

CARIBBEAN

COMMUNITY

SECRETARIAT

**THIRTY FIRST MEETING
OF THE STANDING COMMITTEE
OF CARIBBEAN STATISTICIANS**

RESTRICTED

SCCS/2006/31/22

**Port of Spain, Trinidad and Tobago
6-8 November 2006**

23 October 2006

TRINIDAD AND TOBAGO COUNTRY REPORT

Please see attached Paper entitled "Trinidad and Tobago Country Report".



**MINISTRY OF PLANNING AND DEVELOPMENT
CENTRAL STATISTICAL OFFICE**

PROGRESS REPORT

OCTOBER 2004 - SEPTEMBER 2005

WORK PROGRAMME

OCTOBER 2005 - SEPTEMBER 2006

INTRODUCTION

The Central Statistical Office (CSO) was established in 1952 by the passing of the Statistics Ordinance, Chapter 42, No. 11 of the Revised Ordinances 1952. The Ordinance was later replaced by the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad and Tobago, 1982.

The CSO as a Government Department reports to the Permanent Secretary, Ministry of Planning and Development.

The statement of core purpose is embodied in its mission statement – *The mission of the Central Statistical Office is to facilitate informed decision-making, through the timely provision of a quality, relevant, impartial user-oriented and dynamic statistical service, coordinating statistical activities and promoting the adherence to statistical standards.*

Its vision articulates *“The Central Statistical Office is the premier information and research institution, committed to being a learning and innovative organization staffed by well motivated personnel and enhanced through continuous quality improvement, to provide timely, high quality and relevant goods and services utilizing state of the art technology for customer satisfaction.”*

In the permanent establishment of the CSO there are two hundred and eighty-two (282) posts. In addition there are one hundred (100) temporary posts (under delegated authority). Therefore the staff of the CSO consists of three hundred and eighty-one (381) officers. In terms of gender distribution there are one hundred and twenty-four (124) males and two hundred and fifty-seven (257) females. Of the total staff, thirty-six (36) are professionals and seventy-five (75) technical officers.

Table 1 below shows the expenditure of the CSO for the fiscal year 2004 - 2007.

Table1: Central Statistical Office Expenditure, 2004 -2007, TT\$

Expenditure	Year			
	2004	2005	2006	2007
Personnel	15,000,412	14,626,065	14,113,000	15,194,000
Goods and Services	6,461,557	6,697,582	7,879,700	10,501,700
Minor Equipment	209,815	1,954,718	1,924,000	500,000
Current Transfers	2,594	1,500	1,500	1,500
Total Recurrent	21,674,378	23,279,865	23,918,210	26,197,200
Development Programme	13,482,647	4,797,912	3,799,000	4,290,000
Total Expenditure	35,157,025	28,077,777	27,717,210	30,487,200

Key issues and outcomes for the Central Statistical Office during the period October 2005 to September 2006:-

1. Completion of final estimates of GDP for 2003, with revisions for 2004 to 2005 and provisional estimates for 2006 all at current and constant prices.
2. Completed a Supply and Use Table (SUT) for 2000 successfully.
3. The Index of Retail Prices has been successfully prepared and disseminated each month, according to a pre-determined release calendar.
4. Scanning technology introduced in the procession of the Survey of Departing Visitors.
5. Successfully completed the 2004 Agricultural Census. All reports are available electronically.
6. Introduced Small Ruminants Survey on Trinidad.
7. Production of a Community Map Album (11" X 17") showing population information and buildings in the City of San Fernando and the Borough of Arima.

8. GIS conversion of 1994 aerial photography from Lands and Surveys Department to address ED redrawing to proper road orientation and scale.
9. In the systems and programming section, two (2) CSPro data entry applications for both CSSP and Trade Surveys were designed.
10. Successfully completed the Seventeenth (17th) In-Service Training Course in Statistics. Twenty nine (29) students graduated.
11. A total of two hundred and thirteen (213) officers benefited from some form of training during the period October 2005 – September 2006 (details under Training)
12. Senior members of staff served on the following Cabinet appointed Committees:-
 - Reconstituted Human Rights Consultative Committee;
 - Population Council of Trinidad and Tobago;
 - Survey of Living Conditions 2005 Planning Committee;
 - National Committee to Develop an Employment Policy for Trinidad and Tobago;
 - Regularization of Local Government Boundaries Committee;
 - Information Technology Committee in the Ministry of National Security;
 - National Health Accounts Committee;
 - National Committee to monitor the Implementation of the National Plan of Action for Children and the Convention of the Rights of the Child;
 - Committee on the Labour Market Information System.

1. PROGRESS REPORT FOR OCTOBER 2005 TO SEPTEMBER 2006

1.1. NATIONAL ACCOUNTS

Achievements

Over the period October 2005 to September 2006, the National Accounts Division of the Central Statistical Office was able to achieve the following:

- Completed 90% of its recurrent work programme (see progress report).
- Completed the Supply and Use Table (SUT) 2000 and begin work on SUT 2005
- Supplied macro-economic data to Government, Vision 2020 and also to a wide cross-section of the local and international community including United Nations Statistical Department

(UNSD); International Monetary Fund (IMF); Economic Commission for Latin America (ECLA) and UNIDO.

- Represented the Government of Trinidad and Tobago at local meetings with the I.M.F. (Article iv Consultation).
- Hosted a representative from the Grenada Statistical Office for a two week attachment on National Accounts.
- Continued work on an Environmental Compendium.
- Provided timely estimates of GDP at current and constant 2000 prices for the period 2002 – 2006.
- Completed estimates of GDP from the Expenditure side at current prices for 2005.

Progress Report

October 2005 to September 2006

- Completion of final estimates of GDP for 2003, with revisions for 2004 and 2005 and provisional 2006 at current and constant prices.
- Completed work on the Supply and Use Table 2000.
- Began work on a National Income Report for the period 2000-2005.
- Updated the Consolidated Accounts of the Nation to the year 2005.
- Began work on an Environmental Compendium which (at the time of writing) is almost complete.
- Provided the Ministry of Planning and Development with GDP estimates to be used in the Review of the Economy 2006.
- Began work on a Supply and Use Table for the year 2005.
- Began work on the following accounts for 2003 – Income and Outlay; Institutional Sector Accounts, full Sequences of Accounts and Capital Formation Accounts.

1.1.1 BUSINESS SURVEYS

Achievements

- Computers have been networked in the Register Unit. This had led to increased output and efficiency.
- A first draft of two desk manuals: the Editing & Survey Unit Manual was completed.

Challenges

- In the editing unit there has been no replacement for an officer who resigned effective 27th June 2005 .
- There is a need to increase the response rate for the Annual Survey of

Establishments.

As of September 30th 2006 the number of questionnaires received and outstanding were:

Year	Number of Firms Surveyed	Questionnaires	
		Received	Outstanding
2003	2866	53.9%	34.4%
2004	2562	47.4%	36.3%

- Maintaining an accurate and up to date Business Establishment Register continues to be a formidable task.

Preliminary results from the 2006 Business Register Update exercise have indicated that:

1. There are a number of businesses that have 'Moved' or are 'Out of Operation' that is not being picked up by the Register Unit.
2. There is a need for frequent field visits to monitor and ascertain the physical location of business establishments.

Progress Report

Register Unit

- The register of business establishments was updated to September 30th 2006.

This involved the following activities;

- All new monthly VAT registrants were appended to the database.
- Branching of establishments on database.
- Using Special Integrated Business Information System (SIBIS) software to update certain fields on the database.
- Deletion of VAT Duplicates
- Using field investigations and Register Update Forms (RUF) completed from the 2006 Business Register Update Project to update specific fields on the database

In addition:

- A total of thirty-six (36) data requests from the register of establishments were provided to government departments, ministries, private organizations and individuals at a total value of \$40,759.00.

- A total of thirteen (13) data requests were waived at a cost of \$26,214.00. Therefore total potential revenue generated for the year was \$14,545.00.

Survey Unit

- First, second and third reminders for Annual Sample Survey of Establishments (ASSE) 2004 were dispatched.
- Advertisements were placed in the local press when each batch of reminder letters was dispatched.
- The Survey Database was updated using information obtained from 2002, 2003 and 2004 ASSE.
- Liaise with business establishments and respond to their requests. E.g. Questionnaires or field officer assistance to complete forms.
- Prepared status reports for all field officers every two weeks or upon request.

Editing Unit

- Questionnaires were received weekly from the Survey Unit.
- Daily updating of Editing database to record movement of all questionnaires.
- Editing of all questionnaires received for the 2002, 2003 and 2004 ASSE.
- Updating the Register Unit database with all edited questionnaires before passing them to National Income Industry Specialists.

1.1.2 ENVIRONMENTAL STATISTICS

- Eight monthly meetings were held with stakeholders to collect and review data, discuss and enhance written text to be included in the chapters.
- Monthly meetings ceased in August 2006 and five sub-committee meetings were held for the purpose of completing a detailed edit of the completed chapters.
- Six of the recommended Fourteen chapters to be included in the compendium have been completely written up - Economy, Water Resources, Air and Climate, Natural Hazards, Solid Waste, Environmental Legislations and International Conventions.
- Five chapters are semi completed and are in the process of being completed by improving the content of the drafts and making necessary improvements. These chapters are: The Introduction; Agriculture; Forestry; Wildlife and Biodiversity; Fisheries and Coastal Areas; Transport.

- The UNSD/UNEP Environment Statistics Questionnaire 2006 on Waste and Water Resources was completed and submitted to the UN Statistics Division.
- The officer in charge of the project represented CSO at the following sessions:
 - Economic Valuation of the Coral Reefs in Tobago hosted by World Resources Institute and Buccoo Reef Trust.
 - Development and Regulation of Hazardous Materials on the nation's road transportation system hosted by the Ministry of Works and Transport.
 - Development of an Environmental Policy hosted by the Ministry of Works and Transport.

1.2 ECONOMIC STATISTICS DIVISION

The Economic Statistics Division comprises the following

Economic Indicators and Prices Section

Trade Statistics Section

Trade Statistics Head Office	(Data Integration and Dissemination)
Trade Statistics Customs House	(Editing and Coding)
Trade Statistics South Office	(Editing and Coding)

Travel and Tourism Statistics Section

Travel Statistics (MIST)	(Data Processing)
Travel Statistics	(Data Integration and Dissemination)
Tourism Statistics	

Achievements

The Index of Retail Prices has been successfully prepared and disseminated each month, according to a pre-determined release calendar. The new application being developed for the processing of the index is currently being developed and should be implemented by the second quarter of 2007.

Several members of staff of the Division have successfully completed the In-service Training Course in Statistics. This may result in future challenges for the Division as they are now eligible for appointment to the position of Statistical Officer 1 and may be appointed to another Division.

Scanning technology has been introduced in the processing of the Survey of Departing Visitors. At the same time, the preparation of the

statistical tables has been automated using SPSS syntax developed for the purpose. The process has been tested successfully with the 2006 Carnival Survey of Departing Visitors.

The staff of the Trade Statistics Section at Customs House worked diligently to reduce the backlog in the editing and coding of the Customs documents. Significant improvement has been observed as well in the data capture of the Travel E/D Cards during the year. The situation stills remains below the desired target.

The Division held its first stakeholders meeting to discuss the project proposal and draft methodology for the Occupational Wages Survey. This project would be pursued in the first quarter 2007.

Challenges

The challenges to the timely dissemination of statistics produced in the Economic Statistics Division remain. Many of these factors lie outside of the decision making control of the Head of Division and staff of the Economic Statistics Division. There is not likely to be any improvement in service delivery until these impediments have been addressed.

The Division has been handicapped by the constant turnover/loss of staff due to retirement, resignation, no-pay leave, promotions and transfers-out of the Division to take up acting appointments. Replacements go through the familiar learning curve and any earlier gains in processing time are immediately setback.

To address the problem, the editing and processing staff should be increased to keep pace with the increasing volume of documents to be processed in the Trade and Travel Statistics sections. Staff of these sections should be offered medium term contracts of employment (2-3 years). Two shifts should be introduced to capture the data of the C-82 administrative document and the Immigration E/D Cards.

An additional position of Statistician I should be created in the Division, as well as two additional positions of Statistical Officer III. The establishment of a field staff dedicated to collecting statistical returns for the Division would improve the response rate and data quality of the establishment surveys.

Training should be arranged for all staff of the Division in MS Access and SPSS.

PROGRESS REPORT FOR THE PERIOD OCTOBER 2005 TO SEPTEMBER 2006

1. Economic Indicators Section

1. Index of Retail Prices (Rebased: January 2003 = 100)

The Index of Retail Prices was compiled monthly up to September 2006. The Index has been prepared and released by the 15th day of the month following the reference period of the index and is the first series in the Division to be released regularly in keeping with its scheduled release calendar. The results are made available to all users simultaneously via the internet.

A parallel project to design and develop a new data processing application is underway. The design of the application has been completed and is currently being populated with 2005 price data to facilitate beta testing.

2. Index of Retail Prices of Building Materials (Base: Average of 4 Qtrs. 1996 = 100)

This is a national survey of selected establishments to obtain the required price data. The survey is conducted within the first month of the quarter under reference. The Index for the 2nd Quarter 2006 has already been prepared and released.

3. Index of Retail Sales (Base: Average of 4 Qtrs. 2000 = 100)

This is a value index computed from data collected from retail establishments throughout the country. All indices up to and including the Index for the 2nd Quarter 2006 have been compiled and released. The survey has a relatively high level of response.

4. Index of Domestic Production

The quality of the domestic production and related indices has been affected by its dated base year and obsolete weighting pattern. The Statistical Officer II has consistently requested the need for a permanent member of staff to be assigned to assist with the computation of the index. This request is once again repeated in this annual report. The index will be rebased during the 2006/2007 fiscal year simultaneously with the Producers Price Index. The Domestic Production Index and its related indices have been completed for the four quarters of 2005 and the first and second quarters 2006.

The Division was introduced to a prototype of a web-based application developed for the survey of domestic production. This application would facilitate the online data collection and processing of returns from business establishments. The application has great possibility for revolutionizing the collection and processing of survey data.

5. Trade Statistics

5.1 Monthly Bulletin of Trade

Despite the best efforts of the staff responsible for editing and coding the C-82 documents, the timeliness of the compilation and release of Monthly Trade Statistics continues to be negatively influenced by the problems being experienced at the data entry stage. As emphasized in the previous annual report the situation cannot be corrected unless the issues at the data capture stage of the process are resolved. Data for March 2006 has been released even though data for July 2006 has already been edited and coded and sent for data capture.

5.2 Trade Indices

The Index of Average Unit Value of Overseas Trade has been compiled and made available to the Central Bank of Trinidad and Tobago and other key users up to 1st quarter 2006.

6. Travel Statistics

Monthly Travel Statistics Bulletin

There has been some improvement in the processing of Monthly Travel Statistics. The situation however is still below optimum. The number of staff assigned to this exercise needs to be increased or another shift should be introduced. Data for the month of June 2006 have been captured and edited. Data for the July Bulletin is currently being captured.

7. Tourism Statistics

Survey of Departing Visitors

Surveys of Departing Visitors were conducted in Trinidad and Tobago during the months of November 2004, February 2005, May 2005 and July 2005. Surveys are also expected to be conducted in November 2006. The surveys are processed using scanning technology and statistical tables are developed using SPSS. The section has been affected by loss of experienced staff due to long-term illness and staff re-assignments.

1.3 AGRICULTURE STATISTICS DIVISION

Achievements

1. Successfully conducted in-house training for all agricultural field officers engaged in the current Agricultural Surveys.
2. Conducted Refresher Training for Field staff in Tobago
3. Introduced Small Ruminants Survey in Trinidad.
4. Continued with PSIP project (Small Ruminants) in both Trinidad and Tobago
5. Selected Staff from the Agriculture Division together with other staff from the wider CSO successfully completed a Training Workshop on SPSS.

Challenges

The following were the challenges encountered in accomplishing the work programme.

- Difficulty in the procurement of equipment and supplies, mainly printers.
- Still awaiting programming assistance from the Computer Division re revised agricultural surveys.
- Lack of support/ procedures by the Administration in meeting the needs of staff: - discomfort experienced due to the constant malfunctioning of AC Unit, Elevator, and Toilets.
- Lack of a Field Supervisor to supervise the field staff in Tobago.
- The Administration is not filling vacancies in the Division on a timely basis.
- Frustration experienced by staff in dealing with Administration on Increments, Acting Appointments, Leave Eligibility etc.
- Long delays experienced by the Agriculture Division in getting its Reports, Bulletins, and Questionnaires printed.

Progress Report: October 2005 - September 2006

(a) Food Crop Survey

1. 2001-2005 Food crop Bulletin has been edited and is ready for printing. Food crop tables for 2006 are now being processed.
2. Annual Estimates for 2005 have been completed.
4. January / April 2006 Survey final tables have been completed.
5. May/June survey has been edited and forwarded to the computer division for processing. July/August Survey is being processed to be forwarded to computer division on 26/10/2006.

6. Food Crop Survey conducted in Tobago.
7. Updating of List Frame of Food Crop Farmers was carried out for Tobago.
8. List Frames for Penal/Debe, Tunapuna/Piarco and San Juan /Laventille were updated during this quarter.
9. Continued with the revision of the Food Crop Survey.
10. Paw Paw, Christophene, Pineapple and Watercress were conducted and processed.

(b) Quarterly Pig Production Survey

- Data have been collected and processed for the 4th Quarter, 2005 and 1st Quarter 2006 have been prepared and released.
- 2nd Quarter, 2006 Survey questionnaires have been received from the field, edited and captured on micro. Tables need to be produced.
- 3rd Quarter, 2006 is currently on the field. About 30% have been collected from the field.

(c) Poultry Production Survey

- Bulletins were produced for October/November, 2005 and November/December, 2005.
- The poultry Survey has been revised from a bi-monthly Survey and is now being done every four months.
- All questionnaires for the period January to April 2006 Survey –have been collected from the field, edited and about 50% captured on the micro. **Note:** because of the introduction of a new data entry programme (CSPRO) together with the shifting of staff, the processing of the survey has been seriously affected.
- May to August 2006 – this survey was conducted in September, 2006. About 85% have been collected from the field to date.
- A new Register Database is being developed and tested.

(d) Other Surveys

- Data have been updated for all other surveys as follows:-
- Cocoa and coffee – 4th Quarter, 2005.
- Citrus Production- 2nd Quarter 2006.
- Copra and Coconut Production- 2nd Quarter, 2006.
- Slaughtering of animals at private and municipal abattoirs - 1st Quarter, 2006
- Milk Production- 4th Quarter, 2005.
- Agro-chemicals, production, sales and exports- 4th Quarter, 2005.
- Feed production- 1st Quarter, 2006.
- Sugar production and exports- 4th Quarter, 2005.

- Hatcheries and Broiler Processors obtained from the Ministry of Agriculture- 4th Quarter, 2005.
- Duck Survey – data has been collected and a programme developed to capture the information; processing of the data is now taking place.

(e) Agriculture Report, 2004

- This report has been printed and released.
- The Agricultural report 2005 – This report has been prepared and needs to be vetted by the editorial committee.

(f) 2004 Agricultural Census

During the period January to March 2006, some members of staff of the Agriculture Statistics Division continued to assist the Agricultural Census Unit in the processing of the 2004 Agriculture Census, Post Evaluation Survey and Home Use Production Survey.

(g) Seminars, Conferences and Training

- Refresher training of the field staff continued during the year both in Trinidad and in Tobago.
- Some members of Staff attended a Training Course in SPSS.

Developmental Work

- Small Ruminants survey for 4th Quarter, 2005 was conducted and processed for both Trinidad and Tobago.
- Food Crop surveys in Tobago is now being carried out on a bi-monthly basis.
- Continue the revision of the entire Food Crop survey methodology.
- The re-design of all surveys to cater for Optical Recognition thereby facilitating the speedier dissemination of data.
- The data capture programme for the Broiler Production Survey was changed from Access to CSPro
- The Duck Survey listing Frame was updated and one survey conducted; computer programmes are currently being developed and tested.

1.4 POPULATION, SOCIAL AND VITAL STATISTICS DIVISION

Achievements

The following Reports and bulletins were printed and released:

- The Pocket Digest 2004
- The Annual Statistical Digest 2001
- Education Report 2002/2003
- Labour Force Bulletins 1st & 2nd Quarters

Reports completed but not yet printed:

- 2003/2004 Education Report
- 2003 & 2004 Crime Statistics Reports
- 2001 & 2002 Vital Statistics Reports
- Traffic Bulletin 1st Quarter

Challenges

Data Sources

- 1) The Ministry of Education continues to be tardy with the Statistical Returns for both Primary and Secondary schools that hinder our ability to compile and publish on a timely basis. Further to this the very low response rates from Private Primary schools and Private Secondary schools also hamper our quest to publish data on these institutions. This is especially critical since a great number of students attending these organizations would not be accounted for in our enrolment totals.
- 2) Source data for Vital Statistics Section have been untimely, inaccurate and incomplete, creating numerous queries for staff on an ongoing basis.

In House Inefficiencies

- 1) Completed Reports are unfortunately held in the printery for very long periods of time, which also impact on the timely dissemination of the data to the public. While a decision was taken to supply the Publications Unit with a copy of the final draft of the Report so that the data can be accessed, the public is still unable to purchase a personal copy which can be a great inconvenience.
- 2) Late CSSP questionnaires from field impact on the timeliness and reliability of the Labour statistics.
- 3) Replacements are not sent for staff on vacation leave as well as for those who resign. Consequently undue stress is placed on the remaining members of staff.
- 4) The processing of the CSSP questionnaire continues to be a problem. Trade has priority and this therefore creates a time lag in the processing phase.
- 5) An increased payment to Registrars has been in the pipeline for many years with no progress and reflects negatively on the CSO.
- 6) The attempt to source departure data from Immigration was unproductive. As such mid-year population estimates were not prepared.

Methodological Issues

- 1) The reclassification of data by County Ward to Community and Municipality demands many changes, which have been slow in implementation.
- 2) Methodology for calculating mid-year estimates must be revised.

Developmental Work

To facilitate timely completion of the numerous data requests received, a database system would be created by staff to enhance efficiency.

The Dev Info database would be customized to include social and economic indicators for Trinidad and Tobago

A promotion brochure would be produced by Publication & Information.

Progress Report

Publications & Information

The Annual Statistical Digest 2001 was printed and released. The Annual Statistical Digest 2002 was sent to the Printery on November 15th 2005. The Annual Statistical Digest 2003/2004 is being edited.

Pocket Digest 2004

The Pocket Digest 2004 was printed and released. It was also placed online. The 2005 Digest was sent to the printery.

Data Requests

Data requests were promptly attended to on a daily basis by e-mail, fax, telephone and public contact, and relevant vouchers were prepared for sale of reports and bulletins.

Job Cards

All job cards were prepared and noted whenever jobs were sent to the printery.

Press Releases

All press releases for reports/bulletins were prepared and submitted to the various ministries as the reports became available from the printery.

Education & Crime

The 2003-2004 Education Report has been received from the Composing Unit and is presently in the editorial stage.

All Primary School Returns for 2004-2005 have been sent to the Computer Division to be punched. The Secondary Schools Report is

incomplete because twenty-seven (27) schools have not responded to the Statistical Return.

The 2005-2006 Statistical Returns are presently being edited and coded, the edited data are being captured to generate control totals.

The Crime Statistics Report 2004 is being finalized for the printery.

Crime Statistics 2005 data have been received from Modus Operandi Division for processing.

Vital Statistics

SERIES	2001-2003	2004	2005
Births		Some outstanding	16 000 return processed (75%)
Deaths		Some outstanding	10 000 return processed (60%)
Marriages		All data extracted	No extraction Officer on Course
Divorces			70% extraction
Mid year population extraction	2001-2003 done but no migration data		
Reports	2001 printed; 2000 in printery; 2003 being compile		

Continuous Sample Survey Population - CSSP

October - December 2005

Labour Force Bulletins - Tabulations for 3rd Quarter bulletins were prepared.

Labour Force Reports - Work on finalizing the 2004 Report for editing continued.

January - March 2006

Labour Force Bulletins - 3rd Quarter report was printed. Work on the 4th Quarter started.

Labour Force Reports - Completed the Report and submitted to the editor.

April - June 2006

Labour Force Bulletins - Completed 4th Quarter Labour Force Bulletins.
Tabulations for the 1st Quarter completed.

July - September 2006

Labour Force Bulletins - 1st and 2nd Quarter were printed and released.
Labour Force Reports - Final corrections recommended by editor completed and report ready for printery.

1.5 CENSUS AND SURVEYS DIVISION INCLUDING GIS

Achievements

The major achievement of the Census and Surveys Division over the past year is that generally, the field staff despite attrition has been able to meet the deadlines for the major data series (labour force, index of retail prices and the Annual Sample Survey of Business Establishments and agricultural production and prices) that are frequently requested and demanded by the major users. This is largely so due to some remedial measures and increased on the job attention given to interviewers on both office days and on collection days (on the job training, and editing and review of returns for completeness, consistency and data reliability prior to data processing) in addition to a call for a higher level of field supervision (efforts to reduce callbacks, no contacts and refusals and increased assistance to interviewers).

Challenges

Indications are that more and sustained efforts will be demanded of the field operations on an ongoing basis as the demands for more and additional data series are becoming evident. Already, additional surveys to provide data on the production of some agricultural commodities (watercress, pineapple, paw paw, christophene, other poultry and small ruminants) have been instituted inter alia as a prelude to the improved quantification of the Gross Domestic Product. (G.D.P.) of the Agricultural sector and its related national economic accounting aggregates. It is envisaged that increased sample sizes for current surveys and additional surveys will necessitate increased and trained human resources both for the Office and in field operations.

Progress Report October 2005 - September 2006.

Field Activities

Continuous Sample Survey of Population (CSSP)

The Continuous Sample Survey of Population (CSSP) Office or the subject matter section has been integrated into the Population, Social and Vital Statistics Division since January, 2004. This Section is

responsible for the preparation, recording and control of the samples, writing-up of the questionnaires and work assignments (listing, relisting and enumeration) as they relate to the field operations, in addition to editing and coding prior to data entry.

- (a) The Labour Force Survey for 4th Quarter, 2005, 1st Quarter, 2006 and 2nd Quarter, 2006 have been completed and published.
- (b) The 3rd Quarter, 2006 has been conducted and is being processed.
- (c) The 1st Period of the 4th Quarter, 2006 is now in the field.

Annual Sample Survey of Establishments (ASSE) and Index of Retail Prices (RPI)

- (a) Conducted and closed the 2003 ASSE
- (b) At present the ASSE 2004 is in the field. An allocation of 1 765 establishments (does not include questionnaires mailed out to establishments by the Office) is being canvassed by the field staff. For the year to date sixty (60 %) per cent has been completed and submitted to the Business Surveys Section for forwarding to the sector personnel in the National Accounts Division.
- (c) Collected data on retail prices and market prices for the calculation of the Index of Retail Prices for October, 2005 to September, 2006 inclusive.

Agriculture Surveys

- a) Conducted all the major agricultural surveys including Food Crop Production, Pig Production, Poultry Production, in addition to watercress, pineapple, paw paw, christophene and small ruminants (goats, rabbits and sheep) from October 2005 to September, 2006.
- b) Following the completion of the Agricultural Census 2004 there has been an exercise using a listing of Food Crop farmers from the Census to verify ("ground-truth") the hectarage on the ground in order to map (using the most recent U.T.M.'s or aerial photographs available) these areas towards the restratification of the Food Crop Area Frame. This will be an ongoing exercise.
- c) The Food Crop Survey (using a list frame from the Agriculture Census, 2004), the Poultry Survey (census of all farms) and the Small Ruminants Survey (a sample) have been extended to Tobago with additional staff recruited to conduct these surveys there . Some of the frames have been updated with data from additional sources (e.g. Ministry of Agriculture records, farmer's lists, agricultural field officers' "clientele" listings).
- d) A list of beekeepers was field-checked as a prelude to initiating a beekeepers survey.

Note Subject matter sections as identified above will provide a detailed and itemized monthly survey programme for the collection of data during September, 2006 and October, 2007. In these, the Chief Census and Surveys Officer is guided regarding "collection" days and "office days" and the survey dates and periods.*

List of Seminars / Conferences / Courses Attended

- (a) Petrotrin EAP Services Limited conducted two one-day training programmes which included practical workshop exercises for the field staff based on team-building framework. The modules included:
 - (i) Definition of Team and Team Development
 - (ii) Issues Impacting on Team Performance at the CSO
 - (iii) Team Building Techniques.

- (b) Twenty-two (22) field officers (Field Supervisors and Enumerators) living closer to the central and the southern parts of Trinidad were provided with basic training (one day each week between the 10th August,2005 to 3rd October 2005) in the use of the computer conducted by YTEPP in San Fernando. The programme included introductions to WORD, EXCEL, ACCESS, POWERPOINT, introduction to WINDOWS and introduction to the INTERNET. This was welcomed , well appreciated and well attended. A similar programme was to be convened in Port of Spain for the remaining field staff in the north.

- (c) The Chief Census and Surveys Officer has :
 - (i) Over the last year attended meetings of a Cabinet appointed Committee viz: **"National Committee To develop An Employment Policy For Trinidad And Tobago"**. The final report has been completed and Committee members are now being requested to sign-off on the project.
 - (ii) Attended a four-day training in the **" Introduction to Statistical Package for the Social Sciences"** conducted by QURE at the CSO.
 - (iii) Attended the **"Labour Market Information Consultation"** held in San Fernando and convened by the Ministry of Labour and Small and Micro Enterprises Development and the Labour Market Council on **"Ensuring Human Capital Through Labour Market Intelligence.**
 - (iv) Attended the **"Labour Market Information Consultation"** held in San Fernando and convened by the Ministry of Labour and Small and Micro Enterprises Development and the Labour

Market Council on “ **Ensuring Human Capital Through Labour Market Intelligence**”.

- (v) Attended (and in part represented the Director of Statistics/(CSO) at public consultations held by Companies requesting EIA’s including the “ Mamoral Dam and Ancillary Works Project” (held by Haskoning Caribbean Ltd .in the village of Caparo) and the “Guapo Beach Project “(held at Crowne Plaza, Port of Spain).
- (vi) Attended the “ **CARICOM Population and Housing Census Symposium**” held 16-17 September, 2005 in the Bahamas. The Symposium was to provide, inter alia, a forum to discuss the experiences of the 2000 Round of Censuses and to provide the basic framework in the formulation of a strategy for the 2010 Round of Censuses in the CARICOM.

1.5.1 GEOGRAPHIC INFORMATION SECTION

The following provides a brief status of achievements of the Section :

- i) Production of Community Map Album (11”x17”) showing population information and buildings in the City of San Fernando and Borough of Arima. These Album are for internal use and will be published when the Census reports are published.
- ii) GIS conversion of 1994 aerial photography from the Lands and Surveys Department to address ED redrawing to proper road orientation and scale. This photography is used to delineate ED and Community boundaries.
- iii) Identification of all imaginary lines at the ED level for proper delineation of EDs in the new CSSP Frame. This work is now to be verified with recommendations by the CSSP field supervisors.
- iv) The sale of colour paper maps (4’x3’) and digital maps to other Ministries and private agencies and individuals have been constant.
- v) The acquisition of a full colour photocopy machine which has been used to print the Population and Agriculture Census reports, other reports and covers of the CSO in full colour.
- vi) Redrawing, subdividing and updating of all CSSP maps from the 2000 Census information in preparation of the implementation of

the new CSSP frame. Presently subdividing and redrawing EDs with existing and proposed housing developments.

vii) Two officers presently attending a one-year certificate course in GIS at the UWI.

viii) GIS presentations were made to the Minister of Planning and Development and PS in the Ministry, on how the CSO can assist with Vision 20/20 & census data dissemination.

Challenges Facing the Section

- i) Inability to retain GIS trained staff. Presently all positions are vacant and have not been filled by the CPO for over one year.
- ii) Digital plotter is fifteen years old and very slow.
- iii) Some long standing officers are not performing and are under-performing. This may be due to job in-security or lack of promotional opportunities.
- iv) Public Service regulations are not being adhered to. There are abuses of time-off, punctuality and regularity.
- v) Frequent air-conditioning failure and inconsistent water supply, resulting in lost of man-hours and productivity.

Training

The following training course was attended by the staff of the section:

Course Name	Institution	Duration	No. of persons
Geographic Information Systems	UWI	1 year	2

Progress Report October 2005-September 2006

- Provision of Enumeration District maps for the 4 Quarters of the CSSP Labour Force survey 2006.
- Provision of digital GIS maps for the Ministry of Planning and Development, Town and Country Planning and the Ministry of National Security showing all social infrastructure, Cellular Towers, PSIP projects and various Ministries Administrative boundaries.
- Update ED maps returned from the Labour Force Survey.
- Development of a Topological Inventory of Enumeration Districts (TIED) to be used for the allocation of Man-power in the 2010 Census.
- Data conversion of Census ASCII file format to SPSS at community level.
- Map preparation for Census Enumeration Districts internal

- album.
- Two officers trained in ARCVIEW GIS at UWI
- Subdivision of ED maps for the new CSSP frame from NHA Layouts.

1.6 COMPUTER DIVISION

Achievements

In the systems and programming section, two (2) CSPRO data entry applications for both the CSSP and TRADE surveys were designed.

Challenges

Some of the challenges involve:

- Fulfilling data requests using a server that has reached its end of life that houses the major databases.
- Working in an environment where there are water problems and the air-conditioning unit is not working.
- Staff does not have the appropriate tools and equipment to deliver within their deadlines.
- Working with staff who do not believe that they have a fair share to acting appointments

Progress Report for Systems and Programming Section

Trade System

This system consists of the following sub-systems:

- Monthly Trade Bulletin
- Average Unit Value Index
- S.T.A.R.R. (System for Trade Ad Hoc Request Report Generation)
- Validation System
- Adjustments
- Annual Overseas (Part A)
- Annual Overseas (Part B)
- Annual Overseas (Part C)

Monthly Trade Bulletin

- 1) Tables were generated for July 2005 to April 2006
- 2) Modules in the Monthly Trade Bulletin Program were modified to effect the following amendments to Tables:
 - Display 'Percentage Change' once value less than 10,000%
 - Display asterisk for 'Percentage Change' greater than or equal to 10,000%

- Under the previous arrangement blanks were generated for all change percentages greater than 200%.

Average Unit Value Index (Base Year 1995)

- 1) Tables for Imports and Exports were completed for the following quarters:
 - 2nd quarter 2005
 - 3rd quarter 2005
 - 4th quarter 2005
 - 1st quarter 2006

The methodology used calculates the unit rate based on kilograms.

Average Unit Value Index (Base Year 2005)

- 1) A new Import Base Master Table was created.
- 2) A new Export Base Master Tables was created.

The methodology use to construct the base master tables calculates the unit rate based on kilograms.

Annual Tables

- 1) Trade Annual Part A Tables were generated for the year 2005
- 2) Quarterly reports for the 2nd and 3rd quarter 2005 for Citrus, Meat, Cocoa and Coffee were completed

Trade Commodity Master (2004 and beyond)

- 1) The exercise to verify the accuracy of the data in the 2002 Harmonized System Commodity Master and Table of Equivalence was completed.

Trade Validation System

- 1) A 'T&T export' edit check was added to the Trade Validation System ensure that exported commodities do not carry Trinidad and Tobago as the 'Country of Destination'
- 2) The Error Report Listing of Trade Validation System so that it was extended to include an extra character space to cater for a 3-character Port Code

M.I.S.T

- Cleaned the arrivals database for the months of August 2005 through May 2006
- The programmer assisted in the creation of sixty-six (66) Main

Market cross tabulations reports for the Tourism Development Company

Visitor Expenditure Survey

- Questionnaires for surveys conducted in 2005 were scanned and data exported.
- Questionnaires for surveys conducted in 2006 were scanned and the data is presently being exported.

Disability Survey

During this period the disability questionnaires were designed, the survey was conducted, the questionnaires were scanned and the data are to be exported.

Vital Statistics

These systems were all investigated. Edit programs run and checked for errors, corrections made and tabulations produced.

Years processed and completed:-

- Birth 2002
- Death 2003
- Marriage 2003
- Divorces 2003

Births

Data were requested for preparing Mid-Year Estimates of the population.

January - June 2000, 2001 and 2002

- Live births by Sex and Area

Deaths

Data was requested for preparing Mid-Year Estimates of the population. January - June 2000, 2001 and 2002:

- Infant death by Sex and Age Group
- Death by Sex, Age Group (5 year interval) and Area
- Death by Sex for Ages 1-19 years (Single Years of Age)
- Deaths by Sex for Ages 85 - 100 (Single years of Age)
-

Food Crop

- 1) Tables for August 2005, October 2005, December 2005, February 2006 and April 2006 were completed

2000 Population and Housing Census Data

- 1) The following eighteen (18) Tables were generated for the Migration Report:

Table 1.	Population by sex, age group, local and foreign born and place of usual residence
Table 2.	Local born population by sex, age group, place of birth and place of usual residence
Table 3.	Foreign born population by sex, age group, country of birth and place of usual residence
Table 4.	Generation of Table 4. of the Migration Report: Foreign born population by sex, age group, country of birth and length of stay in Trinidad and Tobago
Table 5.	Local born population by sex, age group migration status and place of birth
Table 6.	Internal migrants by sex, age group, place of birth and place of usual residence
Table 7.	Internal migrants by sex, place of birth, place of usual residence and highest level of non-vocational educational attainment
Table 8.	Internal migrants by sex, place of birth, place of usual residence and ethnic group
Table 9.	Internal migrants 15 years old and over by sex, place of birth, place of usual residence and major occupational group
Table 10.	Internal migrants by sex, place of usual residence and place of residence one year ago
Table 11.	Internal migrants by sex, place of usual residence and place of residence five years ago
Table 12.	Internal migrants by sex, place of usual residence and place of residence ten years ago
Table 13.	Internal migrants by sex, place of birth and place of residence one year ago
Table 14.	Internal migrants by sex, place of birth and place of residence five years ago
Table 15.	Internal migrants by sex, place of birth and place of residence ten years ago
Table 16.	Number of persons who emigrated from Trinidad and Tobago during the years 1990 - 2000 by municipality and age group
Table 17.	Number of persons who emigrated from Trinidad and Tobago during the years 1990 - 2000 by municipality and country of destination
Table 18.	Number of persons who emigrated from Trinidad and Tobago during the years 1990 - 2000 by sex and municipality

Website Update

- Completed updates on the website for the Index of Retail Prices, Labour Force, Business Survey, Publications, Agriculture, Pocket Digest 2004 and Trade.
- Created links on the Home page of the www.cso.gov.tt website for Population and Housing - Preliminary Report & Query, Publications and Balance of Payments.
- Completed amendments to the Key Economic Indicators Section - Table Format on Home Page

Website Upgrade

Stakeholders Interview conducted with heads of Section by Teleios Systems Limited

- Strategic Planning and Consulting Services report submitted by Teleios Systems Limited.
- Meeting with Director and all heads of section on Report
- Presentation of report by Teleios to Heads of Section

E-Government Portal

- Compiled and submit documentation received from Heads of Sections for the Government Resource Team (GRT) on report and Statistics and Collection of Information
- Officer attended meetings on E-Government Portal Initiative

IT Consultancy Team

An IT Consultancy Team was created with members of staff from the CSO computer division to work with the IT Unit of the Ministry of Planning and Development. Members of staff are involved with familiarizing on the network infrastructure - HP Servers currently housed at the CSO. Meetings are held weekly with members of the Ministry of Planning & Development IT team and CSO IT staff members.

Development of CSPro Data Entry Applications

Trade

- 1) CSPro software was used to develop data entry applications for the five (5) DOS based applications currently used to enter Trade data.
- 2) Features in CSPro were used to develop a menu interface which enabled the reduction of the number of Trade applications required for data entry from five (5) applications to three (3).
- 3) CSPro interfaces and scripts were developed to automate the trade batch preparation activities that are currently carried out "manually" by the EDP Data Conversion Supervisors.

- 4) Unit, System Integration and User testing were conducted on the:
 - CPro Trade Data Entry Application Package
 - CPro Trade Batch Preparation System
- 5) A copy of the Trade Validation System was amended so that it could output a 'CPro Compatible Error File'. Thus there is now a Trade Validation System for CPro.
- 6) Parallel Run testing was conducted on the CPro based system with the existing DOS based system.

The results of the parallel run reveal that the CPro based *data capture* and *preparation* processes will create necessary output, and therefore can be used to replace the DOS based applications that currently exist. Nevertheless at the time of writing this report there are still *two (2) main areas* of concern that may affect user acceptance.

Continuous Sample Survey of Population (CSSP)

- 1) CPro software was used to develop a data entry application with two (2) record types:
 - Household
 - Person

This design departs from the six (6) record types of the application and thus eliminates the need for the reformatting process that is required for data captured with the existing CSSP CENTRY (IMPS) application.

- 2) Unit and System Integration testing were conducted

Foreign Visitor

- Partially completed the design and development of CPRO data entry application to replace the IMPS Centry Application

Food Crop

- Screens and data dictionary was develop for implementation currently this application is undergoing testing

KPLOG

- Data Dictionary was convert from IMPS to CPro. Also the data entry application was developed and it is being unit tested.

Multiple Indicator Cluster Survey (MICS3)

- Completed work on the MICS3 Survey Questionnaire – adapted for Trinidad & Tobago
- Installed and tested the CSPro Programs (v2.6) on computers to be used by Data Entry operators, verifiers and Supervisor's Ministry of Social Development and Central Statistical Office (Park Street).
- Compiled data entry and supervisor's manual for training
- Completed MICS3 data entry training at Ministry of Social Development and at Central Statistical Office
- Worked with UNICEF Regional and Local representatives to ensure all MICS Programs and Documentation available for checking by UNICEF Resource Personnel.
- The officer attended a regional Workshop on Data Analysis and Report Writing/Report Submitted

Agriculture Broiler Survey

- The officers of Agriculture Division were given training to use the CSPro application as these officers are responsible for entering the data and running of the system.
- The CSPro data entry application has been tested and currently the application is use to capture the data for Trinidad and Tobago for the first period (106).
- The Broiler Farmers Register tables was updated and compiled with the necessary changes
- Modules completed are Data entry and Batch editing thorough testing was done using Tobago period 106 as the pilot
- Compilation of the tables using Microsoft Access and Excel. The table plan consists of twenty-eight (28) tables both for Trinidad and Tobago. Additional four (4) tables were done using the Broiler Register table.
- At present the Trinidad period (106) of the data is being punched.

Duck Survey

- The following system was designed and programmed using CSPro for the data entry application and batch editing. This is partially completed and is waiting user testing by selected officers from the agriculture section.
- User manual was prepared to enable/assist the user to use the Duck CSPro Application package.
- Duck farmer register was designed and developed using Microsoft Access. This system is ready for user testing

Miscellaneous

- 1) Daily, fortnightly and monthly backups were completed on the two (2) servers.

- 2) Repairs of computers and printers, crimping of network cables
- 3) Inspection of Uninterruptible Power Supplies and Line Conditioners
- 4) Installation of system software, desktop applications and anti-virus suites
- 5) Troubleshooting of software and hardware problems

Progress Report for the Data Preparation Section

JOBS	TOTAL DOCUMENTS BATCHED	TOTAL RECORDS COMPLETED	REMARKS
<u>ECONOMIC STATISTICS</u>			
TRADE 2005			
MARCH - JUNE 2003	37		
JAN. - DEC. 2004	90		
MAR. - DEC. 2005	27 980	144 963	
LATE DOCUMENTS			
JAN. - DECEMBER 2005	2030	25 555	
PETROLEUM 2005			
	40		
TRADE CORRECTION 2005			
	18 517	77 978	
TRADE CORRECTIONS			
JAN. - SEP. 2006	41	1013	
TRADE 2006			
JAN. - SEP. 2006	130 465	176 662	
SOCIAL AND VITAL STATISTICS			
CSSP 2005			
QTR 2 Pd1 - QTR 4 Pd 6	9 318	112 727	
CSSP 2006			
QTR 1. Pd1 - QTR3 - Pd2	7 370	101 802	CLOSED 18 - 09 - 06
DEATHS REGISTERED			
2003/04/05	11 938	13 719	CLOSED 14 - 07 - 06

BIRTHS REG. 2004/05/06	16 999	18 501	
FOOD CROP 2005	842	7 456	
FOOD CROP 2006	583	6 797	CLOSED 11 - 07 - 06
MARRIAGES 2003	526	7 440	
DIVORCES 2003	1 881		
PRIMARY EDUCATION 2003 - 2004		21 076	
TOTALS	228 657	715 689	

Progress Report for Illustration Section

Illustration Work Accomplished

- 1) Covers were designed for:
 - Pocket Digest and the Annual Statistical Digest
 - Agriculture Bulletin
 - Trade Bulletin
 - Caribbean Statistician's Conference Book

- 2) Charts were designed for:
 - CSSP Bulletin
 - Social Statistics - Education
 - Annual Statistical Digest and Pocket Digest
 - Crime Statistics
 - Agriculture
 - Population

- 3) Work commenced on:
 - Banner for Caribbean Statistician's Conference
 - Poster for Caribbean Statistician Conference

Progress Report for Composing Section

Publications/Reports

Vital Statistics 2002 (Completed)

CSSP Report 2002-2003, 2003-2004
Crime Statistics Report 2002-2003, 2003 -2004
ASD 2002, 2003-2004
QAR 2000 -2004, 2001-2005
Pocket Digest 2003 -2005
Education Statistics (Primary & Secondary Schools), 2002-2003,
CSSP 2001-2003, 2002 - 2005
Vital Statistics 2003

Bulletins

- Quarterly Survey of Pig Farmers Bulletin - 4th Quarter, 2005
1st Quarter, 2005 Pig Bulletin 1st Qtr. 2005
- Monthly Trade Statistics - October - December, 2005; January -
March, 2006
- Road Traffic Accidents - 2nd, 3rd, 4th Qtr. 2005; Annual Report Jan-
Dec, 2005
- Labour Force 2nd, 3rd and 4th Quarter 2005 and 1st Qtr. 2006
- Poultry Bulletin - May 2005; July 2005, September 2005, November
2005, January 2006
- Crime Statistics 1993 - 2003

3. Questionnaires

Business Survey Questionnaire - 1st page (conversion)
Conditional Cash Transfer Form Card (C.C.T.): draft

4. Miscellaneous

Data Preparation Unit Monthly Reports

Progress Report for Operations Section

Ad Hoc Requests

Approximately five hundred and twenty-two (522) requests were completed for the period October 2005 - September 2006

Costing of Ad - Hoc Data Requests for the period October 2005 - September 2006

MONTH	CHARGES APPLIED TT\$	CHARGES WAIVED TT\$
October 2005	\$210.00	\$255.00
November 2005	\$1,405.00	\$3,610.00
December 2005	\$870.00	\$350.00
January 2006	\$1,740.00	\$1,300.00
February 2006	\$3,295.00	\$4,020.00
March 2006	\$1,815.00	\$775.00
April 2006	\$475.00	\$1,465.00
May 2006	\$1,985.00	\$1,915.00
June 2006	\$2,225.00	\$3,260.00
July 2006	\$725.00	\$1,215.00
August 2006	\$940.00	\$0.00
September 2006	\$150.00	\$1,740.00
TOTAL	\$15,835.00	\$19,905.00

- The above charges do not reflect requests from within the Central Statistical Office.
- The above charges were determined by the Subject Matter Section.

Training Administered

SECTION	TRAINING
System and Programming	<p><u>CSPRO</u> This course ran for a period of three weeks from 6 - 24th March, 2002006. It was conducted by Mr. Michael Stroot from the U.S. Census Bureau, Washington, D.C. Some of the features are creating Data Entry Application, Batch Edit and tabulation Applications. These techniques equip participants with the ability to create several applications using the full CSPro package.</p> <p><u>Introductory course in Teleform</u> Training in Cardiff Teleform was conducted at the Agriculture Census unit of the CSO. Training was given to create a form, adding objects to the form and adding new pages to questionnaire. Also some tutoring was given in the programming aspect of the form. This software is used to capture data using the scanning mythology.</p>

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	<p><u>MICS Training for selected Programmer</u></p> <p>A programmer was selected to be trained for the MICS systems during this period</p> <p><u>Internal Training</u></p> <p>1) Introductory and Basic Training for Programmers I in IMPS 3.1 CENTS Tabulation development (October 27, 2005 and November 14 - 15, 2005)</p> <p>2) Training for Programmers I in the use of IMPS 3.1 utilities (November 30, 2005). Training enabled Programmers I to:</p> <ul style="list-style-type: none"> ▪ Convert an older version of a Data Dictionary (ddf) to an IMPS 3.1 version (dd) ▪ List a Data Dictionary <p>Generate Screen Shots of a data entry application</p>
Composing Unit	Illustrator (No certificate was administered)

TRAINING: OCTOBER 2005 TO SEPTEMBER 2006

Training - Local

Course	Institution	Duration	No. of Persons Attending
CSPRO Software	US Census Bureau - International Programs Center	12th Sept-5th Oct. 2005 (4 weeks)	20
Advanced Computer Literacy	Youth Training & Employment Partnership Programme Ltd (YTEPP) Ltd.	11th Oct.-24th Nov. 2005 (14 days)	8
Computer Literacy	Youth Training & Employment Partnership	14th Nov.-13th Dec. 2005	9

	Programme Ltd (YTEPP) Ltd.	(10 days)	
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Course	Institution	Duration	No. of Persons Attending
Team Building Seminar for Field Staff-(Trinidad)	Petrotrin Employee Assistance Programme Ltd.(PEAPSL)	5th-6th Jan.2006 (2 days)	65
Team Building Seminar for Field Staff-(Tobago)	Petrotrin Employee Assistance Programme Ltd.(PEAPSL)	30th January 2006 (1 day)	13
Advanced Mediation Workshop	Institute for Dispute Resolution	6th-9th March 2006 (4 days)	1
Seventeenth In Service Training Course in Statistics	Sir Arthur Lewis Institute for Social and Economic Studies <i>in collaboration with the Central Statistical Office</i>	10th April-30th June 2006 (3 months)	29
SPSS Training Workshop	Ansa Mc AL Psychological Research Center	25th-28th April 2006 (4 days)	12
Introduction to Computers	COSTATT	15th May-25th.Aug. 2006	1
First Regional CARICOM Demographic Workshop	CARICOM Secretariat	3rd July -11th Aug. 2006 (6 Weeks)	5
SPSS Basic Workshop	QuRe Enterprises	8th-11th Aug.2006 (4 days)	10
SPSS Basic Workshop	QuRe Enterprises	15th-18th Aug.2006 (4 days)	10
SPSS Basic Workshop	QuRe Enterprises	19th-22nd Sept.2006 (4 days)	7
SPSS Intermediate Workshop	QuRe Enterprises	26th-29th Sept. 2006(4 days)	15

Training - Foreign

Course	Institution	Duration	No. of Persons Attending
Information Management Workshop <i>Jolly Beach Hotel - Antigua</i>	Caribbean Tourism Organization	10th-14th Oct. 2005 (5 days)	2
Regional Workshop on Processing for the Multiple Indicators Cluster Survey(MICS)2006 <i>Jamaica</i>	UNICEF	17th - 27th October 2005 (11 days)	1
Mortality Coding Clinic <i>St Johns Antigua</i>	CAREC / PAHO / WHO	7th-11th Nov. 2005 (5 days)	1
FAO-OEA / CIE-IICA Working Group on Agricultural and Livestock Statistics for the Latin America and the Caribbean - Argentina	Food and Agriculture Organization of the United Nations and the Inter - American Institute for Co-operation on Agriculture	8th-10th Nov.2005 (3 days)	1
Experts Meeting on Creative Industries and Intellectual Property- <i>Georgetown- Guyana</i>	CARICOM Secretariat-WIPO	8th-9th Dec. 2005 (2 days)	1
Data Analysis and Report Writing <i>Panama</i>	UNICEF	12th-20th. July 2006 (9 days)	2

WORK PROGRAMME OCTOBER 2006 - SEPTEMBER 2007

2.1 NATIONAL ACCOUNTS

Work Programme

October 2006 - September 2007

Recurrent Programmes

- Complete work on the Income and Outlay Accounts, Institutional Sector Accounts, Full Sequence of Accounts and Capital Formation Accounts for all industries.
- Complete final estimates of GDP for 2004, with revision for 2005, 2006 and provisional 2007 at current and constant prices.
- Update the Consolidated Accounts of the Nation.
- Provide macro-economic data to all stakeholders.

Developmental

- Completion of the Environmental Compendium
- Completion of the National Income Report 2000 - 2005/6
- Continue work on the Supply and Use Table 2005
- Breakdown of the GDP by Institutional Sectors in accordance with SNA 93

2.1.1 BUSINESS SURVEYS

October - December 2006

Routine work for all three units in the Business Surveys Section would continue.

In addition the:

- (a) Dispatch of the 2005 Annual Survey of Establishments (ASSE) would be completed.
- (b) Updating the Business Establishment Register using information collected from 2006 Register Update Project would begin.

January - March 2007

Routine work for all three units in the Business Surveys Section would continue. **In addition:**

- (a) First and second reminders for 2005 ASSE would be dispatched
- (b) Report on the 2006 Business Surveys Update Exercise should be completed.
- (c) Instructions for the completion of the short form questionnaires should be completed and listed on the Business Surveys website.
- (d) Review and amendments to all questionnaires used in the ASSE should be completed. This excludes the Natural Gas and Petroleum questionnaires.

April - June 2007

Routine work for all three units in the Business Surveys Section would continue. **In addition:**

- (a) Dispatch of the 2006 Annual Survey of Establishments (ASSE) should be completed.
- (b) An officer in charge of Business Surveys Desk Manual should be completed.
- (c) Third reminders for ASSE 2005 would be dispatched.

July - September 2007

Routine work for all three units in the Business Surveys Section would continue. **In addition**

- (a) Tagging of all firms on the register with the relevant ISIC 4 code should commence.

2.2 ECONOMIC STATISTICS DIVISION

October - December 2006

Economic Indicators

Index of Retail Prices

The Index of Retail Prices for September, October and November, 2006 will be published. The data will be posted to the CSO Website for simultaneous release to all users on the 15th day of the month.

Retail Price Index of Building Materials

The Index for the 3rd quarter 2006 will be compiled and published in the regular bulletin.

Producer's Prices

The Index of Producers Prices for the 3rd Quarter 2006 will be prepared within this quarter. Collection of data for the compilation of the 4th quarter index will also be undertaken in this quarter. Work will commence on a project to rebase the Index of Producers Prices simultaneously with the revision of the Domestic Production Index.

Domestic Production and Related Indices

The Domestic Production and related Indices for the 3rd Quarter 2006 will be processed and released in the quarter. A project for the simultaneous rebasing of the Domestic Production Index and the Index of Producers Prices will commence in this quarter.

TRADE STATISTICS

The Monthly Bulletin of Trade Statistics for the period April – October, 2006 will be compiled and released in this quarter. The trade index for the 3rd quarter 2006 will also be compiled and released in the quarter. Indices of Average Unit Value compiled on the new base year would be released for evaluation.

TRAVEL STATISTICS

E/D Cards for the months of July – November 2006 will be collected and processed in this quarter. Monthly Travel Statistics compiled from the data processed will be published and released via the CSO web site.

TOURISM STATISTICS

A Survey of Departing Visitors for November 2006 will be conducted, edited coded and processed. Tables and reports would be prepared for the previous surveys conducted in 2006. Once considered acceptable the data would be released to the Research Department of the Central Bank of Trinidad and Tobago and key stakeholders. Preparation for the 2007 series of Surveys of Departing Visitors will commence in the quarter.

January - March 2007

ECONOMIC INDICATORS

Retail Price Index

The Index of Retail Prices for the months of December 06, January 07, and February '07 will be compiled and released. Parallel testing of the new application for the processing of the retail price index will commence in the first quarter of 2007.

Retail Price Index of Building Materials

The Index for the 1st Quarter 2007 will be compiled and published in the regular bulletin

Producer's Prices

The Index for 4th Quarter 2006 will be prepared within this quarter. Collection of data for the compilation of the Index for the 1st Quarter 2007 will also be undertaken in this quarter.

The project for the simultaneous rebasing of the Index of Producers Prices and the Domestic Production Index and related indices will continue.

Domestic Production and Related Indices

The returns for the Survey of Domestic Production for the 4th Quarter 2006 will be dispatched, compiled and published in this quarter. Work on the simultaneous rebasing of the Domestic Production Index and the Index of Producers Prices would continue.

Trade Statistics

During the quarter the editing, coding and data capture of C-82 documents for the months of December 06, January 07 and February 07 will be undertaken. A historical time series of selected trade statistics in electronic format will be compiled for publication.

Travel Statistics

Monthly Travel Statistics for the months of November and December 2006 and January and February 2007 will be collated and compiled.

Tourism Statistics

The January 2007 and Carnival 2007 Surveys will be conducted during the Quarter. The Survey Documents will be edited and coded, scanned

and verified and a clean data file will be made available to the Division for processing using a customized SPSS application.

April – June 2007

ECONOMIC INDICATORS

Retail Price Index

Retail Price Indices for the months of March 07, April 07 and May 07 will be prepared and posted to the CSO Website for simultaneous release to all users.

Retail Price Index of Building Materials

The Index for the 1st Quarter 2007 will be compiled and published in the regular bulletin

Producer's Prices

The Index for 1st Quarter 2007 will be prepared within this quarter. Collection of data for the compilation of the Index for the 2nd Quarter 2007 will also be undertaken in this quarter.

The survey to collect data for the simultaneous rebasing of the Index of Producers Prices and the Index of Domestic Production would commence in the field.

Domestic Production and Related Indices

The collection, compilation and publication of the Domestic Production and related indices for the 1st Quarter 2007 would take place in this quarter. Work will continue on the rebasing of the Domestic Production Index.

TRADE STATISTICS

The staff will prepare and release Monthly Bulletins of Trade Statistics for the months of March, April and May 07. The configuration and installation of the new EUROTRACE Windows application will commence using either ASYCUDA data files obtained from the Customs Department or the clean data file from CSO's computer division. Indices of the Average Unit Value of Exports and Imports will be prepared for release.

END-USE TABLES

Trade Statistics according to end-use categories and according to the International Classification of Broad Economic Categories for 2006 will also be prepared.

TRAVEL STATISTICS

Monthly Travel Statistics for the months of March, April, and May 2007 will be compile and released.

TOURISM STATISTICS

In this quarter, the division will complete tables for the 2007 Carnival Bulletin and release the Bulletin to the public. The Central Bank of Trinidad and Tobago will be provided with the summary data on Visitor Expenditure, which will be based on the survey data for January 07 & February 07.

In addition, to be completed in the quarter will be the statistical Tables and Charts for the 2006 Survey of Departing Visitors Report.

The regular bi monthly survey of Departing Visitors relevant to the quarter will be conducted, edited, coded, scanned and verified and the clean data file would be processed using SPSS.

July - September 2007

ECONOMIC INDICATORS

Retail Price Index

Retail Price Indices for the months of June, July, and August 2007. The data will be posted to the CSO Website for simultaneous release to all users

Retail Price Index of Building Materials

The Index for the 2nd Quarter 2007 will be compiled and published in the regular bulletin.

Producer's Prices

The Index for 2nd Quarter 2007 will be prepared within this quarter. Collection of data for the compilation of the 3rd Quarter 2006 will also be undertaken in this quarter.

The project for the simultaneous rebasing of the Index of Producers Prices and the Domestic Production Index will continue.

Domestic Production and Related Indices

The Domestic Production and Related Indices for the 2nd Quarter 2007 will be prepared and released. The first draft of the rebased Domestic Production index will be produced and evaluated.

TRADE STATISTICS

The Annual Report of Merchandise Trade for the year 2005 and 2006. will be compiled and published.

A time series of the Index of Average Unit Value of Imports and Exports on the new base year will be produced

A Trade Statistics report containing data produced by the new EUROTRACE WINDOWS application will be produced in the quarter.

End -Use Tables and Tables by Broad Economic Categories will be prepared.

TRAVEL STATISTICS

The monthly bulletin of travel statistics bulletin will be compiled and published for the months of June, July, and August 2007.

The annual travel statistics report for 2006 will be published.

TOURISM STATISTICS

The Survey of Departing Visitors for the selected month of the quarter will be conducted, edited, coded and processed.

The 2006 Survey of Departing Visitors Report will be printed and released

A Time Series on Average Tourist Expenditure by Country of Residence, Category of Expenditure and Source of Information will be developed.

2.3 AGRICULTURE STATISTICS DIVISION

(a) Food crop Survey

- 1) Complete enumeration of Bi-monthly Food Crop Survey for the periods September 2006 to October 2007 for Trinidad and Tobago.

- 2) Prepare and publish bulletins for the completed 2005/2006 surveys for Pineapple, Pawpaw, Christophene and Watercress in Trinidad.
 - 3) Continue with the revision of the Food Crop Survey methodology and updating of the Area Sampling Frame.
 - 4) Publish January - December 2005 Food Crop Bulletins. Also prepare Bulletin for January/February and March/April, 2006 surveys.
 - 5) Prepare and publish bulletins for the completed Tobago Food crop surveys.
- (b) Broiler and Egg Production Survey**
- 1) Complete the processing of Broiler and Egg Production Surveys for the period January to April, 2006 and May - April, 2006. Also prepare Bulletins.
 - 2) Complete the enumeration and processing of Broiler and Egg Survey for the period January to April, 2006.
- (c) Pig Production Survey**
- 1) Publish Bulletins for 2nd, 3rd and 4th Quarters 2006 and 1st and 2nd Quarters of 2007.
 - 2) Start enumeration for 3rd Quarter, 2007 survey.
- (d) Small Ruminants Survey**
- 1) Complete 1st Quarter 2006 Small Ruminants Survey in Trinidad and Tobago
 - 2) Publish data for 2005.
- (e) Duck Survey**
- 1) Plan for the introduction of Duck Survey.
 - 2) Update frame of duck farmers and develop questionnaire.
- (f) Other Surveys**
- 1) Collect Data on other surveys up to 2nd Quarter, 2007.
 - 2) Edit data and prepare Statistical tables for the Agricultural Report 2006.
- (g) Agricultural Report**
Prepare the 2006 Agricultural Report.

- (h) **Proposed Training for the period October 2006 to September, 2007**
- 1) Continue training of Field staff on ongoing surveys.
 - 2) In-house training on Duck Survey.

2.4 PUBLICATIONS AND VITAL STATISTICS DIVISION

October - December 2006

Annual Statistical Digest

The 2002 Report should be received from the Printery. The 2003/2004 Report will be finalized and work will begin on the 2005 Report.

Data Requests

All data requests will be handled promptly and efficiently, on a daily basis, by e-mail, fax, telephone and public contact and relevant vouchers prepared for the sale of reports and bulletins etc.

Job Cards

All job cards will be prepared and recorded in the control register as is necessary whenever jobs are sent to the Printery.

Press Releases

All relevant press releases will be prepared and submitted to the Dispatch Clerk as the reports/bulletins become available from the Printery.

January - March 2007

Annual Statistical Digest

To receive, check and verify all data for the Annual Statistical Digest 2005. Prepare tables and submit to Composing Division

Pocket Digest

Data for the Pocket Digest 2006 will be collated.

Data Requests

All data requests will be handled promptly and efficiently, on a daily basis, by e-mail, fax, telephone and public contact and relevant vouchers prepared for the sale of reports and bulletins etc.

Job Cards

All job cards will be prepared and recorded in the control register as is necessary whenever jobs are sent to the Printery.

Press Releases

All relevant press releases will be prepared and submitted to the Dispatch Clerk as the reports/bulletins become available from the Printery.

April - June 2007

Annual Statistical Digest

To ensure that all tables of the Annual Statistical Digest 2005 are composed, proof-read and all necessary changes are effected.

Pocket Digest

Reminders for the Pocket Digest 2006 will be forwarded to non-responding departments/agencies after due date has passed and data will be checked for accuracy and consistency.

Data Requests

All data requests will be handled promptly and efficiently, on a daily basis, by e mail, fax, telephone and public contact and relevant vouchers prepared for the sale of reports and bulletins etc.

Job Cards

All job cards will be prepared and recorded in the control register as is necessary whenever jobs are sent to the Printery.

Press Releases

All relevant press releases will be prepared and submitted to the Dispatch Clerk as the reports/bulletins become available from the Printery.

July - September 2007

Annual Statistical Digest

Continue work on the Annual Statistical Digest 2005.

Pocket Digest

Data tables for the Pocket Digest 2006 will be prepared and forwarded to Composing Unit, report will be compiled, proof-read and forwarded to

the Head of Division and Editor. Corrections will then be made and the final report will be dispatched to the Printery.

Data Requests

All data requests will be handled promptly and efficiently, on a daily basis, by e-mail, fax, telephone and public contact and relevant vouchers prepared for the sale of reports and bulletins etc.

Job Cards

All job cards will be prepared and recorded in the control register as is necessary whenever jobs are sent to the Printery.

Press Releases

All relevant press releases will be prepared and submitted to the Dispatch Clerk as the reports/bulletins become available from the Printery.

Education & Crime

October - December 2006

2003 - 2004 Education Report would be finalized for Printery.

2004 - 2005 All data would be punched and tabulations prepared.

2005 - 2006 Edited data would be captured and the preparation of tables will begin.

2005 Crime Report - Extraction of data will begin.

January - March 2007

2003 - 2004 Education Report would be sent to Printery.

2004 - 2005 Education Report would be collated.

2005 - 2006 Education Report - preparation of tabulations would continue.

2005 Crime Report Preparation of tables will begin.

April - June 2007

2003 -2004 Education Reports should be released to the public.

2004 - 2005 Education Report would be sent to the editors.

2005 - 2006 Education Report should be finalized for the editors.

2005 Crime Report would be collated.

July - September 2007

2003 - 2004 Education Report should be finalized for Printery.

2005 - 2006 Education would be received from editors for amendments.

2005 Crime Report would be finalized for editors.

Continuous Sample Survey Population - CSSP

October - December 2006

Labour Force Report

Send 2004 Report to Printery.

Complete editing and composing of the 2005 report.

Labour Force Bulletin

Complete 3rd Quarter 2006.

Prepare worksheets for 4th Quarter 2006 bulletins.

Continue handling of all data requests in a prompt and efficient manner and assist External Agencies with selection of samples and other related work.

Continue updating the Labour Force Data Base.

January - March 2007

Labour Force Report

Continue checking of the final 2005 Report.

Work will begin on the 2006 report.

Labour Force Bulletin

Complete 4th quarter 2006 Bulletin and forward to Printery.

Prepare worksheets for 1st Quarter 2007 bulletin

Continue handling of all data requests in a prompt and efficient manner and assist External Agencies with selection of samples and other related work.

Continue updating the Labour Force Data Base.

April - June 2007

Labour Force Report

Complete the 2005 Report and send to Printery.

Continue work on the 2006 Report.

Labour Force Bulletin

Complete 1st quarter 2007 Bulletin and forward to Printery.

Prepare worksheets for 2nd Quarter 2007 bulletin.

Continue handling of all data requests in a prompt and efficient manner and assist External Agencies with selection of samples and other related work.

Continue updating the Labour Force Data Base.

July - September 2007

Labour Force Report

Continue work on the 2006 Report.

Labour Force Bulletin

Complete 2nd quarter 2007 Bulletin and forward to Printery.

Prepare worksheets for 3rd Quarter 2007 bulletin.

Continue handling of all data requests in a prompt and efficient manner and assist External Agencies with selection of samples and other related work.

Continue updating the Labour Force Data Base.

2.5 CENSUS AND SURVEYS DIVISION INCLUDING GIS

(a) Continuous sample Survey Of Population (CSSP)

(i) To complete the 4th Quarter survey 2006.

(ii) To conduct the 1st Quarter, 2nd Quarter and 3rd Quarter surveys 2007

(b) ASSE and RPI

(i) To collect retail and market prices for calculating the Index of Retail prices for October, 2006 to September, 2007 inclusive.

(ii) To commence (allocate and distribute) the 2005 Annual Survey of Establishments.

(c) Agriculture Surveys

(i) To continue the enumeration of all the current surveys of 2006 into 2007 both in Trinidad and in Tobago.

(ii) Continue the data collection in Watercress, Paw Paw, Pineapples Christophene and Small Ruminants.

(iii) Continue the update of sampling frames for the preparation of samples in Poultry Production and Broiler Production.

(iv) Continued field investigation into Beekeepers , Aquaculture, Other Poultry (Ducks). Agriculture Census 2004 Food Crop Farmers Listings to be field-checked re the Rest ratification of the Area Frame.

(v) Handle all Ad-Hoc requests for data.

(d) Training

- (i) Access outstanding training for the field staff:
 - (a) Computer Basics (YTEPP as in San Fernando)
 - (b) Training in Supervision and Management in surveys
- (ii) Develop with the Statistical Training Officer and others a programme (**with Certification**) for the field staff with possible input of the U.S.A. Bureau of the Census.
- (iii) Attempt to conduct across the board appreciation on all (subject matter) surveys for all field staff towards succession planning in the field per se.

2.1.5 GEOGRAPHIC INFORMATION SECTION

- Prepare all selected EDs for the four quarter of the CSSP Labour Force survey 2007.
- The linking of the 2000 Population and Housing census and 2004 Agricultural Census to the administrative areas of Trinidad and Tobago i.e. Municipalities, Communities and Enumeration Districts in ARCVIEW GIS 9.
- To update all maps returned from the CSSP field section on transparencies.
- Continue with the update Topological Information of EDs in ACCESS database.
- Subdivide all new NHA housing development and private developments into EDs.
- Prepare Eastern Regional Health Authority maps (RHA) for the Ministry of Health Disaster Preparedness program.

2.6 COMPUTER DIVISION

Development Work

General

Some of the work to be done for the next year will include:

- To work along with Fijitsu ICL project unit to re-engineer the business operations in the CSO Computer Division.
- Changing the IT platforms from UNIX to Microsoft Operating Systems
- To design a electronic file system to channel and control the movement of electronic documents within the IT Division
- To ensure that all surveys that have DOS based data entry applications be migrated to CSPRO windows based data entry applications and also the implementation of the windows based data entry applications are done.
- To design and implement control systems to monitor the data entry processes in the data preparation section. To eradicate the continuous backlog of questionnaires to be keyed in.
- To ensure that members of staff are adequately trained to accomplish in an efficient and effective manner their tasks
- To ensure that systems are in place to efficiently and effectively respond to adhoc data requests.
- To ensure that there is a transfer as well as an expansion of knowledge in certain fields within the CSO Division.
- To ensure that persons within the organization has a fair opportunity for acting appointments.
- To ensure that systems are in place to monitor and address IT problems in the CSO division as well as the CSO department.
- To ensure that systems are put in place to objectively control the work progress.

Trade System

- Continued amendment of programs in the Trade System to handle the introduction of the most recent Commodity Master Reference Table (2002 Harmonized System Codes)

- Proceed with directives to be issued by the head of the Economic Statistics Division re: modification of existing methodology used in the creation of the Base Master Tables for the Average Unit Value Index System.
- Proceed with the migration of the Trade System to CSPro based processes

2000 Population and Housing Census Data

- Generation of the Internal and External Migration Tabulations for the 2000 Population and Housing Census for *publications* purposes. This will be done once the Senior Statistician responsible for the Migration Report approves the layout and content of the eighteen (18) tabulations that were forwarded to him during the second quarter of 2006
- Generation of the tabulations for the Institution Report. This will be done once the Senior Statistician submits a Tabulation Plan and required templates for the Institution Report

Primary Education

- Dos based Education Application to be converted to CSPro Data Dictionary and Data Entry Application will be completed during the next quarter.
- To develop Edit logic for the edit checks. Total computation of all records and the separations of Individual records type
- Generation of tabulations for the 2004/2005 academic year.

Travel System

- Resituate the "Travel Summaries" system
- Development of new reports in the CTO/MIST as required by stakeholders
- Fulfill some outstanding data requests
- Source a server for this system
- Transfer relevant files to the new server

Visitor Expenditure Survey

- Generate averages for the visitor expenditure survey system for the years 2005 and 2006

CSO Web Site Upgrade

- Content Management : Update and maintain the www.cso.gov.tt website
- Develop and upgrade of the website with Teleios Systems Ltd.
- Involve five (5) persons in the updating and maintaining of the www.cso.gov.tt website.

CSSP

- Transfer of all CSSP historical data from the Window 98 machine to the designated XP machine.
- Conduct Parallel Run Testing of the existing CSSP system resident on the Windows 98 machine with the CSSP system that was transferred to the XP machine.

E-Government Portal / Fast Forward

- Continue work with the Government Resource Team (GRT) to formalize documentation submitted
- Liaise with and submit information to the e-government resource team

Multiple Indicator Cluster Survey (Mics3)

- Data Processing, Data Cleaning and Editing
- Production of Preliminary Report

Vital Statistics

- Complete the batch edit programs for Births, deaths, Marriage, Divorce
- Processing of Births2003, Deaths2004, Marriages2004 and Divorces2004

Agriculture Broiler Survey

- Continuing processing tables/reports for period 106 for Trinidad and period 206 for Trinidad and Tobago
- Re-designing and editing the data entry application and batch edit program to facilitate additional functionality and improvements as requested by subject matter.
- Rewriting programs to produce the reports using Tabulation Application from CSPro which will be more efficient to the Access and Excel programs that are currently used.

Duck Survey

- Proceed with directives issued by the Senior Statistician for modification and clarification of the system
- User testing of the data entry application for the farmers duck register and the duck production
- Compilation of the tabulation plan. Currently awaiting from Mr. Roger Jugmohan a copy of the tabulation plan for both the register and the production survey.
- Introducing the codes, description for the Farming Constraints as per Section 8 of the Duck Questionnaire
- Inclusion of the Region codes, Community Codes and the Enumeration Districts for survey

Food Crop

Proceed to complete the data entry application and doing the integration testing of the application

Foreign Visitors

- Integration testing and the completion of the data entry application

KPLOG

- Proceed with User testing of the data entry application.
- Using Microsoft Access to prepare forms and reports from the log files CSPro.

Note

To successfully implement the Action Plan for the period October 2006 to September 2007 the following constraints must be addressed:

- Training: changing technology requires that the staff be exposed to the relevant training.
- Appropriate staffing: This will be necessary for the networking to be adequately maintained. The division will need Database Administration and Network Administration. The major functions of Database Administration are to arrange, secure, manage and maintain the data in the relational database environment. The major functions of network administration are to plan, direct and ensure efficient operations of the operating system and communication software in the network.

- Appropriate network/database infrastructure: New servers are required for the UNIX/SPARC platform as they have reached “end of life”. The Sun Server was in operable for varying time periods during the months of May and June. It was inoperable for most of July 2005. This adversely affected the work/productivity of the Programming and Operations Sections

Training Required

SECTION	TRAINING NEEDED
System and Programming	Informix SQL, 4GL UNIX, SPSS (Programming using the syntax within SPSS), Advanced VBA, Advanced Crystal Reports, Windows 2003 Server, SQL Server 2005, Visual Studio.NET, Redatam, Computer Repairs and Maintenance, Supervisory Management for Programmer II, Networking, Microsoft Database Administrator (MCDBA), Teleform, Teleios
Operations	Solaris System Administration, Informix SQL, UNIX, Supervisory Management for O/C
Composing Unit	Adobe, Pagemaker, Photoshop, Quark Xpress, Advanced EXCEL & Word
Illustration Unit	Adobe Photoshop, VISIO Professional, Microsoft EXCEL, Coral Draw
Data Entry	CSPro Data Entry Forms Module, Teleform Verifying of questionnaires