



The 2014 Population and Housing Census of Myanmar: Ensuring the accuracy of Myanmar census data step by step



1. Making sure all households were counted



2. Verifying the data collected



3. Securely delivering questionnaires to the Census Office



4. Safely storing and organising the questionnaires



5. Rigour in the receiving process



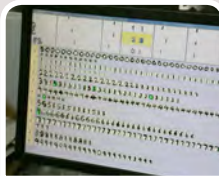
6. Preparing questionnaires for scanning



7. Registration before scanning



8. High-tech scanning process



9. Computerised character inspection



10. Key corrections



11. Checking the summary sheets



12. Monitoring and supervision



13. Addressing data inconsistencies



14. Protecting the data



15. Conclusion



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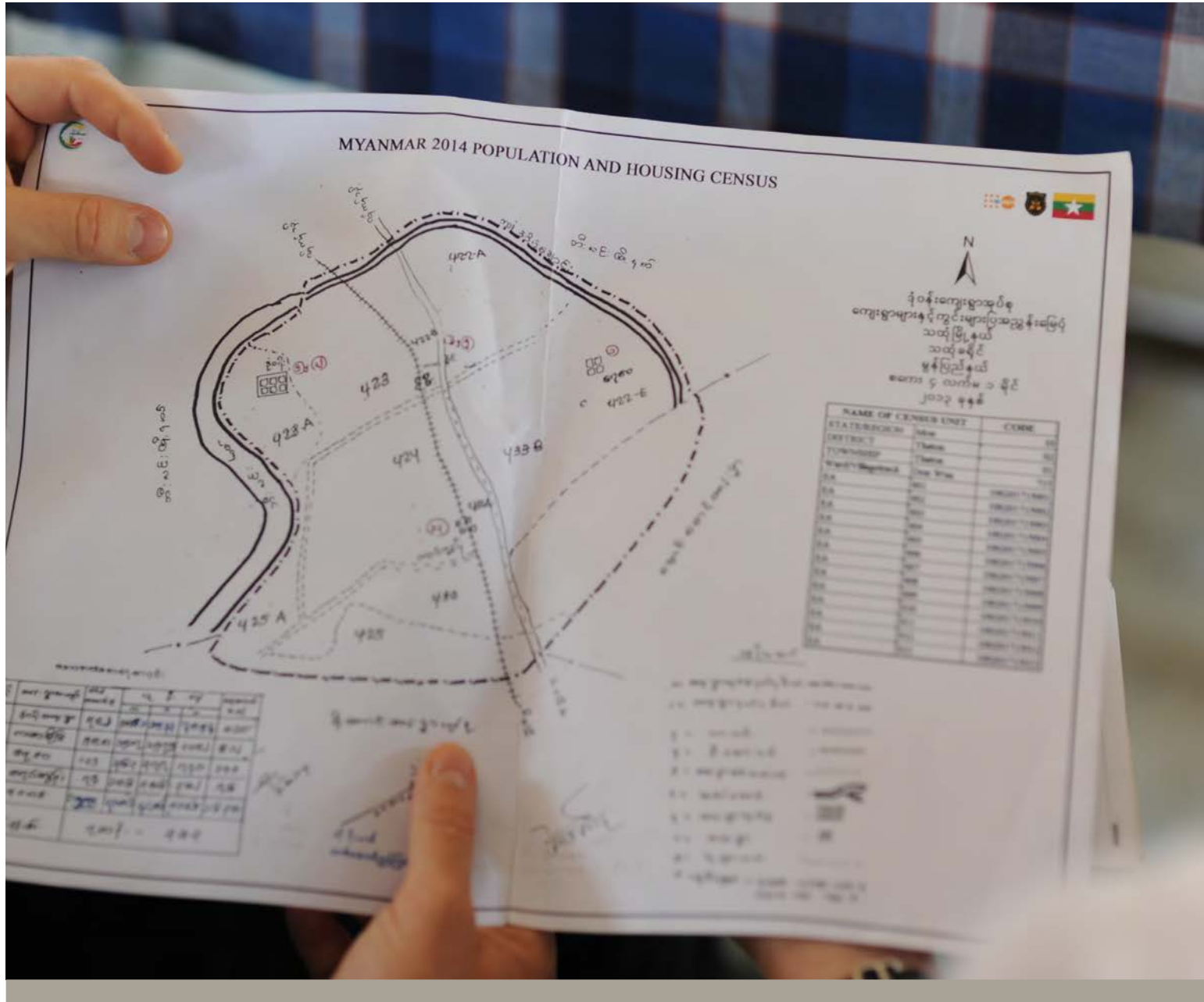
The Myanmar 2014 Population and Housing Census is a major national undertaking, collecting and analysing data from millions of households throughout the country. Managing the vast volume of data collected to ensure accurate results is complex and involves state-of-the-art technology and quality checks at each stage: collection, preparation, scanning, analysis and preparation of reports. While no census is perfect, these measures designed to uphold quality and minimise errors, will ensure that the Myanmar Census delivers results that are credible and reliable.

This booklet provides a step-by-step overview of the quality checks in place at each of the 14 different stages of the census process.



- **Local knowledge:** Enumerators worked in the localities they reside in and know.
- **High quality cartography:** Good maps and lists of structures were produced beforehand.
- **Supervision:** Enumerators submitted daily progress reports on households counted.





Prior to enumeration, census maps were drawn up for the whole country. 81,744 Enumeration Areas (EAs) were mapped, covering the entire country, with each containing as many as 100-120 households or as few as 30-50 in rural or mountainous areas. One enumerator was assigned to count the population in each EA.

EA maps and structure lists were produced for each ward and village tract in the country and distributed beforehand so that enumerators understood the boundaries of the areas allocated to them and the dwelling units they were to count. The structure lists were updated two days prior to the start of the data collection so that any new buildings and/or households could be added and those that no longer existed could be removed.

Local leaders at the village, village tract and ward levels supported the enumerators and helped distribute appointment cards to every household. The cards specified the date the enumerator would visit and whether it would be in the morning or afternoon. If an enumerator was not able to come at the specified time, the leader would reschedule the visit.

2. Verifying the data collected:

Most enumerators were primary school teachers based in the areas where they were assigned to collect data, and familiar with the terrain, local language and people living in the area.

After a household was enumerated, it was marked with a census sticker (or sometimes chalk) to show the unique structure number on the corresponding questionnaire. This enabled supervisors to revisit any household as needed. Publicity materials advised residents to report to the village leader or the Township Officer if an enumerator did not visit their household by the eighth day of the census.

Enumerators submitted daily progress reports, indicating the number of households counted that day and since the beginning of the enumeration. This allowed supervisors to monitor progress and provide necessary support so that enumerators covered their assigned areas within the allocated time.

Supervisors reported to a Ward or Village Tract officer, who compiled a daily report for the Township Officer. These reports assisted officials at all levels to monitor progress and where necessary to take remedial action in a timely fashion.



- **Questionnaire check:** Before leaving each household, enumerators made sure all questions were answered and recorded.
- **Random re-Interviews** were conducted for at least three households in every EA.
- **EA Summary sheets** completed by enumerators listed all the households where they conducted interviews.
- **Township Committee supervision** ensured that all EAs were accounted for.



Enumerators were trained to check the census questionnaires thoroughly after completing the interview and before leaving the household. They ensured all questions were asked, and responses correctly recorded. If any response was not clear, the enumerator sought clarification from the household head.

Enumerator training flagged possible contradictory responses that they should watch out for and taught them how to gently probe to get accurate information.

Every evening, field supervisors checked each completed questionnaire, making sure the writing was legible, questionnaires were handled with care, the enumerator had worked within his/her assigned EA, and the counts of males and females in each household were correct. If an inconsistency was identified, the enumerator returned to the household to record the correct response. The supervisor and the enumerator signed each reviewed questionnaire, indicating both were satisfied with the information collected.

Supervisors randomly selected three households in every EA for the enumerator to re-interview. This was done to confirm that he/she was accurately recording the information respondents gave to him/her, and to provide the necessary support so he/she could avoid repeating any further mistakes.

After completing the interviews in his/her assigned enumeration area, every enumerator completed an EA Summary Sheet listing all households interviewed, the number of males and females in each, and the totals. These will be used to compile the provisional results of the census.

Supervisors used calculators to tally each EA Summary Sheet and confirm the totals or amend them. The supervisor and enumerator both signed the Summary Sheet, verifying that the figures had been checked.

Township Census Committees made sure that all EAs were enumerated, and that all questionnaires were secure and safe from damage before being dispatched to Nay Pyi Taw. They verified that each EA Summary Sheet was accurate, re-checked the totals and confirmed that all supporting documents had been submitted.



- **Transportation** of all census materials was done by professional transport companies.
- **Security** officers accompanied each shipment.



Professional transport companies, accompanied by Township Census Officers and security officers, delivered all the questionnaires and related documents in sealed boxes to the Census Office at the Department of Population in Nay Pyi Taw by 6 May 2014.

4. Safely storing and organising the questionnaires:



- **Storage area** holds an estimated 11 million completed questionnaires.
- **Cataloguing of** questionnaires by location allows for ease of retrieval.



At the Census Office, boxes containing the questionnaires were arranged by state/region, district, township, ward or village tract, and EA, using labelled shelves and a detailed map of the storage facility. This catalogue system allows authorised personnel to retrieve questionnaires for the data capturing process. The questionnaires in the storage room are always guarded, and must be signed for when removed for analysis.

5. Rigour in the receiving process:



Maps, summary sheets, structure lists and progress reports are also catalogued and safely stored for easy retrieval, but only by persons authorised by law to access the information.

Coloured stickers on boxes indicate whether the questionnaires have been prepared for scanning (blue), registered in the scanning system (green), or already scanned (orange).



- **Count** of questionnaires received and completed was verified by Township Census Officers.
- **Completeness** was confirmed and explanations provided for any missing EAs or households.



All Township Census Officers visited the Census Office to account for any difference between the number of questionnaires received and returned for their EAs. This could occur, for example, if EA maps were out of date or EAs had been split or merged. They had to account for any discrepancy when comparing households enumerated with the EA summary sheet or structure list.

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