

**23<sup>rd</sup> Population Census Conference**  
**Christchurch, New Zealand, 16 – 18 April 2007**

# **Census Planning and Management in Tonga**

**Presentation by**

**Mr. Viliami Konifelenisi Fifita**  
**Assistant Government Statistician**

# Background information

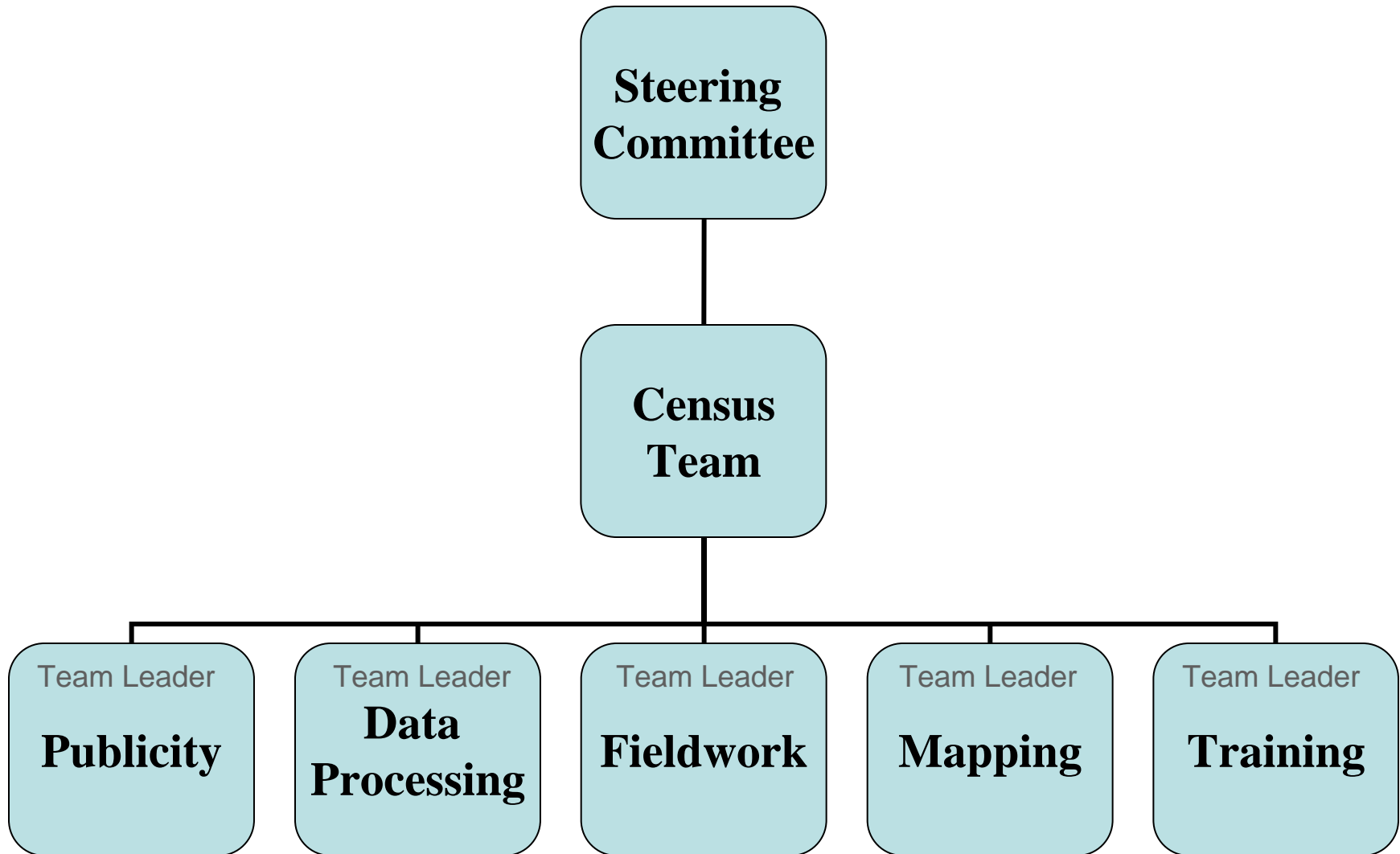
- Writing of the Tonga's 2006 Population and Housing census proposal began April 2004
- Document outline
  - General purpose
  - Background and justification to undertake 2006 census
  - Planned census activities
  - Budgetary requirements
- Done through collaboration of the Government Statistician (GS) with SPC Dr. Gerald Haberkorn.
- Government of Tonga endorsed the document

# Human resources

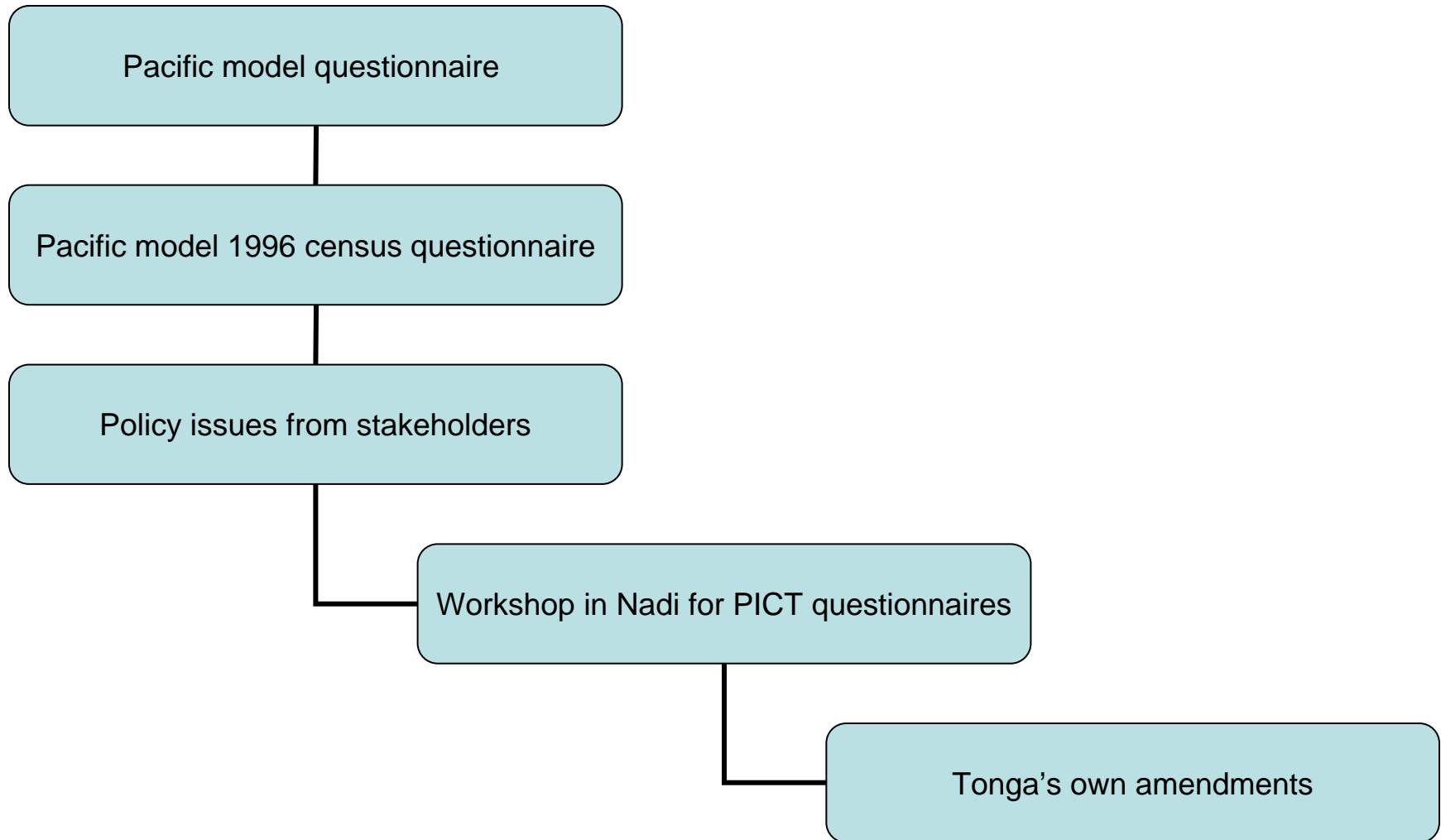
- High turnover of staff is one of the most critical situations in Tonga
- Tonga's Statistics Department (SD) desperately needed technical assistance.
- Recruitment of the AGS for
  - head of Social and Population Statistics
  - officer in-charge of Tonga's 2006 Housing and Population census
- Key staff responsible for the 1996 census gone, new team in place
- 6 of the 34 National Statistics Offices ( NSO's) staff made redundant
- SD staff place emphasis on a wide perspective and leadership qualities of senior staff etc. to enable census work to be performed more effectively and efficiently.
- Staffs at all levels were encouraged to have an innovative mindset.

- Incentives for other parties discovered and provided so that they would support census project.
- SD sees high turnover of staff as a strength to ensure that planning and management of census phases and activities are running on track.
- Staff morale and team spirits high
- Resulting in 2 main objectives;
  - ensuring that the total process is completed at a specific time in a timely and accurate manner.
  - exercise be capacity building for staff of the SD resulting in the building of NSO's image, credibility and reputation, together with strengthening its infrastructure.being successful
- Tonga's SD had been secured with the help of SPC through its planning, implementing and dissemination of the census overall operations and missions.

# Structure



# Questionnaire Development



# Population Census Development

- Some of the main phases of census

## **The Mapping sub-committee**

- ensuring quality mapping;
- ensure complete coverage of the country;
- map designed to accommodate workload of census enumerator;
- map be useful for dissemination purposes

# Household sites visits

- carried out by staff of SD throughout the country.
- this exercise assists in amalgamating or splitting of census blocks
- ensure an average of 50 households per census block. Refer to Annex 1.
- Starting public campaign under the Publicity framework, was designed by the Publicity sub-committee.

## Annex 1

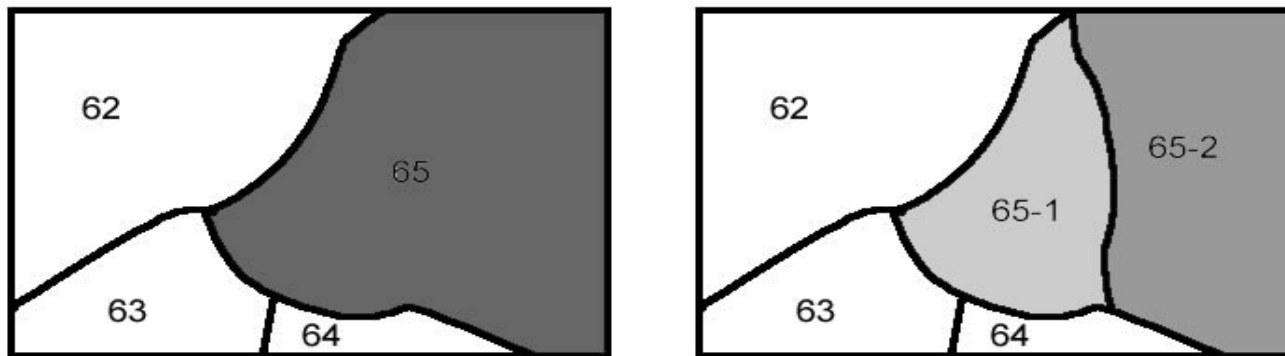


Figure 3.1: Divide existing census block (e.g.. Block number 65) into two separate census blocks (Blocks 65-1 and 65-2). Whenever the number of households per census block would have increased beyond the capacity of a single enumerator to handle (example: 60 blocks could be handled by one enumerator, possibly with a bit of extra pay; with 70 blocks), it is advisable to split census blocks into two groups

cont. Annex 1

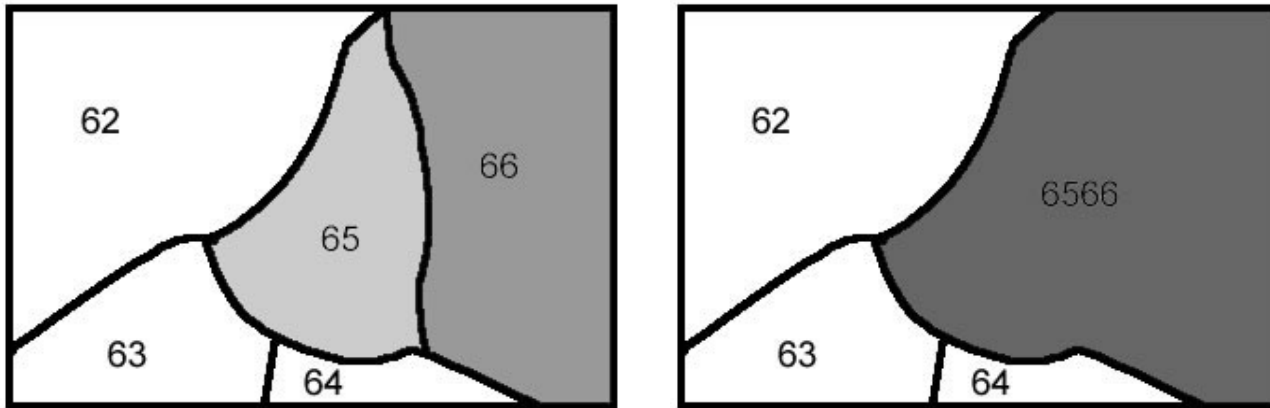


Figure 3.2: Amalgamate adjacent census (65 and 66) blocks into one (6566) Whenever the number of households per census block would have decreased well below the capacity of a single enumerator to handle (example: should the combined number of households drop below 70, it is Advisable to amalgamate both adjacent census blocks into one new block.

## **Enumerators/Supervisors mapping resources**

- prepared due to problem of both under and over – counting during enumeration.
- provisions of these materials ensure that coverage is as accurate as possible.
- includes; PCmap1, PCmap 2, a list of household heads

## **Selecting of Enumerators/Supervisors**

- picked from primary school teachers
- an asset due teacher's local knowledge of the area
- invested in getting the teacher from that particular census block to be the enumerator of the block.

## **Fieldwork sub-committee**

- manages to set up a hierarchical structure with clearly defined roles and responsibilities.
- quality assurance being set up for the census enumeration
- the reporting systems is from enumerator to supervisor, then to district managers, to Island division managers then to AGS then to GS and Steering committee.

## Procedures of enumeration

- devised and publicly announced on 28th November, responsible enumerators visit all households.
- first visit to update the household listings
- arrange suitable time between 28th Nov - 4th Dec. for enumeration
- This is to ensure:
  - enumerator minimizes visiting same households often
  - households well prepared and have time to answer questionnaires
- if household is not visited or visited more than once on 28th November, household members can contact the SD
- this exercise act as checking system over/under-counting

# **Procurement, distribution and collection of forms**

- carefully processed by members of the fieldwork and training sub-committees.
- not only the census forms but also the training materials
- organizations of transportation especially in outer islands e.g. boat schedules, weather forecast making all communications possible

# Structuring and implementation of the training program

- carefully managed mainly by training and fieldwork sub-committees.
- to ensure
  - training program addresses particular areas of duty,
  - needs adequately referenced to other related areas since there is substantial interaction among the different areas of work.

- **The training program**

- starts with preparation of the manuals, including enumerators, supervisors and questionnaire manuals.
- activities conducted when draft questionnaire form was ready
- amendments to various manuals were updated, as the questionnaires were update.

- **The training sessions**

- done after training trainers 3 times
- 3 training teams set up to conduct trainings throughout the Kingdom.
- sessions split into 3-half days with approximately 25 – 30 enumerators and supervisors.
- last day of training session, trainees given forms to enumerate two households and correct it through group discussions the next day.
- After 3rd day training team move to other centers and return within 3-4 weeks for distribution of materials and answer queries.

- **Training sessions for the outer islands**
  - done close to enumeration period
  - officers from SD move to outer islands with all materials for training and enumerations.
  - officers spend 8 – 10 weeks in the islands for both training and enumeration.

## **The publicity sub-committee**

- responsible for public understanding of census benefits, why they need to cooperate and how.
- set up a publicity framework which are:

– **TV and radio programs**

- two weeks program consistently informing the public about the progress and needs for census cooperation and briefing questionnaires to the people of Tonga.

– **Talkbacks**

- good communication medium between the two parties involved (SD and general public) were many questions were answered

– **Newspapers**

- used as spot advertisements and full questionnaire forms were published to ensure the public have seen the questionnaires that they need to answer.

– **Banners and posters**

- used to display census aims, dates of enumeration, census night and other. Using of Ids and T-shirts to promote awareness to census

– **Teachers radio programs**

- used for publicity especially informing teachers who are involved in training and other programs.

## **Work being in progress with the Data processing unit.**

- sub-committee invested on quality management in data procession for census as their key tool.
- This defines the activities to be carried out for project organization, planning, risk management and control and balances and optimizes among Function, Time, Resources, Quality and Risks.

## **As for timing**

- various activities like coding is almost finished, data entry beginning.
- proposed that the dissemination of the main report expected to be out in August 2007. This has to be confirmed by SPC.

- Outcomes were carried out effectively and efficiently due to proper planning (both strategic and operational) and management.
- The tool used, 'Chant chart', clearly identifies activities, start/ end dates, dependencies and milestones.
  - Chant chart was used for monitoring purposes; team leaders being consistently reminded of various activities, if it fails then what the risk control being used for control.
- It also gives the sub-committee leaders the opportunity to assess the project progress.
- It enables more realistic estimates at every stage.
- Planning assumptions plays a vital role in managing risk.

- With these few analysis of Tonga's 2006 census planning and management, I would like to acknowledge the valuable assistance offered by the SPC staff, starting from the planning, implementing, managing and dissemination of our census results. Not forgetting the donors who made funds available for such technical assistance to be in place.

MÄLÖ 'AUPITO