

**MINISTRY OF PLANNING AND INVESTMENT
GENERAL STATISTICS OFFICE**

**2019 POPULATION AND HOUSING
CENSUS PLAN**

Ha Noi, 2018

CONTENTS

LIST OF ACRONYMS AND ABBREVIATIONS.....	iii
PREFACE	1
I. INTRODUCTION.....	2
1. Background.....	2
2. Rationale of the 2019 Population and Housing Census	4
3. Legal basis of the 2019 Population and Housing Census.....	6
II. THE 2019 POPULATION AND HOUSING CENSUS PLAN.....	7
1. Completion of the legal basis, in the first half of 2018, for implementation of the 2019 Population and Housing Census	7
2. Census design and completion of the implementation procedures.....	8
3. Research on application of IT to the census	8
4. Development of a plan and means of communication for the census	8
5. Agreement among the three ministries that will implement portions of the census on their own schedules.....	9
6. Technical workshops and trainings at all levels	9
7. Enumeration and post-enumeration.....	9
8. Cost estimation and resource mobilization.....	10
9. Data processing	10
10. Dissemination of the census results.....	10
III. TENTATIVE IMPLEMENTATION PLAN FOR THE 2019 POPULATION AND HOUSING CENSUS	10
1. Completion of the legal basis and organization of the census.....	10
1.1 Central Census Steering Committee.....	10
1.2 Census steering committees at provincial, district and commune levels	11
1.3 Census steering committees in ministries.....	12
2. Design and completion of the census implementation procedures.....	12
2.1 Identification of the census content and completion of questionnaires.....	12
2.2 Division of enumeration areas and drawing the base maps of communes/wards	13
2.3 Household lists	14
2.4 Sample design.....	15
2.5 Identifying data collection methods and means	16
2.6 Research on application of IT in the 2019 Population and Housing Census	17
3. Development of a communication plan.....	18
4. Development of guiding documents and materials	18
5. Cost estimation	19
6. Enumeration stage	20
6.1 Recruitment of enumerators and team leaders	20

6.2 Training program	20
6.3 Data collection	21
6.4 Collection of enumeration materials (PAPI)	22
7. Post-enumeration stage	22
7.1 Data processing	22
7.2 Data analysis	22
7.3 Data dissemination	23
8. Monitoring, evaluation and quality control	24
ANNEX 1. ORGANIZATIONAL STRUCTURE OF THE 2019 POPULATION AND HOUSING CENSUS	24
ANNEX 2. WORK PLAN OF THE 2019 POPULATION AND HOUSING CENSUS ...	25
ANNEX 3. LIST OF CENSUS DOCUMENTS AND MATERIALS EXPECTED TO BE PUBLISHED	42

LIST OF ACRONYMS AND ABBREVIATIONS

CAPI	Computer-assisted personal interviewing
Census	Population and housing census
Cosis 1	Statistical Computer Center I
DPLS	Department of Population and Labour Statistics
EA	Enumeration area
GDP	Gross Domestic Product
GIS	Geographic Information System
GPS	Global Positioning System
GSO	General Statistics Office
ICR	Intelligent character recognition
ILO	International Labour Organization
IT	Information technology
PAPI	Paper-and-pencil interviewing
PES	Post-enumeration survey
SDG	Sustainable Development Goal
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
VNM9P03	Support Viet Nam agencies in providing and utilizing quality population and development data and evidence to develop and monitor socio-economic development policies, strategies and plans, and Sustainable Development Goals in Viet Nam in the period 2017–2021 (project)
Web form	An online self-enumeration form (households provide information on population and housing through an online questionnaire via the 2019 Population and Housing Census website)

PREFACE

Viet Nam's population and housing census is implemented every 10 years in years that end with the digit nine (9). The census is regulated by the Law on Statistics and serves as a fundamental and reliable source of information on the population of Viet Nam, including demographic characteristics and housing of residents. The census information is aggregated and used to compile the indicators for the National Statistical Indicator System as stipulated in the Law on Statistics. Information from the population and housing census is therefore critical and beneficial to the socio-economic development of the country. In particular, information from the census assists the Communist Party, the National Assembly and the Government in evaluating the current situation, and in formulating development strategies and policies for the country.

Since the fourth population and housing census conducted in 2009, there have been remarkable changes in the socio-economic situation of Viet Nam. In 2017, the economy experienced positive growth with a Gross Domestic Product (GDP) estimated at VND 5,006,000 billion (equivalent to approximately USD 224 billion), triple the 2009 figure. Economic growth results in improvements in employment and living standards, while also requiring increased efforts to address challenges related to urbanization, migration to urban areas and industrial zones, housing, sustainable employment, and environmental protection, among others. The 2019 Population and Housing Census will continue to provide comprehensive information on the population, including demographic characteristics, employment, living standards, and related topics, to inform the development and evaluation of socio-economic development strategies for the period 2010–2020 and 2020–2030, as well as for other policies relating to citizens.

The Population and Housing Census is a large, complicated statistical activity that involves all the people. Therefore, a detailed and comprehensive census work plan for the preparation and successful implementation of the 2019 Population and Housing Census must be developed to ensure that all aspects of the census are carried out in a timely manner and at a high level of quality.

Since the first Population and Housing Census was conducted in 1979, the United Nations Population Fund (UNFPA) has worked with the General Statistics Office (GSO) of Viet Nam in every activity of these censuses, and has provided necessary and timely technical support that has contributed to the success of the censuses. Within the framework of the UNFPA-supported project: "Support Viet Nam agencies in providing and utilizing quality population and development data and evidence to develop and monitor socio-economic development policies, strategies and plans, and sustainable development goals in Viet Nam in the period 2017-2021", UNFPA is supporting the 2019 Population and Housing Census as well. UNFPA has assisted GSO in developing this document and in other related technical activities. GSO would like to express our sincere thanks to UNFPA for the valuable support.

GSO would also like to express appreciation to the ministries, ministerial-level agencies, and international organizations that have contributed valued opinions in the workshops on the information needs for the census, as well as beneficial comments on the drafting of the census work plan.

I. INTRODUCTION

The 2019 Population and Housing Census Plan presents the tasks and implementation timeline for the 2019 Population and Housing Census in Viet Nam. These include deadlines for the preparation, design, information collection, data processing and publication of the results of the census. The plan was developed in the beginning of 2018 and was updated and revised in the second quarter of 2018.

1. Background

The Population and Housing Census in Viet Nam has been conducted once every ten years over the past several decades. The census aims at providing comprehensive information on the population, including demographic characteristics and housing of residents in the Socialist Republic of Viet Nam. The Population and Housing Censuses in Viet Nam are conducted to meet the information needs of the country, and follow the recommendations of the United Nations so that the data obtained can be aggregated with global data and used for purposes of international comparison.

The Population and Housing Census was first conducted in the unified Socialist Republic of Viet Nam in 1979 by the General Statistics Office (GSO). It was subsequently conducted by GSO in 1989, 1999 and 2009. The census conducted in April 1989 was the first to apply internationally recognized concepts, definitions, design methodology and modern data processing procedures. In the third census in April 1999, a number of additional questions were included and the contents of the census were expanded in order to obtain comprehensive economic, social and demographic data about Viet Nam. The fourth Population and Housing Census, carried out in April 2009, incorporated two new strategies into the design: an increase in the sample size to 15% of the total population in order to estimate some key district-level indicators; and application of intelligent character recognition (ICR) technology to increase the accuracy and reduce data processing time.

The Population and Housing Census to be conducted in April 2019 includes new design strategies to further expand the contents of the census to obtain information needed for monitoring and evaluation of the Sustainable Development Goals (SDGs). These strategies focus on the data collection methodology; on applying IT to all stages of the census to improve data quality, reduce processing time and save costs; on methodologies for the review, management and approval of online data (to facilitate data checking during the data collection process and to reduce the size of the data approval team); and on the sampling methodology (the sample size will be 10% of the total population to allow calculation of key district-level indicators).

The 2019 Population and Housing Census will be conducted in the context of the rapid development of the fourth industrial revolution. This requires improving the methodology of the census, particularly by applying IT

to enhance data quality, reduce time for data processing and delivery of results, and increase the accessibility of data for data users. In addition, the need for information from the census has increased in line with the need for information about the development of the country—to ensure global comparativeness and to meet the SDGs targeted by the Government of Viet Nam. Furthermore, one of the principles for design of the 2019 Population and Housing Census is cost efficiency. The aim is to reduce implementation costs due to a limited state budget and the substantive reduction of aid from international organizations.

One of the breakthrough strategies applied to the 2019 Population and Housing Census is the use of indirect interviews. Through an IT-based survey (using an online questionnaire called a web form), members of households will fill out the questionnaire by themselves. This data collection method reduces the work required by enumerators, including the costs associated with household visits to collect data and the time spent on interviews with members of households. However, this data collection approach poses several challenges as an online questionnaire has never been used in any previous national statistical survey or any census in Viet Nam. Its application in the 2019 Population and Housing Census, which has the greatest number of respondents compared to other statistical surveys, is a great challenge to the implementers of the census and to those working in the statistics sector.

The second breakthrough strategy in the 2019 Population and Housing Census is the application of IT to all stages of the census. This includes the application of IT for listing households and updating the lists; storing and use of commune/ward/town base maps; the automatic selection of sampling households; delivery of text messages and emails to households who registered for the online survey; computer-assisted personal interviewing (CAPI); reviewing and approval of data submitted online at the time the data is collected; and disseminating results and utilizing census data.

In particular, the use of CAPI will play a key role in implementation of the census, especially since it affects other aspects of the census. This change presents an enormous challenge as CAPI has only been studied and tested at a small scale and enumerators are required to have their own smartphones for census implementation (rather than these devices being provided to them).¹ This may help to reduce the costs of purchasing, managing and maintaining equipment, but also may cause many difficulties during implementation of the census.

Another new strategy in the 2019 Population and Housing Census is use of a two-stage stratified sampling method to ensure high representativeness of estimated indicators at the district level, and to reduce the sample size while improving the efficiency of the sample design compared to the 2009 Census. In

¹ CAPI was tested in the Survey on Change in Population and Family Planning in 2018 in 63 provinces of Viet Nam. Another survey also has applied CAPI, though this survey was not carried out in all 63 provinces.

the 2009 Population and Housing Census, a cluster sampling method was applied (all the households in the enumeration area [EA] were selected for the sample survey). In the 2019 Population and Housing Census a new sampling technique will be used and therefore survey management and training for enumerators will be more challenging. The 2019 Population and Housing Census faces many challenges in terms of survey organization, including selection of high-quality enumerators to collect information in the sampled EAs, and identifying effective training methods for the enumerators.

2. Rationale of the 2019 Population and Housing Census

The Population and Housing Census in Viet Nam is regulated by the Law on Statistics and is implemented every 10 years in the year ending with the digit nine (9). It serves as a fundamental and reliable source of information on the population of the country, its demographic characteristics, and housing of residents. This information is used to estimate the indicators of the National Statistical Indicator System as stipulated in the Law on Statistics. Information from the Population and Housing Census is therefore critical and beneficial to the socio-economic development of the country; in particular, information from the census serves the information needs of the Communist Party, the National Assembly and the Government to evaluate the situation of the population, and to form development strategies and policies for the country.

In addition to meeting the need for a national statistical census in general, and a population and housing census in particular, the 2019 Population and Housing Census in Viet Nam is conducted to fulfill a number of national objectives set out for the period 2011–2030. The census provides information to support evaluation of the results of implementation of the national socio-economic development plans for the period 2011–2020, and also serves as a basis for forming new socio-economic development strategies and plans for the period 2021–2030. Similarly, the census supports monitoring of implementation of the Resolution of the 12th Central Standing Committee of the Communist Party of Viet Nam on population affairs in the new context, and monitoring of the fulfilment of the Viet Nam SDGs. Lastly, the census serves as a critical source of information for development of a master sample frame for household surveys in the period 2020–2029.

Data from the Population and Housing Census are reliable, and also necessary for a detailed evaluation of the size of the population, its distribution and structure. The census also provides information at the levels of the individual, household and smallest administrative unit of the country. At the national level, in addition to supporting the evaluation of social and economic achievements in the last decade, census information helps with the identification of major changes in socio-economic and demographic characteristics of the population.

At the global level, in the context of the sustainable development agenda towards 2030, 98 out of 232 SDG indicators used for the global monitoring

framework require population-related information (numerators or denominators of SDG indicators). The 2019 Population and Housing Census can provide information for 10% of the SDG indicators.

The Population and Housing Census requires a huge amount of work, including preparation, information collection, quality control, data processing, dissemination and archiving of results, and use of the census information. Particularly for the upcoming 2019 Population and Housing Census, the application of many new strategies means there will be many changes to the preparation and implementation procedures. The Central Census Steering Committee, on behalf of the Government, directs all data collection work for four components: (i) collecting population and housing information of people who usually live in the households of 63 provinces/cities (conducted by local census steering committees at provincial, district and commune levels); (ii) collecting population information of military personnel managed by the Ministry of Defense, who usually live or do not live in the households, (conducted by the Ministry of Defense); (iii) collecting population information of the armed forces and individuals managed by the Ministry of Public Security, who usually live or do not live in the households (conducted by the Ministry of Public Security); and (iv) collecting information of the officials and staff who are currently working for representative departments of the Socialist Republic of Viet Nam in foreign countries (including foreign diplomatic and consular missions, and representative offices in international organizations), and family members and companions of members of the representative departments.

Currently there are various types of data available in Viet Nam related to population, such as civil registration data, household book data, records on population and family planning, information on number of people with health insurance, population information from enterprises, data from telecommunication service providers, etc. However, data from these sources are insufficient or lack high reliability (for aggregation of population data) since changes in births, deaths, and marital status are often insufficiently registered (due to late registration or failure to register), and the level of detail in the data is not sufficient for statistical analysis. Moreover, in various statistical analysis and reports, the data are based on different information systems that use different definitions for “permanent residents,” “temporary residents” and “household registration.” As a result, population information from different sources contains substantial discrepancies. Population information from GSO (from the Population and Housing Census conducted every 10 years, the Intercensal Population and Housing Survey conducted every five years, and the Annual Population Change and Family Planning Survey) is the official source of information on the population situation in Viet Nam, including the population size and its characteristics.

The Annual Population Change and Family Planning Survey is a sample survey, and the results are used to estimate the population of the whole country

and for each of 63 provinces/cities. However, in order to ensure a sufficient population inventory—including information on characteristics such as age, sex, education level, employment, etc., at the detail level of administrative unit—the Population and Housing Census needs to be conducted periodically. Viet Nam has followed the recommendations of the United Nations on using a 10-year cycle for the Population and Housing Census to ensure a stable and comparable source of information, for providing a basis of comparison with previous censuses, and to reduce the cost of implementation.

In preparation for the 2019 Population and Housing Census, the Prime Minister issued Directive No. 44/CT-TTg dated 6 December 2017 on preparation for the Population and Housing Census to take place at 0.00 hours on 1 April 2019.

3. Legal basis of the 2019 Population and Housing Census

The 2019 Population and Housing Census will be conducted at 0:00 hours on 1 April 2019 with the following legal basis:

(1) Article 29 of the Law on Statistics No. 89/2015/QH13 dated 23 November 2015 regulates that the Population and Housing Census is one of the national statistical surveys led by the General Statistics Office (GSO) with the coordination of other ministries, ministerial-level agencies and local governments.

(2) Clause 3, Article 164 of the Law on Housing No. 65/2014/QH13 dated 25 November 2014 regulates that statistical housing surveys are conducted every 10 years in the population census.

(3) Decision No. 43/2016/QĐ-TTg dated 17 October 2016 of the Prime Minister issuing the National Statistical Survey Program regulates that the Population and Housing Census is conducted with a 10-year cycle on 1 April of the year that ends with digit nine (9).

(4) Directive No. 44/CT-TTg dated 6 December 2017 of the Prime Minister on preparation for the Population and Housing Census at 0:00 hours on 1 April 2019 assigns the Ministry of Planning and Investment to lead the census implementation and to coordinate with ministries, ministerial-level agencies, government agencies and people's committees of provinces/cities in preparation for the census; and assigns ministries, ministerial-level agencies, government agencies and people's committees of provinces/cities to coordinate with the Ministry of Planning and Investment (specifically GSO) in implementing a number of tasks according to their functions for preparation of the census.

(5) Decision of the Prime Minister on organization of the Population and Housing Census at 0:00 hours on 1 April 2019.

(6) Decision of the Chairman of the Central Census Steering Committee on issuing the Project for the 2019 Population and Housing Census.

According to Article 33 of the Law on Statistics, all people are the targets of the 2019 Population and Housing Census and have the following rights and obligations:

Rights:

- + Be informed of decisions, purposes, requirements, scope, main contents and deadline of the census;
- + Be ensured of the confidentiality of information provided to the enumerators as regulated in Article 57 of this law;
- + Make complaints and denunciations in cases of violations of the Law on Statistics.

Obligations:

- + Provide information in an honest, accurate, sufficient and timely manner as requested by the enumerators or the agencies implementing the census;
- + Not to refuse or hinder provision of information for the census;
- + Be subject to review, by the census implementation agencies and statistics inspectors, of the provided information.

The Chairman of the Central Census Steering Committee is responsible for guiding the census; the census steering committees of the Ministry of Defense, Ministry of Public Security, Ministry of Foreign Affairs and local census steering committees (at provincial, district and commune levels) are responsible for guiding and performing the tasks under their respective management scopes. The organizational structure of the 2019 Population and Housing Census is presented in Annex 1.

II. THE 2019 POPULATION AND HOUSING CENSUS PLAN

1. Completion of the legal basis, in the first half of 2018, for implementation of the 2019 Population and Housing Census

A number of legal documents need to be issued for preparation and implementation of the 2019 Population and Housing Census, specifically:

- Directive No. 44/CT-TTg dated 6 December 2017 of the Prime Minister on preparation for the Population and Housing Census at 0:00 hours on 1 April 2019 assigns the Ministry of Planning and Investment to lead and coordinate with ministries, ministerial-level agencies, government agencies and local governments in preparation for the census (Directive No. 44 of the Prime Minister is attached).
- Decision of the Prime Minister on organization of the Population and Housing Census at 0:00 hours on 1 April 2019.
- Decision of the Chairman of the Central Census Steering Committee on issuance of the Project of the 2019 Population and Housing Census.

- Decision of the Chairman of the Central Census Steering Committee on establishment of the Central Census Steering Office.

- Procedures for making the seal of the Central Census Steering Committee.

2. Census design and completion of the implementation procedures

To prepare and implement the 2019 Population and Housing Census, work on the census design needs to be completed in Quarter III of 2018. The detailed tasks are:

- To complete the census questionnaires (via consultation workshops, and the census pre-test and pilot).

- To develop census data collection methods and forms.

- To prepare necessary content for implementing the census, including drawing the base maps of communes, wards, towns and dividing EAs in each map; creating the households lists; forming the enumeration network; and developing the procedures for review and approval of the base maps, EA divisions, household lists and the census data.

3. Research on application of IT to the census

One of the important strategies for the 2019 Population and Housing Census is the application of IT to the various stages of the census. To prepare for this, research into the needs for application of IT needs to be completed in Quarter IV of 2018. The specific tasks are:

- Development of IT-related work for the 2019 Population and Housing Census, including design of the data collection software (CAPI, web form); design of a website for implementation/operation of the census; and design of the official website of the 2019 Population and Housing Census.

- Preparation of IT infrastructure and options for a server system to receive and process data, including a transmission system and contingency plans.

- Establishment of a hotline and assigning tasks so that relevant agencies can answer questions submitted through the hotline.

4. Development of a plan and means of communication for the census

The 2019 Population and Housing Census will be conducted at a large scale and relates to all residents of the country. It requires the cooperation of all households and all people across the country. Therefore, an advocacy and communication campaign is critical to ensuring the success of the census. A communication plan needs to be developed and completed in Quarter III of 2018 so that communication work can be implemented from the beginning of Quarter IV of 2018. The 2019 Population and Housing Census communication plan should focus on the following contents of the census:

- Communication means and content;
- Assignment of communication tasks; and
- A timeline.

5. Agreement among the three ministries that will implement portions of the census on their own schedules

The three ministries that will implement the census based on their own schedules include the Ministry of Defense, Ministry of Public Security and Ministry of Foreign Affairs. To ensure proper data collection and combining data from these ministries with the database of the 2019 Population and Housing Census, GSO needs to reach agreement on the census contents among the ministries in Quarter IV of 2018. This involves:

- Agreement on the implementation scope of the census; and
- Method for merging data.

6. Technical workshops and trainings at all levels

Workshops and trainings for the 2019 Population and Housing Census include:

- Guidance workshops on the 2019 Population and Housing Census implementation. This includes the guidance workshop of the Central Census Steering Committee on preparation for the census; and online workshops of the Central Census Steering Committee and local census steering committees on guiding the work and assigning tasks (by the Chairman of the Central Census Steering Committee).

- Training workshops for the Census.

- + Training on management and household listing, and professional training of trainers on the 2019 Population and Housing Census at the central level—to be completed within the first half of December 2018.

- + Training on management and household listing at all local levels, in November 2018.

- + Professional training on the 2019 Population and Housing Census at all local levels, by 15 March 2018.

7. Enumeration and post-enumeration

Tasks in this area are:

- Updating the household lists before the data collection time of the census (deadline is 20 March 2019) to ensure the availability of the updated electronic database for electronic questionnaires used in the census.

- Conducting enumeration at EAs from 1 to 25 April 2019.

- Conducting a post-enumeration survey in May 2019.

8. Cost estimation and resource mobilization

The 2019 Population and Housing Census uses the state budget as regulated by the Law on State Budget. A number of technical activities related to sample design, materials development, training, supervision of information quality, and data analysis are funded through the UNFPA-supported Project “Support Viet Nam agencies in providing and utilizing quality population and development data and evidence to develop and monitor socio-economic development policies, strategies and plans, and SDGs in Viet Nam in the period 2017–2021” (VNM903).

According to the Law on State Budget, the census design will be completed in order to launch the Implementation Plan of the 2019 Population and Housing Census by July 2018. The Prime Minister’s Decision on organization of the 2019 Population and Housing Census serves as the basis for issuance of the 2019 Population and Housing Census Implementation Plan.

9. Data processing

Tasks in this area are:

- Data processing of CAPI and web form questionnaires (review, approval and completion of the database) will be conducted simultaneously with the enumeration in April 2019.
- Data processing of paper-based questionnaires (PAPI): July 2019.
- Coding of sectors and occupations: September 2019.
- Producing output tables: from July 2019 to Quarter IV of 2020.

10. Dissemination of the census results

Tasks in this area are:

- Disseminating preliminary results in July 2019.
- Disseminating sample survey results in December 2019.
- Disseminating complete survey results in Quarter II of 2020.
- Disseminating monograph reports of selected topics in Quarter IV of 2020.

The implementation plan of the 2019 Population and Housing Census is presented in Annex 2.

III. TENTATIVE IMPLEMENTATION PLAN FOR THE 2019 POPULATION AND HOUSING CENSUS

1. Completion of the legal basis and organization of the census

1.1 Central Population and Housing Census Steering Committee

Due to its large workload, the 2019 Population and Housing Census requires significant resources, including human, technical and financial

resources, as well as strict administration. In the last census, the Central Census Steering Committee performed its tasks of comprehensively leading and supporting the census activities across the country. For the 2019 Population and Housing Census, the Vice Prime Minister will be the Chairman of the Central Census Steering Committee. Members of the committee are leaders of the relevant ministries and ministerial-level agencies, including from the Ministry of Planning and Investment, Ministry of Defense, Ministry of Public Security, Ministry of Foreign Affairs, Ministry of Construction, Ministry of Health, Ministry of Information and Communication, the Viet Nam Committee on Ethnic Minority Affairs, Ministry of Finance, Ministry of Labor, Invalids and Social Affairs, Ministry of Education and Training, Ministry of Natural Resources and Environment, and General Statistics Office (GSO's Director General is a Deputy Chairman and GSO's Deputy Director General is a permanent member of the Central Census Steering Committee).

Key leaders of the Central Steering Committee play a crucial role in finding solutions to issues related to the census design, in coordinating with ministries and local governments to prepare for and implement the census, and in mobilizing resources for the census. The Director of GSO's Population and Labor Statistics Department will be assigned as the Head of the Central Census Steering Committee Office, which assists the Central Census Steering Committee to ensure that the Census is conducted as planned and the information requirements are fulfilled.

1.2 Population and housing census steering committees at provincial, district and commune levels

Following the establishment of the Central Census Steering Committee, steering committees will also be established at provincial, district and commune levels for providing guidance and administrative coordination at the local level. The Chairman or Deputy Chairman of the People's Committee of each province, district or commune will be the Chairman of the respective census steering committees. The Director of the Statistics Office at each administrative level will function as Deputy Chairman of the respective census steering committees. Members of these committees will be key leaders from the local government departments and branches.

The census steering committees at all lower administrative levels assist and follow the Central Census Steering Committee's guidance in launching the census activities in their respective areas in accordance with the census work plan. Key activities include: guidance and implementation of drawing commune/ward base maps and division of EAs; creating household lists; taking part in the pilot survey; recruiting supervisors and enumerators; developing the census network; participating in census-related training; launching the census communication campaign at local levels; checking, monitoring and approving base maps, household lists and census questionnaires; periodically preparing and submitting progress reports (for PAPIs) to the Central Census Steering

Committee; and other tasks. The local census steering committees will be established in Quarter III of 2018.

1.3 Census steering committees in ministries

In the 2019 Population and Housing Census, the Ministry of Defense, Ministry of Public Security and Ministry of Foreign Affairs will follow their own enumeration plans within the respective scopes of management under the assignment of the Central Census Steering Committee. The Ministry of Public Security has the responsibility to develop a security plan for the census to be conducted in the whole country.

To perform these tasks, the Ministry of Defense, Ministry of Public Security and Ministry of Foreign Affairs will establish a Census Steering Committee so that each ministry performs the tasks related to the census within the scope of work assigned by the Central Census Steering Committee.

2. Design and completion of the census implementation procedures

2.1 Identification of the census content and completion of questionnaires

a. Identification of the census content

To understand the information needs related to population, including important demographic indicators covered by the 2019 Population and Housing Census, GSO will organize consultation workshops to obtain the advice of experts, as well as workshops with census data users to identify their information needs. Based on input from scientists and representatives of ministries, ministerial-level agencies, and domestic and international organizations, GSO will identify the information that needs to be collected through the 2019 Population and Housing Census. In addition to the demand for basic information on the population, its demographic characteristics, and housing for residents, information needed for monitoring the SDGs will be reviewed. As mentioned above, agreement needs to be reached with three ministries (Ministry of National Defense, Ministry of Public Security and Ministry of Foreign Affairs) about information to be collected and arrangements for data collection work by each ministry.

b. Completion of questionnaires

Based on the contents of the census, as identified and agreed among relevant stakeholders, GSO needs to cooperate with the Ministry of Construction, Ministry of Health, Ministry of Education and Training, and international organizations (UNFPA, UNICEF, ILO) to design the questionnaires.

The 2019 Population and Housing Census has two questionnaire forms: a short form that is used to collect complete enumeration information, and a long form that is used for obtaining additional content through the sample survey. The questions in both forms need to be pre-tested and piloted.

2.2 Division of enumeration areas and drawing the base maps of communes/wards

The enumeration area (EA) in statistics refers to the geographic area where people reside within a clear or relatively clear boundary. Fundamentally, EAs are villages in rural areas, hamlets in mountainous areas, and residential groups in urban areas.

In accordance with international methodology, the maps used in the census include base maps of communes/wards, as well as detailed maps that have information about each house/housing unit (also called an EA detailmap), to ensure that people are not missed or double counted during enumeration. In previous population and housing censuses, EA detail maps were developed. However, due to limited time and budget, in the 2019 Population and Housing Census commune/ward mapping will be studied and considered to ensure that the maps reflect clearly the boundaries of EAs and inhabited areas in each EA (where data will be collected).

In many other countries that are preparing for the 2020 round of population and housing censuses, paper-based detail maps are being replaced by use of geographic information systems (GIS) for field enumeration. Countries are also developing geography-integrated statistical information systems for the publication of census results. However, the application of GIS in Viet Nam would require additional funding and thus cannot be used in the 2019 Population and Housing Census.

Drawing EA maps is, as already noted, an important preparatory task. These maps provide complete information about the area and the location of each household to be interviewed. A very intensive and comprehensive plan is necessary to complete this task. Three suggestions are made in this regard:

(1) The house number given at the time of EA mapping should be painted or written on the outer wall of the building/house concerned, or a sticker containing the house number should be pasted near the entrance. This would provide easy identification of a building/house with the help of the EA map/list.

(2) The maps could be so drawn that that they do not cut across hamlets, small villages, mountain villages, or wards (collectively “villages” for short), and thus population data for each village could be easily divided into many EAs. This, however, may affect uniformity of the size of EAs as it would give rise to smaller EAs in some cases (such as EAs with 50 or 60 households). However, the workload of enumerators could be adjusted by assigning two small EAs to an enumerator who would be asked to keep the records of each EA separate. This system, if followed, would help to build the population database at the level of “village,” which may become a viable unit for planning and administration in the long run (at present commune is the lowest administrative unit in Viet Nam).

(3) The EA map (or the village maps if the above mentioned suggestion is implemented) within the digitized commune map could be drawn in the field

along with measurement of coordinates (by using the Global Positioning System, or GPS). One of the outputs of this exercise would be a polygon layer showing the notional boundaries of each EA/village within each commune. This would help in computerization of such maps and in the GIS applications. EA maps accompanied by lists of households within each EA have to be prepared as a pre-census exercise. This would be done by training of staff recruited for this purpose.

Apart from the preparation of EA maps, the preliminary census work includes listing of all households within each EA. The household listing form contains the number assigned to each dwelling/household, the name and some details about the head of household and persons (separate for males and females) usually residing in the household. The EA maps and household lists will be scanned (coded) and entered into the software program to be stored as a database, and to be used in future sample surveys. The maps and lists prepared for the 2009 Census have been lost due to poor quality of the paper used and inadequate storage, and hence are not available for updating or as reference for the 2019 Population and Housing Census. Mapping and listing of EAs for the 2019 Population and Housing Census have to be carried out again, and the results better preserved for future use.

In order for these materials to be used for a long time after the 2009 Census (including future sample surveys by GSO and relevant surveys by other users) they must meet the following requirements: i) each EA map should be based on the commune map to ensure that the entire commune is covered by EAs without any overlaps or gaps; (ii) good quality paper of uniform size (e.g., A3 size) should be used for drawing the maps; (iii) the drawings should be neat, clear and follow mapping rules; iv) the EA maps could be scanned and computerized; and iv) arrangements should be made for proper storage of the maps—such as through digitization.

2.3 Household listing

This second pre-census task, following mapping and division of EAs, is creating/updating household lists. This is critical for ensuring an accurate counting of the population, with no double counting or missed households. In particular, the household lists will help to develop the enumeration network—to identify households who will use the online web form, and for sampling (for the long questionnaire). Since the detailed EA maps may not be used in the 2019 Population and Housing Census, household lists should be developed carefully to ensure high data quality. Development of the household lists should be based on the following principles:

- The household listing form should contain information about the house number, the number assigned to the household, and the number of persons in the household, including the number of males and females usually residing in the household. The numbers assigned to the house and households need to be

continuous. Various households living in the same house/apartment should have the same assigned house number.

- Persons who are in charge of household listing should visit each household to collect information and identify the correct number of households in the EA. The household list needs to reflect the correct number of households and information about each household.

- Households should be asked if they would voluntarily register to fill out the online survey. Prior to asking for volunteers, the census workers should introduce/explain the online self-enumeration form (web form) and the benefits for households who choose to provide information for the census by themselves.

2.4 Sample design

In addition to the complete enumeration of basic population and housing information, the 2019 Population and Housing Census will collect additional in-depth demographic and housing information through a sample survey to ensure district-level representativeness of indicators and to reduce the cost of the census and the burden on census workers.

In many countries, the sample survey is conducted after the complete enumeration. However, in the last four censuses in Viet Nam, the sample survey and complete enumeration were conducted simultaneously. The same is expected for the 2019 Population and Housing Census in order to: (1) expand the scope of the survey to meet the need for in-depth information and data analysis; (2) improve the survey quality, especially related to sensitive and complicated questions; and (3) reduce the census costs.

In the 2009 census, the survey sample was 17.9% of EAs and 15% of the total population. The sample of the 2009 census was a single-stage cluster sample design with stratification and systematic sample selection. The enumeration and sample design method in the 2009 census was advantageous for census organization and resource allocation (i.e., identifying sample survey areas and complete EAs helps in identifying the workload and assignment of each enumerator). However, the biggest limitation of this method is low design efficiency and extremely high standard errors, particularly for indicators related to household living conditions.

To overcome these limitations and to reduce the costs, two-stage stratified sampling will be applied in the 2019 Population and Housing Census. Stage 1 involves stratified sampling and distribution by district, and in each district the probability proportional to size (PPS) technique will be used to select EAs. In Stage 2, households are selected within each selected EA using systematic random sampling. The sample size is about 10% of the population, while the number of sample survey areas is equivalent to 40% of the total EAs of the country. The calculation of sample size and sample distribution take into account the information to be collected for several indicators, such as the number of births and deaths in the 12 months before the enumeration, the

number of unemployed persons in the urban area, etc. In addition, the results have to be comparable among districts of a province, and among provinces/cities.

Within the framework of the Project VNM9P03 for the period 2017-2021, UNFPA is supporting GSO in sample design for the 2019 Population and Housing Census via technical support by an international expert experienced in statistical sample design. Based on the sample design option for the 2019 Population and Housing Census, GSO will identify the sample size for each district unit and develop a household sampling program to conduct sampling for EAs according to the allotted sample size.

2.5 Identifying data collection methods and means

The application of IT to the 2019 Population and Housing Census is expected to improve data quality, reduce the amount of time required for data processing and dissemination, and increase data accessibility for data users. To facilitate the application of IT, GSO will improve data collection methods compared to the 2009 census. Specifically, two methods of data collection will be applied: direct interviews (the enumerator directly interviews the respondent and records the information) and indirect interviews (the household provides information requested by themselves). Only direct interviews were conducted for the 2009 census. The three means of data collection will be: CAPI, online (web form), and printed questionnaires (in the 2009 census only printed questionnaires were used).

One of the breakthrough strategies for the 2019 Population and Housing Census is the use of CAPI and online questionnaires for the first time in a national statistical survey by GSO, particularly in a large-scale population and housing census. This change will improve data quality, enhance transparency, improve the (traditionally) rigid process used to produce statistics data, reduce the amount of time needed for dissemination of the census results, and reduce the costs of the census in the long run. The use of CAPI and online questionnaires is in line with international trends in data collection.

However, these changes also bring considerable challenges for GSO in implementing the 2019 Population and Housing Census. Several of the identifiable major challenges are listed below.

(1) Due to the large number of enumerators needed for the 2019 Population and Housing Census (to cover about 200,000 EAs), it is impossible to equip them with smart electronic devices (i.e., tablets and smartphones). Recruited enumerators must have their own smart devices to use in data collection. Because this will result in numerous types of devices used, the IT team must develop different electronic questionnaire apps to be installed in different smart devices (i.e., apps for IOS and Android-based devices) and must study the compatibility of the apps with various types of devices.

(2) The current IT infrastructure of GSO is not suitable for simultaneously connecting multiple channels (i.e., CAPI, web form, and printed questionnaire) relaying information from around 95 million people residing in 200,000 EAs throughout the country. Internet security and confidentiality cannot be completely ensured.

(3) Online provision of information via the Internet by respondents has many benefits: it decreases the workload of enumerators, reduces costs for household visits to collect data, and reduces the amount of time households spend for interviews. However, this method of data collection poses various challenges for those implementing the census and for households who are used to being interviewed directly in statistical surveys. Therefore, greater focus on communication to raise people's awareness about the benefits of responding via the online form is needed.

2.6 Research on application of IT in the 2019 Population and Housing Census

The change in data collection methods and means due to the application of IT leads to the changes in other stages of the census, as listed below.

- Household lists (including updating of the lists) need to be digitalized right after completion in order to provide inputs for developing the enumeration network for conducting CAPI and online questionnaires.

- Storing and use of commune/ward base maps needs to be suitable for long-term storage and use in the 2019 Population and Housing Census.

- Development of the enumeration network is needed for CAPI and the online questionnaires, for review and approval of data, for submitting daily reports, etc. Specifically, user accounts for agencies at the central and local levels must be created; supervisors must be given permission to access different levels of the data to review and approve it and to submit reports to the census steering committees of equivalent and higher levels; and permission must be given to enumerators to conduct enumeration in specific EAs.

- User accounts for households who registered for the online response must be created and households must be given permission to access to provide information via the web form; text messages and emails must be sent to the households who registered to provide information online; and online data must be reviewed and approved (at the same time as data is collected).

- Sampling households must be automatically selected, and a hotline established.

- A census website must be built for operation and management as described above; and an official website of the census must be created to provide information to all Vietnamese people, and others interested in the 2019 Population and Housing Census.

- Application software must be developed to publish data and utilize the information from the census.

The application of CAPI and online questionnaires for data collection means will require preparing IT infrastructure, renting servers to receive and store data, and renting data transmission lines. Therefore, GSO has to develop implementation plans to ensure smooth transmission of information and data security.

3. Development of a communication plan

The census requires the collaboration of all households and people throughout the country. Therefore, a public communication campaign utilizing the mass media is critical to the success of the census. It is necessary to strengthen communication events and campaigns about the census to raise the public awareness and increase public collaboration in implementation of the census. This task also involves encouraging the public to use the census data.

The Central Census Steering Committee needs to develop and issue a Communication Plan for the 2019 Population and Housing Census. Mass media, including newspaper, radio and television, are the main channels for communication about the census. Other communication channels and tactics should also be used, such as meetings and discussions with local residents, posters, messages, slogans, songs, and social networks, as well as articles in publications for the statistics and other relevant fields.

Moreover, communication from the Central Census Steering Committee, local census steering committees and local governments are of critical importance to raising public awareness and encouraging participation by people in the 2019 Population and Housing Census.

It is necessary to identify the timeline for communication activities based on specific stages of the census implementation. For example, communication about household lists and registering for the online census questionnaire will be conducted at the end of 2018, and communication about data collection at the household level will be carried out in March and April of 2019.

4. Development of guiding documents and materials

There are many materials guiding the technical tasks, implementation procedures, and application of IT in the various stages of the 2019 Population and Housing Census. Therefore, a list of guiding documents and materials for the census, implementation deadlines, and identification of recipients/users of the documents are necessary to ensure that the documents are of the good quality and are completed within the timeline.

Thirty-one guiding documents and materials are expected to be developed. The majority are instructions related to the contents and implementation procedures of the census (27 types of guiding materials). Most of these materials will be developed before the census pilot, which is expected to

be carried out in October 2018, and will be improved before making the household lists in November 2018.

The list of guiding documents and materials are presented in Annex 3.

5. Cost estimation

The 2019 Population and Housing Census is funded from the annual state budget, and an estimate of the cost is developed on the basis of the Prime Minister's Decision on Organization of the 2019 Population and Housing Census and the expenditure plan of the 2019 Population and Housing Census. Formation of the cost estimation is based on estimating the costs of specific tasks, as detailed below:

- Preparation for the census, including consultations to determine and complete the questionnaires, data collection methods and means, data collection and processing procedures, pre-testing and pilot activities, printing publications and materials, etc.

- Design of the census and development of guiding materials.

- Communication activities.

- Development of software and completion of IT infrastructure.

- Preparation of EAs, including mapping and division of EAs.

- Data collection including household lists and census data collection, as well as a post-enumeration survey, and review, supervision and approval of the results.

- Processing and dissemination of the results.

- Development of a database for online use of the census data.

Compared to the 2009 census, a number of tasks will be removed or reduced in scope:

- No detail maps of about 200,000 EAs will be created.

- The number of enumerators will be reduced in order to mobilize those enumerators who have their own smart devices (to be used for the census), and the number of enumeration days will be increased.

- The number of team leaders will be reduced in areas where CAPI will be applied; the team leaders will manage the enumerators to ensure that they follow the enumeration procedures and visit households for the interviews. In areas where the printed questionnaire is used, the supervisors will manage the enumerators to ensure that they follow the enumeration procedures and visit households for interviews. The team leaders will also check the information in the completed questionnaires.

- The number of days for training workshops will be reduced.

- The number of commune census steering committee members that participate in the technical training workshops organized at the district level will be reduced.

- To reduce the amount of time needed for on-site review and approval at locality level, those tasks can be performed online using the centralized data management system.

- The amount of printed materials will be reduced, as the main goal is use of the electronic questionnaire.

6. Enumeration stage

6.1 Recruitment of enumerators and team leaders

Overall, one enumerator is entrusted with completely enumerating 2-3 EAs; each EA contains 120 households. In general, field workers will be recruited from the localities where they will be posted for work. Local officials who have smart devices and adequate professional capability to participate in the census (i.e., an educational qualification of higher secondary or more) will be recruited as enumerators. In some ethnic minority communities, it will be necessary to recruit enumerators with good local knowledge and clear handwriting. Even where enumerators are recruited from outside an ethnic minority area, local people will be involved in the census as interpreters and guides. As part of the recruitment process, enumerators will be required to have smart devices to perform enumeration using the electronic questionnaire installed on their devices. Team leaders will be drawn generally from personnel who participate in local activities such as commune officials, heads of villages and hamlets, cadres responsible for women's affairs, etc.

The Census Steering Committee at the provincial level is responsible for recruitment of enumerators, team leaders and other necessary enumeration personnel. It is expected that about 100,000 enumerators will be engaged for the 2019 Population and Housing Census. Recruitment of such a large number of qualified enumeration personnel is likely to pose problems due to a shortage of suitable individuals, especially in remote and isolated areas. However, based on past experience, the provincial steering committees will be able to deal with this challenge by closely coordinating with local officials and local departments.

6.2 Training program

One of the biggest census challenges is training a large number of trainees; most have no experience in data collection, or installation and use of survey software on smart devices. Enumerators' IT skills vary, and to ensure good training quality the standard number of trainees in each training course on the application of information technology must not be too large. The quality of the data collected also depends greatly on the training quality at each stage of the census, especially the fieldwork. Therefore, to ensure high quality training, the most important aspect is preparing carefully the training contents. All field staff should be trained on relevant technical aspects of their work such as

making household lists, interviewing, filling in answers to the questionnaires, and monitoring of census activities.

For enumeration in EAs that will use the PAPI method, the training on checking questionnaires (to ensure the answers to all questions are filled in correctly) and editing will take place separately after data collection.

(1). Training for trainers at the central level

Viet Nam has 63 provinces/cities so it is necessary to provide training for trainers in all provinces/cities. The training is provided by trainers from the central level to ensure trainees (who are provincial trainers) have the necessary training skills and a common understanding of the census contents.

(2). Training of trainers at the provincial level

The provincial trainers will train district trainers on the census contents and required training skills.

(3). Training of trainers at the district level

The district trainers will train enumerators, team leaders and other officials involved in the census. Based on the number of trainees per course, the census steering committees at district level will design the training program in accordance with the overall census work plan.

The training program must include:

- Guidance on training methods for trainers, with a focus on the training method and the explanation of concepts/definitions and practical exercises.
- Sufficient training materials for each training course, including questionnaires, sample tabulation forms, manuals and necessary stationary.
- No more than 50 trainees per training course.
- Use of audiovisual devices in the training to ensure consistency.
- Practical exercises in the classroom and/or in the field. In addition, a test is required at the end of the course. Those who do not pass the test should not be recruited to participate in the census activities.

6.3 Data collection

The field survey will be conducted within a period of 25 days. On the first day enumerators will study EA base maps and make observations in the field to familiarize themselves with their areas, make a plan for enumeration, and collect information from households.

Supervision of the field activities is crucial to ensuring data quality. The application of IT in the census will help to control the quality of field activities and of the information collected. However, monitoring and direct supervision of the fieldwork throughout the period of data collection is also very important to ensure that the staff participating fulfill their responsibilities and follow the

census procedures. Through this approach the quality of census data would be improved.

6.4 Collection of enumeration materials (PAPI)

At the end of the enumeration phase, team leaders will be responsible for final checking the questionnaires and will ask enumerators to return to any households where verification of information is needed. Team leaders will then hand over the questionnaires and other documents, organized by EA, to the commune-level steering committee for verification of completeness before handing over the materials to the district and provincial steering committees. The steering committees at central, provincial and district levels will be responsible for checking and approving the completed questionnaires submitted by the steering committees at lower levels. The commune-level steering committee will be responsible for checking and approving the questionnaires submitted by team leaders.

7. Post-enumeration stage

7.1 Data processing

In the 2019 Population and Housing Census, the work of digitizing the information collected will be almost completely eliminated due to the maximum use of CAPI and online questionnaires.

For CAPI, the questionnaires will be completed and sent to the GSO server by enumerators during the enumeration phase. For the online questionnaires, the information will be stored on GSO's server immediately after households finish self-enumeration. As for PAPI, the information collected will be processed and digitized.

Census data will be checked and then integrated into a database (including the CAPI, web form and PAPI datasets). Staff will then code the data related to occupations and industrial sectors in sample questionnaires. This database will be merged with the datasets provided by the Ministry of Defense, Ministry of Public Security, and Ministry of Foreign Affairs. The census data then will be exported and stored in various formats—such as Excel, SPSS and STATA—for analysis and producing reports on the census results.

7.2 Data analysis

A preliminary census report will be disseminated by the middle of 2019, including general analysis of census results, to provide initial information about the population of Viet Nam for the public and other data users.

A report providing an analysis of the sample survey results will be released in December 2019. Demographic analysis will be conducted once a system of aggregate tables at national and provincial levels is ready. There is also a need to organize workshops for in-depth analysis of the following topics: fertility and mortality, nuptiality, status of the labor force and unemployment, migration, housing and living conditions, sex composition, literacy and

education, population projections, and a thematic census atlas. Aside from these topics, others may be added depending on the data collected through the census questionnaire.

A final report on the complete census results will be available by the middle of 2020.

Reports on each topic will be developed following the discussions at the analytical workshops, for publication near the end of 2020. The reports will be written in both Vietnamese and English. Officials with experience in data analysis, and staff from the research unit of the Central Census Steering Committee Office will be encouraged to produce the reports. The timely publication of reports on each topic would be very valuable to researchers, administrators and other data users.

7.3 Data dissemination

The purpose of the 2019 Population and Housing Census will be achieved only if the information collected is provided for data users in a form appropriate to their needs. Given the current level of technology, it is possible to disseminate the census data through a variety of means, from traditional print publications to electronic databases and online channels. GSO should make use of all forms of data dissemination to maximize the use of census data.

Preliminary results and selected aggregated data tables will be released through special communication initiatives, workshops and conferences, for various data users. In addition, the recommendations from the workshops and conferences on the census results will help to identify priority topics for more in-depth analysis. This analytical work could be expanded if key officials from other ministries and government agencies are mobilized to participate. A detailed plan for the dissemination and the use of census data at all levels should also be developed and implemented to ensure that the data is used as comprehensively as possible.

A tabular database allows for the storage of a large number of cross tabulations and easy access to selected tables. Given the usefulness of the census data and in order to disseminate census data, population databases will be developed. Micro databases (information at the individual level) allow for the aggregation of individual data at any level of detail. These are the ideal tools for the production of detailed statistics. However, privacy issues related to individual information need to be considered.

Graph and map databases also significantly improve the effectiveness of dissemination of census data, as trends and patterns can be easily depicted with maps and graphs. Another form of data dissemination that could be considered are websites with the basic information and results of the census.

8. Monitoring, evaluation and quality control

Census activities will be monitored through both formal and informal mechanisms. Formally, the Central Census Steering Committee ensures that all activities are carried out as required. The census steering committees at provincial, district and communal levels will also conduct census activities within their scope of management and will supervise census activities with the assistance of appointed officials. This will ensure that the base maps of all EAs are drawn precisely, and all localities and usual resident populations therein are covered in the enumeration without any omission or duplication.

The members of the Central Steering Committee Office as well as steering committee office members at provincial and district levels will be responsible for regularly reporting on the progress of census activities according to the work plan, highlighting issues that require special attention. At the same time, supervision of field activities will be undertaken frequently by supervisors in order to verify whether the census activities are being implemented effectively and whether the main objectives of the census are met.

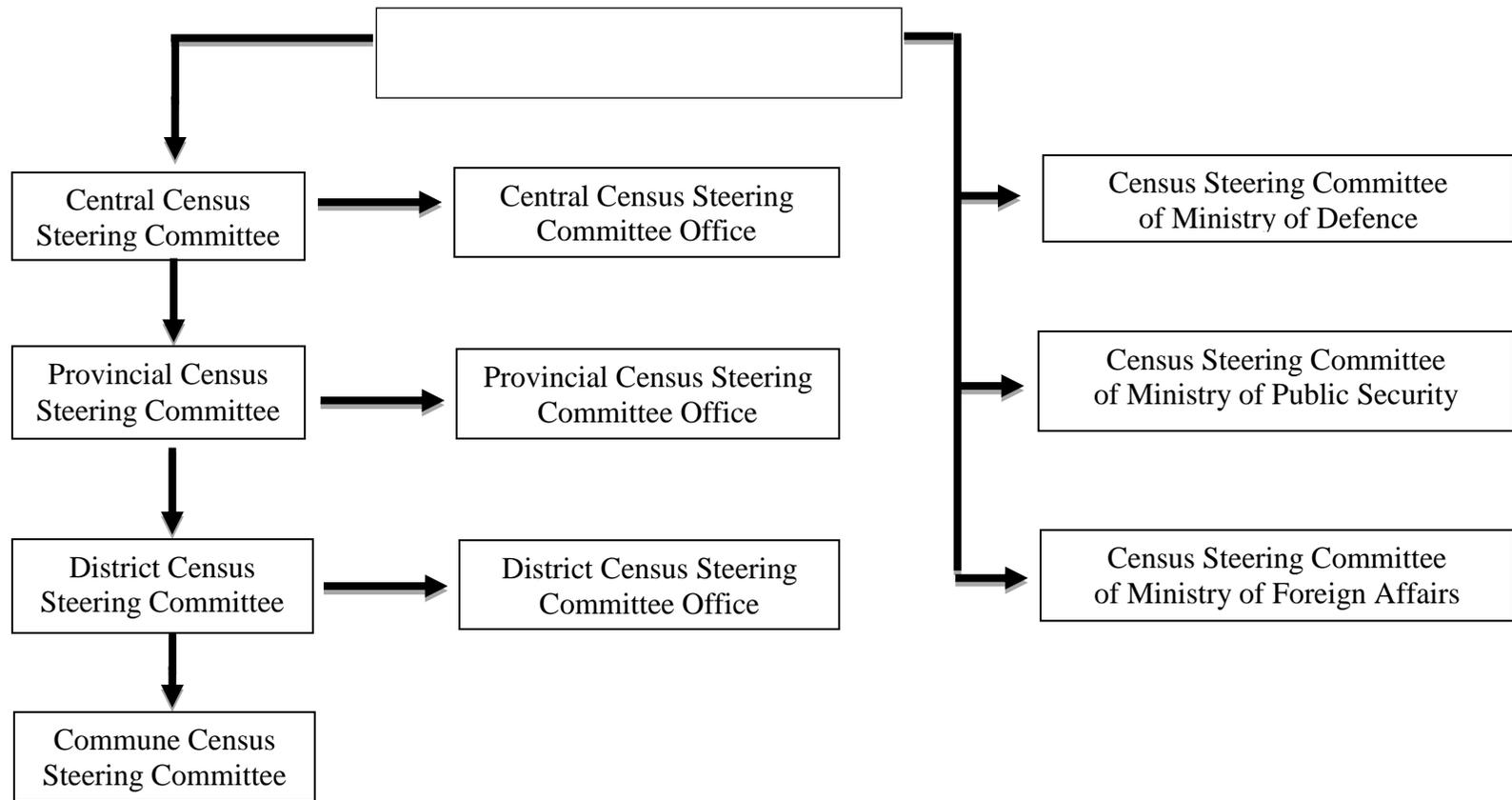
The supervision of census activities will be implemented strictly so that no serious errors go undetected during implementation. For the EAs using PAPI, team leaders will be required to reinterview a few respondents to ensure enumerators comply with the guidelines.

At the end of the enumeration, team leaders and supervisors will carefully review the questionnaires, and will revise them and/or reinterview members of households (if necessary) to ensure the necessary quality of the information collected (team leaders will review only completed paper questionnaires). In such a large operation as the census, errors are unavoidable despite all the checks mentioned above. Therefore, a formal post-enumeration survey (PES) will be conducted to assess the quality and scope of the census. Experience shows that the use of a PES makes enumerators and supervisors carry out their work more carefully. According to regulations, the census steering committees at local levels will submit periodic progress reports to the Central Steering Committee. The reports will be reviewed and corrective measures will be taken if necessary.

Quality control will also be applied to the coding and data processing through the use of sample checks and reviews.

In the 2019 Population and Housing Census, a variety of forms will be used for monitoring and management, with an emphasis on the monitoring field activities in order to address issues arising during the fieldwork and to improve the quality of the information collected.

ANNEX 1. ORGANIZATIONAL STRUCTURE OF THE 2019 POPULATION AND HOUSING CENSUS



ANNEX 2. WORK PLAN OF THE 2019 POPULATION AND HOUSING CENSUS

No.	Name of Activity	Duration	Responsibility	Output
1	Draft Decision of the Prime Minister on conducting the 2019 Population and Housing Census			
	Drafting the Statement on Preparation of the 2019 Population and Housing Census	May – Jun 2017	Department of Population and Labour Statistics (DPLS)	Statement on the 2019 Population and Housing Census preparation submitted to head of the General Statistics Office (GSO)
	Submitting request to the Prime Minister to issue the Instruction on Preparation of the 2019 Population and Housing Census	Aug 2017	GSO	Prime Minister's Instruction on Preparation of the 2019 Population and Housing Census
	Drafting the Statement and Decision of the Prime Minister on Implementation of the 2019 Population and Housing Census	Mar – Apr 2018	DPLS	Draft Statement and Decision of the Prime Minister on Implementation of the 2019 Population and Housing Census
	Submitting request to the Prime Minister to issue the Decision on Implementation of the 2019 Population and Housing Census	May 2018	GSO	Decision of the Prime Minister on Implementation of the 2019 Population and Housing Census
2	Drafting the census materials			
	Preliminary draft of the questionnaires	May – Jul 2017	DPLS	Draft questionnaires

No.	Name of Activity	Duration	Responsibility	Output
	Drafting of the detailed plan of the 2019 Population and Housing Census	May – Aug 2017	DPLS	Draft of the detailed plan of the 2019 Population and Housing Census
	Finalization and publishing of the detailed plan of the 2019 Population and Housing Census	Aug – Oct 2017	DPLS	Detailed plan of the 2019 Population and Housing Census
	Workshops on the information needs of users of the 2019 Population and Housing Census data	Jul – Aug 2017	DPLS	Expected information needs to be collected
	First draft of the 2019 Population and Housing Census Project	Aug – Sep 2017	DPLS	First draft of the 2019 Population and Housing Census Project
	First finalization of the questionnaires	Aug – Sep 2017	DPLS	Census questionnaire
	Preparation of budget for the census to submit to the Ministry of Finance	Oct – Dec 2017	DPLS, Financial Planning Dept., GSO	Estimated budget for the census
	Finalization of the classification for the 2019 Population and Housing Census (administrative units, ethnic groups, religion, occupation, economy, training, etc.)	Oct – Dec 2017	DPLS, Statistical Method & IT Dept., Social-Environmental Statistics Dept.	The classification for the 2019 Population and Housing Census
3	Learning (domestic and foreign) on the feasibility of applying new technologies: Internet (web form) and tablets (CAPI) for the 2019 census			
	Study visits to learn experiences of 1-2 countries that applied Internet-based strategies and tablets	Jul – Oct 2017	DPLS	Study visit reports

No.	Name of Activity	Duration	Responsibility	Output
	in their census			
	Survey in some localities about the feasibility of applying new technology	May – Oct 2017	DPLS	Feasibility report
4	Pre-test			
4.1	First pre-test (testing CAPI)			
	Preparation of tablets and other electronic devices	Jun – Jul 2017	DPLS, Statistical Method & IT Dept., FPT, other IT partners	Tablets and other electronic devices
	Design the Census Pre-test Plan and preparation of documents (questionnaire, the census manual, etc.)	Jun – Aug 2017	DPLS, Statistical Method & IT Dept.	The Census Plan and document for the first pre-test
	Design electronic questionnaires for CAPI	Jun – Jul 2017	Cosis 1	Electronic questionnaires for CAPI and web form
	Setting up the data entry program for PAPI and a program for aggregation datasets collected from three methods	Jul – Aug 2017	Cosis 1	Data entry program and a program for aggregation datasets collected from three methods
	Selection of enumeration areas (EAs) and creating household lists for each EA	Jul 2017	DPLS and selected provinces	List of selected EAs
	Recruitment of personnel for the pre-test	Jul 2017		Personnel for the pre-test

No.	Name of Activity	Duration	Responsibility	Output
	Publicity for the pre-test	Jul – Aug 2017		Pre-test communication campaign
	Coordinating with the General Office for Population and Family Planning to utilize the population and family electronic database for planning of fieldwork	Jun – Jul 2017	DPLS	Electronic database used
	Training on the pre-test	Aug 2017	DPLS	
	Pre-test fieldwork	Aug 2017	DPLS, Statistical Method & IT Dept., Cosis 1, FPT, selected provinces, etc.	Fieldwork completed
	Data processing of the pre-test	Sep – 2017		
	Writing the report on the pre-test			
	Workshop on the first pre-test evaluation	Oct 2017		Lessons learnt from the first pre-test
4.2	<i>Second pre-test</i>			
	Design the Pre-test Census Plan and document preparation (questionnaire, census manual, etc.)	Oct – Nov 2017	DPLS, Statistical Method & IT Dept.	Census Pre-test Plan and documents for the pre-test
	Collect information on the situation of base maps at commune level	Jul – Aug 2017	DPLS	
	Discuss base maps at commune level with Department of Survey and Mapping, Ministry of Natural Resources and Environment	Sep 2017	DPLS	

No.	Name of Activity	Duration	Responsibility	Output
	Selection of EAs and recruitment of personnel for the second pre-test	Oct – Nov 2017	DPLS and selected provinces	Selected EAs and personnel
	Publicity for the second pre-test	Nov – Dec 2017		Pre-test publicity campaign conducted
	Test the method of mapping and household listing by using GPS	Dec 2017	DPLS, Statistical Method & IT Dept., Cosis 1, FPT, other IT partners, selected provinces	Mapping and listing by GPS
	Pre-test fieldwork using the web form and CAPI for data collection	Jan 2018		Fieldwork
	Workshop on the second pre-test evaluation	Jan 2018		Lessons learnt from the second pre-test
5	Establishment of the census steering committees and the census steering committee offices at all levels			
	Establishment of Central Census Steering Committee	Jun 2018		Central Census Steering Committee established
	Establishment of the Central Census Steering Committee Office	Jul 2018	Central Census Steering Committee	The Central Census Steering Committee Office established
	Setting up the steering committees and their offices at all levels (provincial, district and commune)	Jul – Aug 2018	People's Committees at provincial, district and commune levels	Census steering committees and their offices at provincial, district and commune levels established

No.	Name of Activity	Duration	Responsibility	Output
	Conferences on launching the census for the provincial steering committees	Aug – Sep 2018	Central Census Steering Committee	Conference on the census conducted
	Conferences on launching the census at district and commune levels	Oct – Nov 2018	Local level	Conference on the census conducted
7	Review of administration boundaries and division of EAs			
	Coordinate with the General Department of Population and Family Planning to utilize the e-population database on population and family planning for the review of the administration boundaries and division of EAs	Jan – Mar 2018	DPLS	The electronic database on population and family planning
	Purchase the digital maps at the commune level or request to obtain them free of charge	Mar – Apr 2018	DPLS	Availability of commune/ward digital maps
	Guide on how to check commune, district, province boundaries, and identify resident areas (village, resident group)	May 2018	Central Census Steering Committee Office	Guidance on checking boundaries and division of EAs
	Implementation of checking administration boundaries, etc., making a list of resident areas, and sending them to the Central Steering Committee	May – Jun 2018	Local level	Boundaries of administrative units reviewed
	Division of EAs	Jun 2018	Local level	List of EAs
	Enter the list of EAs and send to the central level	Jul 2018	Local level	Availability of the list of EAs of communes/wards at central level

No.	Name of Activity	Duration	Responsibility	Output
8	Communication			
	Develop census communication plan	Aug – Sep 2017	Figures and events journal, DPLS	Communication plan developed
	Drafting two booklets for the awareness campaign for: (i) agencies of the Party, the National Assembly, the Government and the People's Committees at all levels; (ii) international organizations, NGOs and embassies in Ha Noi	Oct – Dec 2017	Figures and events Journal, DPLS	Two booklets for awareness campaign ready for printing
	Printing two booklets for awareness campaign	Jan – Feb 2018	Central Census Steering Committee Office	Two booklets for awareness campaign ready for printing
	Design the CD about the 2019 Population and Housing Census	Jul 2018	Central Census Steering Committee Office	
	Design questions and answers related to the census	Sep 2018	Central Census Steering Committee Office	Availability of CD on census questions and answers
	Undertaking the communication campaign at central and local levels	Jan – May 2019	Census steering committee offices at all levels; VTV, VOV, provincial and district radio and television	Communication campaign conducted

No.	Name of Activity	Duration	Responsibility	Output
			stations; commune loudspeaker system	
	Creating the hotline for the 2019 Population and Housing Census at central and provincial levels	Jan – May 2019	Census steering committee offices at central and provincial levels	Availability of the hotline of the 2019 Population and Housing Census at central and provincial levels
	Press conference on the 2019 Population and Housing Census	Mar 2019 (1 day)	Central Census Steering Committee Office	Press conference on the 2019 Population and Housing Census conducted
9	Pilot			
	Finalization of documents (questionnaire for PAPI; electronic questionnaire for web form and CAPI; the manual on mapping/listing; manual for enumerators, team leaders, and supervisors; manual on handing over materials; communication plan; manual for coding and checking of census records upon delivery; classification list; others)	Jan – Apr 018	Central Census Steering Committee Office	Census documents completed

No.	Name of Activity	Duration	Responsibility	Output
	Set up a data entry program, synthesize and manage the survey data (including data entry program and aggregate household lists program)	Jan – Apr 2018	Cosis 1	Program for data aggregation and management completed
	Selection of provinces and EAs for the pilot	May 2018	Central Census Steering Committee Office	Provinces, EAs, personnel selected
	Recruitment of personnel for the census pilot	May 2018	Central Census Steering Committee Office, provinces	Recruitment completed
	Printing of the pilot documents	Jun 2018	Central Census Steering Committee Office	Pilot documents printed
	Awareness campaign for the pilot	Jul – Aug 2018	Central Census Steering Committee Office and selected provinces	Awareness campaign for pilot completed
	Training (mapping, household listing, etc.)	Jul 2018		Training completed
	Mapping, household listing fieldwork	Aug 2018		Mapping, household listing fieldwork completed
	Fieldwork	Aug 2018		Pilot enumeration completed
	Manage and synthesize data	Aug 2018		Data aggregation results

No.	Name of Activity	Duration	Responsibility	Output
	Workshop on evaluation of the pilot	Aug 2018		Lessons learnt from the pilot
10	Finalization, printing of census document			
	Finalization and printing of the mapping/household listing document	Sep 2018	Central Census Steering Committee Office	Mapping and household listing document printed
	Finalization of the census questionnaire, manuals and documents	Sep – Oct 2018	Central Census Steering Committee Office	Documents of the Census were completed
	Printing/producing communication documents	Oct – Dec 2018	Central Census Steering Committee Office	Communication documents/products printed/produced
	Printing and distributing nine (9) census manuals and documents to provinces/cities	Nov 2018 – Jan 2019	Central Census Steering Committee Office	Census materials available for provinces
	Distribution of questionnaires, census materials to enumerators	Jul – Nov 2018	Local level	Each enumerator has census materials in hand
	Finalization of manual for coding, tabulation plan and classifications for data processing	Dec 2018 – Jan 2019	Central Census Steering Committee Office	Manuals, tabulation plan and classifications for data processing completed
	Printing document for coding operation and disseminating to provinces	Feb 2018	Central Census Steering Committee Office	Document printed

No.	Name of Activity	Duration	Responsibility	Output
11	Recruitment of personnel for the census			
	Recruitment of personnel for participating in drawing maps and creating household lists	Oct 2018		
	Recruitment of enumerators, team leaders, supervisors, etc.	Dec 2018	Local level	Enumerators, supervisors recruited
12	EA mapping and listing of households			
	Coordinate with the General Office of Population and Family Planning to utilize the e-population database on population and family planning for commune mapping and making EA household lists	Jul – Aug 2018	Census Steering Committee Office at all levels	The e-population database on population and family planning used
	Mapping communes/wards and EA household listing	Nov – Dec 2018	Local level	Commune base maps and EA household lists completed
	Monitoring and supervision of mapping/listing training and fieldwork	Aug – Dec 2018	Central Census Steering Committee Office	Training and fieldwork for mapping/household lists monitored
	Data entry of the EA lists and send to Central Steering Committee	Oct – Dec 2018	Local level	List of EAs
	Sampling for the 2019 Population and Housing Census	Dec 2018	Central Census Steering Committee Office	EAs selected
13	Training			

No.	Name of Activity	Duration	Responsibility	Output
13.1	Training for steering committees at all levels			
	Central Steering Committee trains provincial steering committees	Aug 2018	Central Census Steering Committee Office	Complete the training for steering committees at all levels
	Provincial steering committees train district steering committees	Aug 2018	Provincial Census Steering Committee	
	District steering committees train commune steering committees	Sep 2018	District Census Steering Committee	
13.2	Training on mapping and household listing			
	Training on mapping and household listing for provincial trainers	Sep 2018	Central Census Steering Committee Office	Training on mapping and listing completed
	Training on mapping and listing for district trainers	Oct 2018	Local level	Training on mapping and listing completed
	Training on mapping and listing for field workers	Oct – Nov 2018	Local level	
13.3	Training on technical contents of the census			
	Training for provincial trainers	Nov 2018	Central Census Steering Committee Office	

No.	Name of Activity	Duration	Responsibility	Output
	Training for the district trainers	Nov – Dec 2018	Local level	
	Training for enumerators, team leaders and supervisors	Nov – Dec 2018	Local level	
13.4	Training on coding of the questionnaires			
	Training for the provincial trainers	Apr 2019	Central Census Steering Committee Office	
	Training for coding workers	Apr – May 2019	Local level	
14	Supervision			
	Monitoring and supervision of training and fieldwork of mapping/household listing	Sep – Oct 2018	Local level	
	Supervise mapping and household listing at EAs	Oct – Nov 2018	Local level	
	Supervision of training for trainers at the provincial and district levels	Aug – Sep 2018	All levels	
	Supervision of training on technical contents	Feb – Mar 2019	Local level	
	Supervision of training on coding	Apr – May 2019	Local level	
	Supervision of enumeration	Apr 2019	Local level	
	Supervision of data processing	Jun – Sep 2019	Local level	

No.	Name of Activity	Duration	Responsibility	Output
15	The census fieldwork; preliminary census report			
	Reviewing and updating commune base maps and EA household lists before field work	Mar 2019	Local level	Maps and household lists updated
	The 2019 census fieldwork: complete survey	1 – 20 Apr 2019	Local level	
	The 2019 census fieldwork: sample survey	21 – 30 Apr 2019	Local level	
	Collecting preliminary reports, checking and aggregating data and progress reports	Apr – May 2019	Local level	Preliminary report
16	Post-enumeration survey			
	Sampling for post-enumeration survey	Apr 2019	Central Census Steering Committee Office	Sample selected
	Recruiting post-enumeration survey teams and conducting training on post-enumeration survey	May 2019	Central Census Steering Committee Office, selected provinces	Post-enumeration survey teams established and trained
	Field work	May 2019	Post-enumeration survey teams, selected provinces	Fieldwork
	Processing of post-enumeration survey data	Jun 2019	Central Census Steering Committee Office	Data from post-enumeration survey
17	Data processing			

No.	Name of Activity	Duration	Responsibility	Output
	Developing the data processing system and plan	Nov 2018	Central Census Steering Committee Office, Cosis 1, other IT partners	Data processing system and plan
	Purchase of equipment for data processing	Dec 2018 – Jan 2019		Equipment for data processing purchased
	Installation of equipment	Dec 2018 – Mar 2019		Computer centers ready
	Training on the data processing system	Apr 2019	Cosis 1, partners	Training on the data processing system completed
	Training of personnel in checking and coding	Apr 2019	Cosis 1, partners	Training personnel in checking and coding completed
	Finalization of tabulation system and editing procedures	May – Jun 2019	Central Census Steering Committee Office	Tabulation system and editing procedures completed
	Checking (upon delivery) the sample questionnaires	Jun – Jul 2019	Census steering committee offices at all levels	Questionnaires from sample EAs ready for data processing
	Processing and tabulation of the sample questionnaires	Jul – Nov 2019	Cosis 1, partners	Sample questionnaire processed and tabulated
	Checking (upon delivery) the completed questionnaires	Jul – Dec 2019	Census Steering Committee Office at all levels	Completed questionnaires are ready for data processing
	Processing and tabulation of the completed questionnaires	1 May 2020	Cosis 1, partners	Completed questionnaires processed and tabulated

No.	Name of Activity	Duration	Responsibility	Output
	Monitoring data processing operation at computer centers	Jul 2019 – May 2020	Central Census Steering Committee Office	Data processing operation monitored
18	Data dissemination			
	Writing the preliminary report	Jul – Sep 2019	Central Census Steering Committee Office	Draft preliminary report of the census
	Press conference on the census and dissemination of preliminary results	Sep 2019	Central Census Steering Committee Office	Dissemination of preliminary results of the census
	Writing report on the sample results	Oct – Dec 2019	Central Census Steering Committee Office	Printed report on sample results
	Dissemination of the report on the sample survey results	Dec 2019	Central Census Steering Committee Office	Dissemination of report on sample results to users
	Report on the results of the complete results	Oct – Dec 2019	Central Census Steering Committee Office	Printed reports on complete results
	Dissemination of complete census results	Dec 2019	Central Census Steering Committee Office	Dissemination of report on complete results to users
	Training of researchers at central level and in some selected provinces on writing in-depth analysis reports using census data	May – Jun 2020	Central Census Steering Committee	Training completed

No.	Name of Activity	Duration	Responsibility	Output
	Developing an in-depth analysis report		Office, UNFPA	
	Dissemination of in-depth analysis reports	1 Jun 2020		Preliminary reports
	Production of CD ROMS and other electronic data products	May 2020 – May 2021	Central Census Steering Committee Office, Computer Center, UNFPA	CD ROM and other products of the Census results are available
	The Census results are presented on Website of GSO	May 2020 – May 2021		Results of the Census available on the GSO Website
	Building 2019 Population and Housing Census database	May 2020 – May 2021		Population census database as established
	Dissemination of the 2019 Population and Housing Census database	May - Jun 2021	GSO, UNFPA	The remaining publications of the census disseminated
19	Lessons learnt from the 2019 Population Census for the 2029 Population Census, annual population change surveys and labour force surveys	Dec 2020	GSO, UNFPA	Report on census lessons learnt developed

ANNEX 3. LIST OF CENSUS DOCUMENTS AND MATERIALS EXPECTED TO BE PUBLISHED

No	Name of documents and guiding materials
I	Decisions
1	Directive No. 44/CT-TTg dated 6 December 2017 of the Prime Minister on preparation for the Population and Housing Census at 0:00 hours of 1 April 2019
2	Decision No. 772/QĐ-TTg dated 26 June 2018 of the Prime Minister on organization of the 2019 Population and Housing Census
3	Decision No. 01/QĐ -BCĐTW dated 15 August 2018 of the Chairman of the Census Steering Committee on issuing the Implementation Plan for the 2019 Population and Housing Census
4	Decision No. 02/QĐ –BCĐTW dated 15 August 2018 of the Chairman of the Central Census Steering Committee on issuing the Plan for the Pilot of the 2019 Population and Housing Census
II	Guiding materials
1	2019 Population and Housing Census Plan
2	Communication Plan for the 2019 Population and Housing Census
3	Data processing of printed questionnaires
4	Post-enumeration plan
5	Guidelines for commune/ward/township mapping and division of enumeration areas
6	Manual for management of the 2019 Population and Housing Census (including guidelines for supervisors at all levels, and for recording occupation and branch codes)
7	Manual for household listing (including for actual permanent residents and specific residents)
8	Manual for checking, monitoring, approval, and post-enumeration procedures of household lists
9	Manual for enumerators and supervisors using the long form questionnaire for enumeration
10	Manual for enumerators and supervisors using the short form questionnaire for enumeration
11	Manual for enumerators using the electronic questionnaire (CAPI)
12	Guidelines for providing information via the online questionnaire (web form)

No	Name of documents and guiding materials
13	Guidelines for review, supervision and approval of procedures for filled in paper questionnaires
14	Guidelines for review, supervision and approval of procedures for CAPI data
15	Manual for use and management of the 2019 Population and Housing Census website (operation system)
16	Manual on application of IT to the 2019 Population and Housing Census
17	Video on training for the 2019 Population and Housing Census
18	Guidance for a logic checking of the census questionnaire
19	Technical notices (No 1: technical tasks for drawing commune/ward/township base maps and division of enumeration areas)
20	CD ROM on Questions and Answers for the 2019 Population and Housing Census Pilot for use at the Census Pilot areas
21	CD ROM of the “Questions and Answers for the 2019 Population and Housing Census” for dissemination at localities
22	Manual on communication activities for the 2019 Population and Housing census
23	Video video clip on the 2019 Population and Housing Census
24	List of output tables
25	Algorithm for output indicators
26	Outline of the 2019 Population and Housing Census Preliminary Results Report
27	Outline of the 2019 Population and Housing Census Major Findings Report