REPORT ON POPULATION, HOUSEHOLDS AND HOUSING CENSUS IN KOSOVO 2011

November 2011
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Introduction

The report on population, households and housing census shows the progress of population process in order to enable more detailed accessibility for local and international institutions that have supported the population census.

The report includes the period from 2005-2011 up to the final stage of data entry into the database.

The report shows the flow of the process, including: organization, cooperation, coordination, difficulties, methodological terms, census' instruments, the budget, logistics, awareness campaign and other major implemented activities.

The final report on population, households and housing census, including quality report, will be prepared at the end of the project (December 2013).

This report contains: initial phase (initial preparations), the final phase of preparations, implementation in the field, collection phase, archiving, release of preliminary data, codification and data entry into the database.

The report is based on the documents such as: plans, strategies, reports, agreements, announcements, papers and basic documents. This report is based also on activities conducted by the: Central Census Commission, Municipal Census Commissions, SOK, Census Office, municipalities and other international organizations involved in the Census.

A special contribution to this report have provided also the reports prepared by municipalities and institutions that assisted and monitored the Census.
Population Census in Kosovo and its significance

Lack of population census has been a major weakness of statistical system in Kosovo, since the population and households census is unique instrument for providing a broad data profile.

At the level of smaller aggregates (groups), the Census is considered as a basic mean for promotion of the politics at local and regional level, and at national level it allows the action to a revolution and policy guidance, while at international level it is essential for monitoring of political and economical multilateral agreements and negotiations.

The census represents a significant element of statistical infrastructure itself, since its results enable extraction of proportional samples for each survey that is based on the households, as a basic unit.

Local institutions in Kosovo, including governmental and nongovernmental ones and international organizations and institutions lacked significantly statistical data, and this has been a major handicap in planning and strategies, since the last census in Kosovo has been conducted three decades ago (1981)

The Census and data extraction will enable conduction of many activities that otherwise could not have been initiated due to the lack of data on population and other socio-economic indicators in Kosovo- activities that will affect the acceleration of development of our country.

Population and household census data contains detailed informations, that are beneficial for everyone, because not only the institutions, organizations and businesses, but also the individuals who posses them will be able to develop analyses and researches based on the facts. Also the fact that we are among many contries that this year have conducted the census in their respective countries, enables us to be in the map of European censuses.

While the census has been conducted in compliance with European Standards, the census data represents the processes that had to be followed in order to join to European Union and other international organizations. Internationaly recognized census represents an important criteria for integration of Kosovo in EU.

Due to positive effect that will provide the census data and being fully available to anyone interested, the process also represents one of the major steps in statistical terms taken so far in Kosovo. The census represents the state of indicators in a certain time.
Legislation - Legal issues

Preparation of the necessary legislation has been more than needed for implementation of the census. In July 11, 2003 the Assembly of Kosovo adopted the Census Law no. 2003/16. This law paved roads for conduction of the census in Kosovo. Under this law and practices of other countries, official institution for conduction of census is Statistical Office of Kosovo.

Upon approval of this Law, at the end of 2004 began initial preparations for the census. The law in question, for the time when was adopted has been at the level, but it had also deficiencies which would have a significant impact on the population census. At the same time this Law has not been in harmony with international recommendations and criteria for 2010 Censuses. Also, the Law itself contained ambiguities that would be reflected later in the final data. Thus, Article 7, clause 2 of this Law states:

Quote: The Census includes residential population and all buildings within the territory of Kosovo used for housing, regardless of whether they are personal estate or real estate, in the state before 23 March 1989!

Under this Law were not clearly defined the census holders and also were not laid down certain activities necessary for the census (post enumeration survey, data confidentiality, harmonization of methodology, quality assessment, data transmission, etc.).

With the approval of the Regulation by the European Commission and the Council of Europe No. 763/2008 (9 June 2008) EU Member States, candidate countries and potential candidate countries for EU integration were obliged to respect and apply the methodology of this regulation for the round of the 2010 censuses. In this regulation are specified the definitions such as: population, dwellings, buildings, resident population etc.

Based on the need for revision of the Law and its compliance with EU legislation on population census, during the period 2009-2010 the previous law on the population census (no. 2003/16) has been modified with the support of Eurostat and other international organizations. On August 4, 2010 the Government of Kosovo approved the Law on Population Census, while in November 2010, the Assembly of Kosovo adopted this Law (no. 03/L-237), incorporating recommendations laid down in EU Regulation in question. Population census conducted in April 2011 has been based on this law.
The role of local institutions in census project

The Government and the Assembly of Kosovo

Under the Census Law (no. 2003/16), Article 6 specifies that, "Time (day, month and year) for conduction of the Census is defined by a special Decision that will be issued by the Assembly of Kosovo".

Based on the preparations carried out by Statistical Office of Kosovo in that period, where the estimates of Kosovo and international institutions were satisfactory in terms of professional preparations, the Assembly of Kosovo in a plenary session in June, 2007 had debated and discussed in order to set the date of the census.

Based on the circumstances of the time, the Assembly of Kosovo in this session had not taken the decision to set the date of the Census. The Government of Kosovo, on July 16, 2008, issued the Decision, proposing to the Kosovo Assembly that the census shall be conducted from March 31 up to April 15, 2009.

Based on the international recommendations for amendments on the Census Law and the time of implementation of the census that was inconsistent with regional countries and EU countries which had set 2011 as the year of censuses, the Assembly of Kosovo didn't address this decision.

Later on, in June 25, 2009 Kosovo's government proposes to the Assembly of Kosovo that the population census in Kosovo shall be conducted in April 2011, was in harmony with the censuses in the region and EU countries.

The Assembly of Kosovo approved the Census Law in November 2010, and within this Law has been set out also the starting date of the census (1 to 15 April 2011). Kosovo Census has been conducted in this period, i.e. from April 01 up to April 15, 2011 while in 7 municipalities it has been extended for four (4) additional days.

During the period of time June - December 2010 have been held extensive and important discussion at professional, technical and political level between representatives of Kosovo and representatives from Eurostat and other international organizations.

Political developments in the country in last quarter of 2010 (resignation of the President, election of the President and Parliamentary elections) added local and international opinions for postponement of the census, having regard to the political situation in Kosovo at that time.

However, Kosovo's government was interested the Census to be conducted at planned time and on November 25, 2010 representatives of Eurostat had made the assessment that Kosovo meets all criteria for a successful census.
The Central Census Commission (CCC)

Central Census Commission (CCC) is established based on the Census Law adopted in 2003, no. 2003/16. The CCC shall be selected by the Assembly of Kosovo. According to the Law, the CCC is the highest supervisory institution of the census. Central Census Commission has been selected by the Assembly of Kosovo on proposal of the Government. Central Census Commission is a body established specifically to guide and supervise preparation, organization and implementation of the census.

Under the Law have been appointed the CCC members representing institutions and have been specified the role and duties of this commission.

1. Adopt labor regulation for the CCC, to adopt questionnaires and census documentations proposed by the competent institution for official statistics, that are in the function of implementation of provisions of this law;

2. Directly supervise all phases of preparation and the progress of the census, and guide the competent authority for official statistics in regard with the information required by public authorities, scientific circles and civil society. Ensures work coordination between public authorities, scientific circles and civil society.

3. To appoint and approve members of Municipal Census Commissions proposed by respective municipalities as well as to set their duties and responsibilities.

With political changes occurred in the country (elections in 2007 and 2010) and various changes in Kosovo's institutions (staff turnover) there have been changes also in the CCC staff. In some cases this had led to delays in consolidation of this commission, resulting with postponement of some activities and tasks of this commission.

During the period, 2005 up to April 2011 the composition of members of the Commission has been changed on three occasions, while changes in the leadership of the CCC occurred in two cases.

After changes in the Government (2010) that included also the MPA, where the Chairman of the CCC came from this ministry, during the period May - November 2011, the CCC had not organized any working meeting.

After consolidation of the CCC (at the end of December 2010), by the mid of the second week of January 2011, the census forms have been approved.

In January 2011, the CCC had prepared a document based on new Census Law and best practices on censuses, suggesting to municipalities the establishment of Municipal Census Commissions.
At the end of January 2011, Municipal Census Commissions (MCCs) have been established in 34 municipalities of Kosovo (out of 37 municipalities in total). In January 2011 have been organized also two meetings with representatives of municipalities, where they have been informed with their duties and role in the census process.

The composition of new members of the MCC changed with the adoption of the new Census Law (Law no. 03/L-237). This change occurred at the end of March 2011 (one day prior the census) and surely new members had non appropriate approach in the population census process.

**Municipal Census Commissions (MCCs)**

Under the Census Law, Municipal Census Commissions (MCCs) had to be established at least 6 months prior the census, while they have been established at the end of January, i.e. with a delay of 3 months. Municipal Census Commissions (MCCs) have been composed of 9 members: the chairman, 6 other municipal representatives (directorates or sectors), one representative of NGO’s and one representative from competent institution for official statistics.

Commissions had these duties:
- To organize, conduct and implement the census project in their respective municipality (for more details refer to the Census Law)
- For each MCCs member have been set out duties and role in the process (coordination, logistics, outreach, administration etc). Not all municipal mayors have been the chairpersons of the MCCs, especially those of large municipalities, and this didn't appear to be an obstacle for carrying out activities in any municipality. A representatives from SOK has been part of the MCCs in order to provide needed coordination and assistance.

Almost all municipalities had established on time the members of the MCCs and SOK hadn't any information whether there were dissatisfactions in any municipality, since as it is known, not all key municipal officials were members of the MCCs. Also the recommendations made by the CCC for inclusion of communities in the MCCs have been respected.

Due to specific nature of the census process, the Census Office had established a support office to assist municipalities by providing them with various information for undertaking necessary steps in time. The coordination has been at satisfactory level and information have been sent through various formats such as: internet, mail, SOK's staff at MCCs and via phone. The MCCs followed the recommendations of the Census Office during the whole the time of implementation of the project. Support office has been functional also over regular daily working hours and during the weekends in order to send and receive various information in time and to monitor the process.

Communication between the Census Office and municipalities mostly has been carried out via e-mails (internet) and phone, while communication in written format has been applied only in specific occasions (Decisions and announcements) This type of communication has been effective with all municipalities in Kosovo.
Coordination between the MCC members has been at the level, since they had to work also during the weekends and over time, for almost two consecutive months. At certain phases their work load has been large (selecting the enumerators, controllers, attending the trainings, arranging the premisses, disseminating materials, field monitoring, collecting and delivering materials) and in all cases the MCC members have been engaged before and after the agreements.

**Statistical Office of Kosovo (SOK)**

Under Regulation 2011/14, SOK is responsible for general management of issues with regard to collection of statistical data, analyses, processing, dissemination and their archiving. The Law on Official Statistics has been adopted in November 2011.

In 2004, the Assembly of Kosovo issued the Census Law (no.2003/16) and an Annex on Census Law (2004/53), where have been laid down general provisions, the role and duties of engaged institutions and persons in the census.

*Article 11 of this Law* states: Citation: *For carrying out the census and as complete collection of data needed, SOK along with Census Office prepare the registers, questionnaires and other respective documentations for enumeration of individual identification data, dwellings, roads(addresses), settlements, households and individual entrepreners which on the enumeration day declares themself as selfemployed( in agriculture, industry, handicrafts or other public services) as well as their business capacity.*

At the end of 2005, The Assembly of Kosovo proposed the establishment of a Special Office within the Statistical Office of Kosovo dealing with the population census. For these purpose, in the budget for 2006 has been included a special budget appropriation dedicated only for the project in question (in order to facilitate administrative management, having regard that a considerable number of staff shall be engaged in the project, and in order to clarify the competences between two administrations: SOK's administration and Census Office administration.)

Such separation had its advantages and disadvantages within the project.

**Advantages** - appropriated funds should not be used for other activities; administration shall be separated since there was a need for an increased engagement on the activities that had to be carried out. Also, possible donors notified that the funds they will allocate to support the project, shall be in a special fund and they shall be used only for population census purposes. Furthermore, practices of other countries show that they have respective permanent census offices that deals only with the population census.

**Disadvantages** - at the beginning, SOK had doubts about process managing and whether this office is going to have needed capacities for a such process. However, the Census Office has been integral part of SOK, and in many important phases had recruited professionals from SOK. The Census Office for its performance had to report to the Executive Chief Officer of SOK.

**Census Office (CO)**

Based on the organization of the SOK since 2003, the Census Law (no.2003/16) and based on the document "Project-proposal on Population, households and housing Census in Kosovo", up to
2005 the Census Office had reinforced its capacities with additional staff including experts outside from SOK (since in 2005 SOK had conducted first pilot census).
Since 2006, the Head of the Census Office managed organizational terms, budget and the staff of the population census project.

The mission of the Office has been preparation of the working plan, drafting of the documentation and other necessary instruments for the census, drafting of the budget, implementation of some necessary phases for the census and general preparations for the census.

Up to the mid of 2006, the Office's staff composed has been composed of 4 persons. By mid of 2006 the number of the Office's staff had increased to 6 permanent staff members.

At certain phases (preparation of documentation, meetings, presentations and implementation of the pilot censuses) the staff number has been increased, based on activities carried out for the abovementioned activities.
Based on the dynamic of the process and increasement of the load of activities, has been prepared an organizational scheme for the period 2006-2010. This scheme has been prepared with support of technical assistance at that time.
By the mid of 2010 the organizational scheme has been reviewed relating to activities and the dynamic of the census, as well as the staff has been allocated in certain groups, and this scheme is still being implemented.

Within this reorganization, the organizational scheme has been adopted also by the Census Steering Committee members (including the Minister of the MPA)
After data collection from the field, IMO had required and recommended to have an organizational scheme for both centers: codification center and data entry center. This scheme has been approved in June, 2011.

Codification and Data Entry Center (June 2011)
The role of international institutions in census project

International Monitoring Operation (IMO)

After signing the agreement between Kosovo and international institutions (March 29, 2006), Kosovo vowed to conduct the census according to international and European standards, in order to have comparable data with other countries and also to have acknowledged data by international institutions.

Within this agreement have been specified the role and duties of international mission in census process.

The mission has been composed of two groups: managing group and steering group

1. **Managing group** - includes: European Council, European Commission, United Nations Economic Commission for Europe (UNECE) and the Statistical Division of the United Nations (UNSD). This group has been led by Eurostat. The role of the Managing Group Mission has been to monitor and assess whether Kosovo will meet-respect international standards on the round of censuses 2010. IMO Managing Group shall provide guidance and support at political level.

2. **Steering Group** - has been composed of six international experts in the field of statistics, demography and IT, through European Commission's agreement. The role and duties of this mission are: monitoring and suggesting tasks related to surveillance, monitoring and evaluation of all phases of the census, from the preparation stage up to the publication of final results. The group will also assess the criteria, methods by international standards, identify problems, evaluate their impact and, where appropriate, draw up recommendations for relevant authorities in Kosovo.

Steering Committee shall report on regular basis to the Managing Group on the progress of the project and shall prepare the final report that evaluates whether the census has been managed according to international standards.

**Field Monitoring** - during the period 1-22 April 2011, monitoring mission has been composed of 1-3 permanent members in the Central Office of SOK and closely monitored the process, where have been engaged 28 international observers.

At the same time they monitored two operations: General Census and Post Enumeration Survey (PES). All observers had a long census experience, or in their respective National Statistical Offices, National Demographic Institutes and most of them also had experience as International Observers in other censuses operations.

The Observers had access to various activities and at the same time contacted the population in areas where they were assigned. International observers covered also all municipalities (except...
three municipalities where the census didn't take place), where they monitored and visited a certain number of households. They kept contacts with various levels involved in this process, starting from the MCCs down to the enumerators.

In terms of logistics (equipments- vehicles, interpreters, etc.) the Mission has been organized at high level. SOK had supported the mission with necessary materials based on the request. According to SOK's evaluation and other staff involved in the process, international observers had shown cooperation and transparency during the census process.

**Technical Assistance (EUCEP)**

Statistical Office have had international Technical Assistance (Consortium of: ISTAT Italian National Institute of Statistics, INSTAT of Albania and in partnership with CIRPS-Sapienza University of Rome) from 2006 to mid 2008.

European Commission Liaison Office in Kosovo has already financed the second program of technical assistance for the census, called EUCEP 2011, (Consortium of: ISTAT Italian National Institute of Statistics, Sapienza University of Rome, ICON- Institute of Public Sector of Germany, and "Rrota" ("Wheel") local company specialized in communication). The project started on May 31, 2010 and shall last until November 2012, and it has been implemented taking regard to the scientific guidelines of the Italian National Institute of Statistics- Istat, as well as projects funded by EU, such as multi-beneficiary program managed by Eurostat.

**United Nations Office for Project Services (UNOPS)**

The role of this organization is to manage the Trust Fund according to the plan, by proposal of Census Office and Steering Committee's instructions.

UNOPS is responsibility to provide also census supporting activities (implementation of procurement processes for census needs, implementation of payments of the staff and direct payments for all staff involved in the field - supervisors, controllers, MCCs members, CCC members, enumerators).

UNOPS had taken also the role to organize the meetings with donors and for other service materials.

UNOPS is composed of the Trust Fund Manager, who deals with contributing agreements and funds management, including the Executive Secretariat of the Trust Fund (TF-ES) that directly provides goods and services and coordinates logistics in support to census activities, as well as provides to Steering Committee of the Trust Fund support with important information for decision-making. So, the main role of UNOPS in the process is in financial terms, logistics and procurement.
Budget Steering Committee

Kosovo Government signed the agreement (June 2010) with the European Commission on behalf of donors, for supporting the project with the budget funds. All donors are members of Budget Steering Committee. The role of the this committee is to: ensure the budget, monitor the process-budget, approve the payments and other important activities.

Few months prior the census and during the census, the meetings have been intensified (more than one meeting per month), where SOK informed-reported on the progress of the process, while UNOPS on logistics support, payment criteria, specifications and budget in general terms.

Main activities on population census

After adoption of the Census Law (in 2003 no.2003/16) began initial preparations of the census process. At the end of 2004 began preparations for implementation of the pilot census, that has been one of the key instruments to assess the capacities and also other difficulties during the general census. The first pilot census has been conducted at the end of 2005.

Pilot censuses

Depending on the needs and their purposes, various countries conduct 1-5 pilot censuses. Some countries apply separate testing of: methodology, forms, logistics, program, coverage, organization, awareness campaign etc.

SOK has carried out three pilot censuses in order to test numerous instruments and activities, including coverage in a single pilot census.

I. First pilot census - has been conducted without monitoring of international organizations. The census has been conducted during the period October 31 up to November 15, 2005. The census has been conducted in 6 (six) municipalities: Prizren, Gjilan, Kaçanik, Pristina, Novo Bërđë and Skenderaj. In total have been covered 48 Enumeration Areas (EAs) in Kosovo. The number of population covered has been around 20,610 residents and around 3,239 households. This pilot census has been assessed by international organizations as not being in compliance with international standards and as such it has been estimated as statistical training.

II. Second pilot census - has been monitored by international organizations. The census has been conducted from October 30 up to November 14, 2006, in three (3) municipalities; Kamenicë, Pejë and Shtërpçë, in total in 25 EAs. The number of population covered has been around 6,316 residents and around 1,971 households. The second pilot census has been analyzed in details.

III. Third pilot census - has been monitored by international organizations, but without technical assistance. The census has been conducted from October 27 up to November 10, 2008, in 6 Kosovo municipalities: Prizren, Manushë, Dragash, Lipjan, Prishtinë and Vushtrri, in total in 14 EAs. The number of population covered has been around 4,219 residents and around 755 households.
Preparation of documentation

In 2005, SOK had prepared a basic document called "The draft on population, households and housing census in Kosovo 2006". Referring to this document, SOK developed its activities and preparations on general census.

After the pilot census 2008, until December 2010 commenced intensive preparations of important documents and their final drafting has been drawn, as of: road maps (manual on activities), the budget, methodology, questionnaires, manuals, the plan for division of areas into smaller units called Enumeration Areas (for statistical needs), communication and awareness plan, the plan on: logistics, data processing (IT), trainings, job vacancies, staff selection, dissemination of materials, collection of materials, checking-coordination-monitoring, plan on drafting preliminary results, monitoring the process, trainings, staff, field visits, daily reporting, final reporting, dissemination of materials, collection of materials, archiving, codification plan, processing etc.

All these documents required significant engagement and energy. These documents had to be harmonized with other documents, since many activities were related to previous processes.

Road map on Kosovo population census

Having regard to the need for preparation of a document that shall be a guidance for development of census related activities, during the period March-June 2009, SOK with EUROSTAT assistance prepared a document called "Road map on population, households and housing census in Kosovo." The document has been assessed to be the basis for the census, acknowledged by the Government of Kosovo and representatives of international organizations that monitored the census. The document clearly reflects the need for the census, implementation of international standards on censuses, preparatory work, communication plan, awareness, interconnectivity of activities, legal issues, the budget, human resource capacities, trainings, logistics terms, international coordination, the timeline of implementation, responsibilities as well as those involved.

Census budget

Population, households and housing Census project is one of the biggest and most complex projects of a country. Typically, such projects require large financial cost. Due to its large cost, many countries (states) apply various census methodologies. In addition to methodology of data collection, a significant impact in the cost of the census, have also other factors such as: duration of the census in the field, type of the technological equipments, staff payments (preparations of the instruments, plans, format of training, awareness, number of the field staff, processing, codification, analyses, tabulation) and number of questions in the forms.

The cost of the census varies depending on the abovementioned factors and on the standard of a country. Having regard that the average cost for Balkan countries is around 5-8 € per capita, the cost of the census in Kosovo has been assessed to be 4.9 € per capita.
Table 1. The cost of the population census per capita, by states.

<table>
<thead>
<tr>
<th>State</th>
<th>The cost in € per capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>37</td>
</tr>
<tr>
<td>ITALY</td>
<td>10.5</td>
</tr>
<tr>
<td>GREECE</td>
<td>8.8</td>
</tr>
<tr>
<td>SERBIA</td>
<td>4.5</td>
</tr>
<tr>
<td>MACEDONIA</td>
<td>5.5</td>
</tr>
<tr>
<td>ALBANIA</td>
<td>4.9</td>
</tr>
<tr>
<td>BOSNIA</td>
<td>6.2</td>
</tr>
<tr>
<td>MONTENEGRO</td>
<td>4.9</td>
</tr>
<tr>
<td>KOSOVO</td>
<td>4.9</td>
</tr>
</tbody>
</table>

Funding of the Census project

The total cost of the project has been envisaged to be around 10.7 million €.
The Census project has been funded by the Government of Kosovo and the donors, and funds have been allocated in a trust fund that has been managed by UNOPS.
Kostoja totale e projektit ishte parashikuar te jete rreth 10.7 milion€.
In February 2010 took place a meeting between Ministry of Public Administration (MPA) and the donors in order to fund the project. The donors expressed their readiness to support the project.
At the end of August 2010, the Government of Kosovo allocated to the Trust Fund, 3.9 million €. At the end of 2010, the donors began to transfer their funds to support the census project.

Such support from donors enabled activities to be carried out on time and at the same time implementation of the project, where financial support has been vital for the census project, since some countries, including regional countries, had difficulties (the process has been postponed) on ensuring budget funds, therefore SOK expresses its gratitude and is grateful to the donors for their support.

Table 2. Donors that supported the census by the amount and percentage of participation

<table>
<thead>
<tr>
<th>Donors</th>
<th>In €</th>
<th>Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPA &amp; MEF (Government of Kosovo)</td>
<td>3,900,000</td>
<td>32.05</td>
</tr>
<tr>
<td>European Commission</td>
<td>2,500,000</td>
<td>20.54</td>
</tr>
<tr>
<td>SIDA (Sweden)</td>
<td>2,200,000</td>
<td>18.08</td>
</tr>
<tr>
<td>DFID (Great Britain)</td>
<td>1,180,000</td>
<td>9.7</td>
</tr>
<tr>
<td>SDC (Switzerland)</td>
<td>920,000</td>
<td>7.56</td>
</tr>
<tr>
<td>LUXEMBOURG</td>
<td>800,000</td>
<td>6.57</td>
</tr>
<tr>
<td>DENMARK</td>
<td>670,000</td>
<td>5.51</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12,170,000</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
**Payments:** the staff engaged in the project had consultant contracts for definite time, depending on the job position and their role in the census process. All payments have been executed under UNOPS regulations.

The payments for engaged staff in the project have been approved by the Budget Steering Committee.

In order to have fair share payments, depending on the size of the EAs and the work load, the contracts for enumerators have been divided in four (4) levels of payment with different basic payment.

This division has been more than necessary, because uniform payments didn't fit with the state in the field. Whether they were fixed basic salaries, they would have had significant impact in decreasing of the number of households visited in less than three, the minimal number of visits recommended to them.

For controllers and supervisors there have been also two(2) levels of payment. Despite few small delays, the payments have been executed in record time, if we compare them with regional countries.

**Methodology**

**Data collection instruments (the forms)**

Under the Census Law, SOK drafted the questionnaires and other accompanying instruments.

At the end of 2004 there were discussions whether Kosovo (SOK) has capacities to apply data collection from the field by laptops(PC) or other advanced forms(internet). Due to data security (confidentiality), experience and organizational terms it has been stressed that this collecting methodology is not applicable at this time in case of Kosovo.

Based on the best experiences and practices, Kosovo had decided to apply traditional methodology (classical) for data collection from the field, the methodology of using the forms during the visits of each household.

Various countries collect the data by the means of administrative forms (receiving administrative data from municipalities and other sources and comparing them with the basis and registers). Other economically developed countries, with advanced technology, use various methodologies such as: collecting data via internet, mail services by combining it with classical methodology of data collection for regions-areas that don't have internet or mail services.

**Duration of data collection** - in most of the countries, data collection in the field takes two(2) weeks, while various countries apply three(3) weeks (Albania), four(4) weeks (Croatia), other countries one (1) month or more. Based on division of the Enumeration Areas (the number of dwelling-houses in one EA) it has been envisaged that in Kosovo, two(2) weeks time would be sufficient for data collection in the field. Therefore, the census in Kosovo lasted from April 1 up to April 15 2011 (in 7 municipalities it has been extended for 4 additional days).

**Data processing** - in 2005 has been discussed also whether data entry in database is going to be done applying optical reading that has been assessed (at that time) not appropriate, based on the
complexity of the project. Therefore, data processing has been envisaged to be carried out by the means of data entry program (developing the application-program where data entry will be done manually).

**Forms and manuals** - used-applied in the field during the census have been prepared in four (4) languages: Albanian, Serbian, Turkish and English. During the census Kosovo had applied only one unique format of the forms - the extended format, while various countries apply various forms; shortened format for parts of the territory and extended format for other part.

The design of the forms has been assessed as one of the most advanced in the region. In order to facilitate the identification, each form has a particular color and identification code thereof.

The manuals contained detailed explanations with examples and various illustrations in order to give more possibilities to all those who have been liable to read and follow them.

By the means of the census in Kosovo have been collected three (3) key data units for: dwellings, households and for individuals.

**During the census have been used these types of forms:**

- R1 (dwellings questionnaire)
- R2 (households questionnaire)
- R3 (individual questionnaire)
- S1 (questionnaire for persons more than 12 months abroad Kosovo)
- BL -Building List- (the form that lists all buildings in an EA prior the census)
- C1 - questionnaire of collective dwellings
- C2 - questionnaire of collective houses

**Supplementary forms (lists)**

- DS1-(Daily summary form) - this form has been designed for daily summary report by enumerators and has been used for listing on daily basis of enumerated dwellings, houses and persons and has been designed to facilitate enumerators' reporting to SOK)

- RS1 (enumerators' summary list) has been used as enumerators' working diary during the census, by filling a row for each enumerated household and it has been designated to serve as a facilitation for overall control of the enumerators' work performance
- RS2- Controllers' Summary list
- RS3- Supervisors' Summary list
- RS4- Data summary list at municipal level

**Manuals**

- Manual for enumerators
- Manual for controllers
- Manual for supervisors
Also, apart of documentations on the training of MCC members, SOK had prepared a manual on the role and duties of the MCC's members.

**Drafting of the questionnaires** - due to the lack of basic data on various indicators (basic enumerations and due to the lack of databases) many institutions, agencies, ministries, organizations, NGOs, communities requested many questions to be included in the forms. On permanent insistence of these institutions, the census questionnaire has been assessed (by local and international experts) to be overloaded with too many questions, in particular in social, economical and agricultural areas.

First draft form has been prepared in 2005, and it contained basic questions on general census. The application has been prepared in Excell and questions have been drafted based on previous censuses that Kosovo had carried out. During this census weren't followed international criterias for a comparable census with other countries.

After the agreement signed between Kosovo and EU institutions (EUROSTAT) in 2006, Kosovo vowed to implement international criteria and standards on censuses, in order the census in Kosovo to be comparable with other countries and internationally acknowledged.

According to these standards, the states are liable to incorporate in their questionnaires the essential questions, while non-essential questions shall be approximated with international standards.

Main distinction between previous censuses and recent recommendations was the change of the concept on resident population (the population residing or plans to reside in one place more than 12 months has been counted as resident population) and non-resident population (the population that have left the country for more than 12 months shall not be counted as the population of that country).

Applying such concept (division of the population into resident and non-resident) for Kosovo was a novelty, and consequently this concept caused reactions of SOK's staff that has been dealing with preparation of the forms, jeopardizing also further cooperation and implemention of these recommendations. With permanent insistence and SOK’s proposal to be included in the census also the population who had lived abroad for more than 12 months, a compromise with International Monitoring Mission has been achieved, and it envisaged drafting of a shortened form-supplementary form where shall be collected the data on persons who have been living abroad of Kosovo for more than 12 months, this form has been applied during the population census.

Prior to finalization of the questionnaire (September 2010), over the period 2008-2010, SOK organized eight (8) debates with citizens and institutions with regard to the content of the questionnaire, where four (4) of them took place in Pristina (June 2009, September 2009, May 2010, June 2010).

In March 2011, shortly before the start of the census (when materials have been already printed) there have been some reactions from: Ombudsperson, Protestant religious community, Academy of Science and a part of the Opposition for changes in the forms. These proposals came to late, because the changes would have had direct impact on postponement of the census and on loss of
considerable funds, and at the same time they were not in harmony with international criteria and standards, and moreover they were not in compliance with the Census Law.

The reaction time as well as their proposals, according to SOK’s assessment were more related with the interests of their respective institutions they represented, rather than with the need and reasonability that has been given by the persons or individuals. However, these proposals (reactions) brought not a good image for the process.

The only institution that had requested (request in written) adding of one question (question no.6) in dwelling questionnaire (R1) with five (5) modalities, has been Water Agency and it happened in September 2010 (when the final draft has already been drawn by SOK and approved by IMO), but although this proposal came late, with certain difficulties it has been included in the form. Every review-modification of the questionnaire (after September 2010) implicated the change of all census forms, including design of the forms, manuals, program and their translation.

During the period September-December 2010, SOK was at a crucial stage of the census project “Finalization of the questionnaires and manuals” that was one of the key challenges of the process, since they had to be drawn and monitored closely, translated into 3 languages (Serbian, Turkish and English), they had to have unique designing and format, to be printed and packed. All these activities had to be finalized in due time and without professional and technical flaws. Any possible postponement might cause prolongation of the census. If we add to this also numerous meetings with local and international institutions and drafting, finalization and testing of many activities, this period is assessed as crucial for the population census.

SOK managed to finalize the questionnaires (application where have been prepared the forms-Visual basic) and other accompanying instruments in the field, at the end of November 2010, and they have been approved later on by CCC (in January 2011.)

Cartography & GIS

Due to the lack of administrative data, preliminary registers and of the address system, the division of the area for an enumerator has been one of the challenges and difficulties of the census process. The areas (for the census needs have been called Enumeration Areas-EAs) have been set and divided based on duration of the census in the field (two weeks), where one EA had to be covered by one enumerator. Division of EAs has been made in the frame of cadastral boundaries of the settlements.

During their drafting, the EAs have been divided into: Urban EAs that had 80-120 households (where the distribution of households was dense), rural 40-60 households (where distribution of households was aggregated) and hilly-mountain EAs that had up to 40 households (distribution of the households was spread). This division has been made in order to cover and clearly define an area for an enumerator for a period of two weeks, i.e. duration time of the census field work. Based on the type of spatial proliferation of the settlements, the data from cartography enabled also setting of the number of enumerators, controllers and supervisors for a particular area and the data from cartography helped a lot in other census logistics terms.
In 2005, SOK used the maps made by the Cadastral Agency of Kosovo (orthophoto of 2003) by doing orthophotos, codification of the buildings and division of the enumeration areas. Also for census needs has been carried out the description of agenda for all EAs in whole Kosovo territory. After Decision of the Government of Kosovo (July 16 2008) where were proposed to the Assembly that the census in Kosovo shall be carried out in April 2009, SOK began intensive preparations. One of the basic activities has been update of the maps, since during the period 2003-2008 significant changes occurred in the field. So, at the end of 2008 have been taken satellite images, and the maps have been updated. These images enabled to SOK to have access in changes that had occurred in the field.

Due to circumstances of the time, the census has been postponed for 2011. Changes in the filed were visible (construction of new buildings, movements of population towards urban centers and city peripheries). Cartography sector and GIS, with the IMO recommendations considered updating of the maps as necessary.

In September 2010 new satellite images for urban and surrounding settlements have been made and they covered 68% of Kosovo's territory.

In order to have more preliminary data on the census (due to lack of administrative data) SOK updated and covered all Enumeration Areas, receiving some preliminary data.

Data updating included: the number of households, number of households' members, buildings, dwelled buildings, empty buildings, and it has been carried out by visiting households door-to-door.

Changes in territorial terms (new municipalities) had impact in reviewing and new division of the EAs at municipal level. At the end of 2008 satellite images have been taken and maps have been updated. During this activity, has been carried out also the project for updating of EAs by collecting preliminary data for some indicators on households and individuals.

Updated data provided information on heads of households, number of household members, population by ethnicity, population within an EA by the language spoken, code of all buildings, dwelling buildings, number of floors, identification of new buildings, number of entries etc.

These data are important since they give a basis on population, distribution of municipalities in settlements. These data facilitate staff selection and dissemination of materials based on ethnicity living in that area.

Data from this update showed real state in the field, and comparing with the data from the Census 2011, the data from the update carried out in 2009 complies almost around 99% with these data.

Later on, EAs have been divided again, merged, coded and described again. Based on the recent data, Kosovo territory has been divided into 4,643 EAs.

The achievements of cartography have been assessed also by EU's geostatistians, and officially SOK's "Cartography & GIS" sector joined to European Geostatistics as a new member with equal rights. With such rights, regional countries haven't joined yet.
Awareness campaign

In order to inform the population on the census project, awareness campaign had used all possible forms of communication and outreach (TV, radio, posters, billboards, brochures, leaflets, debates, interviews, articles etc)

SOK also prepared a working group that would be dealing exclusively with awareness campaign. During the field campaign awareness group discussed, visited Kosovo municipalities, including a great number of rural settlements. Local bodies had given a great contribution to awareness campaign (Municipal Census Commissions, NGO's etc,) to convey the information to each citizens of Kosovo in order to encourage them to participation in the census.

The aim of awareness campaign has been one of strategic points where citizens would receive due information on the census process. Being informed on methodology applied, content of the questionnaires, participation in the census, protection of confidentiality they will be informed also about the benefits they would have from the census.

Awareness campaign has been divided in three phases:

**First phase** - had slow dynamic and has been carried out during the period September-December 2010. This phase was characterized with meetings, workshops and some TV debates. During this phase has been prepared also basic documentation on awareness campaign that contained the form and mode of awareness campaign.

**Second phase** - included the period January-March 2011. During this period have been finalized necessary instruments for awareness and have been appointed various groups that would haven been the holders of awareness campaign. Also during this phase have been disseminated awareness materials.

**Third phase** - included the period March-May 2011. During this period have been organized various TV debates, interviews, articles, meetings to aware the population to participate in the census.

During the awareness campaign a staff group from SOK and external associates who have been involved in awareness campaign have been focused in close communication with the citizens by carrying out over 80 meetings in various centers of Kosovo. In these meetings the citizens have been informed about the census process.

For implementation of the awareness campaign has been contracted a private operator that has been assigned to prepare awareness campaign, campaign facilities, format, content of the articles' texts and logos, prepare audio and video spots, design, print and disseminate awareness campaign materials with the approval of awareness group of SOK and the donors.

Economic operator contracted a bus (with the logos of the census) and they visited 90 settlements informing people about the timeframe of the census and some other basic information. During this bus tour they also delivered various gifts (t-shirts, balls, key-rings, brochures etc,) with identifying
In this project have been involved local and international celebrities (mainly from the area of acting, music, writings and sports) called "the ambassadors of good will."

In order to deliver information to all communities have been engaged 13 NGOs mainly from municipalities. They represented six ethnic communities and seven mixed communities. Their main duty has been to inform citizens about the census and organize debates about the census project.

Internet has been part of awareness campaign. Web site REKOS 2011 has been in scope of SOK's website (special link) where were displayed basic informations about the methodology and also were published answers on some key questions, providing this way additional information.

SOK had prepared, in paper format, basic information on population census for all households and delivered them to all households. These information have been delivered by enumerators during the process of first visits.

**Information Technology (IT)**

A valuable contribution IT had given during the preparation period by harmonizing and recommending necessary steps to be undertaken for data modification and processing. In order to monitor the phases and quality, IT had developed some applications, by building the infrastructure and the database. After installment of equipments and network stretch, the data processing center was ready for data processing (March 2011.)

The census data will be processed in application built exclusively for census project. Database was built in MySQL server, while application was built in CsProx.

The program itself includes the data storage level (reliability), physical safety (back-up) including checking and monitoring systems. Also, during awareness campaign (after release of the census website), IT gave a valuable contribution by uploading many various articles and topics. IT supported GIS to label the boxes, develop application for Codifiers and prepare preliminary results, as well to establish the structure of the Archive. IT has been involved in selection of hardware and software equipments.

IT has been focused also on: training of operators, controllers and verifiers, initiation of material capturing, development of APS applications, database for comparison between APS and capturing, editing, tabulation, analyses and dissemination of the data.

**Logistics**

Lack of working space for engaged staff in the census made difficult implementation of activities. At the beginning of May 2010 the Census Office (CO) had requested from MPA to find a working space where the staff would be systematized, including the Census Office and UNOPS's staff, since many activities could not be carried out due to lack of working space. Until September 2010, when was ensured needed working space, particular difficulties have been present in intensive communication between CO's and UNOPS's staff, since UNOPS staff has been

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1 Post Enumeration Survey
located in a distance of several kilometers away from SOK's building, while the needs for daily discussions were more than necessary. Although there were delays, placement of the staff engaged in the census, in a single place facilitated the work, since the coordination between the CO and UNOPS's staff was at the level.

Working space met necessary the conditions for all project phases (including staff and materials systematisation, up to codification and data processing.) Main challenge was familiarization with UNOPS regulations and procedures that in some cases caused difficulties for the CO staff.

During the period January-March 2011 the equipments have been purchased and disseminated. Sorting, classification and quantity of material(field material) has been designed based on the data provided by cartography, while packing initially has been proposed to be carried out by respective municipalities, but due to lack of data and time, SOK had decided to do the dissemination of materials at EAs level, from a single center (building of counting center). Sorting and classification of necessary materials at a level of a single(1) EA have been carried out within 18 days. Thus, the census materials ( questionnaires, manuals, maps, notebooks, identification means etc) have been prepared by SOK (in Pristina) and delivered to MCCs as "full census package", at the level of EAs.

This was a challenge itself, based on short time and lack of accurate data on population at EAs level.

On March 18, 2011 had started disemination of material in municipalities. For this purpose has been contracted a private company, that has been supervised by the CO, while the dissemination plan has been prepared by the CO. The material has been disseminated and stored, in most of the cases, in municipal premises, while some municipalities, due to lack of their own premises, had rented them. Materials have been disseminated to all municipalities up to March 27, 2011.

Not in all cases, necessary material has been disseminated according to ethnic composition of the population and quantity in that municipality (lack of data from previous censuses and other basis). For this purpose, a support group was available to the CO, and on the request of municipalities for additional materials, the materials have been delivered to them within a period less than 24 hours.

On the starting date of the census, necessary material for field work has been disseminated to all staff and municipalities.

The return and collection of materials from the field(municipalities) have been done in cooperation with the Ministry of Internal Affairs(MIA), that has provided the escort for transportation of materials. The materials from the field have been collected during the period April 24 up to May 10 2011. Materials have been received-delivered via receive-deliver documentation. The materials, initially have been archived and later on, during the period May 16 up to June 10, 2011, the materials have been counted, verified and checked. Preliminary data entry in the program(RS1) has been carried out after data counting that has been done during the period June 10- June 20, 2011. Preliminary data extracted from the processing have been compared with preliminary data prepared by municipalities.
The staff, organization and supervision of the process

In order of functioning, supporting and monitoring the census process, the Census Office (CO) had an organizing structured as follows:

Managing group of the project included: the manager of the project, deputy managers of the project along with the heads of working groups and other experts. Their main role and duty have been to prepare and finalize key documents, give suggestions, take decisions and monitor the process. The group has been composed of 10-14 persons (depending on the phases and activities). In some cases the managers have been the holders of other activities. This group has been selected by the Chief Executive Officer with the support of MPA.

Support group has been composed of persons who have been appointed in certain working groups (methodology, cartography, logistics, IT, administration, designing, translation, proofreading, awareness etc.) Depending on the dynamic and the volume of activities of the process, in certain phases the staff number has been increased or decreased. Their main role and duty have been to support finalization of the documents and activities related to their respective area. The support group has been selected by SOK and Census Office.

Instructors' group has been composed of 22 instructors, who mainly have been SOK's staff. Their main role and duty have been to organize and hold trainings, support and monitor field work (monitor: working conditions in the field, dissemination-collection of materials, field coverage, data quality etc.) support the staff in municipalities, field staff, as well as to suggest necessary measures in the process. Instructors also have been part of monitoring and daily reporting on the progress of the project in those municipalities or regions. This group has been selected by the Census Office.

Supervisors- the supervisors' role in the census has been to: train controllers, support controllers during the trainings, as well to organize the work in their areas. They had an important role in giving suggestions and recommendations received from the highest levels, since they have been the contact points down to controllers and subsequently to enumerators. Their role has been also to monitor and observe the process by giving suggestions in coordination with Central Census Office as well as the MCCs. A supervisor has been in charge to supervise the work of 6-9 controllers. The supervisors gave proposals for allocation of controllers (along with the MCCs), coverage, data quality and assisted in dissemination-collection of materials. They have been selected by the Census Office.

Controllers- had an important role in the census, since they have been the main link between enumerators, supervisors and municipal commissions. Their main role has been to train enumerators, support them during the census process and they have been the main in charge for coverage of defined areas as well as for data quality. Their main duty has been to ensure the coverage of whole territory, to include all persons, households and housings within enumeration area of each enumerator under their authority. Usually, a controller supervised 5-8 enumerators, or more or less in some specific cases. They have been selected by municipalities in cooperation with SOK.

Enumerators- have been the first link between census staff and population. Enumerators have collected data directly from households' members in enumeration areas, where they have been
assigned. Each enumerator has been assigned in one enumeration area. In an EA with mixed communities, have been assigned more than one enumerator (i.e. has been assigned an enumerator who spoke the language of respective community.) Enumerators have been selected by municipalities.

In order to have a better communication of a certain groups an amount of credit for cell phone has been delivered to them.

**Training**

The training module has been of a specific importance, since the performance of the field work and quality of data collection in line with the concepts of census process, depended on good quality of training process. The trainings have been selected according to the "cascade" form, i.e. top-down, that resulted to be necessary for training process.

**Trainings for key instructors** - the first trainings have been held for state instructors, and they have been developed in two phases. The trainings for instructors have been held for 3 days, at the beginning of February, and later on, 4 days at mid of February.

**Trainings for Municipal Census Commissions (MCCs)** - have been held in 9 training centers (across the regions) during the period 01-03 February 2011. The trainings have been held in Albanian and Serbian languages.

**Trainings for supervisors** - have been held during the period 07-11 March 2011. The trainings took place in Pristina in 4 training centers. The trainings have been held by state instructors.

**Trainings for controllers** - have been held during the period 14-18 March 2011. The trainings for controllers took place in 30 training centers (usually in municipalities)

**Trainings for enumerators** - have been held during the period 21-25 March 2011. The time between the course of the trainings and the start of the census in the field indicated to be necessary, since during this period of time, enumerators in coordination with controllers, supervisors and MCC members have been familiarized with their enumeration area. The training of enumerators took place in respective municipalities. The trainings have been held in total in 161 training centers (classrooms). The trainings for enumerators, usually have been held in school buildings, while a part of them took place in other municipal premises. All training centers, including training centers for enumerators have been equipped with projectors and other equipments.

**Training materials**

Training agenda has been unique at country level. It has been prepared in details for each training level in the Census process.

Training materials for each level have been prepared in Power Point and for each topic/item have been carried out presentations with slides.

Training language - training materials such as: agenda, slides, questionnaires and any other census material have been prepared in three languages: Albanian, Serbian and Turkish.
The trainings have been held also in three languages: Albanian, Serbian and Turkish in localities with Turkish ethnicity.

**Trainings' duration**

In general, trainings have been held for a period of 5 days, for each level, except the training for Municipal Commissions that has been a three days training. Duration of the trainings has been assessed by enumerators, controllers, supervisors as well as the MCC as being sufficient. Before preparation of the training plan (some countries practiced to have three days trainings), based on the volume of material and methodology, three(3) days for trainings( for enumerators, controllers and supervisors.) have been assessed as being non sufficient. Therefore, SOK proposed 5 days trainings. Duration of the pilot census trainings has been 3-5 days.

**Data collection in the field**

As planned, the Census had started in due time in April 01, 2011. Around 6,000 people had started field work. Almost all staff has been equiped with identification cards (with photo and sealed by their respective municipal authority). They have been equipped also with other identification requisites such as: vests, bags and other documents that had clearly distinctive logos, in order to be easily identified by the citizens that they were enumerators. Based on daily reports almost all enumerators had carried identification logos( with few exceptions.) Local and mainstream media supported the census, where besides central news they broadcasted also special shows.

The dynamic of the project performance has been constantly monitored by SOK (reports have been received from municipalities, as well as from SOK's staff- supervisors and coordinators.) Apart from Serbian community ( in some locations), other communities have had an excellent cooperation with enumerators and other staff. In such major projects there is always possibility to appear various negative cases, but SOK evidenced no case that would have had negative impact across this process.

Based on experiences of other countries and SOK's recommendations, since the beginning have been engaged approximately 10% of reserve staff of enumerators, controllers and supervisors.

Nearly all households have been informed about the Census, through letters that SOK sent to all households in 34 municipalities covered by the Census. The enumerators distributed the letters during the process they followed for drafting of the Building Lists. During their field work, enumerators have been easily identified, because they were wearing special t-shirts or vests and were carrying bags with highly visible census logos on them. During the census process around 14 enumerators and 4 controllers have been changed-replaced due to failure to perform their duties as they were recommended.

**Fieldwork monitoring -reporting**

During various phases, the CO had prepared the formats of daily, weekly, monthly and quarterly reporting. Daily reporting has been among most necessary and important reportings. All working groups used to reported on the progress of their work in group, including weekly activities, while a week before and a week after the census, reporting has been in daily basis.
For this purpose, the CO had prepared the daily reporting form, the reporting that aimed at monitoring of the process in the field, in order the necessary steps to be taken in due time. Daily reporting has been prepared according to a scheme that has been indicated to be successful, because every day SOK had prepared relevant information about the progress of the project in the field.

In this reporting have been included all necessary levels of reporting. The CO had prepared a document and sent it in advance to the MCCs, supervisors, controllers and enumerators regarding the time and the form of daily reporting. Each staff level was responsible for its respective reporting level. Thus, enumerators (after the first day of census) reported on daily basis to controllers, controllers reported to supervisors and supervisors reported to MCCs. The MCCs reported to the CO on daily basis (17-19.00). The aim of reporting was EAs' coverage monitoring and having necessary information in case of the need for additional interventions.

Another daily reporting source have been the meetings of managerial staff (Central Census Office) with instructors, organized in regular basis. These meetings took place every working day morning, starting at 19:00-21:00. The reporting included reporting in written and elaboration of the process in the areas supervised by instructors. In these meetings managerial level used to take decisions and give suggestions on further steps.

Another very important factor for perfection of their work (enumerators) have been regular meetings that enumerators held with their controllers, usually every morning. They considered that this way of communication had a positive impact on the quality and uniformity of field work.

**Post Enumeration Survey (PES)**

The population census is not perfect and errors can occur. They might occur in all phases of Census operation. Most errors in the Census results have been classified into two broad categories - coverage errors that emerge due to omissions or duplication of persons or housing units in Census counting, and content errors that emerge from inaccurate reporting or identifying characteristics of individuals, households and housing units in the Census. The Census Law adopted in Kosovo includes implementation of Post-Enumeration Survey (PES) immediately after the Census counting, for a period of one week and in a sample of 0.5% of the population.

**PES' main objectives**

An important instrument to assess the quality of the Census coverage is Post-Enumeration Survey (PES) that addresses three main issues:

- Are all people, who are part of the population scheduled to be enumerated, been counted?
- Are only people who are part of the population scheduled to be enumerated, been counted?
- Is the reported address of each person enumerated, the correct enumeration address?

Answers to the questionnaires will allow assessment of coverage of population registration, eg to assess the lower coverage and higher in Kosovo, as a whole, and in each region. And, also to assess the quality of selected characteristics, collected in the CEensus.

PES in Kosovo has specific objectives:
To assess quantitatively the accuracy of the Census data collected in terms of coverage and substantial errors at national, regional and urban/rural areas, with particular emphasis on the coverage of ethnic minorities;

- To provide quantitative information, necessary for determination of the success of the Population and Housing Census in Kosovo 2011, and increase its reliability;
- Provide, if necessary, specific statistical basis for adjusting demographic estimates;
- Provide information on possible sources and causes of errors;
- To serve as the basis for documenting the lessons learned to implement on preparations of future censuses

PES methodology

Institutional organization (PES staff independence)

The organizational structure includes: Management located at SOK, regular and reserve supervisors to cover seven regions and interviewers allocated in seven regions in Kosovo (two interviewers for each EA, ethnically mixed EAs may require more interviewers as appropriate).

There are several staff levels involved in PES field operation. Following two levels are located in the field:

Interviewers - each interviewer is responsible for an EA. Interviewer is a person who interacts more closely with the public and gathers PES data for all buildings, dwelling units and individuals in a particular Census Enumeration Area. Strict following of particular guidelines by him/her is very important for the success of PES.

Supervisors - the supervisor is responsible for managing 2-3 interviewers. Supervisor works very closely with them. The role of supervisors is to help interviewers to perform their work efficiently, to assist them in case of difficulties, to undertake certain checks in order to ensure that their work is accurate; support administration and logistics. He/she is a person who reports to the Manager of the PES team. The role of supervisors is to facilitate the correction of deficiencies and to maintain satisfactory progress during the census period. The supervision process will also help to ensure coordination between the Statistical Agency and field operations.

Manager of the field work operations - is responsible for managing all field work during the PES operation. Supervisors report to him/her. Since in Kosovo, ethnic division between two main ethnic communities is quite high, PES had two managers in the field, one for each major ethnic group. Interviewers took part in training organized in two main languages, based on their preferences.

Preliminary results

Based on the Census Law, SOK has presented preliminary data on June 29, 2011. In publication of preliminary data, SOK has included the data on indicators specified in the Census Law. The data have been published on SOK’s official website, in electronic format and in printed format.
Codification, data entry, analysis, tabulation, data dissemination

At the end of June 2011, SOK- CO with technical assistance support prepared draft-guideline for codification and data entry centers. In this guideline were specified the role, duties and responsibilities of staff engaged in these two centers, as well as data storage and confidentiality. In addition, organizational and operational schemes have been prepared. The staff engaged in codification and data entry has been almost the same staff engaged earlier in previous census stages.

Codification - codification of questionnaires has been envisaged as well to be carried out during the Population and Housing Census in Kosovo. This codification enables possession of reliable data related to the level of education, economic activity and different occupations. Codification began in mid of June 2011 and will run almost parallel with the duration of data processing. Codification of the questionnaires on education, economic activity and occupation levels will be carried out based on the list of the codes that have been received from Department of Economic and Social Statistics. All lists are in electronic and written format.

For manual codification of the material has been selected a group that will be working in two (2) shifts. It has been envisaged to have a supervisor for each activity included in coding, i.e. for ISCO, NACE rev 1.1 and ISCED.

Types of nomenclatures that are being used for codification:
- ISCED (education level) - coding shall be done manually
- NACE Rev 1 (economic activities), maximum 4 digits. Coding shall be done manually.
- ISCO 1988 (occupations) - maximum 4 digits. Coding shall be done manually.

Data entry

The data processing (data entry in the database) has been carried out manually, i.e. each questionnaire will be entered separately in the database. Data processing has started on the first week of August 2011 and is expected to last until the end of 2011. In order to minimize the omissions and to monitor the process have been also engaged supervisors and controllers. Data processing has been organized in two shifts. Data entry staff has attended necessary three-days trainings.

Tabulation plan

SOK has prepared tabulation plan. In coming months it will have consultations and discussions with data users. The tables of the lowest level will include the data at settlements’ level. Data tabulation will be carried out for the needs of Kosovo, while for international institutions they will be comparable. Publication of the main publications will start during the second half of 2012, while the last publications will be released up to the end of 2013. Transmission of the final data to EUROSTAT for their comparability with other countries is planned to be carried in the first half of 2014.
Analysis

After data entry, a certain time will be needed (January-May 2011), where SOK will need to focus on cleaning of the database, inputation, validation, analysis, and later on their transfer on the tables. Final analysis shall be ready for tabulation by mid of 2012.

Data dissemination

First final publications are planned to be ready by the end of September 2012. The data will be disseminated in various forms such as: in printed form, electronic (through SOK's website), CDs and other dissemination forms.

Data quality-coverage

Based on reports that have been provided to SOK by municipalities, supervisors, coordinators, international organizations that have monitored the census, it is assessed that the census has been successful (in 34 municipalities.)

Central Census Commission (CCC) had not established Municipal Commissions in three (3) Kosovo municipalities: Zveçan, Leposaviq and Zubin Potok, since the leaders of these municipalities didn't obtain the mandate in legitimate elections, organized by Kosovo's institutions, but their representatives were elected by illegitimate structures.

Malfunctioning of the MCCs meant also nonparticipation of those municipalities in the census, since selection of enumerators and controllers, according to the Law, was within the competency of municipalities.

In order these municipalities to participate in the census, Budget Steering Committee had proposed that the census in these municipalities shall be organized by UNOPS, with professional and technical support by SOK, under the same methodology applied in other parts of Kosovo.

There have been numerous discussions (led by European Commission) with the representatives of Serb community, in this part, while an additional time has been given to them, but without any concrete results. Therefore, these three municipalities have been not included in general population census in Kosovo, conducted in April 2011.

In other Kosovo municipalities there have been no refusal, except in some cases, where members of Serb community were reluctant to enumeration, at the specified time. For this reason, on the request of several municipalities (mainly from Serb community) has been required the extension of the census for 4 days. In this context, some municipalities with Albanian majority also urged to give the chance to all communities in those municipalities to participate, thus the census has been extended for 4 days (up to April 18, 2011) in seven (7) municipalities (Pristina, Ferizaj, Deçan, Graçanicë, Partesh, Kllokot and Shtërpce). The extension for few days in terms of methodology

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2. Deçani municipality had not formally requested extension, while the extension of census in this municipality has been made in order to collect data on Serb population in that municipality, mainly in religious buildings.

4. During the compilation of comprehensive report on the Census for each municipality, that has been prepared by municipalities, municipalities have been asked to report on the number of dwellings, households and persons not included in registration
and statistics posed no obstacle, while the goal was to give to all communities for several extra days the possibility of inclusion.

SOK during its publication of reports will conduct analyzes and estimates about the total number of population and on municipalities that have not taken part in the Census in April 2011.

Based on reports from the data from the field that have been compared with the data from the maps, based on reports of Municipal Census Commissions\(^6\), after analyzing the PES, data processing and as well as data linkage with GIS, will be drawn accurate data on coverage, completeness and data quality.

At this stage SOK estimates: based on factual state in the field, reports, documents, monitoring and other accompanying documents, the census process in organizational, methodological and quality terms, despite some minor remarks, has been successful and had met the standards of an appropriate census, the issue that remains to be estimated also in following stages.

**Main challenges**

**Parliamentary elections and selection of the President**
While the census was at the crucial phase (5-7 months before general census) Kosovo entered into parliamentary elections. Many activities have been interrelated also with the support and political decisions such as: the Government was supposed to support the census process by sending key messages to the population; to strengthen institutions, municipal commissions, approve members of Central Census Commission etc.

The Assembly had to adopt revised Census Law, while on the other hand the Ministry (MPA), where SOK belonged, was at the same time the Head of the Budget Steering Committee that had to be implemented and had to take political decisions in cooperation with international institutions. At the same time MPA had to develop and participate in intense activities, by sending clear messages to the citizens, but also to monitor closely the process.

New Government and the President have been elected in the second part of February 2011. Only after more than a month from the time when the President has been selected, Constitutional Court had issued a decision that was followed with the removal of the President. New President has been selected in early April 2011. Therefore, all these events brought considerable difficulties, and eventual postponement of the census date would have had major consequences in implementation of the census also in the coming years. Also, at this time (March 2011) major budget funds have been spent on staff and equipments, therefore any postponement would consequently trigger "unnecessary expenses."

**SOK difficulties for implementing recommendations**

During preparations and finalization of the questionnaires, for a time, SOK had disagreements and difficulties in implementing the latest recommendations issued by United Nations Division for Statistics and EUROSTAT.
Based on agreements between local institutions and European Commission (Agreement of 2006) and the Census Law adopted by the Assembly of Kosovo, SOK had to apply the Law and Recommendations.

All EU countries, candidate countries and potential candidate countries had to respect latest recommendations on the censuses, in order to compare the data with other countries. For regional countries and Kosovo, the census at the same time was one of important standards that had to be respected for European Integration. After long discussions and the reality created, SOK applied the Law and recommendations.

Failure of Kosovo to implement these recommendations implied: international community would not acknowledge the results, including powerful international institutions, non-readiness of many institutions to support the budget of the project.

Despite this, with continuous insistence of SOK has been achieved a compromise that during the census Kosovo shall implement a supplementary form for population living abroad Kosovo- non-resident population (other countries including regional countries don’t collect data on population living abroad for more than 12 months.) Despite proposals made by SOK to have an extended form for inclusion of population born abroad, but with the origin from Kosovo, this proposal was unacceptable for IMO, because it represented at the same time census duplication in other countries.

**CCC's operation**

Due to changes (Government's reformatting in 2010) in governmental departments, the Chair of the CCC, who came from the MPA (based on previous post), has been replaced and for a period of time (May-November 2010) he has not been selected or replaced. This issue at a large extent complicated the census process, knowing that under the Census Law, CCC would have to approve the forms, as well as establish Municipal Census Commissions. At the end of November 2010, the Government and the Assembly had issued appropriate decisions. Therefore, the CCC began its work in early December with an increased intensity.

**Provision of the budget and its managing**

Many activities (equipments, materials and other logistics items) had to be finalized until the end of 2010. This had a high budgetary cost. Up to the end of 2010, the whole process has been supported from the budget of the Government of Kosovo, while provision of budgetary funds for other activities (for 2011) had to be carried out in time by the donors. This has been interrelated also with political developments in the country (whether there would be the census in April 2011.)

All donors who pledged to support the project (from previous meetings and agreements) in late 2010 and early 2011 had begun the transfer of funds. Planning of priorities (with the available funds), that was previously done by SOK, posed no obstacle in the Census process.

Management of the budget by UNOPS had created difficulties for local staff, since UNOPS followed its applicable legislation and preparation of detailed specifications, preliminary notices, requests was time consuming for SOK’s staff. But, with utmost commitment and intensified cooperation between SOK and UNOPS all difficulties were overcome.
Census turnout

Kosovo institutions, including the IMO, had indications (from pilot censuses) on difficulties related to the turnout of Serb population in three Kosovo municipalities (Leposavic, Zveqan and Zubin Potok.) All options, for participation of these municipalities in the Census, including international institutions, were dried out. The statements of Serb leaders from Serbia, who stated that the Census will be carried out by Statistical Institute of Serbia had great influence, as well. Kosovo had discussed some years ago with the European Commission the issue that Serbia must not interfere in Kosovo.

On the other hand, extension for a time, required additional budgetary funds (staff retention) and there was no guarantee that Serbs from these municipalities are going to be part of the census. Thus, Kosovo could not take the risk not to be in line with European countries that have carried out the censuses in 2011.

Also, Statistical Office of Serbia signaled to Serb population from these three municipalities that they are not going to be included in the census of Serbia, in October 2011.

Extension of the Census in regional countries

In the framework of Census preparations, starting from 2009, the European Commission through EUROSTAT had organized regular periodical meetings for all regional countries (Kosovo, Albania, Macedonia, Montenegro, Serbia, Bosnia, Croatia and Turkey), where each country reported on developments and preparations on their respective censuses. In these meetings, Kosovo has been taken, several times, as an example of preparations. Therefore, at a meeting in October 2010 it was estimated that Kosovo had achieved the necessary preparations and can go on with the Census, in the first half of 2011.

Other countries were in the process of completing their activities (based on reports presented by each country), but major obstacles were: legislation, lack of budget, establishment of working groups, various instruments have not been tested on time (pilot censuses) and technical terms (finalization of the instruments,) therefore they had to postpone the censuses for a certain time. Also, another obstacle for many countries has been territorial division of areas (enumeration areas), since regional countries had planned or carried out with delay the division of these areas.

Although it was envisaged the regional countries to conduct the censuses at the same time, the countries that had made proper preparations and been assessed (including Kosovo), insisted to conduct the censuses in their respective countries regardless the censuses in other countries. Thus, three regional countries (Kosovo, Montenegro and Croatia) conducted the Census in April 2011, while other countries were in the stage of intensive preparations. Therefore, they planned to conduct the census in autumn 2011.

Changes in the leadership of institutions

After the change of the President (September 2010) and of a part of governmental Cabinet, a part of political staff from respective Ministries resigned, where some Ministers have been left without...
political staff at all, while the Ministry of Public Administration (MPA) was "lucky", because the post of minister has not been left vacant until her/his replacement. Also, in SOK's managing hierarchy, from April 2010 up to the end of May 2011, the Chief Executive Officer (CEO) of SOK has been replaced three (3) times. New Chief Executive, with three years mandate has been appointed in September 2011. This was an important step for stability of the institution. These changes, starting from the Cabinet of MPA and SOK's Chief Executive job position, influenced more the awareness process, because these two key positions (the Minister and the CEO) were the main carriers of key burden related to the project. However, the Census Office has been stabilized for many years and there were no significant changes of the staff.

**Media space**

Despite of all these developments (media pressure, of some institutions and individuals - for postponement of the census), SOK-CO's staff never stopped the process and their activities. It was focused on implementation of all activities.

The main challenge, that for a short period of time, greatly influenced the staff who worked in the Census has been whether Kosovo will go into early elections (Spring 2011), what would certainly lead to postponement of the Census.

Political developments occurred during the period from October 2010 up to March 2011 left little space for wide public debates (through media) and sending key messages.

Also, a certain influence had also the orientation of awareness campaign towards Kosovo media, while powerful media (in cable network and other forms) in Kosovo were also the media from other countries. All this happened despite the engagement of SOK's staff in awareness campaign and campaign of sending key messages to the population.

**Main recommendations**

1. First preparations should begin in a period not less than 5 years, while intensive preparations should start not less than 2 years prior the start of the Census (the practice of developed countries.) Changes of engaged management and professional staff of the institution should be minimal (unacceptable), because they have significant impact in the project. Internal and external communication system should be more intense and more opened.

2. There shall be more consultations with the data users, by involving them in several stages key users, as well as experts and experienced staff, especially before finalization of the questionnaires and main documents. An awareness campaign should be done also only for the content of the questionnaires.

3. All documents shall be finalized at least 6 months before the start of the census. The maps have to be updated (orthophoto or satellite images shall not be older than 1 year) and maps shall be connected with address system.
4. The data shall be collected from other administrative sources at least 2 years in advance and an updated database shall be established in order to prepare the logistics and other analyses.

5. Decisions shall be taken on time (legislation, budget, working space), and within the period of 9 months prior the census, there shall not be developed any major activity (elections, referendum or research and similar projects.)

6. Municipal Commissions shall be active at least 5 months prior the census, based on the needs for consultations and development of joint activities.

7. The number of MCC's members shall be variable, depending on the number of population in that municipality, having regard also to spatial distribution of that municipality.

8. The number of controllers and supervisors shall be variable, especially in major urban settlements (shall be larger than the average at country level.)

9. Payments for the staff engaged, based on the volume and importance of the project, shall be at least 50% higher than the average salary at country level.

10. Trainings of controllers (on the basis of their key role in the process) shall last 7 days.

11. Field enumeration shall last 3 days.

12. Awareness campaign shall include a larger number of personalities who would discuss in favor of the Census. There shall be more consultations with communities.

13. SOK shall be more proactive related to media articles against the Census (unfounded allegations) that might impair the process, by responding through press releases but not going into debating.

14. A part of the budget shall be allocated to municipalities, based on criteria set in advance such as: number of EAs, population, buildings and their spatial distribution, that would cover the payments for the staff as well as payments in logistics terms. The budget shall be allocated no later than 5 months prior the start of the census.

15. There shall be higher punitive measures for not implementation of SOK's recommendations.
Some statistics

During the Census, including Codification Center staff and Data Processing staff, so far have been engaged 6,531 persons.

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Ethnicity</th>
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<tbody>
<tr>
<td></td>
<td>Albanian</td>
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<tr>
<td>CO's staff</td>
<td>48</td>
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<tr>
<td>CCC</td>
<td>13</td>
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<tr>
<td>MCC</td>
<td>237</td>
</tr>
<tr>
<td>Supervisors</td>
<td>104</td>
</tr>
<tr>
<td>Controllers</td>
<td>810</td>
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<tr>
<td>Enumerators (general census)</td>
<td>4,333</td>
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<tr>
<td>Collective dwellings’ enumerators</td>
<td>24</td>
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<tr>
<td>PES’ enumerators</td>
<td>16</td>
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<tr>
<td>Codifiers- supervisor</td>
<td>56</td>
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<tr>
<td>Operators - supervisors</td>
<td>128</td>
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<tr>
<td>Total</td>
<td>5,769</td>
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Expressed in % 88.7 6.2 1.8 1.3 0.3 0.4 0.4 0.8 - 100.0

During the census were printed around 44 tons of materials.

<table>
<thead>
<tr>
<th>Languages</th>
<th>Type of material ( forms &amp; manuals)</th>
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<tbody>
<tr>
<td>Albanian</td>
<td>638,550</td>
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<tr>
<td>Serbian.</td>
<td>47,500</td>
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<tr>
<td>Turkish.</td>
<td>5,000</td>
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<td>Total</td>
<td>691,050</td>
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<tr>
<td>Quantity</td>
<td>50,000</td>
<td>3,000</td>
<td>80,000</td>
<td>120</td>
<td>2,000</td>
<td>2,000</td>
<td>5,000</td>
<td>20,000</td>
<td>1,400</td>
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</table>

For Population Census have been prepared in total: 5,800 maps for Enumeration Areas(EAs). For mixed EAs have been printed two or more copies (in the languages of respective communities).
During awareness campaign, have been printed and developed also the following activities:

Mobile tents.
• 6 videospots have been produced.
• Videospots have been broadcasted 4 500 times in: Albanian, Serbian, Turkish, Roma and Bosnian languages, initially on TV stations such as: RTK, KTV, TV21 and later on, on local TV stations.
• Radiospots have been broadcasted 3 000 times in: Albanian, Serbian, Turkish, Roma and Bosnian languages.
• The ads in newspapers have been published only in Albanian language; 8 times in full page, 47 times in 1/2 of the page and 21 times in 1/4 of the page. The ads have been published in newspapers: Koha Ditore, Bota Sot, Epoka e Re, Lajm, Kosovo Sot, Zëri and Infopress.
• 30 open discussions to the public and 62 debates and round tables with focus groups have been held.
• The CCC and SOK have held press conferences before and after the Census, including the press conference on PES.
• From March 15 up to April 13 have been released, in total, 43 press releases.

Annex

The forms:
• R1 (dwellings questionnaire)
• R2 (households questionnaire)
• R3 (individual questionnaire)
• S1 (questionnaire for persons more than 12 months abroad Kosovo)
POPULATION AND HOUSING CENSUS
DWELLING QUESTIONNAIRE (FORM R1)

All the data in this questionnaire are protected by law and will be used only for statistical purposes.

Municipality | Settlement | EA | Building No. | Entrance No. | Dwelling No.

1. **TYPE OF HOUSING**
   1. Conventional dwelling
   2. Other housing unit (former shop, etc.)
   3. No shelter (homeless)

2. **OCCUPANCY STATUS OF THE DWELLING**
   1. Occupied by one or more usual residents
   2. Not to be enumerated (diplomatic personnel, etc.)
   3. Reserved for seasonal/occasional stay or secondary use
   4. Vacant (available for sale, rent, demolition, etc.)

3. **HOUSING UNIT QUESTIONS**
   Do not count kitchenettes, verandas, bathrooms, toilets, corridors and any room smaller than 4 m²
   - Number of rooms
   - Total surface area (m²)

4. **ROOMS USED MAINLY FOR BUSINESS OR PROFESSIONAL PURPOSES**
   - Number of rooms
   - Total surface area (m²)

5. **WATER SUPPLY SYSTEM IN THE HOUSING UNIT**
   1. Piped water from a public service
   2. Piped water from other sources
   3. Piped water within the building but outside the housing unit
   4. Piped water outside the building
   5. No piped water available

6. **TYPE OF SEWAGE DISPOSAL SYSTEM**
   1. Wastewater empties into a piped system connected to a public sewage disposal plant
   2. Wastewater empties into a piped system connected to a private sewage disposal plant
   3. All other arrangements (e.g. open ditch, a pit, a river, etc.)
   4. No sewage disposal system

7. **FLUSH TOILET IN THE HOUSING UNIT**
   1. Flush toilet in the housing unit
   2. Flush toilet outside the housing unit but in the building
   3. Flush toilet outside the building
   4. No flush toilet

8. **BATHING FACILITIES IN THE HOUSING UNIT**
   1. Fixed bath or shower
   2. No fixed bath or shower

9. **KITCHEN/COOKING FACILITIES IN THE HOUSING UNIT**
   1. Kitchen
   2. Kitchenette
   3. Cooking facilities provided in another type of room
   4. No kitchen/kitchenette/other cooking facilities

10. **MAIN TYPE OF HEATING**
    1. Central heating from a public heating centre
    2. Central heating from an installation in the building
    3. Stove
    4. Fireplace
    5. Portable electric heater
    6. Other
    7. No heating at all

11. **MAIN TYPE OF ENERGY USED FOR HEATING**
    1. Wood
    2. Coal
    3. Oil
    4. Gas
    5. Electricity
    6. Other type of energy

12. **BUILDING QUESTIONS**
    Questions 12 to 15 are only for conventional dwellings. For other housing units go to question 16

13. **TYPE OF BUILDING**
    1. Residential
    2. Non-residential

14. **YEAR OF CONSTRUCTION OF THE BUILDING**

15. **NUMBER OF FLOORS IN THE BUILDING**
    The number of floors is counted from the ground floor upwards (ground floor is to be counted as one floor)

16. **MATERIALS OF WHICH OUTER WALLS OF THE BUILDING ARE CONSTRUCTED**
    1. Concrete and reinforced concrete
    2. Concrete blocks
    3. Bricks and/or stones
    4. Mixed materials
    5. Red and White Brick
    6. Other (specify)

17. **SUMMARY INFORMATION TO BE FILLED IN BEFORE LEAVING THE HOUSING UNIT**
    1. Number of households in the housing unit
    2. Number of persons usually resident in the housing unit
### POPULATION AND HOUSING CENSUS
**HOUSEHOLD QUESTIONNAIRE (FORM R2)**

Census Law No. 034-2019 “Census Official Gazette” No. 84/2019

All the data in this questionnaire are protected by law and will be used only for statistical purposes.

Address:
- Municipality: [blank]
- Settlement: [blank]
- Street: [blank]
- Building no.: [blank]
- Entrance no.: [blank]
- Dwelling no.: [blank]

**LIST 1 - HOUSEHOLD MEMBERS (PERSONS USUALLY RESIDENT IN THE DWELLING)**

<table>
<thead>
<tr>
<th>Person No.</th>
<th>Name</th>
<th>Surname</th>
<th>Father’s name; for married and widowed woman, husband’s name</th>
<th>Sex</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Relationship to the head of household</th>
<th>Ordinal number of the family</th>
<th>Family status</th>
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</table>

**TOTAL NUMBER OF PERSONS**

- **MALES**
  - 1 Male
  - 2 Female

**Head of household/Respondent**

- Name and Surname: [blank]
- Signature: [blank]

**42**
Household members: persons who belong to this private household (see definition below) and have lived in the dwelling for a continuous period of at least 12 months or have moved into the dwelling during the twelve months before Census Day with the intention of staying for at least one year.

N.B. Household members usually resident in this dwelling but temporarily absent for a period of less than 1 year on Census Day should be included.

<table>
<thead>
<tr>
<th>Relationship to the head of household</th>
<th>Family status</th>
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</thead>
<tbody>
<tr>
<td>01 Head of the household</td>
<td>01 Husband/wife with marriage certificate</td>
</tr>
<tr>
<td>02 Husband-wife with marriage certificate</td>
<td>02 Husband/wife without marriage certificate</td>
</tr>
<tr>
<td>03 Husband-wife without marriage certificate</td>
<td>03 Second wife</td>
</tr>
<tr>
<td>04 Second wife</td>
<td>04 Lone parent without a partner in the family</td>
</tr>
<tr>
<td>05 Son / Daughter</td>
<td>05 Lone parent with a partner living outside Kosovo</td>
</tr>
<tr>
<td>06 Son-in-law / Daughter-in-law</td>
<td>06 Child of both parents</td>
</tr>
<tr>
<td>07 Father / Mother</td>
<td>07 Child of male partner</td>
</tr>
<tr>
<td>08 Father-in-law / Mother-in-law</td>
<td>08 Child of female partner</td>
</tr>
<tr>
<td>09 Brother / Sister</td>
<td>09 Child of lone parent</td>
</tr>
<tr>
<td>10 Grandson / Granddaughter</td>
<td>10 Person belonging to no family nucleus</td>
</tr>
<tr>
<td>11 Other relative (grandfather, grandmother, uncle, aunt, sister in law, brother in law, etc.)</td>
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</tr>
<tr>
<td>12 Not a relative</td>
<td></td>
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</tbody>
</table>

**One-person household:** a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multiperson-household.

**Multi-person household:** a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent.
LIST 2
PERSONS TEMPORARILY PRESENT ON CENSUS DAY BUT USUALLY RESIDENT ELSEWHERE
(PERSONS WHO ARE NOT LIVING, OR NOT EXPECTING TO LIVE, IN THE DWELLING FOR A PERIOD OF AT LEAST 12 MONTHS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>Father’s name; for married or widowed women, husband’s name</th>
<th>Sex</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Place of usual residence</th>
<th>Reason for temporary presence in the dwelling (b)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Inside Kosovo</td>
<td>Outside Kosovo</td>
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<td>Municipality</td>
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</table>

FOR PERSONS IN LIST 2 ABOVE, NO INDIVIDUAL QUESTIONNAIRE (K3) IS TO BE FILLED IN.

(a) 1 Male;
    2 Female;
(b) 1 Employment;
    2 Study;
    3 Family;
    4 Other reasons
**POPULATION AND HOUSING CENSUS**  
**SUPPLEMENTARY TABLE LISTING HOUSEHOLD MEMBERS LIVING ABROAD (FORM S1)**

Census Law No. 03-L-237 “Kosovo Official Gazette”, no. 84/2010  
All the data in this questionnaire are protected by law and will be used only for statistical purposes.

### Household Members Who Were Previously Usually Resident in This Dwelling and Who Have Moved From This Dwelling for More Than 12 Months to a Place of Usual Residence Outside Kosovo

<table>
<thead>
<tr>
<th>Name, Last Name</th>
<th>Relationship to the head of household (a)</th>
<th>Sex (1 M 2 F) (b)</th>
<th>Year of birth</th>
<th>Year of leaving Kosovo</th>
<th>Country of current usual residence</th>
<th>Reason for leaving Kosovo (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relation</td>
<td>Code</td>
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</tbody>
</table>

For persons listed above, no individual questionnaire R3 is to be filled in.

**a. Relationship to the head of household**
- 02 Husband/wife with marriage certificate
- 03 Husband/wife without marriage certificate
- 04 Second wife
- 05 Son / Daughter
- 06 Son-in-law / Daughter-in-law
- 07 Father / Mother
- 08 Father-in-law / Mother-in-law
- 09 Brother / Sister
- 10 Grandson / Granddaughter
- 11 Other relative (grandfather, grandmother, uncle, aunt, etc.)
- 12 Not a relative

**b. 1. Sex**
- 2 Male
- 2 Female

**c. 1. Employment**
- 2 Study
- 2 Family
- 4 1998-1999 war reasons
- 5 Other reasons

### Head of household/Respondent

<table>
<thead>
<tr>
<th>Name</th>
<th>Father name</th>
<th>Last name</th>
</tr>
</thead>
</table>

Signature: ______________________

Total number of household members living outside Kosovo: ___