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Agjencia e Statistikave të Kosovës - Agencija za Statistiku Kosova - Statistical Agency of Kosovo

POPULATION CENSUS IN KOSOVO 2021

Road Map for Population and Housing Census

Prishtina,
Jun 2018¹

¹ Document was updated in Jun 2019

Contents

INTRODUCTION.....	3
1. Population Census has a strong national and international dimension	4
2. The need for Census data	4
3. Population censuses apply international standards	5
4. Scope and cost of the Census in Kosovo	6
5. Preparatory work	7
6. Time to complete the Census.....	7
MAIN ACTIVITIES, TIME LIMIT AND RESPONSIBILITY FOR A SUCCESSFUL CENSUS (up to the date of Census).....	7
7. Organizational Structure	7
8. Legal aspects (Census Law).....	7
9. Budget	8
10 Methodology	9
11. Collection of data in the field	9
11 Cartography / GIS	10
12. Logistics	11
14. Communication.....	11
15. Administration	12
16. Tests prior to census	13
17. Pilot Census.....	13
18. Census fieldwork enumeration	14
19. Post Enumeration Survey (PES).....	15
20. Analysing and tabulation	15
21. Preliminary data.....	16
22. Final data.....	17
23. Other specific reports	17
24. Data delivery to local and international institutions / dissemination.....	18
25. Population census/ connection with other bases	18
26. Main conclusions and recommendations	19
27. Potential risks.....	19
28. Next planned activities in the period 2019-2022.....	19

INTRODUCTION

Do to complexity of the Population Census KAS has develop this document (mix document: strategic and road map) as basic source for main activities till others documents like detail plan of activities and budget should be updated based on the situation developed during the process. This document was prepared in late 2018 an updated in May 2019.

By the end of 2019 KAS should have/present detail strategic plan.

The Population Census in 2021 for the institutions that organize and develop the Census is a very short time considering the engagement and the necessary preparations for such a major and important project.

Population Census has major implications in many socio-economic fields in the country including the political aspect, better organization of the distribution of funds to different levels, enables better data-based planning, and enables better predictions in the future.

Since the first Census in Kosovo has been conducted after independence in 2011 (a separate chapter), the 2021 Census in Kosovo is very important and specific as it serves as an instrument to see demographic and socio-economic developments during these years.

Given the technological developments that have taken place over this decade, KAS will implement some of the technology in several phases of activities by increasing the coverage, quality and shorter time for data publishing.

Population Census 2021 in Kosovo will be developed in harmony with the latest Census recommendations made by the United Nations Economic Commission for Europe² and the needs of the country for the data.

Today, data is considered as a public good and statistical institutions need to adapt to ever-increasing demand for data while respecting the new international standards - always more detailed - for the definitions to be applied and the methodologies to be followed.

² UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE: Conference of European Statisticians, Recommendations for the 2020 Censuses of Population and Housing, UNITED NATIONS, New York and Geneva, 2015

1. Population Census has a strong national and international dimension

Population censuses have the power to generate a broad profile of demographic, social and economic statistics across a country that is an important basis for good governance and decision-making.

Population and Housing Census is the most unique instrument for securing such a complete and profound profile. At the level of smaller aggregates (groups), Census is considered as a fundamental tool for policy promotion at the local and regional level, and in national terms it allows for a revolution and policy guidance, while at the international level it is essential for monitoring the agreements and multilateral political negotiations.

Worldwide, censuses are judged to be safer sources for monitoring the Millennium Development Goals adopted by the United Nations and other global processes.

Many views, analyses and decision-making at the international level are based on census data taking into account the entire inclusion and comparison of data with other countries, as censuses are usually organized almost in the same decade at the global level.

According to the European Union Regulation 2017³, the upcoming Population and Housing Census should be linked to the reference year 2021.

Such a line-up would provide Kosovo with a symbolic status of a nation among European countries, allowing comparison of data in the region, Europe and world level.

Thus, Kosovo's Census should not be seen as a solely national isolated task, but on the contrary, as a complex task fully embedded in a much broader international perspective and even in a broad geo-political perspective that should be taken into account.

2. The need for Census data

Global economic developments, the development of new markets, technology and the opening of new horizons are driving factors that the population of a country is increasingly moving. In addition to the natural factors of population movement (fertility rate and mortality rate) other mechanical factors such as migration (national and international) are the determining factors in a country's demographic trends. Due to these major developments in a short time, some countries (including European countries) practice to have two censuses within a decade.

³ COMMISSION IMPLEMENTING REGULATION (EU) 2017/881, Done at Brussels, 23 May 2017

During this decade, Kosovo has undergone significant changes in fertility, mortality and migration rates. Despite these changes due to the high budget cost, capacity and previous practices, Kosovo will implement or conduct the Population Census in every decade.

Population Census 2021 has another additional relevance for Kosovo, taking into account that in the last Census of 2011 a part of the Serb community (4 municipalities) did not participate in the Census. The Census of 2021 is expected to be comprehensive based on the general interest of all communities living in Kosovo. Also, data from Population Census 2021 will be a good basis for analysing demographic trends between two censuses, predictions, and a source for refreshing and updating data for the entire Kosovo statistical system.

After 2020 Kosovo will be aligned with European integrations and data from the Census will be crucial at that stage.

Thus, Census represents an important element of its statistical infrastructure as its results enables production of proportional samplings for any survey that takes into account household as a core unit.

Data derived from the Census as being detailed, comprehensive and disseminated at the smallest organizational level are multidimensional data for a country, region, municipality, settlement and international institutions.

3. Population censuses apply international standards

Considering the importance of having qualitative and comparable data that respects the fundamental principles of the official UN and EU statistics, Kosovo will apply international standards and recommendations regarding the principles and methodology for conducting the Census 2021.

EU countries as well as other nations that have expressed their willingness to EU structures must respect the regulatory framework described in the basic documents:

- (1) "European Statisticians' Recommendations for the 2020 Census of Population and Housing" prepared in 2015 by the United Nations Economic Commission for Europe in cooperation with the Statistical Office of the European Communities⁴;
- (2) "European Commission Regulation No.1201 / 2009 of the European Parliament and of the Council of 30 November 2009 on Census of Population and Housing"⁵.
- (3) "European Commission Regulation No.1151 / 2010 of the European Parliament and of the Council of 30 November 2009 on Census of Population and Housing on the modalities and structure of quality reports and the technical format for the transmission of data"⁶.
- (4) "Principles and Recommendations for the Census, Third Version prepared by the Department of Economic and Social Affairs' Statistics"⁷.

⁴ https://www.unece.org/fileadmin/DAM/stats/publications/2015/ECECES41_EN, UNITED NATIONS New York and Geneva, 2015.

⁵ <http://eur-lex.europa.eu/legal-content/HR/TXT/?uri=celex:32009R1201>, Brussels 2009

⁶ <http://eur-lex.europa.eu/legal-content/HR/TXT/?uri=celex:32009R1201>, Brussels 2010

⁷ https://unstats.un.org/unsd/publication/seriesM/Series_M67rev3en.pdf, United Nations New York,

Kosovo is committed to respect the recommendations of the UN and the European Commission, as the countries of the region will do.

4. Scope and cost of the Census in Kosovo

Like a large part of the states, Kosovo plans to develop the Population and Housing Census in a traditional manner by collecting data for all households present on its territory and by collecting information for each of its members, as well as on characteristics of households.

An operation of such a large scale requires mapping across the territory by compiling questionnaires to meet national and international data requirements, taking into account the local specificity, mobilization and training of a wave of surveyors, controllers and supervisors organized in a pyramid hierarchy scheme, collaborating with local administrations on logistics aspects, making a well-designed and multidimensional campaign, elaborating and implementing a sound consulting strategy for all participants and users of data, by collecting, compiling, analysing and disseminating multiple data.

According to the most recent accounts, the organization of the Census of Population and Housing in Kosovo would require employment of about 2,500 to 7,600 surveyors, about 350-400 supervisors; as well as about 40-50 trainers-instructors simultaneously creating so many Municipal Census Commissions by covering entire territory. Data processing will not be the same as in the previous Census (2011) when a considerable number of staff members were required and a 7-month time period as the CAPI method would be used during the Census, where data will be sent to the database records (databases) in electronic form for a short time.

The total cost of the Census is estimated at € 12 million (or about € 6.5 per person) representing a considerable sum compared to the usual funds allocated to statistical work.

In the second part of 2018, the KAS, together with other local institutions, will organize a donor information conference on the possibility of financial support.

KAS plans to propose that the Population Census project to be financially supported by about 40% from the Kosovo government and 60% from donors.

The Census, being a financially costly and complex operation in statistical terms, Kosovo authorities cannot allow its undertaking if there is a risk that Census will not be conducted (political or social aspect).

5. Preparatory work

Kosovo - and especially the Statistical Agency - should start preparations as soon as possible for this complex and massive and nationwide operation. As KAS will not have technical assistance as in the Census 2011 and when we add activities that were developed over the time during 2005-2008 (two pilot Censuses conducted) as well as special office and staff dealing with preparations for Census of Population, there is an urgent need and a high priority to establish, within a short time, a working group within KAS that will be the core of many activities expected to be realized.

6. Time to complete the Census

KAS plans to start the Census on the ground in the first part of 2021 with the proposal of the date 01 April. This is due to the fact as optimal time for preparation as well as the connectivity with the Census 2011 as well as the previous Census practices in Kosovo. At the same time, Census in the first half of 2021 (01 April) is the most widely applied alternative by the countries and is recommended as the optimal term by international institutions.

In the following, all the necessary actions that need to be implemented for a successful Census are presented in the light of each activity by recommending the optimal date and responsibilities for carrying out the activities.

MAIN ACTIVITIES, TIME LIMIT AND RESPONSIBILITY FOR A SUCCESSFUL CENSUS (up to the date of Census)

7. Organizational Structure

The Kosovo Agency of Statistics should no longer than the second part of 2018 to create main working groups, including subgroups. The structure should be followed by description of the role for each position.

8. Legal aspects (Census Law)

In the Census 2011 Kosovo had a special law "ON POPULATION, AND HOUSING" (Law No. 03 / L-237, October 2010). Also, Kosovo will have a special law for the Census of 2021. Since the Law of 2010 in the majority was in line with the international recommendations for Census as a basis, the next Law needs to be amended taking into account the findings and challenges from the last Census (2011) as well as the latest international recommendations on the Census Legislation. KAS should prepare a plan on amending the Law on Population and Housing Census 2021.

- **Activity name:** Law on Population and Housing Census 2021
- **Activity provider:** KAS-OPM
- **Additional activity:** Special planning document on processing of the Law (KAS)
- **Activity start time:** November 2018
- **Activity perform time:** The second part of 2019 or the first part of 2020
- **Responsible:** Assembly of Kosovo
- **Results:** The final version of the approved Law on Census

KAS should propose the members of the working group that will work on finalizing the Law (no later than the end of November 2018) thus the group should be operational from January 2019. During 2018 (May 2018) KAS should notify in time and formally the Government of Kosovo on the introduction of the Law in the legislature of 2019 or in early 2020 for its approval.

9. Budget

Based on the experience from the Census of 2011 where the cost of Population Census per person was 6.8 euros, it is estimated that the cost of Population Census in 2021 will be around 7 euros per person due to the fact of the increase of the cost and standard compared to 2011. KAS should prepare the draft budget no later than October 2018 until the preparation of the final budget by mid-June 2019.

Based on the importance of data for international institutions, KAS estimates that Kosovo's financial capacities, as in previous practices, as well as during the meetings with international institutions where the EU will support some Balkan countries, it is hoped that the Population Census will largely be supported by donors. It is proposed that the budget should be provided: 60% by donors and 40% from Kosovo. In addition to the possibility of support, the discussion will also be useful for: management of the budget, optimal financing timing, and other operational issues.

- **Activity name:** Budget for Population Census 2021
- **Activity provider:** KAS-OPM
- **Additional activity:** Special document prepared by KAS
- **Activity start time:** Draft – October 2018
- **Final budget:** June 2019
- **Responsible:** Government, MoF and Assembly of Kosovo (December 2019)
- **Results:** Available budget for activities

KAS needs to appoint a responsible person who will lobby to local and international institutions for timely budget provision including detailed planning according to activities, cost and timing of the realization. In the second part of 2018 (November), KAS, together with other local institutions, will organize a donor information conference on the possibility of financial support. The funding conference (commitment) should be held no later than in June 2019.

10 Methodology

KAS will respect international standards and recommendations for the Census of 2021 so that they are comparable, acceptable and consistent with the previous Census (2011). In addition to key issues (question-points) to be implemented KAS will also implement nationally-focused questions focusing on migration and demography.

By the end of 2018 KAS should set up a working group that will deal with the harmonization of the questionnaire until the questionnaire as a draft should be available no later than June 2019.

- **Activity name:** Questions on Population Census 2021
- **Activity provider:** KAS - demography – working group
- **Additional activity:** Special document prepared by KAS
- **Activity start time:** November 2018
- **Draft questionnaire:** June 2019
- **Responsible:** KAS
- **Results:** Finalized questionnaire (November 2019)

The working group for finalizing the questionnaires is called to make a plan that will also include: time for analysis, tabulation, timing of the publication of preliminary data, publication of final data as well as other thematic reports to be published.

11. Collection of data in the field

Despite technological developments and Internet access to the vast majority of Kosovo (over 88.8% of households) Kosovo plans to develop the Population and Housing Census in a traditional manner by collecting data for all households present in its territory and by collecting information for each of its members and by collecting information on the characteristics of households.

The difference between the Census of 2011 and planned Census of 2021 is that the data collection will not be done through forms but through tablets (CAPI). Application this method will be a special challenge for KAS and in general for the Census itself. KAS is underway regarding the application of this method that is to be used for the first time in May 2018 in the EU-SILC survey.

KAS plans to extend / apply this method to other surveys during this year as well while next year almost all surveys will collect data through this method. This is a very important and timely chance and good experience for the Project of the Census of 2021.

- **Activity name:** Methodology of data collection for the Population Census of 2021
- **Activity provider:** KAS-IT, engaged staff
- **Additional activity:** Special document prepared by KAS, March 2019).
- **Activity start time:** Development of application – June 2019
- **Activity perform time:** Finalized application - November 2019
- **Responsible:** KAS
- **Results:** Ready application for pilot and full Census

The IT document should include: time of the development of the application, required equipment and time of equipment possession, data security, confidentiality as well as other important aspects.

11 Cartography / GIS

Cartography will be a fundamental part of the comprehensiveness and data quality. During the second part of 2019 and the first part of 2020, KAS will update the Enumeration Areas (EAs) for its entire territory. The first discussions and recommendations are: two (2) EAs as a statistical unit to be merged into just one EA. This will have an impact on new division of the EAs and their number will be half of the number of EAs in 2011.

Such division will also affect the number of staff engaged and the duration of the census field enumeration. Expectations are that staff engaged in 2021 Census will be halved. The update and unification of the EAs will be a challenge in itself about the preparations for 2021 Census.

- **Activity Name:** 2021 Population Census Maps
- **Activity provider:** Cartography / GIS
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** November 2018
- **Draft document:** March 2019
- **Final document:** June 2019
- **Field work:** October-November-December 2019 and March-April 2020
- **Responsible:** KAS
- **Results:** Ready Maps (April 2020)

12. Logistics

Application of CAPI method during data collection despite new challenges will be a great assistance in terms of logistics for distribution and collection of data from the field compared to 2011 Census. Logistics should be focused on areas necessary for training, necessary equipment's including their distribution and collection, other materials (with focus on communication materials) as well as other logistics aspects

- **Activity name:** 2021 Population Census Logistics
- **Activity provider:** KAS
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** January 2019
- **Draft document:** March 2019
- **Final document:** October 2019
- **Responsible:** KAS
- **Results:** Logistics plan ready

The logistics plan will be drafted in collaboration with all working groups taking into account the interrelation of the process. The plan will be updated all the time depending on activities and the time.

14. Communication

A special focus will be given to the communication campaign as well as the instruments to be applied during the census. Communication will be focused on sensitive (resident) questions including: ethnicity, religion, language and personal number. An important issue is also the inclusion of non-resident residents who will have to be part of the activity (collection) of the data.

It is recommended to apply a special form for the non-resident population by increasing the number of questions. The communication campaign should start no later than the beginning of 2019 with a lower intensity (Phase I) as well as the preparation of the strategic draft document by June 2019 and finalization by the end of 2019.

From the beginning of 2020, a communication strategy should be implemented with a well-informed and comprehensive campaign with multiple meetings, communications, debates, advertisements, etc. At the beginning of 2021 it will be an intensive communication phase using special instruments for participation of the entire Kosovo population. The approximate cost for the communication campaign will be 3-4% of the total budget.

- **Activity name:** 2021 Population Census communication campaign
- **Activity provider:** KAS/ communication
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** January 2019
- **Draft document:** June 2019
- **Final document:** November 2019
- **Responsible:** KAS
- **Results:** Communication plan ready (in 2019) and implementation

KAS should establish a special working group, will prepare a communication strategy and implementation of the campaign. KAS should also include in the communication campaign, influential people in communities during intensive advertising campaign and direct communication. The particular challenge remains the communication.

15. Administration

After defining "the Census Fund", KAS should define the budget management. The respect and implementation of laws, regulations or other legislative guidelines in the administration will depend on the agreement that will be reached between local institutions and the donors.

The administration should be focused on providing timely funds, managing them, announcing contracts and more importantly, their timely completion, signing contracts, engaging personnel, etc. The challenge will be to supply the equipment in a timely manner. Also, working conditions should be ensured during preparatory activities. By the end of 2018, KAS / Administration should provide at least one working space (10-15 persons), while during the years 2019-2021 there should be at least two offices especially for the needs of population census, which should include: the working meetings office for the people involved in the census, meetings with media users, discussions, presentations, storage of materials.

Meetings from the beginning of 2019 should be regular (daily) and weekly meetings.

- **Activity name:** 2021 Population Census Administration
- **Activity provider:** KAS/ Administration
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** January 2019
- **Draft document:** March 2019
- **Final document:** June 2019
- **Responsible:** KAS
- **Results:** Administration plan ready as well as the implementation
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Given compliance with the legal procedures for purchase / supply of equipment and staff engagement (expert, civil servants, part of the staff as well as from other public institutions) and when we add to this the fact that activities are interdependent with the other activities, the administration should make the detailed plan, presenting the risk that may be real obstacle for 2021 Census process. The timely budget allocation by activities will be a particular challenge.

16. Tests prior to census

Because in 2021 Census will be applied CAPI method, KAS plans to conduct several (3) preliminary tests focusing on CAPI method on the field, data transmission and monitoring. It is recommended two tests to be conducted during 2019, when the database (Application) is finalized. It is recommended before the pilot census to test again the census instruments. Other tests can be carried out by working groups (cartography, training method, communication etc.) depending on the need but no later than mid-2020.

- **Activity name:** 2021 Population Census Tests
- **Activity provider:** KAS/ working groups
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** January 2019
- **Draft document:** March 2019
- **Final document:** June 2019
- **Responsible:** KAS and working groups
- **Results:** Tests' plan ready as well as the implementation

The importance of preliminary tests is vital for a successful census, therefore for each test conducted a specific (intern) report on the findings and recommendations should be drafted. Tests prior the census must end no later than mid-2020.

17. Pilot Census

For 2011 Population Census, KAS had developed three (3) pilots taking into account the method and that 2011 Population Census was conducted for the first time. For 2021 Population Census, KAS plans to conduct only one pilot, where will be tested all instruments as in the overall census. It is proposed the pilot to take place in the first half of 2020 (recommended for April 01-30). Special report (Intern) should be prepared on the findings and recommendations for their improvement. The sample is proposed to be around 1.5 of the population or about 25.000 inhabitants.

18. Census fieldwork enumeration

The optimal time of the enumeration will be recommended to be April 2021. For the purpose of comprehensiveness, data quality including logistics and administrative aspects, as well as the experience of 2011 Population Census⁸ the fieldwork data collection will last a month (1 month).

This optimal time for fieldwork data collection will make possible for the staff engaged on the ground to have a better approach both in terms of orientation, comprehensiveness and increase of the data quality.

From previous practices the first days (2-3 days) were difficult for the enumerators even for supervisors. Staff engagement for more than a month will be encouraged for the fieldwork.

Also, the logistical and administrative aspect will be halved, compared to the 2011 Census on distribution of materials, training facilities, distribution / collection of materials / equipment. An important aspect is the financial one, where the cost of engaging about 50% of the staff means saving budget for equipment and activities at about 50%. In statistical terms it does not represent any statistical deviation based on that many countries have applied and apply such a duration, and at the same time it is an international recommendation. It is estimated that the number of engaged enumerators ranges between 2500-2700 (2700 including the reserve) as well as 350-400 supervisors.

Also, from KAS and other central institutions will be engaged around 40-50 trainers-instructors).

- **Activity name:** 2021 Population Census fieldwork
- **Activity provider:** KAS/ other institutions, municipalities and engaged staff
- **Additional activity:** special document prepared by KAS.
- **Activity start time:** April 2019
- **Draft document:** November 2019
- **Final document:** December 2019
- **Responsible:** KAS and working groups
- **Results:** Census fieldwork enumeration plan

The fieldwork implementation time will have direct impact on: the engaged staff, budgets, trainings, equipment and many other activities. Therefore, timely definition of the duration of the census on the ground is crucial to be taken no later than the end of 2018.

19. Post Enumeration Survey (PES)

During 2011, KAS has implemented a post enumeration survey known as PES to assess the coverage and quality of data. At the same time it is an international recommendation to conduct PES in such projects. The experience from 2011 suggests us that the sample should be bigger in order to produce representative results. Therefore, it is suggested that the sample should be 1-1.3% of the population.

- **Activity name:** Post Enumeration Survey, 2021
- **Activity provider:** KAS/ methodology
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** April 2019
- **Draft document:** November 2019
- **Final document:** December 2019
- **Responsible:** KAS and working groups
- **Results:** PES plan

20. Analysing and tabulation

The challenge of data analysis will be one of the important components that should be taken care of during the planning. It is estimated that data collection by the CAPI method will greatly increase the data quality, but the challenge remains their analysis given the large number of indicators that will be part of the data collection.

Harmonization, imputation, cleaning, analysing, tabulation and preparation of final reports will be the main challenge after the census. To this should be also added data delivery to EUROSTAT according to the standards (Census HUB table, as well as disaggregated data up to the level of 1km²)

- **Activity name:** Analysing and tabulation from the Census 2021.
- **Activity provider:** KAS/ all engaged staff
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** April 2020
- **Draft document:** November 2020
- **Final document:** December 2020
- **Responsible:** KAS and working groups
- **Results:** Analysing and tabulation plan

Based on the 2011 Census experience KAS should prepare as well the “Quality report” which is an international standard and important for KAS / users. The particular focus of KAS should be on analysing and tabulating on time. The database should be launched on KAS's website no later than two (2) years after the census.

21. Preliminary data

Preliminary data with some basic indicators should be published no later than three (3) months from the last date of enumeration on the ground. Although the preliminary report contains only some tabular data, it is a particular challenge since the database for the indicators to be published should be cleaned almost two months after the census.

- **Activity name:** Census 2021 Preliminary Data.
- **Activity provider:** KAS / all working groups
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** April 2020
- **Draft document:** May 2021
- **Final document:** June 2021
- **Publication/conference:** June 2021
- **Responsible:** KAS and working groups
- **Results:** Detailed plan on publication of preliminary data

Preparing preliminary data is a challenge that needs to be planned in details as public expectation (pressure) is too large and the data should be almost identical to those that will be published as final data. In addition to cleaning and analysing, the tabulation, preparation of the report, also translation, design and proofreading in optimal time are challenging as well.

22. Final data

The final data must be published no later than six (6) months after the Census. It is proposed that the first final data to be published in the first part of October 2021. The final data includes a report with basic data focusing at country level.

- **Activity name:** Census 2021 Final Data
- **Activity provider:** KAS/ all working groups
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** April 2020
- **Data base cleaning:** May-July 2021
- **Draft document:** September 2021
- **Final document:** September 2021
- **Publication/conference:** October 2021
- **Responsible:** KAS and working groups
- **Results:** Detailed plan on publication of final data

The same challenges as on preliminary data will also be encountered with the release of the final data taking into account the short time to produce final reports. A detailed and monitoring plan is needed to produce a timely report.

23. Other specific reports

KAS should prepare a specific plan including the publication calendar of these reports. Also should be determined in time the staff who will be engaged by other institutions depending on the report's topic.

- **Activity name:** Census 2021 Thematic reports
- **Activity provider:** KAS/ all working groups
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** June 2021
- **Data base cleaning:** May-July 2021
- **Draft document:** July 2021
- **Final document:** October 2021-December 2023
- **Thematic reports:** 2021-2023
- **Responsible:** KAS and working groups
- **Results:** Calendar of publication and other thematic reports

24. Data delivery to local and international institutions / dissemination

KAS should prepare a detailed plan for disseminating and data delivery to other local and international institutions in accordance with the applicable legislation as well as with the pre-defined format. A special group should prepare a plan on which data will be available to the general public, which data will be provided to specific institutions as well as on sending data to Eurostat.

- **Activity name:** Data delivery to other institutions
- **Activity provider:** KAS/ all working groups
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** June 2021
- **Data base cleaning:** May-July 2021
- **Draft document:** July 2021
- **Final document:** October 2021-December 2023
- **Thematic reports:** 2021-2023
- **Responsible:** KAS and working groups
- **Results:** Data delivery in a certain format and time

25. Population census/ connection with other bases

Particular importance of population census 2021 is that KAS estimates that will be the last census in which will be applied the traditional data collection on the ground (door to door). KAS estimates that in future censuses, thanks to the development of technology and development of integration processes, the census will be based on administrative data/ registers. A special group should work parallel starting from 2019 in harmonizing of existing data in other Kosovo institutions. It would be important the existing bases to be harmonized at the beginning of 2021 and the population census 2021 would be used as an instrument to populate the Population Register and imputation of that base.

- **Activity name:** Drafting of Population Census
- **Activity provider:** KAS/ all working groups, other relevant institutions as well as great political support
- **Additional activity:** Special document prepared by KAS.
- **Activity start time:** Second part of 2018
- **Draft document:** March 2019
- **Final document:** May 2019
- **Implementation:** 2019-2021
- **Responsible:** KAS and working groups, other relevant institutions as well as great political support
- **Results:** Functional Population census (2021)

26. Main conclusions and recommendations

Do to complexity of the project Kosovo government should give high support to the project in all activities (in time) focused in: legislation, budget, provide the necessary working conditions (extra space) and human capacity building. If budget will be managed from KAS do to actual legislation (administrative and procurement) the government should make a special census decision in order to streamline the procedures. KAS should continue to work based on activity plans and if will be difficulties/challenges should inform government and some international organization (Eurostat).

27. Potential risks

They are some external factors that can have direct impact in projects.

Political situation: due to political situation (discussion with Serbia/ final stage) KAS is not sure that after new upcoming election (early elections on autumn 2019) new government will have a full 4 year period as it in constitution. Also, on April 2021 should be elected new President (actuality from parliament) and if not can be selected country should go to new election.

Discussion/talks with Serbia will also have an impact on full participation of Serbian community who is living in Kosovo.

Budget: Kosovo Government has write Memorandum of understood with UNOPS to managed Census found bud do to actual situation (early elections) the found delivered for census activities for the year 2019 is not possible to pas to the UNOPS. KAS has planned to have second donor conference in October 2019 but due to actual situation donor conference will not be held.

If the government could not provide the requested budget for 2020-2021 (KAS is in discussions with the Government) the Census project would be at risk and the KAS would assess in time (by the end of 2019) whether the census should take place in April 2021 or in October 2021.

28. Next planned activities in the period 2019-2022

Detail planned activities are in Annex

A N N E X

MAIN ACTIVITIES FOR POPULATION CENSUS 2021

DRAFT BUDGET OF POPULATION CENSUS 2021

**MAIN ACTIVITIES FOR POPULATION
CENSUS 2021**

Road map-Preparation of the population and housing census 2021

MAIN ACTIVITY ON CENSUS 2021																				
CENSUS 2021		Preface: This tool provides and work plan for conducting census 2021		Short names		Activity by months														
Phase	Activities	Main activities	Responsibility	2018		2019														
				Jun-September	October-December	January	February	March	April	May	June	July	August	September	October	November	December			
First phase	Establish the project	STARTS - Prepare a proposal project ROAD MAP	KAS																	
		FINISH - Prepare a proposal project ROAD MAP																		
		STARTS- Lobbying for Donors	KAS/Gov.																	
		FINISH- Lobbying for Donors																		
		STARTS- Establish a working group on CENSUS (Project manager, Coordinator, Experts/main team)	KAS																	
		FINISH - Establish a working group on CENSUS (Project manager, Coordinator, Experts/main team)	KAS																	
		Decision and data collection methodology	KAS																	
		STARTS- Organizational chart	KAS																	
		FINISH - Organizational chart	KAS																	
		STARTS- Job description for all team in Census	KAS																	
FINISH - Job description for all team in Census	KAS																			
Second phase	Law, methodology, budget, communication, mapping and pilot	STARTS- Updating the Census law (action plan)	KAS																	
		FINISH - Updating the Census law (action plan)	KAS																	
		Census law adopted																		
		STARTS- Questionnaires (Action plan)	KAS																	
		FINISH - Questionnaires (Action plan)	KAS																	
		STARTS- Manuals	KAS																	
		FINISH - Manuals	KAS																	
		STARTS- Cartography-Updating EA (Action plan)	KAS																	
		FINISH - Cartography-Updating EA	KAS																	
		STARTS- Data bases/Application (Action plan)	KAS																	
		FINISH - Data bases/Application (Action plan)	KAS																	
		STARTS- Communication strategy (Action plan)	KAS																	
		FINISH - Communication strategy (Action plan)	KAS																	
		APPROVED BUDGET (KS+DONORS)	KAS/others																	
		BUDGET FOR USE (KS-DONORS)	KAS/others																	
		STARTS- Administration action plan	KAS																	
FINISH - Administration action plan	KAS																			
STARTS- Pilot (Action plan)	KAS																			
Third phase	Field operation	Pilot IN THE FIELD	KAS																	
		Report on PILOT																		
		STARTS- Test for application	KAS																	
		FINISH - Test for application	KAS																	
		STARTS- Test for transition of the data	KAS																	
		FINISH - Test for transmission of the data	KAS																	
		STARTS- Final test	KAS																	
		FINISH - Final test	KAS																	
		CENSUS-FIELD OPERATION	KAS/others																	
		STARTS- PES	KAS																	
FINISH - PES	KAS																			
Final phase	Publications	STARTS- Preliminary data	KAS																	
		KONFERENCE on Preliminary data	KAS																	
		Analysis	KAS																	
		PES- Report	KAS																	
		KONFERENCE-Final data	KAS																	
		STARTS- Others report	KAS																	
		FINISH - Others report	KAS																	
		STARTS- Transimission of the data	KAS																	
		FINISH - Transimission of the data	KAS																	
		Lunch data in web site	KAS																	

Road map-Preparation of the population and housing census 2021

MAIN ACTIVITY ON CENSUS 2021																									
CENSUS 2021		Preface: This tool provides an work plan for conducting census 2021		Short names	Activity by months																				
Phase	Activities	Main activities	Responsibility	2022												2023									
				January	February	March	April	May	June	July	August	September	October	November	December	January									
First phase	Establish the project	STARTS - Prepare a proposal project ROAD MAP	KAS																						
		FINISH - Prepare a proposal project ROAD MAP	KAS																						
		STARTS- Lobbing for Donors	KAS/Gov.																						
		FINISH- Lobbing for Donors																							
		STARTS- Establish a working group on CENSUS (Project manager, Coordinator, Experts/main team)	KAS																						
		FINISH - Establish a working group on CENSUS (Project manager, Coordinator, Experts/main team)	KAS																						
		Decision and data collection methodology	KAS																						
		STARTS- Organizational chart	KAS																						
		FINISH - Organizational chart	KAS																						
		STARTS- Job description for all team in Census	KAS																						
FINISH - Job description for all team in Census	KAS																								
Second phase	Law, methodology, budget , communication, maping and pilot	STARTS- Updating the Census law (action plan)	KAS																						
		FINISH - Updating the Census law (action plan)	KAS																						
		Census law adopted																							
		STARTS- Questionaries (Action plan)	KAS																						
		FINISH - Questionaries (Action plan)	KAS																						
		STARTS- Manuals	KAS																						
		FINISH - Manuals	KAS																						
		STARTS- Cartography-Updating EA (Action plan)	KAS																						
		FINISH - Cartography-Updating EA	KAS																						
		STARTS- Data bases/Aplication (Action plan)	KAS																						
		FINISH - Data bases/Aplication (Action plan)	KAS																						
		STARTS- Communication strategy (Action plan)	KAS																						
		FINISH - Communication strategy (Action plan)	KAS																						
		APROVED BUDGET (KS+DONORS)	KAS/others																						
BUDGET FOR USE (KS-DONORS)	KAS/others																								
STARTS- Administration action plan	KAS																								
FINISH - Administration action plan	KAS																								
STARTS- Pilot (Action plan)	KAS																								
Third phase	Field operation	Pilot IN THE FIELD	KAS																						
		Report on PILOT																							
		STARTS- Test for aplication	KAS																						
		FINISH - Test for aplication	KAS																						
		STARTS- Test fro transimtion of the data	KAS																						
		FINISH - Test fro transimtion of the data	KAS																						
		STARTS- Final test	KAS																						
		FINISH - Final test	KAS																						
		CENSUS-FIELD OPERATION	KAS/others																						
		STARTS- PES	KAS																						
FINISH - PES	KAS																								
Final phase	Publications	STARTS- Preliminar data	KAS																						
		KONFERENCE on Preliminar data	KAS																						
		Analysis	KAS																						
		PES- Report	KAS																						
		KONFERENCE-Final data	KAS																						
		STARTS- Others report	KAS																						
		FINISH - Others report	KAS																						
		STARTS- Transimtion of the data	KAS																						
FINISH - Transimtion of the data	KAS																								
Lunch data in web site	KAS																								

DRAFT BUDGET OF POPULATION CENSUS 2021

Road map-Preparation of the population and housing census 2021

Population census, Housing and Dwellings in Kosovo - 01 April 2021 - DETAILED BUDGET ESTIMATIONS										
I.	MAIN ACTIVITIES	Institution		Rate (Unit cost)	2019			2020		
		KAS	Others		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total
1.1 Central Census Commission										
	Fees for CCC local members (meeting)		X	70			0	12	2	1,680
	Coordinator for CCC		X	350			0	1	4	1,400
	Others costs		X	200			0	1	2	400
	Reserve (5%)			428			0	1	1	428
Total for CCC							0			3,908
1.2 Census Unit & Executive coordination staff at SOK										
	1 General census manager	X		300	1	12	3,600	1	12	3,600
	2 Deputy of the general manager/coordinator	X		250	1	12	3,000	1	12	3,000
	3 Head of demography/methodology	X		250	1	12	3,000	1	12	3,000
	4 Head of IT	X		250	1	12	3,000	1	12	3,000
	5 Head cartography/GIS	X		250	1	6	1,500	1	12	3,000
	6 Head of logistics group	X		250	1	6	1,500	1	12	3,000
	7 Head of communication group	X		250	1	6	1,500	1	12	3,000
	8 Head to Nomenclature and Classification units	X		250	1	6	1,500	1	12	3,000
	9 Head of dissemination group	X		220	1	6	1,320	1	12	2,640
	10 Head of PILOT/PES	X		250	1	3	750	1	12	3,000
	11 Head of administrative group	X		200	1	6	1,200	1	12	2,400
	Reserve (5%)			5,339			0	1	1	5,339
1.2 Total for Executive units							21,870			37,979
1.3 Census Core Staff										
1 Demography										
	2 Demographer/methodologist	X		220	1	12	2,640	1	12	2,640
	3 Demographer/methodologist	X		220	1	12	2,640	1	12	2,640
	4 Demographer/methodologist	X		220	1	12	2,640	1	12	2,640
	5 Demographer/methodologist	X		220	1	12	2,640	1	12	2,640
	6 Demographer/methodologist		X	450	1	6	2,700	1	12	5,400
	7 Demographer/methodologist		X	450	1	6	2,700	1	6	2,700
1 IT										
	2 Developer (I)	X		220	1	12	2,640	1	12	2,640
	3 Developer (II)	X		220	1	12	2,640	1	12	2,640
	4 Administrator for database units	X		220	1	6	1,320	1	12	2,640
	5 Help desk	X		220	1	6	1,320	1	12	2,640
	6 Others (external IT)		X	1,500			0	4	12	72,000
1 Cartography/GIS										
	2 Cartography expert	X		220	1	6	1,320	1	12	2,640
	3 Cartography support		X	450			0	1	6	2,700
1 Logistics group										
	2 Support to logistics	X		250		6	0	1	3	750
	3 Support to logistics	X		200			0	1	3	600
	4 Support to logistics	X		200			0	1	3	600
	5 Support to logistics	X		200			0	1	3	600
1 Communication group										
	2 Support to communication group	X		200	1	6	120	1	12	240
	3 Support to communication group		X	450	1	6	2,700	1	12	5,400
1 Nomenclature and Classification units										
	2 Support to Nomenclature and Classification units	X		220	1	3	660	1	12	2,640
	3 Support to Nomenclature and Classification units	X		220	1	3	660	1	12	2,640
	4 Support to Nomenclature and Classification units	X		220	1	3	660	1	12	2,640
	5 Support to Nomenclature and Classification units	X		220	1	3	660	1	12	2,640
1 Dissemination group										
	2 Dissemination assistant	X		200	1	3	600	1	12	2,400
	3 Dissemination assistant	X		200	1	3	600	1	12	2,400
	4 Dissemination assistant	X		200	1	3	600	1	12	2,400
	5 Dissemination assistant	X		200	1	3	600	1	12	2,400
PILOT/PES										
	1 Methodologist	X		200	1	6	1,200	1	12	2,400
	2 Translator Interpreter-professional (eng)	X		200	1	6	1,200	2	12	4,800
	3 Translator Interpreter-professional (serb)	X		200	1	6	1,200	1	12	2,400
	4 Various local experts according to the topic -support and analysis (per diem)			80			0	10	45	36,000
1 Administrative group										
	2 Administrative assistant	X		200	1	6	1,200	1	6	1,200
	3 Administrative assistant	X		200	1	3	600	1	6	1,200
	4 Administrative assistant	X		200	1	3	600	1	6	1,200
	5 Administrative assistant	X		200	1	3	600	1	6	1,200
	6 Procurement specialist	X		200	1	3	600	1	6	1,200
	7 Procurement specialist	X		200	1	12	2,400	2	12	4,800
Others										
	Archivists			350	1	3	1,050	1	12	4,200
	Drivers			350	1	3	1,050	3	12	12,600
	Clerks (coordinators, PES, logistics, dizajn, home keepers, doc.archive.prona ect)			350	15	3	15,750	14	12	58,800
	Reserve (5%)			35,411			0	1	1	35,411
Total for professional staff							60,510			302,321

Road map-Preparation of the population and housing census 2021

I.	MAIN ACTIVITIES	Institution		Rate (Unit cost)	2019			2020		
		KAS	Others		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total
	2.1. Municipal census commissions									
	Fees for MCC members (7 members per 38 munic.)		X	300					0	0
	Estimated lumpsum for traveling of SOK municipal coordinators 10	X		150					0	0
	Costa for training of MCC			45					0	0
	Fuel for car transport of staff and material in Municipality (average)			70					0	0
	Reserve (5%)			5,292					1	1
	TOTAL MCC staff								0	5,292
	2.1 Workshop, Travels, meetings and communication									
	Workshop for finalizing the document (questionnaires)			170					0	22
	Workshop for finalizing the document (manuels)			170					0	22
	Workshop for preperation of training for MCC			170					0	22
	Workshop for preperation of training for Supervajzer (out Kosova)			170					0	9
	Workshop for minitoring of training for Controllors			170					0	12
	Workshop for preliminary data			80					0	16
	Stydy Visits in the neighbouring countries			210					0	6
	Visits in the EU countries			210					0	6
	Transport and tickets			700					0	30
	Reserve (5%)			4,989					0	1
	TOTAL: workshops, travels ect								0	96,779
	2.2 Communication campaign and branding									
	Communication campaign and branding			220,000					0	1
	Events			400	1	6	2,400	1	38	15,200
	Supporting materials			2,000					0	1
	Conferences			1,500	1	1	1,500	2	1	3,000
	Others communication activity (NGO)			12,000					0	1
	Reserve (5%)			16,950					0	1
	TOTAL COMMUNICATION, PR & OUTREACH								3,900	225,150
	2.3 Translation of material to be printed and publication									
	Pages to be translated (about 3000 alb,serb,tur,angl)-copmany			10					0	2,500
	Quality control of translation-copmany			10					0	2,500
	Interpreters (during training day for MCC) 2 for one day			100					0	
	Interpreters (during training day-supervajzer)			100					0	
	Interpreters (during training day-controllors)			100					0	
	Reserve (5%)			3,128					0	1
	TOTAL : Translation								0	33,128
	3.1 Printing Documentation Material									
	Enumerators' instruction manual			4					0	3,500
	Enumerators' summary instructions			2					0	3,500
	Supervisors' instruction manual			4					0	400
	Informative leaflet			1					0	450,000
	Training Documentation			1					0	4,000
	Reception reports for supervisors			1					0	400
	Draft delivery report for Supervisor			0					0	1,000
	Reminding letters for vacant households			0					0	130,000
	Contracts for field staff			0					0	9,200
	Reserve (5%)			12,757					0	1
	TOTAL PRINT OF CENSUS DOCUMENTS								0	267,889

Road map-Preparation of the population and housing census 2021

IV	MAIN ACTIVITIES	Institution		Rate (Unit cost)	2019			2020		
		KAS	Others		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total
	4.1 Stationary- for census and field personel									
	Memory USB -census staff			60			0	160	1	9,600
	Pencils			1			0	35,000	1	17,500
	Note books (census office with logo) A5			1			0	4,000	1	4,000
	Note books (census office with logo) A4			1			0	200	1	200
	Keeper for papper			3			0	5,500	1	16,500
	Copier band A4			4			0	1,000	1	4,000
	Heftalica			5			0	20	1	100
	Heftalica municion			1			0	200	1	200
	Liners			1			0	400	1	400
	Soletip			1			0	350	1	350
	Sisers			3			0	150	1	450
	Blok ngjites			1			0	300	1	300
	Plastic folder			1			0	3,000	1	3,000
	Prince fasicle			1			0	2,500	1	2,500
	Hand bag for census			10			0	3,000	1	30,000
	Markers			1			0	3,500	1	3,500
	Material for keepeng peper			1			0	3,500	1	3,500
	Letter for traning			10			0	100	1	1,000
	Census Staff ID (Census office, MCC, Sup., enum.)			1			0	3,000	1	3,000
	Machine for ID			200			0	1	1	200
	Uniform for field operation			15			0	3,500	1	52,500
	Reserve (5%)			7,640			0	1	1	7,640
	TOTAL: Stationary						0			160,440
	4.2 Census mapping&GIS									
	Plastic folie			0.16			0	10,000	1	1,600
	Server for Cartography			2,000			0	2	1	4,000
	Plotter A0 color			7,000			0	1	1	7,000
	Scanner A3			600			0	1	1	600
	ARGIS yearly license			15,000			0	1	1	15,000
	Metal cabinet			450			0	4	1	1,800
	Drawing board (table)			300			0	4	1	1,200
	GPS equipment			800			0	2	1	1,600
	Paper and other stationary			30,000			0	1	1	30,000
	Toner and cartridges			30,000			0	1	1	30,000
	Printers and colors for mapping(Pilot, census and PES)			35,000			0	1	1	35,000
	Updating EA			280,000			0	1	1	280,000
	Reserve (5%)			21,140			0	1	1	21,140
	TOTAL CENSUS MAPPING						0			428,940
	4.3 Vehicles for census office									
	Good 4x4 vehicles			25,000	7	1	175,000			0
	Reserve (5%)			8,750			0	1	1	8,750
	TOTAL: vehicles						175,000			8,750
	4.4 Tele-Communication									
	Sim card (include credits)			40			0	3,200	1	128,000
	Mobile phones for census staff (core team)			600			0	22	1	13,200
	Mobile phone credits for census staff (core team)			50			0	12	5	3,000
	Mobile phone credits for census staff (proffesional)			40			0	38	5	7,600
	Mobile phone credits for census staff (suport)			30			0	22	5	3,300
	Mobile phone credit for MCC			5			0	270	1	1,350
	Mobile phone credit for Supervisors			30			0	370	2	22,200
	Phone line			600			0	1	1	600
	Reserve (5%)			9,023			0	1	1	9,023
	TOTAL: tele-communication						0			188,273

Road map-Preparation of the population and housing census 2021

I.	MAIN ACTIVITIES	Institution		Rate (Unit cost)	2019			2020		
		KAS	Others		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total
	4.5 Helpesk at headquarters									
	Chairs			80			0	160	1	12,800
	SOK office for help (metodology, carography, logistics ect)			16,000			0	1	1	16,000
	Simultaneous equipment			20,000			0	1	1	20,000
	Reserve (5%)			2,440			0	1	1	2,440
	TOTAL for help desk						0			51,240
	4.6 Census office, premises data entry & archive&									
	Security office for servers, equipment ect			8,000			0	1	1	8,000
	Internal architectural arrangements (census premise and archive for material)			15,000			0	1	1	15,000
	Review- od premises at -SOK centre			40,000			0	1	1	40,000
	Utility expenditure (water and electricity supply; garbage)			1,500			0	1	12	18,000
	Fuel for generators (annually)			500			0	1	12	6,000
	Reserve (5%)			5,475			0	1	1	5,475
	TOTAL for premises, archive ect						0			92,475
	4.7 Tablets/Computer and others equipment									
	Tablets			300			0	3,200	1	960,000
	Laptop for census office			800			0	60	1	48,000
	Laptop for project			800			0	38	1	30,400
	Desktop compjuter + Monitor LCD (For KAS team)			700			0	160	1	112,000
	Projectors for training (municipal offices)			400			0	38	1	15,200
	External hard Disk			120			0	22	1	2,640
	Servers Data entry			20,000			0	2	1	40,000
	Servers antivirus for clients edivalent to- F-secure			1,200			0	1	1	1,200
	Antivirus for client -10 servers			100			0	10	1	1,000
	CsPro Server Licence two licences wit media kit			6,000			0	1	1	6,000
	Software MYSQL			4,000			0	2	1	8,000
	Argis software			13,000			0	1	1	13,000
	SOFTWARE SPSS			1,000			0	1	6	6,000
	Veritas backup Myski			1,000			0	1	1	1,000
	Strong powerful and rapid Photocopiers			1,500			0	3	1	4,500
	Laser multipurpose Printers (black & white)			600			0	4	1	2,400
	Printer A4			120			0	40	1	4,800
	TV			800			0	2	1	1,600
	Video camera			800			0	2	1	1,600
	Updating the Web site and new data			40,000			0			0
	Reserve (5%)			68,567			0	1	1	68,567
	TOTAL Computer and others equipment						0			1,327,907
	4.8 Maintenance and repair for equipment									
	Generators			4,000			0	1	1	4,000
	IT equipment (lump sum)			2,000			0	1	1	2,000
	Census premises (Water and electrical installation)			1,500			0	1	1	1,500
	Car insurance for census cars			450			0	14	1	6,300
	Census cars maintenance and repair			12,000			0	1	1	12,000
	Reserve (5%)			6,520			0	1	1	6,520
	TOTAL maintenance and repair						0			32,320
	5.2 TRAINING AND ENUMERATION									
	Core Trainers (CT) in training for MCC (hotel&others)			80			0			0
	CT units (in training, monitoring field operation-travels&others)			20			0			0
	Trainers in training for Supervajzer (training day)			50			0			0
	Fees of trainees supervisors			30			0			0
	Fees of trainees enumerators			20			0			0
	Supervisors Fees			700			0			0
	Enumerators Fees (Urban) include travels			350			0			0
	Enumerators Fees (Rural) include travels			300			0			0
	Enumerators Fees for R1			1			0			0
	Enumerators Fees for R2			1			0			0
	Enumerators Fees for R3			1			0			0
	Enumerators Fees for S1			1			0			0
	Estimated as lump sum			45,000			0			0
	Reserve (5%)			266,917			0	1	1	266,917
	TOTAL FOR TRAINING AND ENUMERATORS						0			266,917
	6.3 PILOT SURVEY									
	CT units (in training, monitoring field operation-travels&others)			50			0	6	3	900
	Trainers in training for Supervajzer (training day)			50			0	6	5	1,500
	Fees of trainees supervisors			30			0	14	5	2,100
	Fees of trainees enumerators			20			0	60	5	6,000
	Supervisors Fees			700			0	14	2	14,700
	Enumerators Fees (Urban) include travels			350			0	25	1	8,750
	Enumerators Fees (Rural) include travels			300			0	35	1	10,500
	Enumerators Fees for R1			1			0	6,000	1	4,800
	Enumerators Fees for R2			1			0	8,000	1	6,400
	Enumerators Fees for R3			1			0	35,000	1	42,000
	Enumerators Fees for S1			1			0	14,000	1	18,200
	Reserve (5%)			5,793			0	1	1	5,793
	6.3 PILOT SURVEY						0			121,643

Road map-Preparation of the population and housing census 2021

VI	POST ENUMERATION SURVEY	Institution		Rate (Unit cost)	2019			2020		
		KAS	Others		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total
	6. PES									
	CT units (in training, monitoring field operation-travels&others)			50			0			0
	Trainers in training for Supervajzer (training day)			50			0			0
	Fees of trainees supervisors			30			0			0
	Fees of trainees enumerators			20			0			0
	Reserve (5%)							1	1	
	Supervisors Fees			700			0			0
	Enumerators Fees (Urban) include travels			350			0			0
	Enumerators Fees (Rural) include travels			300			0			0
	Enumerators Fees for R1			1			0			0
	Enumerators Fees for R2			1			0			0
	Enumerators Fees for R3			1			0			0
	Enumerators Fees for S1			1			0			0
	Reserve (5%)			5,122			0	1	1	5,122
	TOTAL POST-ENUMERATION SURVEY						0			5,122
	VII DATA ENTRY AND PROCESSING									
	7.2 Support Staff /codification									
	Logic controll & Codifiers			250			0			0
	Coordinators			200			0			0
	Archivists (IT)			300			0			0
	Reserve (5%)			2,550			0	1	1	2,550
	TOTAL DATA ENTRY						0			2,550
	8.1 Publishing reports									
	Conferences to present preliminary results			5,000			0			0
	Printing Preliminary results (in 4 languages)			8			0			0
	Printing Detailed tabulations + CD's			3			0			0
	Conferences to present FINAL results (payment for main guests)			20,000			0			0
	Dissemination Workshops			500			0			0
	Geo-demographic Atlas			20,000			0			0
	Main census publications (18 publications)			2,500			0			0
	Booklets and posters main results			30			0			0
	Reserve (5%)			8,940			0	1	1	8,940
	TOTAL FOR PRINTING AFTER DISSEMINATION						0			8,940
	OTHERS									
	Internation experts			380,000			0			0
	Costs in 2023-24			202,000			0			0
	MANGING THE BUDGET			860,000			0			0
	All others						0			0
	TOTAL OF ALL ACTIVITIES						261,280			3,667,960

Road map-Preparation of the population and housing census 2021

I.	PLANNING AND MANAGEMENT	2021			2022			2019-2023
		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total	TOTAL
1.1 Central Census Commission								
	Fees for CCC local members (meeting)	12	2	1,680			0	3,360
	Coordinator for CCC	1	8	2,800			0	4,200
	Others costs	1	3	600			0	1,000
	Reserve (5%)							428
Total for CCC				5,080			0	8,988
1.2 Census Unit & Executive coordination staff at SOK								
				0			0	
1	General census manager	1	12	3,600	1	12	3,600	14,400
2	Deputy of the general manager/coordinator	1	12	3,000	1	12	3,000	12,000
3	Head of demography/methodology	1	12	3,000	1	12	3,000	12,000
4	Head of IT	1	12	3,000	1	6	1,500	10,500
5	Head cartography/GIS	1	12	3,000	1	6	1,500	9,000
6	Head of logistics group	1	12	3,000			0	7,500
7	Head of communication group	1	12	3,000	1	6	1,500	9,000
8	Head fo Nomenclature and Classification units	1	12	3,000	1	6	1,500	9,000
9	Head of dissemination group	1	12	2,640	1	6	1,320	7,920
10	Head of PILOT/PES	1	12	3,000	1	6	1,500	8,250
11	Head of administrativ group	1	12	2,400	1	6	1,200	7,200
	Reserve (5%)			0			0	5,339
1.2 Total for Executive units				32,640			19,620	112,109
1.3 Census Core Staff								
							0	
1	Demography							0
2	Demographer/methodolog	1	12	2,640	1	6	1,320	9,240
3	Demographer/methodolog	1	12	2,640	1	6	1,320	9,240
4	Demographer/methodolog	1	12	2,640	1	6	1,320	9,240
5	Demographer/methodolog	1	12	2,640	1	6	1,320	9,240
6	Demographer/methodolog	1	12	5,400			0	13,500
7	Demographer/methodolog	1	12	5,400			0	10,800
1	IT							0
2	Developer (I)	1	12	2,640	1	6	1,320	9,240
3	Developer (II)	1	12	2,640	1	6	1,320	9,240
4	Administrator for databasse units	1	12	2,640	1	6	1,320	7,920
5	Help desk	1	12	2,640	1	6	1,320	7,920
6	Others (external IT)	4	12	72,000	2	12	36,000	180,000
1	Cartography/GIS							0
2	Cartography expert	1	12	2,640	1	6	1,320	7,920
3	Cartography support	1	6	2,700			0	5,400
1	Logistics group							0
2	Support to logistcs	1	12	3,000	1	6	1,500	5,250
3	Support to logistcs	1	6	1,200			0	1,800
4	Support to logistcs	1	6	1,200			0	1,800
5	Support to logistcs	1	6	1,200			0	1,800
1	Communication group							0
2	Support to communication group	1	12	240	1	6	120	720
3	Support to communication group	1	6	2,700			0	10,800
1	Nomenclature and Classification units							0
2	Support to Nomenclature and Classification units	1	12	2,640			0	5,940
3	Support to Nomenclature and Classification units	1	6	1,320			0	4,620
4	Support to Nomenclature and Classification units	1	6	1,320			0	4,620
5	Support to Nomenclature and Classification units	1	6	1,320			0	4,620
1	Disemination group							0
2	Disemination asistent	1	12	2,400	1	6	1,200	6,600
3	Disemination asistent	1	12	2,400	1	6	1,200	6,600
4	Disemination asistent	1	12	2,400	1	6	1,200	6,600
5	Disemination asistent	1	12	2,400	1	6	1,200	6,600
PILOT/PES								0
1	Methodologist	1	12	2,400		10	0	6,000
2	Translator Interpreter-profesional (eng)	2	12	4,800	1	10	2,000	12,800
3	Translator Interpreter-profesional (serb)	1	12	2,400	1	10	2,000	8,000
4	Various local experts according to the topic -support and ar	14	120	134,400			0	170,400
1	Administrativ group							0
2	Administrativ asistent	1	12	2,400	1	6	1,200	6,000
3	Administrativ asistent	1	6	1,200			0	3,000
4	Administrativ asistent	1	6	1,200			0	3,000
5	Administrativ asistent	1	6	1,200			0	3,000
6	Procurement specialist	1	6	1,200	1	6	1,200	4,200
7	Procurement specialist	2	6	2,400			0	9,600
Others								0
	Archivists	1	12	4,200	1	10	3,500	12,950
	Drivers	2	12	8,400	1	10	3,500	25,550
	Clerks (coordinators, PES, logistics, dizajn, home keepers.	2	12	8,400	1	10	3,500	86,450
	Reserve (5%)			0			0	35,411
Total for professional staff				309,600			71,200	743,631

Road map-Preparation of the population and housing census 2021

I.	PLANNING AND MANAGEMENT	2021			2022			2019-2023
		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total	TOTAL
2.1. Municipal census commissions								
	Fees for MCC members (7 members per 38 munic.)	266	1	79,800			0	79,800
	Estimated lumpsum for traveling of SOK municipal coordinators	38	2	11,400			0	11,400
	Costa for training of MCC	266	1	11,970			0	11,970
	Fuel for car transport of staff and material in Municipality (€)	38	1	2,660			0	2,660
	Reserve (5%)			0			0	5,292
TOTAL MCC staff				105,830			0	111,122
2.1 Workshop, Travels, meetings and communication								
	Workshop for finalizing the document (questionnaires)			0			0	18,700
	Workshop for finalizing the document (manuals)			0			0	14,960
	Workshop for preparation of training for MCC			0			0	11,220
	Workshop for preparation of training for Supervajzer (out Kosova)			0			0	4,590
	Workshop for monitoring of training for Controllers			0			0	6,120
	Workshop for preliminary data			0			0	5,120
	Study Visits in the neighbouring countries	6	3	3,780			0	8,820
	Visits in the EU countries			0			0	5,040
	Transport and tickets	6	1	4,200			0	25,200
	Reserve (5%)			0			0	4,989
TOTAL: workshops, travels ect				7,980			0	104,759
2.2 Communication campaign and branding								
	Communication campaign and branding	1	0	88,000	1	0	22,000	286,000
	Events	1	6	2,400			0	20,000
	Supporting materials	1	1	2,000			0	4,000
	Conferences	3	1	4,500			0	9,000
	Others communication activity (NGO)	1	2	24,000			0	36,000
	Reserve (5%)			0			0	16,950
TOTAL COMMUNICATION, PR & OUTREACH				120,900			22,000	371,950
2.3 Translation of material to be printed and publication								
	Pages to be translated (about 3000 alb,serb,tur,angl)-copmany	1,000	1	10,000	1,000	1	10,000	45,000
	Quality control of translation-copmany	1,000	0	2,000	1,000	0	2,000	9,000
	Interpreters (during training day for MCC) 2 for one day	12	2	1,800			0	1,800
	Interpreters (during training day-supervajzer)	7	2	1,050			0	1,050
	Interpreters (during training day-controllers)	38	2	5,700			0	5,700
	Reserve (5%)			0			0	3,128
TOTAL : Translation				20,550			12,000	65,678
3.1 Printing Documentation Material								
	Enumerators' instruction manual			0			0	14,000
	Enumerators' summary instructions			0			0	7,000
	Supervisors' instruction manual			0			0	1,600
	Informative leaflet			0			0	225,000
	Training Documentation			0			0	4,000
	Reception reports for supervisors			0			0	200
	Draft delivery report for Supervisor			0			0	180
	Reminding letters for vacant households			0			0	2,600
	Contracts for field staff			0			0	552
	Reserve (5%)			0			0	12,757
TOTAL PRINT OF CENSUS DOCUMENTS				0			0	267,889

Road map-Preparation of the population and housing census 2021

IV	MAIN ACTIVITIES	2021			2022			2019-2023
		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total	TOTAL
	4.1 Stationary- for census and field personel							
	Memory USB -census staff			0		0	9,600	
	Pencils			0		0	17,500	
	Note books (census office with logo) A5			0		0	4,000	
	Note books (census office with logo) A4			0		0	200	
	Keeper for papper			0		0	16,500	
	Copier band A4			0		0	4,000	
	Heftalica			0		0	100	
	Heftalica municion			0		0	200	
	Liners			0		0	400	
	Soletip			0		0	350	
	Sisers			0		0	450	
	Blok ngjites			0		0	300	
	Plastic folder			0		0	3,000	
	Prince fasicle			0		0	2,500	
	Hand bag for census			0		0	30,000	
	Markers			0		0	3,500	
	Material for keepeng peper			0		0	3,500	
	Letter for traning			0		0	1,000	
	Census Staff ID (Census office, MCC, Sup., enum.)			0		0	3,000	
	Machine for ID			0		0	200	
	Uniform for field operation			0		0	52,500	
	Reserve (5%)			0		0	7,640	
	TOTAL: Stationary			0		0	160,440	
	4.2 Census mapping&GIS							
	Plastic folie			0		0	1,600	
	Server for Cartography			0		0	4,000	
	Plotter A0 color			0		0	7,000	
	Scanner A3			0		0	600	
	ARGIS yearly license	1	1	15,000		0	30,000	
	Metal cabinet			0		0	1,800	
	Drawing board (table)			0		0	1,200	
	GPS equipment			0		0	1,600	
	Paper and other stationary			0		0	30,000	
	Toner and cartridges			0		0	30,000	
	Printers and colors for mapping(Pilot, census and PES)			0		0	35,000	
	Updating EA			0		0	280,000	
	Reserve (5%)			0		0	21,140	
	TOTAL CENSUS MAPPING			15,000		0	443,940	
	4.3 Vehicles for census office							
	Good 4x4 vehicles			0		0	175,000	
	Reserve (5%)			0		0	8,750	
	TOTAL: vehicles			0		0	183,750	
	4.4 Tele-Communication							
	Sim card (include credits)			0		0	128,000	
	Mobile phones for census staff (core team)			0		0	13,200	
	Mobile phone credits for census staff (core team)			0		0	3,000	
	Mobile phone credits for census staff (proffesional)			0		0	7,600	
	Mobile phone credits for census staff (suport)			0		0	3,300	
	Mobile phone credit for MCC			0		0	1,350	
	Mobile phone credit for Supervisors			0		0	22,200	
	Phone line	1	1	600	1	1	600	
	Reserve (5%)			0		0	9,023	
	TOTAL: tele-communication			600		600	189,473	

Road map-Preparation of the population and housing census 2021

I.	MAIN ACTIVITIES	2021			2022			2019-2023
		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total	TOTAL
4.5 Helpesk at headquarters								
	Chairs			0			0	12,800
	SOK office for help (metodology, carography, logistics ect)			0			0	16,000
	Simultaneous equipment			0			0	20,000
	Reserve (5%)			0			0	2,440
TOTAL for help desk				0			0	51,240
4.6 Census office, premises data entry & archive&								
	Security office for servers, equipment ect			0			0	8,000
	Internal architectural arrangements (census premise and archive for material)			0			0	15,000
	Rewiew- od premises at -SOK centre			0			0	40,000
	Utility expenditure (water and electricity supply; garbage)	1	12	18,000	12		0	36,000
	Fuel for generators (annually)	1	12	3,000	1	6	1,500	10,500
	Reserve (5%)			0			0	5,475
TOTAL for premises, archive ect				21,000			1,500	114,975
4.7 Tablets/Computer and others equipment								
	Tablets			0			0	960,000
	Laptop for census office			0			0	48,000
	Laptop for project			0			0	30,400
	Desktop computer + Monitor LCD (For KAS team)			0			0	112,000
	Projectors for training (municipal offices)			0			0	15,200
	External hard Disk			0			0	2,640
	Servers Data entry			0			0	40,000
	Servers antivirus for clients edivalent to- F-secure			0			0	1,200
	Antivirus for client -10 servers			0			0	1,000
	CsPro Server Licence two licences wit media kit	1	1	6,000	1		0	12,000
	Software MYSQL	2	1	8,000	2		0	16,000
	Argis softvere	1		0			0	13,000
	SOFTWARE SPSS	1	12	12,000	1	6	6,000	24,000
	Veritas backup Myski			0			0	1,000
	Strong powerful and rapid Photocopiers			0			0	4,500
	Laser multipurpose Printers (black & white)			0			0	2,400
	Printer A4			0			0	4,800
	TV			0			0	1,600
	Video camera			0			0	1,600
	Updating the Web site and new data	1	1	40,000	1	1	40,000	80,000
	Reserve (5%)			0			0	68,567
TOTAL Computer and others equipment				66,000			46,000	1,439,907
4.8 Maintenance and repair for equipment								
	Generators	1	1	4,000	1		0	8,000
	IT equipment (lump sum)	1	1	2,000	1	1	2,000	6,000
	Census premises (Water and electrical installation)			0			0	1,500
	Car insurance for census cars	14	1	6,300	14	1	6,300	18,900
	Census cars maintenance and repair	1	1	12,000	1	6	72,000	96,000
	Reserve (5%)			0			0	6,520
TOTAL maintenance and repair				24,300			80,300	136,920
5.2 TRAINING AND ENUMERATION								
	Core Trainers (CT) in training for MCC (hotel&others)	22	4	7,040			0	7,040
	CT units (in training, monitoring field operation-travels&othr	38	30	22,800			0	22,800
	Trainers in training for Supervajzer (training day)	14	5	3,500			0	3,500
	Fees of trainees supervisors	350	5	52,500			0	52,500
	Fees of trainees enumerators	2,700	5	270,000			0	270,000
	Supervisors Fees	350	2	367,500			0	367,500
	Enumerators Fees (Urban) include travels	1,200	1	420,000			0	420,000
	Enumerators Fees (Rural) include travels	1,500	1	450,000			0	450,000
	Enumerators Fees for R1	460,000	1	368,000			0	368,000
	Enumerators Fees for R2	340,000	1	272,000			0	272,000
	Enumerators Fees for R3	#####	1	2,280,000			0	2,280,000
	Enumerators Fees for S1	600,000	1	780,000			0	780,000
	Estimated as lump sum	1	1	45,000			0	45,000
	Reserve (5%)			0			0	266,917
TOTAL FOR TRAINING AND ENUMERATORS				5,338,340			0	5,605,257
6.3 PILOT SURVEY								
	CT units (in training, monitoring field operation-travels&others)			0			0	0
	Trainers in training for Supervajzer (training day)			0			0	900
	Fees of trainees supervisors			0			0	1,500
	Fees of trainees enumerators			0			0	2,100
	Supervisors Fees			0			0	6,000
	Enumerators Fees (Urban) include travels			0			0	14,700
	Enumerators Fees (Rural) include travels			0			0	8,750
	Enumerators Fees for R1			0			0	10,500
	Enumerators Fees for R2			0			0	4,800
	Enumerators Fees for R3			0			0	6,400
	Enumerators Fees for S1			0			0	42,000
	Reserve (5%)			0			0	18,200
				0			0	5,793
6.3 PILOT SURVEY				0			0	121,643

Road map-Preparation of the population and housing census 2021

VI	POST ENUMERATION SURVEY	2021			2022			2019-2023
6. PES		Qty / Person	Days / month (Basis)	Total	Qty / Person	Days / month (Basis)	Total	TOTAL
	CT units (in training, monitoring field operation-travels&othe	6	3	900			0	900
	Trainers in training for Supervajzer (training day)	10	9	4,500			0	4,500
	Fees of trainees supervisors	22	9	5,940			0	5,940
	Fees of trainees enumerators	40	3	2,400			0	2,400
	Reserve (5%)							
	Supervisors Fees	5	1	3,500			0	3,500
	Enumerators Fees (Urban) include travels	30	1	10,500			0	10,500
	Enumerators Fees (Rural) include travels	45	1	13,500			0	13,500
	Enumerators Fees for R1	5,000	1	4,000			0	4,000
	Enumerators Fees for R2	7,000	1	5,600			0	5,600
	Enumerators Fees for R3	30,000	1	36,000			0	36,000
	Enumerators Fees for S1	12,000	1	15,600			0	15,600
	Reserve (5%)			0			0	5,122
TOTAL POST-ENUMERATION SURVEY				102,440			0	107,562
VII DATA ENTRY AND PROCESSING								
7.2 Support Staff /codification								
	Logic controll & Codifiers	30	6	45,000			0	45,000
	Coordinators	2	6	2,400			0	2,400
	Archivists (IT)	2	6	3,600			0	3,600
	Reserve (5%)			0			0	2,550
TOTAL DATA ENTRY				51,000			0	53,550
8.1 Publishing reports								
	Conferences to present preliminary results	1	1	5,000			0	5,000
	Printing Preliminary results (in 4 languages)	1,000	1	8,000			0	8,000
	Printing Detailed tabulations + CD's	400	4	4,800			0	4,800
	Conferences to present FINAL results (payment for main gu	1	1	20,000			0	20,000
	Dissemination Workshops	1	4	2,000	1	4	2,000	4,000
	Geo-demographic Atlas			0	1	1	20,000	20,000
	Main census publications (18 publications)			0	18	1	45,000	45,000
	Booklets and posters main results	200	8	48,000	200	4	24,000	72,000
	Reserve (5%)			0			0	8,940
TOTAL FOR PRINTING AFTER DISSEMINATION				87,800			91,000	187,740
OTHERS								
	Internation experts			0	1	1	380,000	380,002
	Costs in 2023-24			0	1	1	202,000	202,002
MANGING THE BUDGET								
	All others			0			1,442,000	1,442,006
TOTAL OF ALL ACTIVITIES				6,309,060			1,786,220	12,024,526