

## 1. Planning for the 2001 Census

### Establishment of a Census 2001 committees

Three committees were formed to guide the start-up activities of the census. There was an internal committee within the Central Statistics Office which dealt with detailed technical matters related to the planning of the census; in particular this committee looked at the questionnaire and its structure, the organization of field activities for the census 2001 itself and also for the pilot and pretest of census questionnaires. The second was a planning committee established to discuss the Census 2001 questionnaire content. The committee held two major meetings at the Bay Gardens hotel in the first half of 2001. At the first of these meetings the Census Office of the Statistical Department presented the contents of the 1991 census as a start off for discussions of the 2001 census questionnaire structure. Additional information was also brought into the discussions by the Statistical Department to assist the committee in its deliberations. For example, the committee was provided with information from the questionnaires of other CARICOM member states and the United States which had taken their census in the previous year 2000, notably the questionnaires of Belize, Barbados and Trinidad and Tobago and the United States was used in drafting the St. Lucia census questionnaire. This allowed a broad base of issues to be considered, in addition, to issues of national importance.

The first meeting of the committee brought together representatives of various public and private bodies, including the television and print media. The following are a list of organizations represented at both of the meetings convened by the census office:

- a) The Ministry of Agriculture
- b) The Ministry of Health
- c) The Ministry of Education (Statistical Unit)
- d) The Ministry of Planning, development and housing
- e) The OECS (Organization of Eastern Caribbean States)
- f) Representatives of various media houses both television and print

This meeting allowed discussion on a wide range of issues to be considered for inclusion in the census 2001 questionnaire. The meeting made many recommendations for questions to be included in the census questionnaire which were considered in order to produce a first draft of the census questionnaire.

On the basis of the many suggestions received from the committee discussions the Census Office of the Statistical Department produced a first draft of the census questionnaire in Microsoft Word 7 format.

The third committee consisted of heads of Census and Statistical Organizations in the OECS which met to consider mostly issues of harmonization across the OECS territories of the census questionnaire and further technical issues related to the conduct of the census

questionnaire. St. Lucia prepared a draft census questionnaire which was further refined by the OECS Secretariat and was pre-tested in St. Lucia and two other OECS countries.

### Preparation of Budget

The Census Technical Committee within the Statistical Department had the responsibility for the preparation of the census budget. A copy of the final version of the budget is presented at [Appendix ???](#). There were various elements in the Census Budget which addressed the Census 2001 data collection and support process itself. In addition there was the recognition that Census 2001 allowed the opportunity to strengthen the Statistical Office, allowance was therefore made in the budget to ensure that the critical needs of the office overtime were also addressed. An essential component of budget preparation involved the development of a chart identifying the timeline associated with the implementation of each activity and its related expenditure implications (see appendix ???). This allowed the process to be guided implementation schedules so as to ensure that processes affecting others in the time frame were implemented on time so that the integrity of the entire process would never be compromised.

### Conduct of pre-test

The census questionnaire was pre-tested on a number of occasions. Over the years the Statistical Office has developed through the regular conduct of the St. Lucia Labour Force Survey 1992 – 2000, a trained team of enumerators and supervisors. These persons were employed to pre-test the census questionnaire on three separate occasions. The first pretest was done to inform the OECS questionnaire development process and to streamline the questionnaire content and structure. The second pre-test integrated ideas generated at the OECS level into the St. Lucian version for further pre-testing. The third pre-test finalized the census questionnaire's content based on the input of trained enumerators employed to conduct the pre-test. Our trained enumerators made a substantial input into the structure of the final version of the census questionnaire ensuring that questions which were too long were shortened and that any ambiguities or errors which existed were removed.

On the basis of these findings two major differences between the national questionnaire and the OECS questionnaire emerged. For operational and analytical purposes it was thought that the section on crime would produce analytically more useful results if it were contained in the person part of the census questionnaire, this allowed for the development of a full list of codes to classify properly each type of crime associated either with the individual or perpetrated against the household. Secondly, additional questions pertaining to vocational education were not included due to the additional burden it placed on the respondent. It was however agreed at the OECS level to eliminate the a very detailed question on hours spent on various aspect of work at home substituting in its place one simple question to capture the number of hours spent on domestic work activities.

#### 1.4 Selection of Enumerators and Supervisors

In early January 2001 the Statistical department put out a radio advertisement for enumerators to conduct the census 2001 work. The application form used is shown in Appendix ?? and provides the information on the various issues covered by the application form process. The application form was designed to provide the office the means for evaluating the applicant's ability to follow instructions, writing clearly and properly completing all questions asked. The evaluation of the ability of the applicants to properly complete the application form was one factor in the evaluation of potential enumerators. After one month of advertisement for the employment of enumerators in January, most of February 2001 was taken up with the return, collection and entry of all applications into IMPS's CENTRY module to generate a database of potential enumerators for further selection of the final group of persons whose responsibility it would be to conduct the census. In the database of application forms a variable for the completeness and clarity of application form submitted was also entered after being evaluated by the staff of the statistical office.

1192 applications were submitted from all districts for St. Lucia. All persons who submitted an application form were interviewed using a Census Interview form for the selection of enumerators to be trained, the form used and the various issues covered can be viewed at Appendix ?. The form was developed to evaluate the applicant's emotional and psychological state of mind, the humility with which they intended to approach the job. There were also questions asked about whether the applicant if he made an application to be a supervisor would be prepared to accept the job of enumerator. If the applicant was prepared to be an enumerator if he was not accepted for the position of supervisor this was regarded as a positive thing for the overall flexibility of census operation and was scored higher than if this were not the case. For potential supervisors, other factors were also considered, age, academic qualification, whether the applicant had access to a vehicle to assist in the execution of duties particularly as a supervisor their overall appearance and clarity and logic in the manner in which they responded to questions posed during the course of the interview.

Using these criteria a final list of potential enumerators and supervisors were identified for training. The following table using the most recent data available to the statistical office from various Enumeration District list was used as a guide in determining the numbers of enumerators required by district. The numbers trained was set at a level of 10% above the number required to conduct the census, this ensured that adequate numbers of persons would be trained and that in case of enumerator dropout it would be possible to ensure that a minimum pool of trained persons would always be available to ensure the proper completion of the census exercise.

### Total Numbers of Household, Buildings, Enumeration Districts by District for 2000

District Name	Number of Households	Number of Buildings	Number of Enumeration Districts	Number of Interviewers Selected	Number of Supervisors Selected
Castries Metropolitan	646	450	6	7	1
Castries Sub-Urban	5,955	5,591	60	69	11
Castries Rural	8,730	9,127	88	101	16
Anse-La-Raye	1,415	1,528	21	24	4
Canaries	532	466	7	8	1
Soufriere	2,065	2,209	22	25	4
Choiseul	1,285	1,499	23	26	4
Laborie	1,966	2,338	18	21	3
Vieux-Fort	4,347	5,380	39	45	7
Micoud	3,542	3,722	45	52	8
Dennery	2,965	3,406	28	32	5
Gros-Ilet	4,547	4,913	54	62	10
<b>TOTAL</b>	<b>37,995</b>	<b>40,629</b>	<b>411</b>	<b>472</b>	<b>74</b>

Source: Statistical Department

### Selection of Trainers

The problem off giving out too many forms at the start.

Public Relations and a reporter

Hiring of a public relations firms, see attached reports generated by the company