



ONC(ONC(SC))00/09

ONE NUMBER CENSUS STEERING COMMITTEE

One Number Census Management Issues Update

1. This paper contains issues associated with the management and development of the One Number Census (ONC) and Census Coverage Survey (CCS) including:
 - a) Risk Registers for the ONC and CCS; and
 - b) The latest timetable for the ONC project.

2. **The Steering Committee are asked to:**
 - a) **note the status of the risk registers; and**
 - b) **note the status of the ONC timetable; and**
 - c) **provide any comments at the meeting on the 9th February 2000, or in writing by 23rd February 2000.**

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One Number Census Management Issues Update

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1. Introduction

This paper is an update of ONS(ONC(SC))99/03 and covers issues associated with the management and development of the One Number Census (ONC) and Census Coverage Survey (CCS). It includes:

- The revised Risk Registers for the ONC and CCS; and
- The latest timetable for the ONC project.

2. Updated Risk Registers for the One Number Census and CCS

Introduction

The attached tables identify risks and issues associated with a) the development, b) the implementation of the One Number Census process and c) the Census Coverage Survey.

The risk registers have been updated since the last Steering Committee meeting to reflect progress that has been achieved in the interim (see summary tables below). In addition, the ONC risk registers have also been re-structured within Lotus Notes to ensure that they are consistent with other risk registers within Census, and the management structure of the project.

Assumptions/prerequisites

- Census day is 29th April 2001.
- The Census aims at a complete enumeration.
- Enumerators will be recruited in all areas.
- The Census is carried out successfully and a Census Coverage Survey (CCS) also takes place.
- The CCS takes place 3-4 weeks after Census day.
- Consultation will indicate that users require adjusted estimates to at least LAD level and will accept a delay in their publication.

Changes to the risk registers since the last meeting of the Steering Committee, 1st July 1999

ONC Development and testing risks

Risk	Progress/Changes since last Steering Committee
Management Issues	
1-6 Confidence in the ONC/ Consultation with Users	Paper reporting on ONC Workshops issues to Census Advisory Groups. Further consultation documents/activities planned once Dress Rehearsal evaluation complete and ONC methodology finalised.
7 Communication of ONC requirements to IS	IS personnel dedicated to ONC project working alongside ONC Team.
8-9 Overall ONC Methodology	This work on the methodology for Communal Establishments has been allocated to Emma Wright – strategy to be developed over next few months in consultation with Data Needs. Dress Rehearsal Evaluation Plan developed and approved by Project Board – ONC(PB)99/26
10 Timing of ONC delivery	ONC timetable further developed and extended to include associated key decisions from other Census projects. Consultation with other Census areas to ensure ONC timetable in line with overall downstream processing timetable.
Design Group & LAD Estimation	
15 ONC Estimation Methodology	LAD estimation techniques developed and tested – reported in ONS(ONC(SC))/00/03
QA of Estimates	
18-21 Quality of data sources	Risks relating to the quality of demographic estimates have been re-worded to reflect the particular issues of timeliness and availability of information relating to quality. Work is ongoing to produce plausibility bounds for both national estimates by age & sex and sub-national estimates. Risks relating to the quality and availability of administrative data have been transferred to Emma Wright.
22 Quality Assurance Methodology	A risk relating to the development and testing of ONC QA procedures has been added to the risk register. Work to develop these QA procedures is currently underway.

ONC Implementation risks

Risk	Progress/Changes since last Steering Committee
Management Issues	
25	
Confidence in ONC	QA and Contingency Strategy further developed – see paper ONS(ONC(SC))/00/04
27	
ONC Timetable	Liaison with other Census areas (see Development & Testing, Risk 10 above). Assessment of timing of ONC processes as part of evaluation of Dress Rehearsal.
Matching Census & CCS	
31-33	
Interface & timing of processing	Risk relating to availability of people & software re-worded to reflect particular issue of recruitment of staff with necessary technical skills.
Design Group & LAD	
Estimation	
35-37	
Quality of the estimation output.	LAD estimation techniques developed and tested – reported in ONS(ONC(SC))/00/04
38	
Timing of the estimation	Ongoing liaison with PVSD to ensure needs of DETR are met.
QA of Estimates	
41-43	
Evaluation of ONC estimates	QA and Contingency Strategy further developed – see paper ONS(ONC(SC))/00/03

CCS Risk Register

Risk	Progress/Changes since last Steering Committee
Risk 5	Lockheed Martin data still not useable for CCS Rehearsal evaluation as at 25.01.2000.
Risk 8	General Election – to reflect the fact that now the census order has been laid before parliament, the nature of the risk changes to that of possible clashes between election and Census/CCS activity.
Risk 9	New risk highlighting the concerns about possible extension of Census Fieldwork period for follow-up purposes.
Risk 10	Comment added to record the action being taken via focus groups to ascertain what attracts people to become Interviewers.
Risk 13	Updated to reflect the fact that Minimum Wage legislation is now in force.
Risk 14	CCS Training – comment added to reflect the initiative to train CCS Trainers via a structured NVQ route.
Risk 17	New risk added to highlight the risk of any possible delays in the development of the CCS TRACS.

3. Updated timetable for ONC

The ONC timetable has been revised since the last meeting of the ONC Project Board. Even so, the timetable still reflects the expectation that Census Rehearsal data would be available from November 24, and this is still not the case to date, This means that the timetable for the evaluation of the rehearsal data will need to be further amended once the data has been finally received.

The timetable has been extended in the light of work on the timetabling of downstream processing to include ONC activities after Census Day 2001. However, this timetable may have to be reviewed in the light of the rehearsal evaluation.

ONC Timetable, Milestones and Key Decisions

Note: Census Milestones are shown in **bold**
 Key Decisions for ONC are shown in CAPS
 Associated Key Decisions for other projects are shown in grey

Date	Action	Responsibility/ Resources	Notes
1999			
APRIL 25	CENSUS REHEARSAL DAY		
<u>May to June</u>	CCS Rehearsal Fieldwork		
June to July	Develop strategy for grouping LADs/UAs into Design Groups and undertake initial grouping of Design Groups	Lisa Buckner	
July to October	Agree ONC Rehearsal Evaluation Plan	Jennet Woolford Project Team	
	Use 1997 Census Test data to test interfaces between different aspects of ONC process and Census database	Jennet Woolford Owen Abbott Daniel Howell	
	Complete development of clerical and computer matching prototype system for Census Rehearsal (CR) as far as possible in advance of receipt of CR data	Jennet Woolford	
	Complete development of prototype estimation and imputation system for Census Rehearsal	Owen Abbott Daniel Howell	
December	AGREE DESIGN GROUPS FOR 2001	ONC Project Board	
2000			
JANUARY	CENSUS ORDER LAID BEFORE PARLIAMENT		
End January	Agree detailed questions, response categories and instructions for Census	Data Needs Team	

Date	Action	Responsibility/ Resources	Notes
Early February	<u>ONC Steering Committee Meeting:</u> AGREE 2001 METHODOLOGY AND CONTINGENCY ASSUMING MATCHING TO BE FEASIBLE (evaluation of the matching using Rehearsal data will not be completed at this time)	ONC Steering Committee	
February to April	Evaluate CCS sampling frame and sample selection procedure	Owen Abbott	The timing of these activities is to some extent dependent on the delivery of the Census Rehearsal (CR) data
<u>15 February</u>	Finalise public Census forms: both layout and content	Data Needs Team	
February to April	Evaluate Hard to Count Index	Owen Abbott	The timing of these activities depend on the delivery of the Census Rehearsal (CR) data
	Evaluate response to questions in CR	Jennet Woolford	
March to May	Undertake handmatch to calculate probability weights	Jennet Woolford	The timing of this activity depends on the delivery of the Census Rehearsal (CR) data
March to May	Produce pseudo population estimates for Census Rehearsal areas using population estimates and administrative records	Emma Wright	The timing of these activities is dependent on the delivery of administrative lists
	Compare estimates with demographic estimates and administrative records and evaluate quality assurance procedure	Emma Wright	
March	AGREE HARD TO COUNT INDEX, SAMPLING STRATEGY AND CONTENT OF CCS QUESTIONNAIRE FOR 2001	ONC Project Board	May have to be provisionally decided pending evaluation of Rehearsal data
	Implement LAD estimation procedure for CR areas	Owen Abbott	
<u>APRIL</u>	CENSUS REGULATIONS COME INTO EFFECT		
End April	ONC deliver sample area to CCS for Workload Planning simulation	Owen Abbott	

Date	Action	Responsibility/ Resources	Notes
<u>May to June</u>	Implement, check and refine matching algorithms.	Jennet Woolford	The timing of this activity is dependent on the processing of the CR data
<u>May</u>	Implement Design Group estimation program for CR areas	Owen Abbott	The timing of these activities is dependent on the processing of the CR data
May	Implement imputation for Census Rehearsal	Daniel Howell	The timing of this activity is dependent on the processing of the CR data, CR matching and CR Design Group and LAD estimation
May	DECISION ON HOW COMMUNALS WILL BE TREATED IN ONC/CCS	ONC Project Board	
June	Complete evaluation of CR ONC process	Project Team	The timing of this is dependent on the processing of the CR data
June	<u>ONC Steering Committee meeting</u> FINALISE OVERALL 2001 ONC METHODOLOGY (IN THE LIGHT OF THE EVALUATION OF MATCHING FEASIBILITY)	<u>ONCSC + UKCC</u>	
June	DECIDE ON THE CAPTURE OF NAMES AND/OR ADDRESSES IN 2001 CENSUS FOR USE IN THE ONC	Census Programme Board	
Mid June	AGREE LAYOUT OF CCS FORMS	ONC & CCS teams	
June 20	Specifications for 2001 Census and all Census public forms to be provided to Lockheed Martin	<u>Processing Team</u>	
End June	Finalise CCS public forms	CCS	<i>Contract date 31/10</i>
July to August	Select first stage of CCS sample (i.e. Enumeration Districts)	Owen Abbott	Feeds into CCS plans for Team Manager recruitment
July to December	Refine procedures and programmes for 2001 and test	ONC Project Team	Integrate with Census IS

Date	Action	Responsibility/ Resources	Notes
End August	Finalise plans for 2001 CCS	CCS Board	
Mid October	Select second stage of CCS sample (i.e. postcodes)	Owen Abbott	Feeds into CCS workload planning system
End December	<i>Provide ONS Geography with CCS sample to produce CCS maps</i>	Owen Abbott	
2001			
January to August	Final revision of ONC procedures and programs	Project Team	Integrate with Census IS
<u>APRIL 29</u>	CENSUS DAY		
23 May	Census Fieldwork Ends		
MAY 24 TO JUNE 17	CCS FIELDWORK		
1st August	First data due from LM	Lockheed Martin	
Mid August	Start matching Census and CCS data		Note: The overall Census downstream processing timetable has not yet been agreed and these dates are subject to change following evaluation of the Census Rehearsal
Early September	Start estimation of Design Group and Local Authority totals		
Mid September	Start quality assurance of Design Group and Local Authority estimates Start imputation of missing households and persons within households		
2002			
31 MARCH	COMPLETE DATA PROCESSING (CAPTURE & CODING)	Lockheed Martin	
Early May	Complete matching of Census and CCS data		Note: The overall Census downstream processing timetable has not yet been agreed and these dates are subject to change following evaluation of the Census Rehearsal
Early June	Complete estimation of Design Group and Local Authority totals		

Date	Action	Responsibility/ Resources	Notes
June to July	Complete quality assurance of Design Group and Local Authority estimates Quality assure national level estimates		
Mid August	Complete imputation of missing households and persons within households Provide PEU with final estimates by Local Authority, Gender and Single Year of Age to feed into SSA statistics for DETR		
31 AUG	PRODUCE SSA PRIORITY 1 STATISTICS		
2003			
31 MARCH	PRODUCE SSA PRIORITY 2 STATISTICS		
30 JUN	SUPPLY EUROSTAT WITH STATISTICAL TABLES		