

TRAINING WORKSHOP FOR THE DEVELOPMENT OF A  
REGIONAL POOL OF EXPERTS ON CIVIL REGISTRATION AND  
VITAL STATISTICS

**WORKSHOP REPORT**

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## 1. Introduction

The regional Civil Registration and Vital Statistics (CRVS) Core group, in collaboration with the Ministry of Labour and Home Affairs of the Government of Botswana organized a training workshop to develop a regional pool of experts on civil registration and vital statistics. The pool of experts is expected to provide technical support to Africa countries in conducting assessments of CRVS systems and in the development of national strategic and action plans in line with the directives of African ministers responsible for civil registration. The training workshop was held at the Gaborone Sun hotel in Gaborone, Botswana, on 20-31st May 2013.

## 2. Background

Most African Governments do not know the people they are accountable to in rendering services and allocating national resources. This is because the systems that should provide such knowledge i.e. civil Registration systems are not functioning properly in majority of countries. Accordingly, national planning and the monitoring of development goals in these countries has been constrained to data provided by population censuses and surveys. These sources of data are far from ideal as they are constrained by their nature of being periodic and also their inability to provide an accurate record of all members of the population at any given time. The <sup>1</sup>working group on Monitoring of Vital events has referred to the current scenario as a 'scandal of invisibility'. The group reports that: *"Most people in Africa and Asia are born and die without leaving a trace in any legal record or official statistics making it difficult for the public sector to manage and monitor its human capital."*

The absence of comprehensive civil registration systems has been and is continuously counteracting development efforts on the continent. Most African Governments have committed to the realization of the Millennium Development Goals (MDGs). However the measurement of state and progress in these goals particularly those related to the improvement of health and reduction in mortality remains a big challenge. Countries are not able to account on any improvement in Maternal Mortality, Infant Mortality or child Mortality without a proper record of deaths occurring to the population as well as the causes of death. Current decentralization programmes and democratization processes progressing in most African countries are being challenged by the absence of conventional and relevant population dynamics disaggregated to the lowest levels of administration. Furthermore, most African countries do not have proper and legal identity and citizenship documentary system for their people, based on secure breeder documents, which should have served as the basis for all public transactions. National identification systems, and immigration controls, are all reliant on secure breeder generated form civil registration systems. So is the protection of women

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<sup>1</sup> Working Group on Monitoring of Vital Events (MoVE), Lancet Series 2007

and children from abuses and exploitation, which requires that the state recognizes their existence. All the above functions are highly dependent on properly functioning civil registration systems.

In recognition of the invaluable role of civil registration systems as well as their poor state of functioning on the continent, in 2009, a regional workshop was organized by the African Development Bank (AfDB) and the United Nations Economic Commission for Africa (UNECA) in Dar-es-Salaam, Tanzania. The workshop brought together heads of statistics offices and civil registration agencies on the continent, to identify and address the bottlenecks facing civil registration systems and to strategize on modalities for averting the prevailing conditions. Among the recommendations of the workshop was the establishment of a regional CRVS Secretariat at the UNECA, to steer the African CRVS improvement initiative and the convening of a conference of African ministers responsible for civil registration to garner political support for the improvement initiative.

The regional CRVS improvement initiative is now conceptualized into a regional programme known as the Africa Programme on Accelerated Improvements of Civil Registration and Vital Statistics (APAI-CRVS). APAI-CRVS was developed based on policy directives issued by African ministers responsible for civil registration during their first conference held in August 2010 in Addis Ababa, Ethiopia. The programme is implemented in a phase-based approach through a regional Medium Term Plan. The programme is currently in its second phase of implementation.

In their second conference held in Durban, South Africa, African ministers responsible for civil registration resolved on the need to take stock of the current status of CRVS systems in their respective countries by undertaking comprehensive assessments which would then lead to the development of concrete strategies and time-bound action plans for improvement. The ministers also called upon the regional institutions and other UN agencies to provide technical and financial support to countries in undertaking the assessment and planning processes.

In accordance with the ministerial directive, the regional CRVS Core Group, led by the CRVS Secretariat embarked on several preparatory arrangements to support countries in the assessment and planning processes. This included the preparation assessment tools, guidelines and manuals to be used in the process and the identification of experts who would guide countries in the assessment and planning processes. The selection of experts was undertaken by the Secretariat in consultation with African Member States. 31 experts were selected in the categories of Senior Advisors and Senior Advisors. The experts were then taken through a rigorous training programme to equip them with tools and methodologies required to be used to support countries to undertake such assessments and develop country action plans. The training programme was delivered through a workshop held in Gaborone Botswana on 20-31<sup>st</sup> May 2013.

### **3. Opening of the Workshop**

The workshop was opened by Honourable Edwin Jenaiso Batshu, the Minister of Labour and Home Affairs of the Government of Botswana. Opening remarks were made by Mr. Ikwatthaeng Bagopi, the Permanent Secretary, Ministry of Labour and Home Affairs, Dr. Dimitri Sanga, Director of the African Centre for Statistics of the ECA, and the Director of Civil and National Registration in Botswana. Other guest present at the opening ceremony included the country representatives for the United Nations Children's Fund, the United Nations Population Fund, the Statistician General of Botswana.

In his opening remarks, Mr. Ikwatthaeng Bagopi, thanked the regional CRVS core group for their commitment in driving the regional CRVS agenda. He noted that the training workshop was a significant event on the continent as it marked the beginning of a journey that would lead all African countries towards complete systems of civil registration. He further spoke on the importance of CRVS systems in providing legal and administrative data, which is useful in national planning, in building proper systems of governance and in improving service delivery. He emphasised on the need for political support in the realisation of the regional CRVS initiative and called on all African countries to support the implementation of the programme. He noted that the Government of Botswana had greatly benefited from the organic linkage built between the civil and national registration system, which was being used by various ministries in conducting government transactions. In his conclusion, Mr Bagopi welcomed all the participants to Botswana and wished them a successful workshop.

Dr. Sanga reminded the gathering of significant milestones achieved by the continent in the liberation of Africa member states leading to the celebration the 50<sup>th</sup> anniversary of African Union. He stated that it was worth celebrating noting that only 32 African countries were independent in the past 50 years. He also took note of Africa's economic growth, which he said ranked the continent among the fastest growing economies; with six of the countries with the fastest economic growth rates being in sub-Sahara Africa. He acknowledged that Africa faces some challenges in the area of social development, most importantly in the lack of proper systems of registration of vital events. He however noted that the regional CRVS Core Group was making significant progress in getting African countries to acquiring proper systems of registering vital events. He expressed great enthusiasm in the realization of the regional CRVS initiative, particularly due to the institutionalization of the Conference of African ministers responsible for civil registration, which will now meet biannually, and the support demonstrated by the regional institutions and United Nations agencies to the APAI-CRVS. Dr. Sanga concluded by noting that though significant progress had been made there still remained a lot of work ahead.

Honourable Batshu Minister said it was a great pleasure and privilege for the Government of Botswana to be hosting the training of a pool of experts on CRVS in Africa. He acknowledged that CRVS is a conventional data source that provides continuous and timely data for the generation of various health and demographic indicators including those needed in the measurement of the Millennium Development Goals. He reiterated on the importance of civil registration systems in Africa particularly in building proper systems of governance and improving service delivery. He spoke on the invaluable role played by the system in Botswana in facilitating Government transactions by providing a reliable record of every individual's identity. He noted that the civil registration system is used to validate electoral rolls, to pay pension and also provides breeder documents for issuance of other identity documents. He however indicated that in spite of the achievements his Ministry was working tirelessly to address a number challenges surrounding security issues, namely: record integrity, and fraudulent acquisition of certificates. In his conclusion, the Minister expressed hope that the momentum gathered would lead to the accelerated improvement of registration of vital events on the continent.

Ms. Lelang welcomed all participants to the workshop. She proceeded to thank the Minister of Labour and Home Affairs of Botswana for his commitment towards the improvement of the Civil registration system both in Botswana and continentally. She also thanked the regional CRVS Core group for sponsoring all the participants to meeting and her colleagues in the Department of Civil and National registration for their contribution to supporting the development of the system in Botswana and for their support in organizing the regional workshop.

#### **4. Objectives of the Workshop**

The workshop was held with an objective of equipping experts with the required tools and methodologies, in order to assist countries in undertaking comprehensive assessments of civil registration and vital statistics systems and in the development of national CRVS strategic and action plans. The training also aimed at achieving a long-term objective of assisting countries in developing their own team of experts in CRVS who would help the countries in their endeavour to attaining complete and efficient CRVS systems.

#### **5. Participants**

The workshop brought together close to a hundred participants. There were three categories of trainees namely: Senior Advisors; Advisors; and Young African Professionals of the ISIBalo capacity building programme. The Senior Advisors and Advisors consisted of experienced persons (including young retirees) who have worked in senior positions in the field civil registration and/or vital statistics and public administration. The engagement of the Young Professionals was aimed at mentorship and capacity building, and is aligned to the recommendations of the 8th

Africa Symposium on Statistical Development (ASSD) and the commitment expressed by African ministers responsible for civil registration during their second conference held in Durban, South Africa. Also in attendance were members of the regional CRVS core group namely: the African Development Bank, The African Union Commission, United Nations Children’s Fund, United Nations Population Fund, the World Health Organisation, Plan International and representatives of the ASSD Secretariat.

## 6. Workshop Proceedings

The training workshop was structured in two main parts. The first part, which was covered within the first four days, was focused at providing participants with a rounded understanding of the CRVS system. This part was delivered in nine separate sessions on the following themes:

SESSIONS	THEMATIC AREAS
Session 1	An Overview of Civil Registration and Vital Statistics;
Session 1I	The Legal Framework for Civil Registration;
Session 1II	Organisation and Management of Civil Registration;
Session 1V	Civil Registration in the Realization of Human Rights;
Session 1V	Civil Registration Records and their Uses;
Session VI	Computerization and Civil Registration Systems;
Session V1I	Advocacy and Communication;
Session V1II	Civil Registration Based Vital Statistics;
Session 1X	Strategy for Improvement of Mortality and Cause of Death Data

The second part of the workshop was covered in four sessions. These sessions focused on orienting participants on the modalities and processes of undertaking the country assessments and the development of strategy and action plans based on the results of the assessment. This part also included a field visit which was aimed at firstly exposing the participants to civil registration operations in Botswana and secondly to providing a practical feel and experience of the upcoming country CRVS assessment processes. The sessions were delivered through presentations made by facilitators who were drawn from various institutions globally, and through small group discussions of about 6-8 participants. The following section of the report will provide a summary of the sessions and highlight key issues that emerged from the discussions held.

### a) A General Overview of Civil Registration and Vital Statistics

**Summary of session:** The session aimed at introducing participants to basic concepts of civil registration in line with the United Nations principles and guidelines on civil registration. The session covered the definition of concepts

related to civil registration and vital statistics, the principles that govern civil registration and vital statistics systems such as compulsoriness, continuity, permanence and confidentiality, the functions of a civil registration system, the functions of a vital statistics system, the fundamental functions of the CRVS system i.e. the legal, statistical and administrative functions and essential components of the CRVS system which include a legal frameworks, its organization and management, coordination and community involvement. The presentation also highlighted key areas of focus that should be looked into during the CRVS system assessment process. These included reviewing the legal framework to ensure that it covers both registration and statistical functions, that it defines roles and responsibilities of all stakeholders, that it establishes mechanisms of coordination, and that it covers all the essential vital events.

## **b) The Legal Framework for Civil Registration**

**Summary of session:** This session covered the basic elements and provisions of a civil registration and vital statistics law, including elements of evidence-based law drafting techniques. The second part of the session covered the status of Civil registration laws on the continent; comparing provisions of Civil registration laws of African countries against the recommended standard legal provisions and lastly an introduction to the CRVS regional assessment tool with respect to questions that assess the country's civil registration legal framework. The session reviewed International instruments/international laws adopted by countries, which advocate for the registration of vital events. Such include the Convention of the Rights of a Child (CRC), Africa Charter on Rights of Women and Children (ACRWC), Convention on Eradication of all forms of Discrimination against Women (CEDAW), Regional protocols etc. It was noted that while it is important for countries to adopt these International instruments, there is great need to adapt them to the political, social and cultural context of a country vis a vis just copying them.

### **Discussions, Observations/ Questions from the session**

- When undertaking assessments, countries should check whether the Civil registration laws are consistent with other national and international laws, constitutions, nationality laws, family law, children's Act, electoral laws etc.
- Charging fees for registration is among the most significant barriers to registration of vital events in most countries. Countries should endeavour to make registration free of charge.
- Children born outside wedlock are in some Civil registration laws discriminated as they are required to undergo unique processes of birth registration. During the assessment, countries should review their law with respect to whether it discriminates or stigmatises certain groups of the population.
- A number of African countries have archaic CR laws, which are in need of repeal or amendment.
- Birth registration does not confer nationality unless the country's nationality law allows for this. All births occurring within the boundaries of a country should therefore be registered irrespective of the citizenship of the child's parents.



Misconception of the two concepts (Nationality and Birth registration) has in the past denied the right of birth registration to children of foreigners and refugees in some countries.

### c) Organisation and Management of Civil Registration

**Summary of session:** This session covered the organization structure of the CRVS system; concepts associated with the process of registration such as the place of registration, time allowed for registration, cost of registration, proof required for registration, current, late and delayed registration etc. The session also covered registration records and forms with respect to their structure and content as well as their flow across various administrative levels of civil registration operations. The content of registration forms was discussed against statistical variables recommended internationally, and the types of forms used i.e. Registers/loose leaf; combined/separate, The advantages and advantages of using each type of register/form were discussed. The presentations also covered the means of storage and preservation of vital events records and other registration documents. During this session, various countries presented the structure of organisation of their country's CRVS systems and the flow of records. Significant variations were observed by country, such as;

#### Discussions, Observations/ Questions

- The use of a single registration form in Egypt by the Ministry of health, the Civil Registration Agency and National Statistics Office. The decision to use one form was taken following the country's comprehensive assessment, which found the use of multiple forms a redundant and inefficient practice.
- The use of mobile registration services to reach populations living in remote areas in South Africa and Cape Verde.
- The taking of finger prints of the dead and of the informant of death occurrence in South Africa, as a means to validate/proof the occurrence of death.
- Lack of flow of registration information from the district level to higher offices in Mozambique.
- Formation of a national forum for CRVS in Benin, which has been useful in steering the national CRVS agenda. The national forum is composed of key stakeholders including Imams and priest in Benin
- Use of a free Toll number in Cape Verde to report abandoned children for birth registration

### d) Civil Registration in the Realization of Human Rights

**Summary of session:** This session aimed at ensuring that participants understand the link between civil registration and human rights as well as issues related to nationality, citizenship and statelessness. The presentations made during this session acknowledged the rights and privileges of individuals, with reference to

various international instruments (declarations, covenants, charters etc) and the role of civil registration in facilitating the realization of these rights. Some of the instruments discussed included the ICCPR, the Refugee Conventions, the Reduction of Stateless Convention, the Africa Charter on Human and People's Rights (1981), the African Women's Protocol, and the African Union Internally displaced people convention. Civil registration,-specifically the registration of birth was found to facilitate the realization of fundamental human rights such as the right to marry, the right to found a family, the right to inherit, the right to own property, the right to vote, the right to nationality, the right to a passport and to migrate, and the right to social security. The presentations also covered critical components of a country's civil registration legislation such as: the law should spell out how decisions regarding nationality should be made, ensure that the registration process guarantees confidentiality, stipulate compulsoriness of registration, prescribe the duty of preserving civil registration documents, , ensure it provides for seeking out of neglected children, provides for the source of funding for the system, provides for free registration of events etc.

### e) Civil Registration Records and their Uses

**Summary of session:** This session aimed at ensuring that participants learn about various uses of Civil Registration records and best practices from various countries. The presentation highlighted common use of birth certificates by individuals as proof age, date of birth, place of birth, citizenship, parentage, while seeking admission at school, while registering for national examinations, in the health sector to get admission at a national health care facility, to access other health facilities such as child vaccination in some countries, and to access other government services such as application of a national identity card, passport, drivers license, work permit, marriage license etc. Death certificates were reported to be commonly used by individuals as a license to bury the deceased, as proof of death to claim inheritance rights and by governments to stop payment of pensions, and to purge population registers and electoral rolls. Marriage and divorce certificates were reported to be used by individuals as Legal proof of marriage or divorce including the date and place of occurrence, to access alimony payments, to access inheritance upon a spouse deaths and by governments to administer social benefit programmes. Statistics from these records was reported to be used for Genealogical research, for population and demographic estimates such as those related to maternal and child health etc.

### Discussions, Observations/ Questions

- Countries should ensure that the requirement of registration documents in various forms of service delivery is not used to deny the public basic services. For example, while schools may require birth certificates to enroll children to the school, lack of a birth certificate should not deny the child the right to education by restricting a child from being enrolled at school.
- Countries need to increase the use of registration documents as a strategy for improving vital event registration. Lack of demand for vital event

- registration documents and the substitution of these documents with other forms of identity is a contributor to the low levels of registration in most countries.
- Most incentive programmes and country strategies for improving birth registration are targeted at older children-often school going children. It is important to note that vital statistics should be computed based on events registered within the first year of occurrence. It is therefore important to develop incentive mechanisms that target registration of births as close to the occurrence of the events possible.
  - How does a country increase demand for death registration? How does a country advocate for death registration?

## f) Computerization and Civil Registration Systems

**Summary of session:** This session was aimed at ensuring that Participants learn about various options of computerization and the processes that need to be followed by a country in establishing a computerized CRVS system. The session covered the value of computerization in improving the operations and functioning of the CRVS system. Computerization of the system was found to have great gains in improving coverage, completeness, timeliness, accuracy and coherence of the system. Computerisation was discussed in the context of improving communication and inter-operability of systems, which is of great value to users a whole. The presentation summarised that *“computerization of civil registration will broaden the uses that can be made of the civil registration system. Linkage of the civil registration system to other-computerized systems will become possible. It will become more important to uniquely identify each individual and to ensure that each and every event is recorded once and only once”*. The session emphasized on the need to map out the business processes including inter-agency sharing requirements prior to computerization. The session also discussed on the main challenges of using technology which include systems that are not business driven i.e. when the systems fail to provide the basic business function needed, the systems not being inter-operable (when systems do not function with other systems in the organisation), and issues of property ownership i.e. the use of open source versus purpose built systems and the challenges thereof.

### Discussions, Observations/ Questions

- Computerization of the civil registration system is not merely doing electronically what is being done manually by the present structure. A main purpose of computerization is to improve civil registration data and thereby make vital statistics data more accurate, complete and timely.
- However, more complete and accurate data cannot be assured by computerization alone. Reaping real profit from computerization depends on improvement of reporting procedures Thus, planning for computerization must include designing a legal and administrative

framework for civil registration and vital statistics that supports computerization.

- Mapping out the civil registration business process is a critical pre-requisite to countries intending to move to computerized system. While technology has a significant role in improving efficiency of civil registration operations, it is not by itself a solution to the challenges of the system.
- A country should include in its planning a feasibility study that considers the cost, training needs, availability of human resources, maintenance costs, changes in technology and other such factors that might affect the decision to computerize.

### **g) Advocacy and communication**

**Summary of session:** This session aimed at ensuring that participants understand the type of advocacy messages and strategies that need to be put in place for advocacy and communication of CRVS in a country. The presentation focused on the use of Communication for Development (C4D), a systematic, planned, and evidence-based approach to promote positive and measurable behavioral and social change. The presentation introduced C4D as both a strategy and an approach to engage communities and decision-makers at local, national, and regional (and global) levels, in dialogue toward promoting, developing, and implementing policies and programmes that enhance the quality of life for all. The presentation also covered the strategic shifts of the C4D approach, which in summary is a shift of focus from Technical Communication to Transformative Communication, Dialogue and alliances. The presentation introduced the latest evidence on C4D indicating among others the need for creating communication strategies that are demand driven, the importance of synergy across interventions in facilitating change, the likelihood of change being greater when multiple tactics are used etc. The session also covered C4D and the Social Ecological Model, the theories of change, C4D Strategic Approaches and key steps in C4D Strategic planning

### **Discussions, Observations/ Questions**

- Communication strategies are most effective when they are research-driven, evidence-based, and theory-guided. As such communication for CRVS within countries should be designed based on an assessment of the needs of the population, which would vary among population groups even within countries. For example, while some population groups may have never heard of civil registration some may require to understand why it is important while others may need to know where to register events.
- The Likelihood of change is greater when multiple communication interventions and/or tactics are used. Communication strategies do not operate in isolation. A country may consider using electronic media, written

media, community meetings etc. to reach various groups and communicate on civil registration

- Sustainability of change is more likely if individuals and communities engage in the communication process and own the process and content of communication. The country communication strategy may consider engaging key persons in communities (“gate keepers”) in the actual communication process.
- Communication strategies should facilitate the transmission of information via dialogue, debate, and negotiation rather than through persuasion.

## **h) Civil Registration based Vital Statistics**

**Summary of session:** This session aimed at ensuring that participants learn about the internationally recommended principles and standards on the collection, processing, and transmission of vital statistics from civil registration systems, and dissemination and use of data from civil registration. The session was conducted in three parts. The first part covered the collection and transmission of civil registration data. The second part covered data compilation, analysis and databases while the last part covered Data Dissemination and Use. In summary, the first session covered the importance of vital statistics as a component of the national statistics base, different sources of vital statistics including an analysis of the strengths and weaknesses of each of these sources, an introduction of the civil registration system as the best source of vital statistics and how to make vital statistics an integral part of the civil registration system through ensuring that the Legal framework accommodates for the compilation of vital statistics, ensuring that the relevant Institutional arrangements are in place, ensuring that the actual operations include the generation of statistical records, and the transmission and processing of data. The second part covered the processes of data processing including data compilation, coding, editing, tabulation, analysis and the development of databases. Last part covered data reporting and publication, data dissemination, data utility and use.

### **Key areas of Discussions, Observations/ Questions**

- It is crucial for countries to ensure that the compilation of vital statistics from civil registration systems is reflected within the statistics law. The assessment should be keen to review this and to ensure that this provision including the institutional arrangements that should facilitate for such operations are in place.
- Published vital statistics represent the primary product of the vital statistics system, and unless this product is made available to the main users and the public their willingness to support the system cannot be expected.
- The provision of means for the timely dissemination of vital statistics should be a fundamental concern to the authority of the vital statistics system.
- In cases where the data are of doubtful or unknown quality, the statistics should still be made available but clearly labeled with appropriate caveats and qualifications to warn users about possible misinterpretations

## **i) Strategy for improvement of mortality and cause of death data**

**Summary of session:** This session aimed at ensuring that participants learn about the strategies to improve death registration in countries, and strategies to improve cause of death information and statistics. The session was conducted in three parts. The first part covered the importance of vital events as key sources of health status indicators specifically those needed in the monitoring of MDG 4 on Maternal Mortality, MDG 5 on Child Mortality and MDG 6 on reduction of Mortality related to HIV/AIDS, malaria and other diseases. The session also covered the advantage of the civil registration systems versus other sources of health information, the main challenges faced in the compilation of mortality and cause of death data and key strategies for improvement which mainly included the development of a framework for integration of the CRVS system with the health system, and setting up the legal, administrative and collaborative framework for death registration and the collection of mortality and cause of death statistics. The second part of the session covered the state of death registration and cause of death information globally, different sources of cause of death information and the advantages of the vital statistics from civil registration systems in the computation of mortality statistics particularly by them being comparable, complete and providing health information. The last part of the session, introduced to the International Classification of Diseases (ICD), the rules of coding, verbal autopsy as a means of assigning causes of death where there is no doctor, and the internationally recommended forms for registering deaths and causes of death i.e. death certificates, and the international medical certificate of cause of death. The session ended by providing information on various resource materials for training on ICD.

### **Key areas of Discussions, Observations/ Questions**

- Countries should endeavour to make use of WHO standards as they are an outcome of a thorough long-time collaboration of a wide network of experts and professionals involved in public health
- Training certifiers and coders is crucial in the improvement of the quality of information and statistics compiled on causes of death. Such training should be regularly conducted. In addition there is free WHO Material available for training.
- Conducting verbal autopsy may be partial solutions the collection of cause of death information particularly in African countries where the majority of deaths occur at home and where civil registration systems do not function well.
- There are possibilities of using innovation such as mobile and electronic technologies to support the registration of vital events in countries. However a number of cautions have to be taken before introducing these technologies such as ensuring the legal framework recognises and accepts electronic records as proof.

- Countries should make use of cause-of-death statistics even if the data is imperfect, as it provides some insights into a country CRVS system in generating CoD information as well as general overview of the main conditions that afflict the population

The second part of the workshop was covered in the following four major sessions:

SESSIONS	THEMATIC AREAS
Session X	Understanding APAI-CRVS;
Session XI	Guidelines and Tools for Country CRVS Assessments;
Session XII	Development of Strategic Plans and follow up processes;
Session XIII	Field Practice Assessment Tools and Procedures;

### j) Understanding APAI-CRVS

**Summary of session:** This session aimed at ensuring that participants get an overall understanding of the Africa Programme on Accelerated Improvement of CRVS and its implementation. The session was covered in two parts. The first part provided a review of why past initiatives to improve CRVS on the continent had not worked, the unique approaches adopted by the regional programme to counter past challenges, key milestones of the regional programme, the operational framework of the programme, guiding principles of the programme, the three phase implementation plan of the programme, proposed governance structure of the programme, priority actions being taken up by the programme-(supporting countries to conduct comprehensive assessments) and lastly the challenges being faced by the programme. The second part reviewed the assessment and planning processes in the context of the APAI-CRVS framework. This part was aimed at reviewing whether the assessment and planning processes are in line with the APAI-CRVS framework. The presentation reviewed the operational framework of the programme which is similar to the structure proposed for the assessment, the principles of APAI-CRVS among them country ownerships and leadership which are also a core component of the assessment, the implementation framework of the programme which engages of a regional pool of experts on CRVS, and the assessment and planning processes being among the ten key strategies of the APAI-CRVS Medium Term Plan among others.

### k) Guidelines and Tools for Country CRVS Assessments

**Summary of session:** This session aimed at ensuring that participants have a comprehensive understanding of the guidelines and tools of conducting the comprehensive assessment. The session introduced the rationale of the tools and guidelines, which is to provide a standards-based review of country practices in civil registration and vital statistics. The session covered the principle benefits of

using the tool, the target audience of the tools and guidelines, the categories of users of the guidelines, the organisation of the guidelines, the scope of the assessment exercise, proposed teams for conducting the assessment, the main stages of the assessment which included the preparatory phase, conducting the assessment, priority setting and planning, approval of the plan and dissemination. The session also introduced key milestones and timelines of the assessment, which should be covered within 24 weeks duration. The session further covered the modalities for conducting the assessment i.e. where the assessment is to be conducted, steps in conducting the assessment, the teams that conduct the assessment and their respective responsibilities, the features of the assessment tools, the methods and approaches to be used in the assessment and key components of the CRVS system that are to be assessed.

### **Key areas of Discussions, Observations/ Questions**

- In accordance to the principles of APAI-CRVS, the assessment should be country led and country owned. The experts will only provide technical support to the country team.
- There is need to adopt the assessment tools and guidelines to the national realities and national set up
- The number of teams proposed in the tools are too many and need to be reduced
- There is need to harmonise the nomenclature of the assessment teams
- The French translation of the guidelines and tools needs to be reviewed and aligned to the original document

### **I) Field Practice Assessment Tools and Procedures**

**Summary of session:** The eight day of the workshop was devoted to field visits to various registration centers both in the rural areas and within Gaborone. Site Visits were made to the Ministry of health where coding of causes of death is conducted, to various health facilities which also serve as registration sites, to the ministry of justice where marriage and divorce registration are conducted, to the department of civil and national registration where experts were able to observe the processes involved in the development of national identity cards as well as the archival of civil registration records. This session was aimed at: exposing participants to the actual operations of civil registration, to share Botswana's experiences in civil registration operations and to also allow participants to test the regional comprehensive assessment tools. Participants were allowed to engage with the officials in the different institutions visited, to ask questions and to also review the documents handled by these different institutions.



## **m) Development of Strategic Plans and Follow up Processes**

**Summary of session:** This was the last technical session of the workshop. The session was aimed at equipping all participants with knowledge and skills on strategic planning, drawing from the results of the assessment. The session was conducted in two and a half days. The session began by introducing participants to what a strategy is, the purpose of a strategy, different levels of strategy, and an in-depth review of different phases of the strategy management process, namely; strategy analysis, strategy formulation, strategy implementation, and strategy review. The components of the session included orienting participants on setting strategy direction by defining vision, mission and values, setting strategic goals and defining the value chain, conducting a stakeholder analysis, conducting a comprehensive analysis, conducting a Strength, Weaknesses, Opportunities and Threats (SOWT) analysis, undertaking a prioritization process, defining the problem, strategy formulation through developing objectives and sub-objectives, compiling a strategy map based on a balance score card, developing a strategic intent, identifying key strategic risks among others. The session was a highly practical one that engaged participants through small group discussions. Participants were expected to use the information collected during their field work to craft each of the above lessons delivered by the facilitator. Participants were also provided with a strategic planning guide to facilitate further learning. This session was closed by a presentation by the Secretariat which detailed priority steps that will follow the training of experts. These included the finalization of the assessment tools by the Secretariat, countries preparing appropriately for the process by establishing the relevant institutional arrangements and setting a part the required resources and dispatching of the experts to countries to provide the relevant support upon country request..

## **7. Closing**

The meeting was closed by Mr. Ben Kirgyera who thanked the regional CRVS Core group for their commitment towards supporting a very important initiative of the continent. He noted that the CRVS initiative was indeed a success on the continent with taking note of key milestones that had been realized since the birth of the initiative in 2009. Mr. Kiregyera further commended the efforts of the regional CRVS Secretariat in leading and guiding the regional initiative. In his conclusion, Mr Kiregyera spoke on the need to strengthen African scholarship. He particularly referred to a recent initiative by the Mr. Morten Jerven to devalue continental efforts towards strengthening statistics through his book on 'Poor Numbers in Africa'. He noted that while the continent had significant improvements to make significant progress had been realized which should be recognized. On this note, he introduced a book that he has published on statistical renaissance on the continent.



## APPENDIX 1

### *Draft Work Programme - I*

### **Training Workshop on Development of Pool of African Experts on CRVS<sup>2</sup> to Support Country-led Assessment and Planning**

**Gaborone, Botswana 20-31 May 2013**

**First Four Days: 20-23 May 2013**

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Objective</b>	<b>Presenter/ Facilitator</b>	<b>Proposed methodology</b>
<b>DAY 1: Monday 20/05/13</b>	<b>9:00-9:45</b>	<b>Session I: Opening</b> <ul style="list-style-type: none"><li>- Welcome remarks: Permanent Secretary Ministry of Labor and Home Affairs</li><li>- Opening remarks: ECA on behalf of the regional CRVS core group</li><li>- Keynote address: Statistician General South Africa</li></ul>		Secretariat	

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<sup>2</sup> In this training CRVS refers to the four vital events, that is, birth, death, marriage and divorce. Death registration includes causes of death.

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		<ul style="list-style-type: none"> <li>- Inaugural speech: Minister for Labor and Home Affairs</li> </ul>			
	<b>9:45- 10:00</b>	<b>Coffee break</b>			
	<b>Session II: A rounded understanding of CRVS</b> <b>Expected Outcome:</b> Experts knowledge on CRVS enhanced and aligned to APAI-CRVS				
	<b>10:00- 11:00</b>	<b>Sub-session 1: Introduction</b> <b>Sub-session 1A:</b> Introduction of participants and expectation from the workshop <ul style="list-style-type: none"> <li>- Participants to provide what they hope to achieve at the end of the workshop</li> <li>- Participants to propose additional items of interest that have not been covered in the work programme if required</li> </ul>	To determine the expectations of the participants from the workshop and make adjustments in the programme	Partricia, Anneke, Raj	This can be done through a questionnaire method or through participatory process
	<b>11:00- 11:45</b>	<b>Sub-session 1B:</b> General Overview of CRVS systems <ul style="list-style-type: none"> <li>- Concepts and definitions               <ul style="list-style-type: none"> <li>o Vital events, CR methods and systems, VS methods and systems, ...</li> </ul> </li> <li>- Principles of CRVS systems               <ul style="list-style-type: none"> <li>o Universal coverage and</li> </ul> </li> </ul>	To provide an overall understanding of basic elements of CRVS system	Carla	This can be an interactive session through which the understanding of the participants can be assessed.

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		<p>completeness, continuity, authenticity, confidentiality/security, compulsoriness, regular dissemination of VS, ...</p> <ul style="list-style-type: none"> <li>- Basic features of CRVS systems <ul style="list-style-type: none"> <li>o Legal framework, organization structure, management and operations,</li> </ul> </li> <li>- Fundamental Role <ul style="list-style-type: none"> <li>o Legal and protective, administrative, statistical and others,</li> </ul> </li> </ul>			
	<b>11:45-12:00</b>	Discussions	Participants seek clarity on issues emanating from the session	Carla, , Richmond, Tassi, Peter	Plenary discussions
	<b>12:00-12:45</b>	<p><b>Sub-session 2: Legal framework of CRVS</b>  <b>Sub-session 2A: Theoretical background</b></p> <ul style="list-style-type: none"> <li>- Basic elements and provisions of CR law (recommended), laws on vital statistics (in reference to statistical or other laws), elements of evidence-based law drafting technique and its application to CRVS law(s),</li> </ul>	To acquaint participants with the core features of CR law and the importance of evidence based law drafting techniques for CR law	Genene, Raj,	Power point presentation
	<b>12:45-1:00</b>	Discussions	Participants seek clarity on issues emanating from the session	Genene, Raj,	Plenary discussions

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Objective</b>	<b>Presenter/ Facilitator</b>	<b>Proposed methodology</b>
	<b>1:00-2:00</b>	<b>Lunch break</b>			Experts will be required to post their charts (pre-workshop assignments) over lunch hour before beginning of the session
	2:00-3:00	<b>Sub-session 2B:</b> Current status of CR laws in Africa - Comparing provisions of CR laws of African countries against the recommended standard legal provisions covering key elements	Improved understanding of rationale of each of the recommended provisions of CR law and identifying gaps in legal provisions in Africa	Bala, Tassi	Presentation by experts based on the pre-workshop assignment <sup>3</sup> conducted. ()
	3:00-4:00	Discussions	Comparing provisions of CR laws of their countries against the recommended standard	Peter, Tassi Carla, Anneke, Bala, Robert, Raj, Genene, Milen, Mubila	Discussions on each provision in small groups
	<b>4:00-4:30</b>	<b>Coffee break</b>			
	4:30-4:45	<b>Sub-session 2C:</b> Assessment questions on the Legal framework - Introduction to assessment questions on the Legal framework	Participants introduced to questions on legal framework from the Comprehensive Assessment	Genene	Participants introduced to the assessment questions and

<sup>3</sup> Pre-workshop assignment based on template to be provided in advance to compare the provisions of the CR laws of their own countries to those recommended as standard.

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
			Tools		asked to reflect on them as their evening assignment
	4:45-5:00	Briefing on the preparation of the relevant charts required for the following day's sessions	Participants to be briefed on the requirements in the preparation of charts to be presented in the following day sessions	Raj	
<b>Charts required during the next day's sessions;</b> <ol style="list-style-type: none"> <li>1. Charts on the organizational structure of their country's CRVS system.</li> <li>2. Chart depicting the flow of CR and VS records and documents across various levels of operation</li> <li>3. Chart comparing the design and content of the country's registration forms against international recommendations</li> </ol>					
<b>DAY 2:</b> <b>Tuesday</b> <b>21/05/13</b>	9:00-9:30	Reflections of the previous day's sessions	Participants to share their reflections and key lessons learnt from the previous day sessions	Milen	Plenary discussions
	9:30-10:00	<b>Sub-session3: Organisation, Management &amp; Operations of CRVS systems</b> <b>Sub-session 3A: Organizational Structure</b> <ul style="list-style-type: none"> <li>- Organization structure for CRVS system and designation of responsibilities and interface <ul style="list-style-type: none"> <li>o Legal basis, centralized and decentralized systems, operational units, type of agencies involved and</li> </ul> </li> </ul>	Understanding of pros and cons of various kinds of organizational structures and types of agencies involved. The participants will also learn about the	Sam, Bala	Introduction through PowerPoint presentation

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		<p>their roles and responsibilities,</p> <ul style="list-style-type: none"> <li>- Organization of registration at local level               <ul style="list-style-type: none"> <li>o Appointment and status of local civil registrar, duties and responsibilities,</li> <li>o Number and size of registration units, secondary registration units, mobile registration units,</li> <li>o Designation of legally responsible informant for each type of event</li> </ul> </li> </ul>	<p>importance of coordination at various levels</p> <p>The primary registration units and the civil registrar manning these units are crucial elements in improving the coverage and efficiency of the system. The participants are made aware of these issues. The objective of the session is also to acquaint participants about the various options available for designating legally responsible informant.</p>		
	<b>10:00-10:15</b>	<b>Coffee break</b>			
	10:15-11:30	<b>Sub-session 3A: Continued</b>	Experience sharing among countries on different CRVS system organizational structures	Sam, Bala	Presentation by selected experts on different organizational structures based on the take-home assignment
	11:30-1:00	Discussions	Participants compare the	Peter, Tassi	Discussions in



Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
			CRVS organizational structure of their countries against the recommended standards including issues of accessibility and management	Carla, Anneke, Milen, Bala, Robert, Mubila	small groups
	<b>1:00-2:00</b>	<b>Lunch break</b>			
	2:00-2:30	<b>Sub-session 3B:</b> Process of registration  - Place of registration, time allowed for registration, cost of registration, proof required, late and delayed registration, Complementary notations, amendment and corrections, certification	The participants learn about the technical processes of registration in details.	Sam, Anneke	Power point presentation
	2:30-3:00	Discussions	Participants seek clarity on issues emanating from the session	Sam, Anneke	Plenary discussion
	3:00-3:30	<b>Sub-session 3C:</b> Registration records and forms and their flow  - Content of Vital event registration records and forms: Core legal and statistical variables recommended internationally, types of forms (registers/loose leaf; combined/separate) preparing records and forms (separate or combined),	Participants learn about the internationally recommended standards of design, content and maintenance of registration records and forms	Carla, Raj	Introduction through PowerPoint presentation

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		- Preparation and transmission of Vital event registration records – ways and means of preparing records, transmission of records, storage and preservation of vital events records and other registration documents,			
	3:30-4:30	Discussions	Participants compare country practices on: content of forms and processes of preparation and transmission of against international standards	Peter, Bala, Milen, Carla, Anneke, Robert, Tassi, Mubila	Discussions in small groups
	4:30-5:00	<b>Coffee break</b>			
<b>Charts required during the next day's sessions</b>					
1. Chart depicting the uses of CR records in their respective countries					
<b>DAY 3:</b> <b>Wednesday</b> <b>22/05/13</b>	9:00-9:30	Reflections of the previous day's sessions	Participants to share their reflections and key lessons learnt from the previous day sessions	Gloria	
	9:30-10:00	<b>Sub-session 3D: Management of CR Operations</b>  - Coordination o Mechanisms of coordination at different levels of operation within the institution responsible for CR	Participants learn about key aspects of the Management of CR operations	Carla,	Introduction through PowerPoint presentation

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		<ul style="list-style-type: none"> <li>○ Mechanisms of coordination with key stakeholders of CR i.e. Statistics, Health...</li> <li>- Supervision <ul style="list-style-type: none"> <li>○ Mechanisms of supervision of different CR operations at different levels</li> </ul> </li> <li>- CR Infrastructure and Resources <ul style="list-style-type: none"> <li>○ Physical infrastructure required for CR operations including stationery, storage equipment....</li> <li>○ Human Resources including training</li> <li>○ Budget and finance for CR and related operations</li> </ul> </li> <li>- Monitoring and Evaluation <ul style="list-style-type: none"> <li>○ Two types of monitoring a) Monitoring the implementation plan; and b) Monitoring of registration level;</li> <li>○ Evaluation</li> </ul> </li> </ul>	Participants learn about the techniques of monitoring in CRVS programme		
	<b>10:00-10:15</b>	<b>Coffee break</b>			
	10:15-11:15	Discussions	Participants discuss and share their country practices on the four thematic areas of Management of CR	Peter, Bala Carla, Anneke, Milen, Robert, Tassi, Mubila	Group discussions

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
			operations		
	11:15-11:45	<p><b>Sub-session 4: CRVS in realization of individual rights and privileges</b></p> <p><b>Sub-session 4A: CRVS and Human Rights</b></p> <ul style="list-style-type: none"> <li>- Acknowledgment of rights and privileges of individuals and their interface to CRVS in reference to international declarations and covenants, regional protocol and charters, national constitutions and charters on children, women and specific population groups including refugees</li> <li>-</li> </ul>	The link between CRVS and human rights and privileges are extremely crucial and has to be clearly understood by the participants	Julia	<p>Presentation on how CRVS is linked with human rights that emanate from various declarations, covenants, charters etc.,</p> <p>Participants study and discuss a chart (prepared by the secretariat) that depicts the registration of vital events and the realization of rights</p>
	11:45-12:15	Discussions	Participants understand the role of CRVS in the realization of human rights	Julia	Plenary discussions
	12:15-12:45	<p><b>Sub-session 4B: Registration and Citizenship</b></p> <ul style="list-style-type: none"> <li>- Issues and challenges related to nationality, statelessness, registration of refugees, and other special population</li> </ul>	The participants have clarity on issues related to nationality, citizenship and statelessness and the	UNHCR	Presentation on practical aspects of CR and issues and challenges related to citizenship,

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		groups ,	linkages with CR.		nationality, statelessness, and registration of citizen living abroad (re-registration)
	12:45-1:00	Discussions	Participants seek clarity on challenges related to nationality, citizenship and statelessness in their countries	UNHCR	Plenary discussions
	<b>1:00-2:00</b>	<b>Lunch break</b>			
	2:00-2:30	<b>Sub-session 5: CR records and their uses</b> <ul style="list-style-type: none"> <li>- Use of CR records in effective and efficient functioning of health and education services and also other social protection services</li> <li>- Use of CR records and in effective and efficient functioning of administrative services such as national id systems, passport and electoral systems</li> </ul>	Participants learn about various uses of CR records and best practices from various countries on the use of CR records in service delivery in social sector and administrative systems	Richmond, Sam	Introduction through PowerPoint presentation
	2:30-3:00	<b>Sub-session 5: Continued</b>	The participants exchange country practices and experiences on the use of CR records and documents	Richmond, Sam	Presentation by experts on the application and use of CR records in

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
			in service delivery and in social sector and administrative systems		their countries
	3:00-3:30	Discussions	Participants seek clarity on issues emanating from the session	Richmond, Sam	Plenary discussions
	3:30-4:00	<p><b>Sub-session 6: Computerization of CRVS systems</b></p> <ul style="list-style-type: none"> <li>- Computerization of a routine CRVS system <ul style="list-style-type: none"> <li>- Objective and purpose of computerization, spread and depth of computerization, setting priorities of computerization based on available resources, overall development and operational strategy (off line and on-line systems), consultation with all stakeholders including the users, defining unique key for identification, deciding on the hardware and software configurations and procurement procedures (including public-private partnership models), security and confidentiality and security of the systems</li> </ul> </li> </ul>	Participants learn about various options of computerization and the processes that need to be followed in establishing a computerized CRVS system.	Anneke, Raj	Presentation on the computerization of a routine CRVS systems – various options and models (actual examples), pros and cons of various models)
	4:00-4:15	<b>Coffee break</b>			

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Objective</b>	<b>Presenter/ Facilitator</b>	<b>Proposed methodology</b>
	4:15-4:30	<ul style="list-style-type: none"> <li>- Practical examples of linkages of National ID systems with CRVS systems               <ul style="list-style-type: none"> <li>o Computerized CRVS system and its linkage with modern ICT based National ID systems (population database)</li> </ul> </li> </ul>	Participants learn about computerized linkages between CR and national id systems	Neo	Presentation on the linkages of computerized CRVS systems with ICT based national id system ( presentation of an ideal case study)
	4:30-5:00	Discussions	Participants seek clarity on issues emanating from the session	Neo, Anneke, Raj	Plenary discussions
<b>Charts required during the next day's sessions</b> 1. Chart depicting data collection, processing, compilation and dissemination and various levels of such actions and levels of computerization.					
<b>DAY 4: Thursday 23/05/13</b>	9:00-9:30	Reflections of the previous day's sessions	Participants to share their reflections and key lessons learnt from the previous day sessions	Gloria	
	9:30-10:00	<b>Sub-session 7 : Advocacy and communication in CRVS systems</b> <ul style="list-style-type: none"> <li>- Advocacy for CRVS systems in countries               <ul style="list-style-type: none"> <li>o Advocacy at various levels – political, policy makers, ministries and departments, major stakeholders</li> </ul> </li> </ul>	Advocacy and communication are important elements of a CRVS system. The absence of these can be an impediment in improvement of the system. Participants are made aware of the type of	Patricia	Power point presentation followed by interactive session. Participants can bring some key communication messages used in

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		<ul style="list-style-type: none"> <li>- Communication in CRVS for demand creation               <ul style="list-style-type: none"> <li>o Creating awareness among the general public about the importance of registration and the process of registration, choice of appropriate media and major publicity campaigns, inter-personal communications</li> </ul> </li> </ul>	advocacy messages and strategies that need to be put in place for advocacy and communication in a country.		their countries in on registration. These can be posters, brochures, video and audio messages through TV and radio and other media.
	10:00-10:15	Discussions	Participants seek clarity on issues emanating from the session	Patricia	
	10:15-10:30	<b>Coffee break</b>			
	10:30-10:50	<b>Sub-session 8: Civil registration based vital statistics</b> <b>Sub-session 8A: Data collection and transmission</b> <ul style="list-style-type: none"> <li>- Institutional interface between CR &amp; VS in collecting VS data, statistical data items recommended including causes of death , types of statistical reporting forms and content, the statistical reporting process, a) principles of statistical reporting b) improvement of</li> </ul>	<p>The participants learn in details about the processes of collection, processing, and transmission of VS.</p> <p>Special emphasis will be given to make the participants aware about the need to pay special attention to improvement of death</p>	Grace, Richmond	Introduction through PowerPoint presentation



Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		completeness, accuracy and timeliness, monitoring,	registration and statistics including the causes of death.		
	11:50-12:10	<b>Sub-session 8B:</b> Data compilation, analysis and databases <ul style="list-style-type: none"> <li>○ Coding, editing, validation, including completeness, tabulation, analysis, ... at different levels of operation (including centralized or decentralized data administration and management systems)</li> <li>○ Measurement of quality of data – various techniques</li> </ul>	<p>The participants learn in details about the processes of compilation, processing and analysis of VS.</p> <p>Special emphasis will be given to make the participants aware about the need to pay special attention to improvement of death registration and statistics including the causes of death</p>	Banda, Robert	Introduction through PowerPoint presentation
	12:10-1:00	<b>Discussions</b>	Participants compare and learn from country practices in the collection, processing, compilation and dissemination of VS at various including cause of death information and statistics.	Peter, Bala Cornelius, Anneke, Milen, Robert, Tassi, Mubila	Group discussions: Participants present flow charts (based on take home assignment)
	<b>1:00-2:00</b>	<b>Lunch break</b>			
	2:00-2:15	<b>Sub-session 8C:</b> Data dissemination and use	Participants learn the internationally	Banda, Richmond	

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
		<ul style="list-style-type: none"> <li>○ Data reporting, publication, dissemination (including modalities/ mechanisms, IT application, ...)</li> <li>○ Data use (use of vital statistics at different government administrative levels and non-governmental organizations, academic institutions, researchers, the public, ...)</li> </ul>	recommended principles and standards for the dissemination and use of data from CR		
	2:15-2:30	Discussions	Participants compare the contents of the VS forms of their own countries and compare them with the recommend items	Banda, Richmond	Plenary discussions
	2:30-3:00	<p><b>Sub-session 9: Strategies to improve mortality statistics including causes of death</b></p> <p><b>Sub-session 9 A:</b> Strategies to improve death registration in countries,;</p> <ul style="list-style-type: none"> <li>- Approaches for improving registration of death in view of the African unique context e.g.(Registration of death occurring outside health facilities, varying social and cultural norms</li> </ul>	Participants learn about strategies for the improvement of mortality statistics (based on the inception paper on death registration prepared by the secretariat and presented in the 8 <sup>th</sup> ASSD)	Peter, Robert	Introduction through PowerPoint presentation
	3:00-3:30	Discussions	Participants seek clarity on issues emanating from the	Peter, Robert	Plenary discussions

Date	Time	Topic	Objective	Presenter/ Facilitator	Proposed methodology
	3:30-4:00	<p><b>Sub-session 9 B:</b> Strategies to improve cause of death information and statistics</p> <p>Cause of death form and content, coding of causes of death, operational arrangements for causes of death data collection, verbal autopsy process and tools, processing and tabulations analysis, database management</p>	<p>session</p> <p>Participants learn about strategies for improving cause of death information and statistics</p>	Robert, Peter	Introduction through PowerPoint presentation
	4:00-4:15	<b>Coffee break</b>			
	4:15-5:00	Discussions	Participants	Peter, Anneke, Robert, Milen, Tassi, Mubila	The participants draw a chart on the process they propose to recommend to their countries in improving death registration

*Draft Work Programme II*

**Training Workshop on Development of Pool of African Experts on CRVS<sup>4</sup>  
to Support Country-led Assessment and Planning**

**Gaborone, Botswana  
Remaining days: 24-31 May 2013**

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Presenter/ Facilitator</b>	<b>Proposed Methodology</b>
<b>DAY 5</b>	<b>8:30-9:00</b>	Reflections of previous day sessions	Milen	
<b>Friday 24/05/13</b>	<b>Session III: Understanding APAI-CRVS</b>			
	<b>Expected Outcome:</b> Experts knowledge on APAI-CRVS enhanced			
	<b>Sub-session 10: APAI-CRVS and its Implementation</b>			
	9:00-9:15	<b>Sub-session 10A:</b> Conceptual and Operational framework	Raj	Presentation
	9:15-9:30	<b>Sub-session 10B:</b> APAI-CRVS Implementation: Assessment and Planning Activities	Genene	Presentation
	9:30-10:30	Discussions	Raj , Genene	Plenary discussions
	<b>10:30-11:00</b>	<b>Coffee break</b>		
	<b>Session IV: Guidelines and Tools for Country CRVS Assessments</b>			
	<b>Expected Outcome:</b> Experts have understood the concept and application of the assessment guidelines and tools			

<sup>4</sup> In this training CRVS refers to the four vital events, that is, birth, death, marriage and divorce. Death registration includes causes of death.

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Presenter/ Facilitator</b>	<b>Proposed Methodology</b>
		<b>Sub-session 11: Guideline for Conducting Comprehensive Assessments of National CRVS Systems</b>		
	11:00-11:20	<b>Sub-session 11A:</b> Outline of the Process of Conducting Country Assessments	Grace	Presentation
	11:20-11:45	<b>Discussion</b>	Grace, Bala, Raj, Genene, Robert, Yacob, Anneke, Patricia, Tassi, Cornelius, Richmond, Peter, Mubila, Lucky, Milen,	Plenary discussions
	11:45-12:05	<b>Sub-session 11B:</b> Modalities for Conducting Country Assessments	Grace	Presentation
	12:05-1:00	Discussions	Grace, Bala, Raj, Genene, Robert, Yacob, Anneke, Patricia, Tassi, Cornelius, Richmond, Peter, Mubila, Lucky, Milen	Plenary discussions
	<b>1:00-2:00</b>	<b>Lunch Break</b>		
	2:00-4:00	Discussion (Cont'd)		
	<b>4:00-4:30</b>			
	<b>4:30-5:30</b>	Discussion (Cont'd)		
<b>DAY 6 Saturday 25/05/13</b>	8:30-9:00	Reflections of previous day sessions	Gloria	
		<b>Sub-session 12:</b> Structure of the Country Assessment Tool		
	9:00-9:15	<b>Sub-session 12A:</b> CRVS Assessment Framework	Raj,	Presentation
	9:15-9:30	<b>Sub-session 12B:</b> Major Sections of the Framework	Genene,	Presentation

Date	Time	Topic	Presenter/ Facilitator	Proposed Methodology
	9:30-10:30	Discussions	Raj, Genene	Plenary discussions
	<b>10:30-11:00</b>	<b>Coffee break</b>		
		<b>Sub-session 13:</b> Content of the Assessment Tool		
	11:00-11:20	<b>Sub-session 13A:</b> Registration of Vital Events	Genene	Presentation
	11:20- 1:00	Discussions (Policy and Legal Framework)	Grace, Bala, Raj, Genene, Yacob	Small Group and Plenary discussions
	<b>1:00-2:00</b>	<b>Lunch Break</b>		
	2:00-3:00	<b>Discussion</b> (Management and Operations of Civil Registration)		
	3:00-3:20	<b>Sub-session 13B:</b> Vital Statistics from Civil Registration	Grace	Presentation
	3:20-4:00	Discussions	Grace, Bala, Raj, Genene, Yacob	Small Group and Plenary discussions
	<b>4:00-4:30</b>	<b>Coffee break</b>		
4:30-5:30	Discussion (Cont'd)			
<b>DAY 7</b>  <b>Monday</b>  <b>27/05/13</b>	8:30-9:00	Reflections of previous day sessions	Milen	
	9:00-9:20	<b>Sub-session 13C:</b> Causes of Death Information from Civil Registration	Gloria	Presentation
	9:20-10:00	Discussions	Grace, Bala, Raj, Genene, Yacob, Anneke, Patricia, Milen Tassi, Cornelius, Peter, Mubila, Lucky, Mady	Small Group and Plenary discussions
	<b>10:00-10:30</b>	<b>Coffee break</b>		
	10:30-1:00	Discussions (Cont'd)		
	<b>1:00-2:00</b>	<b>Lunch Break</b>		

Date	Time	Topic	Presenter/ Facilitator	Proposed Methodology
		<b>Session VI: Development of Strategic Plan and Follow-up Processes</b> <b>Expected Outcome:</b> Experts will have understood how to develop country strategic plans based on the results of assessments		
	2:00-2:15	<b>Sub-session 14A:</b> Building on Assessment Results – Experience Sharing	Yacob	presentation
	2:15-2:30	Discussion		Plenary discussion
		Session 1: Strategic planning	Celia de Klerk Prof Kahimbaara	Introduction and distribution of documents
		Strategy management process model	Celia de Klerk Prof Kahimbaara	
		Strategy analysis a) Setting the direction b) Developing strategic goals c) Conduct analysis	Celia de Klerk Prof Kahimbaara	Presentation
	<b>4:00-4:30</b>	<b>Coffee Break</b>		
	<b>4:30-5:00</b>	Strategy analysis (Cont'd)	Celia de Klerk Prof Kahimbaara	Presentation
	<b>5:00-5:30</b>	<b>Briefing on preparations for field work</b>	Raj, Neo	
<b>DAY 8</b>	<b>8:30-9:00</b>	Reflections of previous day sessions	Gloria	
<b>Tuesday 28/05/13</b>		<b>Session V: Field Practice; Assessment tools and procedures</b> <b>Expected Outcome:</b> Experts exposed to practical experiences of CRVS operations		
		<b>Sub-session 14:</b> Field Work on assessment tools		
	Full day	<b>Sub-session 14 A:</b> Field Work on Assessment Tools	Resource persons and host	Field Work
<b>DAY 9</b>		Field visit:	Celia de Klerk	Use SWOT analysis

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Presenter/ Facilitator</b>	<b>Proposed Methodology</b>
<b>Wednesday</b> <b>29/05/13</b>		<ul style="list-style-type: none"> <li>▪ Presentation by teams</li> <li>▪ Discussion</li> </ul>	Prof Kahimbaara	template to complete
		Strategy formulation <ul style="list-style-type: none"> <li>▪ Develop value chain/Review value chain</li> </ul>	Celia de Klerk Prof Kahimbaara	Presentation
<b>DAY 10</b> <b>Thursday</b> <b>30/05/13</b>		Strategy formulation (Cont) <ul style="list-style-type: none"> <li>▪ Develop strategic objectives and sub-objectives, strategic intent, risks, key success factors, strategic interventions</li> </ul>	Celia de Klerk Prof Kahimbaara	Presentation
<b>DAY 11</b> <b>Friday</b> <b>31/05/13</b>		Strategy implementation Presentation	Celia de Klerk Prof Kahimbaara	Presentation of planning templates
		Strategy review	Celia de Klerk Prof Kahimbaara	Presentation of reporting templates
		<b>Wrap up of sessions:</b>	Secretariat and Core group members	
		<b>Closing</b>	Secretariat and Core group members	