

4. Key Corrections

Due to the taxing nature of census enumeration, some errors may be made by enumerators in the field, particularly in the way some digits are written (i.e. a 3 may look like an 8). Some values may also be missing. The computer program that is used highlights these cases (missing values, partial marks and multiple marks), so that the computer operator validates the true values. This process is called key corrections.

A team of DOP staff has been trained and assigned to undertake these key corrections before the data can be exported for further processing. The key corrections are being done alongside the scanning and will be concluded some weeks after the scanning finishes.

5. Summary data entry

While scanning of the questionnaire forms and key corrections are taking place, another team of DOP staff are capturing Enumeration Area level data from the EA summary sheets that were prepared in the field. This process will enable the Census Office to produce the preliminary results of the Census, showing total population up to the Township level, by male and female. This report will be released in August 2014. DOP is using CPro and MS Access software to capture and process these population summaries.

6. Coding of Ethnicity and Occupation

As the preparation for scanning is taking place (see section 2), staff are recording all ethnicities that have been coded 914 in the questionnaires. These ethnicities will be coded using a semi-automated system and will be analysed at a later stage. At the same time, occupations and industry that have been recorded in the field will be assigned codes and will be analysed with the rest of the data.

Due to its highly technical nature, analysis of all coded data (ethnicity, industry and occupation) will be done at a later stage in the census process.

To find out more visit: www.dop.gov.mm
or <http://myanmar.unfpa.org/census>



7. Storage of Questionnaires

After all the data capturing process, the questionnaires are returned into their boxes and are placed on their designated shelves in the storage room. All shelves are marked and arranged by State/Region, District and Township, while the boxes containing the questionnaires are marked with their respective EA numbers. That way, it would be easy to retrieve any questionnaire from any EA, if needed.

The storage is also using a barcode system which tracks the whereabouts of every EA box once it is removed from the store.

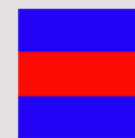
8. Reports

A preliminary report of the Census is expected to be released by the end of August 2014. This report will only show the total population of the country by sex and administrative unit up to the Township level.

The main report of the Census will be produced in the first quarter of 2015 and will present tables and narratives of the main socio-demographic characteristics of Myanmar. Thematic reports and other census products will be produced after the main report.



The 2014 Population and Housing Census of Myanmar:



Post-Enumeration Activities



Receiving, Preparation and Scanning of Questionnaires

Prepared by the Department of Population
in the Ministry of Immigration and
Population with assistance from UNFPA



1. Receiving of Questionnaires

All the questionnaires for the 2014 Myanmar Population and Housing Census were collected from all the Townships across the country and delivered to the Census Office in the Department of Population (DOP) between 24 April and 6 May 2014. The questionnaires were delivered by Township Census Officers, who ensured that the questionnaires were safe and secure on the way to DOP, and were required to account for every Enumeration Area (EA) upon arrival at the Census Office.

Once delivered, DOP staff open the boxes and perform the following functions:

- i. Remove Enumeration Area Summary Sheet and put it in a file. The EA Summary Sheet is a record of the number of people per household, by male and female.
- ii. Remove all blank questionnaires and other forms that do not require scanning.
- iii. Count the total number of questionnaires and ensure that they match with the records submitted by the Township Census Officer.
- iv. Register each box of the questionnaires in the computer using a bar-coding system.
- v. Pass the questionnaires on to the team responsible for preparing them prior to scanning.

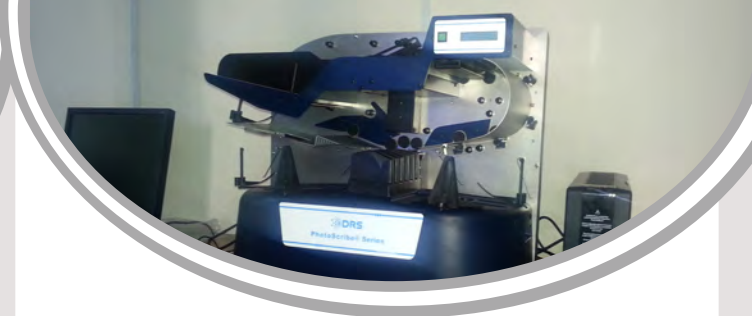


2. Preparation for Scanning

The Myanmar Census is employing state-of-the-art scanning technology for data capture. The fact that there has not been a population census in Myanmar for 30 years means there is a huge demand for up-to-date and accurate population data, hence the need to speed up the data capture and processing. Traditional manual capture of data would delay the release of results for several years.

In order to effectively use the scanning technology, the questionnaires have to be prepared for the process. The following steps take place during this preparation:

- i. Removal of all foreign objects (paper clips, staples, tapes, etc).
- ii. Removal of any damaged (torn or soiled) questionnaires and transcribing them onto new questionnaires.
- iii. Checking the fields for State/Region, District, Township, Ward/Village Tract, Enumeration Area and Household number are correctly filled.
- iv. Ensuring that there are no duplicate or missing households.
- v. Separating (splitting) the two parts of the questionnaire so that they become legal-size forms that can fit into the scanning machine.
- vi. Recording any new Ethnicities that were coded as 914, so that they can be assigned a code at a later stage.



3. Scanning of Forms

The Census project has procured 2 and hired 6 state-of-the-art scanners that will be used to expedite the process of data capture. This will ensure that data is available within the shortest time possible for use in development planning.

The scanners use both Optical Mark Reader (OMR) which reads marks from the questionnaire, and Intelligent Character Recognition (ICR) which captures numbers that have been hand-written on the questionnaire. The system also captures texts and makes them available for further coding/sub-coding. The scanners are provided by DRS Services Limited, a company contracted by UNFPA.

A total of 10 DOP staff have been trained in the use of the scanners. All the scanners have been networked, and each of them may process up to 4,000 forms per hour. It is expected that the scanning process will be completed by the end of October 2014.

