

Minnesota Population Center

Counselor-Deputy Head Duties Order N38

Census: 2001 Armenia

National Statistical Service of the RA

The RA Census 2001.

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Council on 30.04.2001
Order N38

**The duties of the counselor-deputy head of marz agency of the NSS
RA and their district subdivisions who work for the census.**

Yerevan 2001

General Provisions

According to the RA government order N 78 adopted on 19.02. 2000, on 10-19 October 2001 a census will be held. According to the RA law article 6 "About Census" the administrative state body: the RA National statistics Service (NNS) is responsible for census material editing, preparation, preliminary works and census conducting, in marz the procedure is held by the NNS marz administrations and their area departments.

For the RA Census 2001 conducting and preliminary works implementation in marz and districts in the mentioned period of time in the RA NNS marz (districts) administrations (departments) on contract based conditions will be employed counselor-deputy head of marz Agency of the NSS RA and their district subdivisions who will work for census. The staff and contract signing will be held starting from May'1.

During their work activity the counselor-deputy head of marz agency of the NSS RA and their district subdivisions, who works for the census, will refer to "About Census" the RA law, the RA government appropriate decisions, orders and instructions adopted by the Administrative state council and the RA NSS Minister instructions. According to the RA law, article 13, the employees are responsible for the material privacy, which was obtained during the census, according which:

"About population any private information obtaining employee is prohibited to pass the content of the filled in census papers to any one. Census primary (private) information using form violation by the census employee will be punished according to the RA legislation adopted law."

The NSS RA counselor-deputy head of marz (district) agency (department) and their district subdivisions who works for the census are responsible for:

- a) The RA census 2001 material editing, preparation, preliminary works and census conducting in the mentioned period of time and its implementation.
- b) Population mass explanation work conducting.
- c) Population count totality and marz (district) census papers filling in quality and accuracy work conducting.

During their activity the counselor-deputy head of marz (district) agencies (departments) of the NSS RA are led by the RA 2001 census conducting and methodological general provisions and each activity arranging instructions and orders.

One of the main works of the preliminary activities of census is the making of lists of cities and large villages (5000 and more population), houses (buildings), rural areas rural localities and the same area other settlements list making. For conducting and supervising the very activity, the counselor-deputy head of marz (district) agency (department) of the NSS RA passes training (instruction) and is led according to the RA NSS marz administrations and their district subdivisions (houses (buildings)), lists and rural localities list making form orders and instructions.

In this session he must take part:

- in activity of division of listed localities of cities and large villages on scheme maps
- in set up of list makers, contracts signing, training (instruction) and to familiarize them with their area .
- in rural head staff secretaries training (instruction)
- in ever day checking activity of list makers
- in conducting houses (buildings) lists and rural localities and the same area other settlements list making, according to the RA National Statistics Service marz administration and their

district subdivisions : lists of houses (buildings) made for cities, rural areas rural localities and the same area other settlements list making instructions.

- in activity of making changes on scheme maps, which would be preformed by scheme maps lists makers.

In the next session, in June 2001, he must take part in training (instruction) held by the RA NSS, and in July to make the plan of conducting marz and locality census, based on the RA NSS marz Administration and its district subdivisions: about census 2001 conducting preparation plan making instructions.

The RA Census 2001 conducting preparation plan includes the following departments:

- census visitation (area division for census, instructions, counting areas).
- census staff demand
- training schedule and mass explanation works program.

According to census 2001 preliminary works, conducting and material editing works, starting from August the RA NSS marz Administration and their district subdivisions heads, counselor-deputy head of marz Agency of the NSS, who works for the census, census district head and their staff training (instructing) activity will be held, basing on the RA 2001 census conducting and about census lists filling in form. To conduct the instructors and interviewers trainings, instructions and information checking in the mentioned period of time.

The counselor-deputy head of marz (district) agency (department) of the RA NSS is obliged to supervise the following activities:

- to provide necessary papers for conducting census in census district subdivisions.
- census conducting (information obtaining)

On the first day of census he must visit marz (district) census areas; at the end of the day he is to make a meeting with the census district administration heads and to discuss the preparation works and first difficulties, which can occur during the census list filling in process. On census every day he must take information from census district administration heads about very census area preliminary works, census interviewers' visits and other information concerning census conducting activity.

After census, on October'20-25, he must interview the voting interviewers visiting activity.

After census conducting, the counselor-deputy head of marz Agency of the NSS RA together with district department head, takes the following information from the census district heads:

- interviewers bags with filled in lists, general notes, journals and very area scheme maps.
- supervisors general notes, journals and reports
- census district head and his secretary journals with their remarks and proposals concerning census preparation and conducting.
- census district general notes (form 8 and its appendix)
- all extra data: scheme maps, lists, papers which were not used during census, lists which were filled in wrong and other related data.

Together with census district head he carries out works concerning census district instruction lists and related materials.

On the date set by the RA NSS the above-mentioned materials should be passed to the RA NSS census administration, according to "About the RA 2001 census materials accepting form instructions"