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PRASC



**Project for the Regional
Advancement of Statistics
in the Caribbean**

**Projet régional pour
l'avancement de la statistique
dans les Caraïbes**

Funded by the
Government
of Canada

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PRASC

Population Estimates
Component: Household Survey Infrastructure

Funded by the
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Module 2.2

Producing Population Estimates: Best Practices

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Topics to be discussed

- Governance for data acquisition
- Quality Assurance Framework
- Documentation & Information Management
- Dissemination
- Governance of the Population Estimates Program



Governance for data acquisition



General Principles

- Suppliers must understand the importance of their data for your Program
- Try to create a « win-win » situation with them
 - Quality checks, Reporting



Best Practices

- Written agreement between management of both organizations (MOU)
 - Escalation Mechanisms in case of challenges
 - Must be very detailed on the deadlines, formats, content of the files, documentation, etc...
- Regular meetings at the working-level depending on the importance of the project
- Annual meeting between management of both organizations (NSO and suppliers)



Discussion on the governance related to data acquisition

- How could NSOs of the OECS improve and maintain their data acquisition processes with their respective data suppliers?



Quality Assurance Controls

Quality Assurance Framework



General Principles

- All along the presentations, we will regularly mention the need for quality assurance controls (QAC).
- QAF: Quality Assurance Framework
 - The global view of all integrated QAC processes
- Main QAC processes
 - Inputs: are they of sufficient quality?
 - Calculations: are we sure everything was done right?
 - Outputs: do the results sound good?
 - Of course, the answer will be yes if all previous steps were done the right way!
 - Never disseminate a product without having a good idea of its strengths and weaknesses!



Best Practices

- Creating a check-list of all steps to be done up to dissemination of the results
 - All the steps with the employee responsible and the deadline
 - Can be easily managed in Excel



Best Practices

- Create Quality Indicators
 - Evaluation should not change with every new employee
 - For each data step, indicators should be looked at
 - Inputs
 - Example: If the new birth files contains more than **5%** of unknown gender, it is not acceptable. Go back to the supplier.
 - Outputs
 - Example: If the annual population growth is higher than **3%**, trends should be discussed with analyst.



Discussion on QFC

- How should OECS members ensure the quality of their population estimates?
- Would it be useful to have a common check-list and quality indicators?



Dissemination



General Principles

- What you saw and will in previous/future PRASC meetings in regards of dissemination should also apply to Population Estimates
- User should quickly understand the information by looking at the table
 - Title, Labels
 - Footnotes



Best Practices

- Standardization of revision processes
 - In Canada, files are closed after a certain number of years
 - Late registrations are not included in official statistics afterwards
 - A letter accompanies each statistics (P, R, D)
 - A note accompanies each table
 - Ex: From 1985-86 to 2012-2013, data are final / for 2013-14, data are revised / for 2014-2015, data are preliminary



Best Practices

- Statistical outputs should go out at the same time every year
 - Regularity is a good way to show the professionalism of an NSO
 - Users must not be surprised when a data product comes out
- Population estimates should be disseminated once a year
 - In Canada, quarterly estimates are disseminated always in the last week of April, June, September and December
 - Users are expecting the data at these moments



Discussion on Dissemination

- What should OECS members do in regards of the dissemination of its Population Estimates?
 - A population table on the web site?
 - Total Population, # of deaths, births, NOM
 - Population by Age & Sex (0, 1-4, 5-9, ..., 80+)
 - Documentation



Documentation & Information Management



General Principles - Documentation

- Population Estimates should have its own documentation accessible on the NSOs websites
- Document should contain information on data sources, methodology and quality evaluation



Best Practices - Documentation

- Every 10 years with the rebasing (integration of a new census), the methodological document should be updated.
- Documentation should contain a chapter for:
 - Base Population
 - Each Component of population change
 - Quality Evaluation



Best Practices - Documentation

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General Principles – Info management

- A discipline that directs and supports effective and efficient management of information in an organization, from planning and system development, to disposal or long-term preservation (Source: Treasury Board of Canada Secretariat, Policy on Information Management)



Best Practices – Info management

- Common practices for all processes
- Naming convention
- Management of shared spaces and folders
- See the presentation on Information management done at a previous Montserrat Mission



Discussion on Documentation & Information Management

- What should OECS members do in relation to the documentation of their population estimates?
 - Could be as a sheet in excel documents to be released
 - A Word/PDF document accessible on the website
- What should OECS members do in relation to the information management?



Governance of the Population Estimates Program



Governance

- Each statistical program requires a governance in order to ensure its quality
- A statistical program aiming at producing population estimates is not different!



Planning & Human resources

- The Population Estimates Program is not a year-long project.
 - In order not to be forgotten amongst all the other things to do, it should be planned carefully once a year
- It will thus asks a certain number of employees to be fully involved in the process for 2-3 weeks every year
- Ideally, each NSO should have a certain number of employees dedicated to the production of population estimates
- Planning is the key for any organizations, statistical or not!



An example

- Project launching
- Receiving and evaluating inputs
- Preparing inputs for population estimates purposes
- Calculation of estimates
- Evaluation of the results
- Preparation of tables & documentation
- Dissemination
- Post-mortem



Best Practices

- Launching Meeting
 - Each important statistical process should start with a launching meeting
 - Bring all employees involved in the process
 - Go over the check-list and the calendar
 - What are the risks? Any mitigation process?
 - Make sure that everything is understood
 - A two-way responsibility (supervisor / employee)
 - At the end of the meeting, everything has to be clear



Best Practices (2)

- Post-Mortem
 - At the end of the exercise, everybody involved in it should meet again
 - Time for congratulations!
 - What went well?
 - What went wrong?
 - How much time did it take overall?
 - Actions to be taken until the next cycle



Thank you!

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