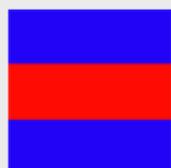


# Guide for Facilitating Dialogue, Discussions and Orientation on Census Data Release and Dissemination for Development



**Ministry of Immigration and Population**  
**with technical support from UNFPA**  
**December 2014**



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## What is the aim of this guide?

The Census Project Office at the Department of Population has designed this Guide to help you better organize and facilitate discussions and dialogue on the release and utilization of census data at the State/Region, District, Township and community levels. This Guide can be used in any other fora, formal or informal, where discussions related to the results of the 2014 Population and Housing Census of Myanmar are held.

The Guide will assist you to explain how the census data can be used so that it is beneficial to local authorities and development planners at every administrative level, to public officials and civil society groups, to business people and business enterprises, to academicians, researchers and students, as well as to individuals at the community and household levels.

The Guide will also enable you to respond to the most likely questions that may come up during discussions with stakeholders. The Guide will, therefore, assist you to make the most out of the discussion and dissemination meetings. This will contribute to building trust in the census results among stakeholders and increasing their understanding of how the data may be utilised.

You are encouraged to obtain feedback and suggestions from participants on how the data can be made more useful for their day-to-day activities and programmes.

This Guide may be used for any capacity building efforts through Townhall meetings or discussions and census data use training at State/Region, District and Township levels, as well as for community level dialogue. Discussions may be both formal and informal, to the extent that you may arrange to meet at any venue that is convenient for the participants (classroom, office, community center, etc).

While the guide suggests some methodologies that may be used for facilitating the discussions, you are encouraged to be flexible and innovative so as to engage the participants throughout the discussions and to make the most out of the activities. You may use participatory approaches that your organisation or institution has found to be successful in your past community level activities of similar nature.



## Objectives of the Census Data Release discussions

You will be facilitating discussions that will include members of the public sector (government ministries and departments), civil society organizations working on various social issues (including ethnic, religious, equality and rights issues, etc), the private sector, political groups, academicians, researchers, and other interest groups. Discussions may also be organized for members of the community in their respective communities.

The main objective of these discussions or dialogue is to prepare individuals, communities and other stakeholders for census data release and to clarify any misconceptions and doubts that may exist among the public. At the end of the discussions, it is expected that participants will better appreciate the importance of the census data in their day-to-day activities as individuals, and for the communities they serve. Participants will already begin to form ideas on how they can utilise the census data once it is made available to them.

Participants will also understand the activities that are taking place at the Department of Population and the schedule for release of the Census data, and they will know how and where to access materials related to census data release.

The specific objectives of these discussion meetings are:

- i. To build trust among potential data users and the general public on the quality and utility of the census data, so that they understand and utilise the data.
- ii. To promote transparency in the processes leading up to the release and use of census data.
- iii. To respond to frequently asked questions and dispel misconceptions, both real and potential, related to the census data, and how the data will be used by officials and interest groups.

## Who can use this Guide?

This Guide is intended for use by individuals, officials and groups that are interested in facilitating dialogue and learning on the results of the 2014 Census, with the aim of promoting understanding of the importance of the census results, and utilization of the census data for development planning, business planning, community dialogue and other relevant uses.

The Guide suggests the following groups have a key role to play in facilitating these discussions:

- Community or ethnic leaders
- Members of Parliament
- Local and/or traditional leaders
- Civil Society Organisations (NGOs, INGOs, groups working on issues related to Women, Youth, people with Disabilities, and other groups)
- Senior government officials (from any ministry or department of the government)
- Township Census Committees and Committee members
- Any stakeholder who may want to facilitate dialogue on use of census data and its implications for national and/or local level development.





## How do you prepare to facilitate these discussions?

The Census Project Office has provided a toolkit and an instructions manual on the use of the toolkit. As a facilitator, you will need to familiarize yourself with the contents of the toolkit and understand what these materials mean.

You will also have read and understood all the sections of this Guide, particularly those related to the use, benefits and potential users of the census data.

All people intending to facilitate these discussions are encouraged to first familiarize themselves with the following reference materials, and any additional materials that would be provided at later stage (these materials are also accessible through the internet on [www.dop.gov.mm](http://www.dop.gov.mm) and <http://countryoffice.unfpa.org/myanmar>):

- 1. Provisional Results of the 2014 Myanmar Census (August 2014)**
- 2. What you need to know about the Census Provisional Results**
- 3. What is happening at the Census Office**
- 4. Ensuring the accuracy of Myanmar census data - step by step**
- 5. Summary of Provisional Results**
- 6. Frequently Asked Census Questions and Answers**

Having familiarized yourself with the materials, you will decide on the most effective participatory methodology for facilitating the discussion, depending on the audience and the setting (classroom, hall, house, office, open ground in the community, etc). For example, participatory drama may be effective in the community, while games and quizzes may be more appealing when targeting the youth.

The materials (the whole toolkit) should be distributed to all participants of the discussion. If you have any questions that need clarification, please send an email to: [feedback2014census@unfpa.org](mailto:feedback2014census@unfpa.org)

## Key Messages on the potential use of Census Data

Below are some of the key issues you will need to highlight and make sure that the participants understand by the end of the discussion:

- 1.** The public provided valuable information during the enumeration that took place in March/April 2014. That information is currently being captured, analysed and processed into several reports that will be made widely available to the general public. The provisional results of the census were already released in August 2014, in accordance with the publically shared timeline. The Main results are scheduled to be released in May 2015, and subsequent thematic reports will be released from November 2015, onwards.
- 2.** The Main results will provide population figures and some of the socio-economic characteristics of the population at the Union, State/Region, District, Township and in some cases at Ward/Village Tract levels. The thematic reports will involve deeper analysis of the census data and their policy implications. The thematic reports will include separate reports on fertility, mortality, migration and urbanization, education, disability, children and young people, the elderly, labour force, and gender, among others.
- 3.** The results of the census will be useful to all of us, including our children and our grandchildren. Every country needs basic information on its population for purposes of planning, development and improvement of services and people's quality of life. Good planning should be based on reliable, up-to-date, accurate and detailed information on the state of the population in the country. The Census results will provide the facts essential to government and the development sector for policy-making, planning and public administration.
- 4.** One of the greatest strengths of the Census is the provision of detailed population data and information at the lower administrative level. It will provide the number of people in each State/Region, District, Township and Ward/Village Tract, such that authorities at all these levels can make better decisions about the whole range of their activities, including provision of utilities (water, electricity, cooking fuel, etc), health care for children, women and men; schools for our children; employment for the youth; skills development for young people; child-care facilities for our children; etc. Census information makes it possible to plan better services, improve the quality of life and solve existing problems.

5. Census data is also essential for the democratisation process and good governance, since it enables citizens to examine the decisions made by the government at the Union level, as well as by local authorities at the State/Region, District, Township and Ward/Village Tract levels, and decide whether such decisions serve the public they are meant to help.

For example, while planning a road system, planners may use information regarding the number of people and number of vehicles that are likely to use the road. Decisions have to be linked to the advantages that justify any cost or investment. The public may demand an explanation for any such projects if the cost or investment is not in line with priorities and advantages of the projects to the community.

Similarly, when planning a school system, there is a need for a forecast of the number of pupils who are likely to need schools, in order to ensure that they will be built in locations with an appropriate number of pupils, and that they are equipped with adequate classrooms, teachers and teaching materials.

6. The more all of us know about the people in our community, the better local authorities and communities can understand our needs and develop programmes that will meet those needs. This helps leaders and planners to be more accountable to the communities they serve.

7. As leaders, community workers, public servants, and representatives of diverse groups, we need to be catalysts for the utilization of the census data within our communities, offices, institutions and groups. We should share as much information as possible with the people we interact with, and encourage them to take more interest in the data made available by the census.

In addition, you may highlight some of the information collected during the census and how it may be useful for the participants. The table below is designed to help stimulate discussions and analysis of some of the potential uses of the information that was collected during the 2014 Myanmar census:

**Census information and its possible uses**

Census Information	Potential Uses
Population Size	<ul style="list-style-type: none"> <li>Knowing the size of the population would enable the Union government and local authorities to allocate resources to sectors and services that are needed now (in education, health, housing, water, electricity, etc), and will be needed in future.</li> <li>Business people use population size and population characteristics (males, females, children, adults, skilled personnel, etc) to determine the location of their businesses.</li> <li>Central government and/or local government can use total population figures to determine the provision of infrastructure such as roads, markets, hospitals, transportation, etc</li> <li>Non-governmental organisations (NGOs), civil society organisations (CSOs) and other actors can use the population figure to plan their programmes and projects, taking into account the number of potential beneficiaries, etc.</li> </ul> <p><i>Users: Union government, local authorities, business sector, academicians, researchers, CSOs and NGOs.</i></p>

Census Information	Potential Uses
Age	<ul style="list-style-type: none"> <li>Planners and communities will use the census data to identify segments of the population that require different types of services at different ages. These include schools, teachers and teaching materials for school-going children; child-care services and health clinics for children; health centers, reproductive health services and skilled personnel to attend to women of child-bearing ages; social and healthcare services for the elderly, etc.</li> <li>Furthermore, knowing the age structure of the population may facilitate democratic processes of the country, since planners and interest groups can determine the voting-age population and plan for elections appropriately.</li> </ul> <p><i>Users: education planners, health planners, social welfare planners, community members, researchers, business sector, electoral planners</i></p>
Sex	<ul style="list-style-type: none"> <li>Data on sex composition of the population will enable communities, sectoral planners, local authorities and civil society organizations to understand the differences between men and women, boys and girls, in terms of access to services and opportunities.</li> <li>For example, we may be able to understand who provides labor for the economy and for domestic work, who makes the decisions in society, who owns and controls resources (houses, property, etc). Such information may be necessary to address gender-related inequities in our society.</li> <li>Authorities can use data on sex to examine and address any differences in mortality between males and females, differences in migration patterns between men and women, and sex ratio at birth.</li> </ul> <p><i>Users: education planners, health planners, social welfare, economic planners, sociologists, researchers</i></p>
Marital Status	<ul style="list-style-type: none"> <li>Planners and social scientists will get insights into family formation, reproductive health needs and housing needs of the population. Furthermore, census data will provide information on those that are married, never married, widowed, divorced or separated among men and women. Understanding marital status may assist in the development of social programmes targeted at single mothers, female headed households, etc.</li> </ul> <p><i>Users: health planners, housing planners, social protection sector</i></p>
Household composition and size	<ul style="list-style-type: none"> <li>This census data will enable communities and planners to determine the housing needs of related and unrelated households. For example, household size may enable authorities to understand how many people depend on one person for their survival, hence they could develop programmes aimed at alleviating the dependency burden</li> <li>Programmes may be developed to cater for specific needs of vulnerable households, e.g. female-headed or child-headed households.</li> </ul> <p><i>Users: social welfare planners, child welfare planners, education planners, business sector, communities</i></p>
Education and Literacy	<ul style="list-style-type: none"> <li>Census data will provide information on educational attainment of the population of all levels. This is necessary to understand the levels and quality of education, school performance/completion rates; the educational skills of the workforce; and help authorities to determine locations where more investment in school infrastructure, teachers, etc, will be required.</li> </ul>

Census Information	Potential Uses
Education and Literacy	<ul style="list-style-type: none"> <li>• Education and literacy data will also enable planners to select the best strategies to communicate important messages on health, HIV/AIDS, disaster preparedness and response, etc, based on the levels of literacy in the country.</li> </ul> <p><i>Users: education planners, information and communication planners, development partners, business sector, academicians</i></p>
Disability	<ul style="list-style-type: none"> <li>• Data on disability would facilitate the planning of special services for people with disabilities. Planners may use this data for the following purposes: <ul style="list-style-type: none"> <li>- Characterization of households in which disabled people reside.</li> <li>- Examination of the link between disabilities and employment and income, so that special programmes may be developed to ensure that people with disability develop economically.</li> <li>- Adaptation of special services for the disabled population, such as accessible work places or classrooms, etc.</li> <li>- Enable further research and surveys on disability, based on the census results</li> </ul> </li> </ul> <p><i>Users: social welfare, economic planners, education planners, health planners, communities</i></p>
Location of Residence and Previous residence	<ul style="list-style-type: none"> <li>• Census data will enable planners to understand the movement of people between localities (townships or districts or states/region) and within them. This is important to plan for social services (water, housing, sanitation, health, electricity, security, etc) in the areas that receive more people</li> <li>• Authorities may also develop strategies that dissuade people from migrating to other areas. For example, creating employment opportunities, markets for commodities, providing health services, education services, electricity, clean water, transportation systems, etc)</li> </ul> <p><i>Users: town planners, education planners, health planners, business sector</i></p>
Occupation and Labour Force Participation	<ul style="list-style-type: none"> <li>• Information regarding work will make it possible to identify areas of high unemployment within the country at the Union, state/region and township levels; and reveal possibilities of employment within the localities and outside of the localities.</li> <li>• People who were involved in work of any kind at the time of the census were asked questions regarding their place of work and the main occupation of their place, in order to determine their occupation the economic activity in which they work (industry)</li> <li>• This information will enable economic and development planners to better understand the link between employment and variables such as education, standard of living, age, marital status, etc.</li> <li>• Decisions can also be made on investing in skills programmes that are relevant for the local market and local industry.</li> </ul> <p><i>Users: business sector, economic planners, social welfare planners, labour department</i></p>

Census Information	Potential Uses
Housing Characteristics	<ul style="list-style-type: none"> <li>• The census collected information on housing characteristics to enable authorities acquire a picture of the housing conditions and standard of living in various states/regions and townships.</li> <li>• This information will be used by planners to develop programmes that will address the housing needs of the population, such as low-cost housing, as well as map the areas that are poorer and need poverty reduction programmes the most.</li> <li>• Planners and local authorities will better understand the shortage/availability of basic social amenities such as potable drinking water, electricity, cooking fuel, etc.</li> </ul> <p><i>Users: housing planners, development planners, economists, academicians</i></p>
Number of Children ever born	<ul style="list-style-type: none"> <li>• Census data will enable authorities and communities to understand the number of children being born among women in the reproductive ages, in different locations</li> <li>• Such information is necessary to determine the reproductive health needs of the country, as well as the required services such as maternal and child health care, schools (for now and in the future), etc.</li> <li>• Planners will also be able to determine the rate at which the population of Myanmar will grow, so that services are developed to respond to such potential growth.</li> </ul> <p><i>Users: health planners, education planners, reproductive health service providers, academicians</i></p>
Myanmar People living abroad	<ul style="list-style-type: none"> <li>• This information will assist planners and local authorities to ensure that social services (health, education, employment, housing, etc) are adequate enough to cater for Myanmar people that may wish to return to the country.</li> <li>• Authorities may also develop strategies to attract people from Myanmar living abroad to return to the country and contribute to the development of the country.</li> <li>• Understanding the profile of those abroad may also enable planners to develop strategies that would incentivize Myanmar people to send remittances to Myanmar (cash, equipment, accessories, materials, etc), which would significantly contribute to the development of the country and communities</li> </ul> <p><i>Users: Economic planners, development planners, academicians</i></p>
Deaths	<ul style="list-style-type: none"> <li>• The census collected information on deaths that occurred in the household in the 12 months preceding the census.</li> <li>• This information will be used to understand the rate at which deaths occur in the country and which locations have highest number of deaths. With such information, authorities may understand the possible causes of deaths and develop social protection programmes that may prevent such deaths and increase life expectancy among the population.</li> <li>• Information on deaths will also enable authorities and communities to understand future trends of population growth</li> </ul> <p><i>Users: health planners, social welfare planners, maternal and child health planners, academicians, demographers</i></p>



## Who will use the Census Data?

The information collected during the Census will be used by a wide variety of government departments (Union officials, State/Region officials, District officials, Township officials, Ward/VT officials), communities and community leaders, Non-governmental organisation (NGOs), civil society organisations (CSOs), researchers, students, and businesses, and members of the general public, among other groups. All people are eligible to use the census data at no monetary cost.

### a) Government at the Union, State/Region, District and Township Levels

At the national and local level, government will use census data to plan the provision of healthcare, education, employment, welfare, transport infrastructure, etc. Government will be able to determine where to build new schools, how many teachers will be required, how much teaching and learning materials will be required; which areas need more roads, railways, markets, etc? How many hospitals, clinics or health centres are required, and where they should be located according to the population and the needs? How many child-care centers are required, and where; and who can serve as partners to develop these centres?

Moreover, government and local authorities will also use census data to identify areas where services such as clean water, electricity, fuel, and affordable housing should be focused. These apply both to the current population as counted in the census, as well as to the future populations (projections) also provided through the census.

Knowing how many people work in different jobs and industries in particular areas will enable government to address skill shortages and training needs, so that jobs for the future can be planned.

### b) Interest Groups and Representative Groups

Census information will be extensively used by interest and representative groups, such as political parties, that are able to influence political and social leaders. The groups can use census data as evidence in their campaigns. These groups include those working in the areas of women's rights, child rights, youth, politics and other groups.

### c) Business sector

Census data may help bring new businesses to your community. Before setting up a business, one of the first things investors consider is people: Who lives in the area? Are there enough skilled people? Who are the potential customers?

### d) The Media

The media can use census information in researching news stories, feature articles, documentaries, etc. The census may provide vital information about vulnerable groups, which the media may highlight through their various outlets.

### e) Local Communities

The results of the census directly affect the people in your community. The census will be used to plan a wide range of public services, many of them provided by local authorities, which should be there for everyone to use. These include schools for children growing up now and in the future; affordable housing for families; transport to and from work, hospitals, schools, and for transporting products to the market; health care for children, the elderly, pregnant women, etc; services for people with disabilities; training for people who want to learn new skills.

Communities may also use census data to strengthen their case in demanding services from the local authorities, as well as hold them to account for the use of public resources.

### f) Students, researchers and the academia

The census will provide an important source of information for students, researchers and academicians across a broad range of social and economic disciplines. It is also an important component of our children's education, as census figures may feature across a number of aspects of the curriculum, including mathematics, history, geography, civic and social studies.

### g) Electoral bodies, networks and groups

Census data will be vital for good governance and progress towards democratization of the country. For example, the data can be used to enhance electoral transparency by providing estimates of eligible voters per state/region, district and township. This way, all players in the electoral processes may transparently organize and monitor the voter registration process and the elections themselves.





## How to organise discussion or an orientation on Census data release

The following steps will help you organize and facilitate discussions on census data release and dissemination. Please note that every situation is unique, so as a facilitator you will need to determine how these steps will apply to your situation and make sense to your participants.

Always bear in mind that the discussions have to be participatory. Therefore, you will need to use creative and effective facilitation methodologies that will appeal to the audience, encourage openness, and acquire feedback from the participants.

### 1. Invite Participants

- Aim for a maximum of 50 people to make the discussions effective and to facilitate sharing of opinions. Invite key representatives of different groups.
- Some of the groups that should be targeted are listed below. Sessions may be held jointly with some of the groups, thereby encouraging discussions among people from different backgrounds and perceptions. Where it is not possible to hold joint discussions, separate sessions with particular groups may be organized:
  - i. Representatives of faith-based organisations
  - ii. Civil society groups working on ethnicity issues (if they are available in the state/region)
  - iii. Women's group representatives
  - iv. Youth group representatives
  - v. NGO representatives
  - vi. Special interest groups
  - vii. Ethnic group leaders
  - viii. Other Civil Society Organisation representatives
  - ix. Community leaders

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### 2. Prepare for the meeting

- Identify a spacious room or space to comfortably accommodate the number of people invited. Different seating styles can be used, depending on the setting or the group. For example, a U-shaped set up may be ideal for a more formal setting, so that participants face one another and interact face-to-face; or small tables where smaller group discussions or brainstorming are envisaged.
- Determine the language to use. If there is need for translation, identify a competent translator, and factor the translation time into the schedule of the meeting.
- Decide on the format that would be effective to communicate with the target audience. For example, games may engage young people more and encourage them to participate. Questions and answers, quizzes, drama, group work and brainstorming sessions are some of the methodologies that may be used (some may actually be used in combination), depending on the audience and the time available for the dialogue.
- Prepare materials: each participant should receive a copy of the kit that is prepared for such meetings including the Provisional Results, the Summary of Provisional Results, Ensuring the Accuracy of the Census – a Step by Step Guide, and What you need to know about the Provisional Results.
- Provide participant post-meeting evaluation questionnaire.
- Where possible, provide snacks and drinks. Offering food is a great way to set a relaxed and friendly tone for the meeting.
- Provide paper and pen to participants for note taking.
- Assign one of your team members to take notes of the discussions. Ensure that discussions, questions and recommendations from the participants are noted down. These notes are important for providing feedback to relevant authorities, such as local leaders, government ministries and departments, or the Department of Population.
- Prepare a register of all participants, their organisation and contact details (telephone number and/or email address).
- If you are organizing the discussion as a team, assign roles to each member of the team. Together plan the structure of the discussion, including who will facilitate/explain which part? Who will handle administrative issues, etc. This may be done a couple of days in advance so that each member can prepare adequately.