two methods of data collection are applied in the Census, including: face-to-face interview and self-enumerated households via Census website.

- Face-to-face interview method: enumerator visits every household to ask and fill fully the answers in the electronic questionnaire which is designed in the tablet or smart phone (shortly named electronic Questionnaire); in case it is impossible to apply information technology in data collection in a few EAs, enumerator use paper-based questionnaire to record information. For those who are temporarily absent during the time of the Census, enumerator can ask other household members or use documents provided by their relatives or local administration to fill in the form. Face-to-face interview method is adopted to collect information by both short form and long form.

For questions on housing, enumerators must ask the respondent in combination with direct observations of the dwelling or flat to fill in the form.

- Self-enumerated households via the Census website: households are provided with account and password to log in and self-enumerate to fill the form on Census website (shortly named online form). The method of self-enumeration is applied to short form.

VI. STATISTICAL LISTS AND CLASSIFICATIONS

09 statistical lists and classifications are used for the Census as follows:

1. The list of Viet Nam administrative divisions issued by Decision No 124/2004/QĐ-TTg dated 08/7/2004 by Prime Minister, updated as of Census time;

2. Viet Nam Standard Industry Classification issued by Decision No 27/2018/QĐ-TTg dated 06/7/2018 by Prime Minister;

3. Standard Classifications of Education and Training of the National education system issued by Decision No 01/2017/QĐ-TTg dated 17/01/2017 by Prime Minister;

4. The list of the Vietnamese ethnic groups issued by Decision No 121-TCTK/PPCĐ dated 02/3/1979 by Director General of the General Statistics Office;

5. The list of occupations issued by Decision No 1019/QĐ-TCTK dated 12/11/2008 by Director General of the General Statistics Office;

6. The list of religions that are recognized and licensed for operation by the State of Viet Nam;

7. Convert table from lunar calendar to solar calendar;

8. Convert table of general education attainment level;
9. Temporary classification of wood used consistently in the country.

VII. PROCESS OF DATA PROCESSING

1. Processing information in the questionnaire

a. Online form: Information in the online form is archived in the server of the GSO after the household completes its self-enumeration. Data are checked and integrated into general database of e-form and paper-based form to serve for the work of data cleaning and processing, aggregating Census results.

b. Electronic questionnaire: Information in the e-form is completed by enumerator and sent to the server of the GSO immediately in the duration of field work. Data are checked, ratified and validated by supervisors in rural district, urban district, provincial town, city (shortly name at district level), provincial level and central level.

c. Paper-based questionnaire: Data processing for paper-based questionnaire is carried out by specific procedures instructed by the Central Steering Committee.

Data in the paper-based questionnaire are integrated into general database of online form and e-form to serve for the work of data cleaning and processing, aggregating Census results.

The Census data are extracted and archived in the formats such as: Excel, SPSS and STATA to serve for data analysis and writing reports on the Census results.

2. Processing image documents regarding base map

Image database regarding base map of commune, ward, district town are set up and processed to serve for the work of listing, field work, monitoring and archiving for sample surveys in the period 2019- 2029.

3. Processing the listing data

The database of household list and resident unit list of specific population are set up and processed to serve for dividing data collection modes by online form, electronic form and paper-based form (if any).

4. Processing data on Census management on the Census website

Database on the management and direction of the Census is set up and processed, in which it allows Steering Committees in locality to process and aggregate to report daily progress.

VIII. IMPLEMENTATION PLAN OF THE CENSUS

The implementation plan for the main contents of the Census is as follows:

No	CONTENTS	TIME FRAME	LEADING AGENCY
I	HUMAN RESOURCE ORGANIZATION		
1	Set up Steering Committee at all levels and its office at Central, provincial and district levels	August - September 2018	Steering Committee at all levels
2	Set up IT assistance team and hot lines for the Census	December 2018	Steering Committee at central, provincial levels
3	Recruit staffs for sketching base map	August 2018	Commune steering committee
4	Recruit staffs for listing	Sep - Oct 2018	Commune steering committee
5	Recruit central supervisors	Oct 2018	Central steering committee
6	Recruit provincial supervisors	Nov 2018	Provincial steering committee
7	Recruit enumerators, team leaders and supervisors at all levels	Sep - Nov 2018	District, Commune steering committee
II	EA DIVISION, MAPPING, LISTING AND SAMPLING		
1	Instruction for EA division and base map sketch (boundary of EAs within a commune)	August 2018	Central steering committee
2	EA division and base map sketch	Aug - Sep 2018	Provincial, district and commune steering committee
3	Validate, photo and scan base map to send to image database	01/10/2018	District steering committee
4	Rehearsal survey	Aug - Sep 2018	Central steering committee
5	Making household list and particular residents list in each EA	Nov - Dec 2018	Commune steering committee and list makers
6	Data entry for 02 types of list and send to listing database of the Census	Dec 2018	Provincial, district steering committee
7	Review, update the HH list prior to the	15/3 - 20/3/2019	Enumerators, commune

No	CONTENTS	TIME FRAME	LEADING AGENCY
	survey		steering committee
8	Finalize list database on the Census website	25/3/2019	Provincial steering committee
9	Sample design and sampling		
	- <i>Sample design, sample size and sample distribution</i>	Nov 2018	GSO
	- <i>Select the list of sample EAs</i>	Dec 2018	GSO
	- <i>Select the list of sample HHs</i>	26/3/2019	GSO
10	Print and deliver the lists for field work	29/3/2019	District and commune steering committee
III	DEVELOP APPLICATION SOFTWARE AND COMPILE DOCUMENTS		
1	Develop and finalize survey software; IT infrastructure	Jul 2018 - Mar 2019	GSO
2	Develop a network of electronic questionnaire survey, check and finalize the network prior to the survey	Nov 2018 -Mar 2019	Central, provincial steering committee
3	Develop and finalize guideline documents on management, Census profession, logic check rules, checking procedure and validity	Mar - Sep 2018	Central steering committee
4	Develop and finalize a system of output data tables, algorithm to calculate output indicators	Mar - Dec 2018	Central steering committee
5	Develop and finalize plan, contents and materials for propaganda	May - Oct 2018	Central steering committee
6	Implement propaganda phases	Sep 2018; Nov - Dec 2018; Mar - Apr 2019	Steering committee at all levels
7	Print and issue Census materials	Oct - Dec 2018	Central, provincial, district steering committee
IV	TRAINING		
1	Training on the work of management and	Oct 2018	Central, provincial

No	CONTENTS	TIME FRAME	LEADING AGENCY
	listing (training at 3 levels)		steering committee
2	Professional training at central level	Dec 2018	Central steering committee
3	Professional training at local level (provincial and district level)	Dec 2018 - Mar 2019	Provincial, district steering committee
V	FIELD WORK		
1	Inform HHs registering to online form (via message)	31/3/2019	Central steering committee
2	Visit and collect information in the household	01/4 - 25/4/2019	Enumerators
3	Update HH list and inform the 2nd time to HH registering to online form	04/4/2019	Central steering committee
4	Visit and collect information of households who register but do not fulfill online form	08/4 - 25/4/2019	Enumerators
5	Conduct survey with specific population		
	- <i>Street persons, homeless persons, those who live in boats with water occupation ...</i>	01/4/2019	Commune steering committee
	- <i>Other specific population who are residing in accommodations of the specific population.</i>	01/4 - 15/4/2019	Commune steering committee
6	Conduct data collection in 03 Ministries: National Defense, Public Security and Foreign Affairs	01/4 - 25/4/2019	Steering committee of 03 Ministries
7	Monitor field work	01/4 - 25/4/2019	All-level steering committee
8	Post-enumeration	May 2019	Central steering committee
9	Report on Census progress	01/4 - 25/4/2019	All-level steering committee
VI	CHECK AND VALIDATE QUESTIONNAIRE		
1	Check information of the self-enumerated HHs; inform and direct to survey HHs register but do not fulfill online form	01/4 - 07/4/2019	Central steering committee

No	CONTENTS	TIME FRAME	LEADING AGENCY
2	Check and validate electronic form	Apr 2019	All-level supervisors
3	Check and validate paper-based form	Apr - June 2019	All-level steering committee
VII	DATA ENTRY AND TABULATION		
1	Processing paper-based forms, send their results to general database	01/6 - 30/7/2019	Provincial steering committee
2	Do the coding for economic industries, occupations	Aug 2019	Provincial steering committee
3	Tabulate data, make report on sample survey results and report on complete survey results	From Oct 2019	Central steering committee
VIII	DISSEMINATE CENSUS RESULTS		
1	Preliminary results	Jul 2019	Central steering committee
2	Results of sample survey	Q.IV/2019	Central steering committee
3	Results of complete survey and Summing up	Q. II/2020	Central steering committee
4	Monographic analysis reports	Q. IV/2020	Central steering committee

IX. CENSUS IMPLEMENTATION ORGANIZATION

1. Set up Steering Committee and its office at all levels in locality

a. Set up Steering Committee at provincial, district and commune levels

(1) Members:

People's Committee at authority levels has responsibility to set up its Steering Committee to deploy its tasks of organizing and directing the implementation of the Population and Housing Census 2019 (shortly named Census) in its locality. The members of Steering Committee at authority levels are as follows:

- At provincial and district level

01 President (or Vice President) of Provincial People's Committee, District People's Committee acts as Head of Committee; the Head of the corresponding Statistics Office acts as Standing Vice Head of Committee;

Representative from Leadership of the following corresponding bureaus: Planning and Investment, Public Security, Foreign Affairs, Construction, Health, Education and Training, Labor-Invalids and Social Affairs, Information and Communication, Natural Resources and Environment, Finance, Ethnic Minority, Fatherland Front acts as member; 01 Vice Head of the corresponding Statistics Office acts as standing member.

- At commune level

01 President (or Vice President) of Commune People's Committee acts as Head of Committee; Chief of Public Security, 01 staff of Fatherland Front and 01 land registry official in commune acts as members; 01 administrative-statistics official acts as standing member.

For provinces in mountainous areas, boundary and island areas, the command of provincial border military and its subordinate agencies at district and commune level are supplemented as member of the corresponding Steering Committee for Census.

(2) Duties:

The Steering Committee at all authority levels has responsibility to guide and enumerate the following respondents:

- Those who are usual residents in the households, including the following respondents: (i) those who are contracted employees (short term, long term) in the military but reside in the households in the residence areas managed by authorities of commune (outside military camp sites or areas managed by the Military); (ii) Short-term, temporary and seasonal employees of the Public Security but live with their families in the residence areas.

- Those who do not live in the households, usually reside in other accommodations in the coverage of commune/ward (also named specific population), including: (i) people who live in the nursing homes, orphanages, Save of Soul (SOS) villages, charity classes/schools, leprosarium, farm/school/centre and other social institutes centrally located in the coverage of commune/ward; (ii) Concentrated pupils (excluding general education pupils studying away from home (lodgers)) who are in juvenile schools, minority boarding schools, on-the-job training schools, deaf and dumb schools, priests in the monasteries, priests or monks in the pagodas, common house; (iii) Pupils in vocational training schools, professional high schools, colleges, universities and boarding schools actually reside in the dormitory; (iv) those who live in hostels in the campus of companies, factories, enterprises located in the boundary coverage of commune/ward; (v) those who are homeless, wanderers and those who live with aquatic occupations on floating dwelling, and patients who are helpless folk without usual residence, are internally treated in the hospitals.

Steering Committee at local authority levels does not guide and enumerate the following respondents: (i) those who are officials, staffs working in the

representative offices of the Socialist Republic of Viet Nam in foreign countries (including foreign affairs representative offices, consulate representative office, representative office in international organizations), relatives and accompanying persons of the members of representative office. The Steering Committee of Ministry of Foreign Affairs has responsibility to survey these aforementioned people (as defined in Section IX.2.c); (ii) Those who work in the National Defense, Public Security are surveyed under the responsibility of the Steering Committee of Ministry of National Defense and Public Security (as defined in Section IX.2.a and Section IX.2.b).

b. Set up the Steering Committee Office at local authority levels

(1) Members:

- At provincial and district level

The Steering Committee at provincial and district level is entitled to set up its corresponding Office. Chief of Provincial steering committee office is the Deputy Director or Chief Division of Population and Socio-Culture Statistics of the Provincial Statistics Office. Chief of District steering committee office is the Chief of District Statistics Office. The number of staff of Provincial steering committee office is from 12 to 20 persons; the number of staff of district office is from 08 to 10 persons, mainly includes professional staff of the Statistics Sector or related sectors working as attachment staff (excepting for special case, they can be concurrent) working for Steering committee office from preparation to closing stage of the Census. It is absolutely not allowed to recruit irregular personnel.

- At commune level

The Commune Steering Committee is not entitled to set up its office. The Commune Steering Committee directly does the tasks under the assignment of the District Steering Committee.

(2) Duties:

The Office of Provincial and District Steering Committee has responsibility to assist its Provincial and District Steering Committee in administering, implementing the work of mapping, listing, propaganda, surveying to collect information, data processing and the work of finance and logistics for the Census.

c. Time, headquarter and stamp of the Steering Committee and its Office at local authority levels

The Provincial People's Committee sets up Steering Committee and its Office in August - September 2018; sends the list of Steering Committee members and its Office to the Central Steering Committee at address: General Statistics Office, No 54 Nguyen Chi Thanh Street, Dong Da District, Ha Noi.

The Provincial Steering Committee guides the District and Commune People' Committee to set up Steering Committee at District and Commune level latest at 15 September 2018.

The Chairman of Steering Committee at provincial, district level (President or Vice President of the People's Committee in the province, district) uses stamp of the corresponding level People's Committee. Standing Vice Chairman at provincial, district level (Head of Statistics Office at provincial, district level), standing member (Vice Head of Statistics Office at provincial, district level), Leader of Steering Committee Office at provincial, district level uses the stamp of the corresponding level Statistics Office.

The Provincial and District Steering Committee have its own stamp for transaction in the duration of the Census. The Central Steering Committee will provide stamp for the Steering Committee at local authority levels.

The headquarters of Provincial and District Steering Committee Offices are located in the headquarters of the corresponding Statistics Offices.

The Steering Committees and their offices at local authority levels are self-dissolved after 05 days since the date the Central Steering Committee publishes the results of complete Census, the remaining work will be covered by the Provincial Statistics Office and District Statistics Office.

2. Set up the Census Steering Committee of Ministries

a. The Census Steering Committee of Ministry of National Defense

The Steering Committee of Ministry of National Defense is responsible to guide and enumerate the following respondents:

- Servicemen (commissioned officers, professional soldiers, noncommissioned officers, soldiers) and defense officials, servants; defense workers, including: those who usually reside with families in their residence areas, those who live in camp sites, or areas managed by the military;

- Servicemen, defense workers who study in training schools managed by military and non-military force; those who are sent by the military to go on business or study abroad (except those who work in Military Attaché Offices of Vietnam in foreign countries will be registered by the Ministry of Foreign Affairs);

- Those who are contracted employees (short term, long term) live and work in the camp sites or areas managed by the military. Particularly, those who are contracted employees (short term, long term) of the military but live in residence areas administered by authority of commune, ward, district town (i.e. outside camp sites or areas managed by the military) are surveyed under the direction of the Provincial Steering Committee;

- Prisoners in the prisons, penitentiaries managed by the military, including those who potentially arrested by the military (approved to arrest by Military Organ of Control).

b. The Census Steering Committee of Ministry of Public Security

The Census Steering Committee of Ministry of Public Security is responsible to guide and enumerate the following respondents:

- Officers, noncommissioned officers; soldiers, and personnel recruited by the Public Security agencies; including: those who usually reside with families in their residence areas, those who live in camp sites, or areas managed by the Public Security. Short-term, temporary and seasonal Public Security forces shall be enumerated by the Census Steering Committees of cities/provinces.

- Servicemen, non-commissioned officers and civil servants who are sent by the Public Security forces to go on business or study in training schools managed by the Public Security or by non-Public Security or sent by the Public Security agencies to go on business or study abroad;

- Prisoners in the prisons, penitentiaries administered by the Public Security;

- Arrestees in detention centers administered by the Public Security (the arrest warrant is approved by People's Procurary).

c. The Census Steering Committee of Ministry of Foreign Affairs

The Census Steering Committee of Ministry of Foreign Affairs is responsible to guide and enumerate the following respondents:

- Those who are officials, staffs working in the representative offices of the Socialist Republic of Viet Nam in foreign countries (including foreign affairs representative offices, consulate representative office, representative office in international organizations), relatives and accompanying persons of the members of the representative office;

3. EA division and listing survey units

a. EA division

Enumeration area (EA) is a residence area with clear or fairly clear boundaries; basically is a village, hamlet, mountain village, living quarter, urban block, sub-area (shortly named village/urban block). Each commune, ward, district town (commonly named commune/ward) consists of many EAs and the boundaries of EAs are matched to become a map of commune/ward. The average size of EA in the country is around 120 households per EA, of which:

- *For communes in high mountainous areas, islands, low mountainous areas, remote areas:* the average size of EA is around from 70 to 100 HHs. If a village/urban block is small (less than 70 HHs) but its geographic location is too far from the nearest village/urban block, it is regarded as a separate EA (without

merging into other village/urban block). Conversely, a large village/urban block (from 100 HHs to 200 HHs) without cutting across, not-so-hardly accessible is remained as an EA.

- *For apartment building* (which is not determined as an urban block yet): if each apartment building has around from 150 to 200 HHs, it is determined as an EA. If each apartment building has less than 100 HHs, it is merged to the nearest village/urban block. If an apartment building has 300 HHs and over, it is divided into EAs by number of floors or number of stairs to ensure standard size of EA.

For apartment buildings which are determined as village/urban block or under the management of the village/urban block, they are merged or divided in accordance with the rules for village/urban block.

To uniform an EA by combining two adjacent villages/urban blocks or dividing a large village/urban block, it is assured that all EAs have clear or fairly clear boundaries and base on the principle of not combining a part of this village/urban block with a part of another.

The task of EA distribution is under the responsibility of the Commune steering committee.

b. Drawing base map of commune, ward, district town

The map used for the Census is the base map of commune/ward.

The commune/ward base map is sketched with the aim of determining clear boundaries among EAs to avoid overlapping or missing households within EA border line. The commune/ward base map shows marked objects, visible outstanding features and presents residential points or places where people live in.

The Commune steering committee is responsible for sketching commune/ward base map. The District steering committee validates the maps, photos/scans and sends them to image database latest at 01/10/2018.

c. Making the list

The household list: the household listing staff visits each dwelling unit (house, apartment, hotel, restaurant, school, hospital, institute, etc.) to identify a household or households living in each dwelling unit within an EA as defined in the commune/ward base map and collect basic information on each household in accordance with the requirements of the list, including information on households who voluntarily register to self-enumerate via the Census website.

The list of specific population: the listing staff visits accommodations of the specific population such as student dormitories, pagodas, common house, monasteries, and hostels in the campus of companies, factories, enterprises to identify basic information on specific population.

The Commune steering committee is responsible for listing specific population and listing EAs in the coverage of commune/ward.

4. Personnel recruitment for the Census

a. Recruitment of mapping and listing staffs

The mapping staff must be skillful in sketching chart, map and aware of EA; local land management officers or former local land management officers are priority to be recruited for mapping. Each commune/ward selects 01 staff to carry out the task of drawing commune/ward base map.

The listing staff must be aware of EA and familiar with the households within the EA; it is priority for local persons within the EA, the head of village/urban block. Each listing staff carries out the task of listing 01 EA.

The Commune steering committee is responsible for recruiting mapping and listing staffs.

b. Recruitment of enumerators and team leaders

(1) The tasks of enumerator and team leader

- Enumerators must attend fully and strictly the training course for enumerator; directly visit survey units in their designated EAs to interview and collect information in the questionnaire properly as requested; obey fully the rules, instructions for enumerator when collecting information; coordinate with team leader to finalize related work.

- Team leaders have responsibility to cooperate with the head of village/urban block, Farmer Association, Fatherland Front, Women Union, etc. to raise people's awareness of the Census, explain the purpose, meaning of the Census and the Census plan; manage, monitor enumerators in their designated EAs; report on the progress of the Census to the Commune steering committee as defined and carry out checking, submitting complete paper-based questionnaires (if any) to the Commune steering committee.

(2) Requirements for recruitment of enumerators and team leaders

- Enumerators are those who directly conduct the survey. Therefore, it is requested to select competent persons to carry out the work with high responsibility, attending fully to professional training course with good results. Enumerators must be familiar with using tablet, smart phone to fulfill electronic form in the Census.

Team leaders are those who directly manage the workload of enumerators. Recruitment of team leaders should be priority to members of the Commune steering committee, statistical-administrative officer in commune or those who are competent to organize teamwork and commit to spend enough time to administer enumerators during field work in EAs as defined in the Census.

(3) Some remarks for enumerator recruitment

In order to meet requirements of data collection by 2 types of questionnaire and appropriate with actual situation in localities, enumerator recruitment must pay attention to the following points:

- For workforce to collect information in the short form: enumerators should be priority to commune/ward staff, staff of village/urban block, postal officers in locality. To prevent copying information from records to questionnaire, it should not use staffs who are administering registered materials (judicial staff, commune police officer or population collaborators) to be enumerators. For high mountainous areas, ethnic minority regions, border, islands, remote areas, it can recruit border guardsman, teachers in locality to be enumerators. For ethnic minority regions where ethnic minority people cannot speak official language and enumerator cannot understand ethnic minority language, it is allowed to hire a number of interpreter concurrent travelling pilots in line with real conditions to support enumerators to conduct the survey.

- For workforce to collect information in the long form: Besides the requirements for enumerator recruitment for the short form as aforementioned, enumerators must be persons possessing good professional qualifications, it is priority to those who used to participate in statistical surveys.

- In the Census, the general policy is priority to use local workforce as enumerators. However, in the locality where no local one is qualified, (especially in the sample EAs), enumerators must be recruited from other areas; it is permitted to hire a guide to help enumerators easily access to the enumeration households.

(4) Number of enumerators, team leaders in need

The Commune steering committee is responsible for recruiting enumerators and team leaders

- Enumerator: 01 enumerator is responsible for collecting information in 02 EAs. In order to be active, it should recruit and train 5% of additional enumerators compared to the requested quantity.

- Team leader: Each commune/ward recruits 01 team leader; if commune/ward has from 40 to 80 EAs, it will be allowed to recruit 02 team leaders; if commune/ward has 80 EAs and over, it will be allowed to recruit 03 team leaders.

c. Supervisor recruitment

The Census comprises 03 supervising levels: central, provincial and district supervisors have responsibility to monitor activities of a network of team leaders and enumerators, supervise and provide professional support for subordinate steering committees.

The steering committees recruit and designate the tasks for the corresponding supervisors.

5. Propaganda activity

Propaganda activity aims to clarify the purposes, meaning, requirements, contents and implementation plan of the Census to bureaus, sectors, households and all people. In which, it should particularly emphasize that surveyed data are not related to the issues associated with number of inhabitants, civil status, taxation and not used for any other purposes.

The Census Steering Committee at all authority levels coordinates with local agencies, units (radio, television station, post office, etc.) to mobilize maximum of advocacy modes to ensure efficient implementation of the work of raising awareness of the Census, lobby the people to actively respond to the Census.

The GSO prepares essential material facilities and materials for the Steering Committees to advocate the Census.

6. Formulating the safety plan for the Census

According to Decision No 772/QĐ-TTg dated 26 June 2018 by Prime Minister on organizing the Population and Housing Census 2019, the Public Security in coordination with the Census Steering Committee at all authority levels formulates the safety plan for the Census, in which particularly paying attention to areas where there is no cooperation of many household with enumerators or there occurred complicated phenomenon in the process of solving policies in locality, and key areas in term of political security and social safety order.

7. Information and communication system is guaranteed to run smoothly among levels to serve for the work of direction for the Census

According to Decision No 772/QĐ-TTg dated 26 June 2018 by Prime Minister on organizing the Population and Housing Census 2019, the Information and Communication Sector formulates plan to guarantee the system of information and communication to run smoothly among levels to serve for the work of direction for the Census, in which particularly paying attention to the high mountainous areas, islands, remote areas and places with many difficulties in communicating.

The Central and Provincial steering committees set up hotlines to serve the Census's guidance in order to answer queries of enumerators at all levels; receive and respond to feedbacks of the people regarding the Census in each locality.

8. Training for the Census

a. Training for the work of Census management, drawing map and making the lists

The work of training is organized by 3 levels: Central, provincial and district level; 02 training days for each level.

The Central steering committee provides training course for the Provincial steering committee and the Census Steering Committee of 03 Ministries: National Defense, Public Security, Foreign Affairs; supervisors at central level and provincial trainers on the work of Census management and listing.

The Provincial steering committee provides training course for the District steering committee, provincial supervisors and district trainers on the work of Census management and making the lists.

The District steering committee holds training course for the Commune steering committee, district supervisors on the work of Census management (0.5 day); training for Commune Steering Committee, district supervisors, map drawing staffs (0.5 day); training for Commune Steering Committee, district supervisors and listing staffs (01 day).

b. Training on survey profession, coding, process of checking and validating questionnaire

The work of training on survey profession, coding, process of checking and validating questionnaire is organized by 3 levels: central, provincial and district level.

The Central steering committee provides training course for the Provincial steering committee and the Census Steering Committee of 03 Ministries: National Defense, Public Security, Foreign Affairs; supervisors at central level and provincial trainers. Each training course is conducted in 04 days, of which 03 days are spent on instructing survey profession, coding and 01 day for instruction of how to use devices in surveying, data collection and checking, validating questionnaire.

The Provincial steering committee provides training course for the District steering committee, provincial supervisors and district trainers. Each training course is conducted in 04 days, of which 03 days are spent on instructing survey profession and 01 day for instruction of how to use devices in surveying, data collection and checking, validating questionnaire.

The District steering committee holds training course for the Commune steering committee, district supervisors, team leaders and enumerators. For short form EAs, each training course is conducted in 04 days, of which 03 days are spent on instructing survey profession and 01 day for instruction of how to use devices in surveying, data collection and checking, validating questionnaire. For long form EAs, each training course is conducted in 05 days, of which 04 days are spent on instructing survey profession and 01 day for instruction of how to use devices in surveying, data collection and checking, validating questionnaire.

9. Data collection and monitoring the Census

a. Review and update the list

The Commune steering committee guides to review and update the list of number of households, number of persons. The District steering committee finalizes the listing database latest at 25/3/2019.

b. Select sample households for long form

The Central steering committee carries out sampling households for long form.

The District steering committee sends the list of survey households, of which there are the list of long form households and the list of households registering to online survey to the Commune steering committee to conduct data collection for the Census.

c. Review the preparation work

The Commune steering committee reviews EAs in term of quantity and task assignment for team leaders, enumerators; examines the means of survey (commune/ward base map, the list, handheld devices, paper-based questionnaire, pen, bag, etc.).

d. Inform the households registering to self-enumerate via the Census website about account and log-in address

The Central steering committee informs the households registering to self-enumerate via the Census website by sending messages or email (to inform account and log-in password) prior to and during the time of self-enumeration as defined in this Project.

e. Information collection

The work of information collection in all EAs starts on 01/4/2019 and finishes latest at 25/4/2019. Handheld devices (tablet, smart phone) used for electronic form are mobilized by hiring devices from enumerators or local organizations.

The households registering to self-enumerate on population and housing will self-provide information via the Census website from 01/4/2019 to 07/4/2019.

The Commune Steering Committee allocates enumerators to interview homeless persons, street wanderers and those who live in floating dwelling on the water surface without in-land dwelling, without original port, are present in the coverage of the commune/ward at the time point 0:00 a.m. on 01/4/2019 (use short-form paper-based questionnaire to interview).

The Central steering committee examines the survey progress of the self-enumerated households from 01/4 - 07/4/2019; informs and instructs the subordinate steering committees to conduct surveying the households that register to self-enumerate via online form but do not cover the task in reality from 08/4/2019.

The steering committee at all authority levels must frequently reports to its superior steering committee on the survey progress and arisen issues to be promptly settled in order to meet requirements of consistent direction in the whole country.

f. The work of monitoring, examination and inspection

In order to assure data quality of the Census, the steering committee at all authority levels has responsibility to make plan and organize the implementation of monitoring, examination in combination with frequent or ad hoc inspection in the process of conducting the Census. Particularly as follows:

(1) Monitoring work: Supervisor at all levels monitors the activities of network of team leaders, enumerators, and subordinate supervisors as well as provides professional support for the subordinate steering committee. The work of monitoring is conducted together with other stages of the survey.

(2) Examination: The team leaders do the task of checking progress and quality of data collected by enumerators to timely detect, adjust and fix errors; report progress, arisen issues, difficulties to the Commune steering committee for quick settlement. The Commune steering committee covers the task of checking progress and quality of the survey in EAs in the management coverage of the authority of commune.

(3) Inspection: By the authority, the GSO guides the work of statistical inspection in the implementation of the Census Project as stipulated by the legislation.

10. Post-enumeration survey

After the completion of data collection in field work, the Central steering committee will conduct post-enumeration survey to measure over-counting and under-counting households and household members. The work of post-enumeration will be conducted by electronic form in May 2019 in 6 socio-economic regions, Ha Noi and Ho Chi Minh City.

The post-enumeration is held in accordance with a specific plan.

11. Document handover, result validation and publishing

The steering committee at all authority levels validates electronic form immediately in the process of field work.

The steering committee at provincial level guides to validate paper-based questionnaire in its province; receive paper-based questionnaire and survey document handover from its subordinate steering committee. The central steering committee validates paper-based questionnaire in accordance with a specific plan.

The steering committee at provincial level directs to process paper-based questionnaire in locality in line with a specific plan and finishes submitting data

to the central agency prior to 30/7/2019. The provincial steering committee conducts coding for economic industries, occupations and submits coding data to the central agency prior to 30/8/2019.

The central steering committee in coordination with the provincial steering committee finalizes database and compiles data to publish results. Preliminary data will be published in July 2019, sample survey results will be released in Quarter IV 2019 and complete survey results will be published in Quarter II 2020; monographic analysis reports will be published in Quarter IV 2020.

12. Other related contents

a. Summing up, commendation and discipline

(1) Summing up

Summing up and lessons learnt from the implementation of the Census are fulfilled at central, provincial and district level.

- At central level:

The central steering committee holds National summing up conference on the Census. The participants include members of the central steering committee and its office's members, representatives from provincial steering committee and its office's members, representatives from teams and individuals who are awarded emulation flag of the Government, certificates of satisfactory progress of Prime Minister and Minister.

- At provincial level: The provincial steering committee holds summing up conference in the province. The participants consist of members of the provincial steering committee and its office's members, representatives from district steering committee and its office's members, representatives from teams and individuals who are awarded certificates of satisfactory progress of Minister and Director of Provincial Statistics Office.

- At district level: The district steering committee holds summing up conference in the district. Participants comprise district steering committee and its office's members; representatives from the commune steering committee.

(2) Commendation

The teams, individuals who obtain excellent merit in the Census will be considered to award emulation titles: emulation flag of the Government, emulation flag of the Ministry, certificate of satisfactory progress of Prime Minister, certificate of satisfactory progress of Minister of Planning and Investment, certificate of satisfactory progress of Director of Provincial Statistics Office.

The central steering committee assigns the GSO to instruct the provincial steering committee about modes of commendation in the Census; acts as focal

point unit to consider, review commendation profiles to submit to Council of emulation and commendation of Ministry of Planning and Investment to decide awarding and propose to the superior for emulation titles, modes of commendation at Ministerial level, State level.

For the mode of commendation as Certificate of satisfactory progress of President of People's Committee, basing on the level of task completion of the team and individuals in the Census in locality, the provincial steering committee submits to President of People's Committee for considering, deciding and allocating budget for commendation as stipulated by the legislation.

(3) Discipline

The teams and individuals, who violate statistical legislation in the Census, will be punished. Serious violation cases will be imputed criminal blame in accordance with the regulations of the legislation.

b. Purchasing and distributing materials, stationery

The key materials, stationery for the Census include: card for supervisors at all levels, team leaders, enumerators; notebook; ballpoint pen; clearbag; 3-string bag to store form; nylon bag and carton box for form preservation, etc to serve for training and survey.

The members of the steering committees, supervisors, trainers, team leaders and enumerators are those who use materials and stationery. The allocation of these materials and stationery are made in line with tasks they are assigned.

Provincial Statistics Office (PSO) has responsibility to print, purchase and distribute these materials, stationery in conformity with the guideline of the GSO in term of specification, quantity and type.

The materials, stationery which are printed and purchased by the GSO, will be distributed and delivered to the headquarters of the Provincial Statistics Office on track.

c. Document printing, handover and preservation

The GSO prints instruction documents, propaganda materials and others. The PSO prints questionnaire (for EAs using paper-based questionnaire), the lists and other survey documents as defined by the GSO.

The PSO is responsible for survey documents preservation, including: commune/ward base map, the lists, completed paper-based questionnaire. All information recorded in the paper-based questionnaire is kept confidentiality and preserved in accordance with the regulation of current legislation to serve for data entry by keyboard and archiving. Questionnaires must be preserved properly, avoid being ruined, torn, or wet.

The enumerators are responsible for keeping information confidential and preserving questionnaires under their responsibility; team leaders are in charge of keeping information confidential and preserving questionnaires submitted by the enumerators under their designation.

The commune steering committee is responsible for keeping information confidential and preserving questionnaires that team leaders under their designation submit. The provincial and district steering committee are in charge of keeping information confidential and preserving questionnaires that their subordinate steering committees submit. The GSO is in charge of keeping confidentiality of survey database from online form, electronic form and paper-based form submitted by the provincial steering committee.

The work of questionnaire handover is conducted through the document handover minutes and meets all requirements of administrative procedures as stipulated (the signature and stamp of sender, receiver, date and place, quantity and type of form)

d. Commissioned work

The central steering committee assigns the GSO to commission organizations, individuals to carry out some jobs as defined by Statistics Law.

X. CENSUS BUDGET

The Census budget is funded by State Budget for its activities as defined in the Project. The management, usage and settlement of the Census's budget are made in line with the Circular No. 109/2016/TT-BTC dated June 30th 2016 of the Ministry of Finance defining budget estimate, management, usage and settlement of budget for statistical surveys, Censuses and current documents.

The central steering committee assigns the GSO to instruct the subordinate steering committees to do the tasks of management, usage and settlement of the budget specifically for the Census's activities on principles of centralizing, publicity, transparency, saving, efficiency and conformity with the real conditions and specific characteristics of each unit; payment is carried out properly in line with cost norm, targeted subjects, quality assurance, designated workload and obey properly the regulations on financial regime./.

**ON BEHALF OF HEAD OF STEERING COMMITTEE
STANDING VICE HEAD**

(Signed)

**MINISTER OF PLANNING AND INVESTMENT
Nguyễn Chí Dũng**

