**Questions and answers on reporting of national targets and baseline data for the Regional Action framework on CRVS, December 2015**

TOPIC: Who should be involved in reporting?

**Who should be involved in filling in the reporting template?**

A completed national baseline report should contain values of nationally set targets, baseline data of the indicators, description of implementation activities, etc. As such, all stakeholders of CRVS should be involved in the reporting process, but at the minimum the CR authorities, NSOs and the Ministries of Health.

If a national coordination mechanism exists, it should be used for the stakeholders to complete the reporting requirements. The National CRVS Focal Point is responsible for coordinating the completion of the reporting template and transmitting the information to ESCAP. In some countries a technical group has been established to assist with the reporting. This is a very good approach. If documents are developed in the process (such as a working paper), it would be useful to include these as appendices to the reporting template.

**Who will take the responsibility to prepare the report? Should it be the Registration Office, Statistical Office or both of them at the Ministerial level or another institutional level?**

The responsible institution again depends on your national circumstances. Ideally all stakeholders should be involved. In some countries the National Statistics office is taking the lead, in others the Prime Ministers Office or the Ministry of Planning, in others again the registration authority or ministry of justice. This is a national decision. In any case, the agency that takes the lead in preparing the report should consult the other relevant agencies.

**Who should be responsible for submitting the report and how should it be endorsed?**

The endorsement process is dependent on the set up in individual countries. Ideally, if a coordination mechanism exists, this group should sign off.

TOPIC: Deadline and communication with the Secretariat

**We can't make the deadline...can we submit in early January?**

The deadline of December 2015 has been set in consideration of the documentation schedule of the ESCAP Commission session in May 2016, to which the Secretariat is required to prepare a summary report on the basis of baseline reports of member States. In order for ESCAP to finalize the report in time, it is important to receive all inputs as early as possible. However, if the 15 December deadline cannot be met, please advise ESCAP of this as soon as possible, so we can discuss the best way forward. Due to country specific circumstances, we suggest contacting us individually to agree on a new deadline for the report.

**We are struggling with technical aspects of a specific target, who can give us some help?**

Please contact ESCAP and we will provide guidance and if needed put you in contact with a relevant development partner with expertise in that area.

**Can we send questions directly to ESCAP regarding reporting?**

Yes, you can always send questions to sejersent@un.org or stat.unescap@un.org

**Can we send questions in Russian?**

Yes, the secretariat will translate emails received in Russian or other official UN languages (English, Russian, French, Spanish, Chinese or Arabic).

TOPIC: Data issues

**Which population groups should be included in setting denominators? In particular, should refugees be included?**

The concept of universal coverage of CRVS is set out in the United Nations’ Principles and Recommendations for a Vital Statistics System (ver. 3) which recommends the registration of “… all of the vital events occurring in every geographical area and in every population group of the country.” (2014 revision; pg.11, para. 34). The Ministerial Declaration to ‘Get Every One in the Picture’ in Asia and the Pacific and the Regional Action Framework endorses the principle that all vital events within their territory and jurisdiction should be registered, consistent with international law. Consequently all population groups resident within the territory and jurisdiction, regardless of legal status, should be included in the denominator for the indicators for the targets in the Regional Action Framework. This includes non-nationals, refugees, migrants and stateless persons.

However, if there are gaps in baseline data in respect of some groups, this should be explained in respect of questions 12 and 13 in the template. For some population groups National CRVS Focal Points may wish to contact development partners at a national level to see if data can be provided (e.g. UNHCR in respect of asylum-seekers, refugees and stateless persons).

**What should a country do if they have no data for one of the targets?**

If a target has been set, the country should describe the process and basis for the target setting.

If no target, it should be described whether a target will be set at a later stage and what will be the basis and process. In any case, the National CRVS Focal Points should inform the secretariat if there are specific national circumstances that inhibit the measurement or collection of information on the specific target.

**Our data from 2015 will not be ready to be used as the baseline data, which data should we use?**

Please use the data from the latest year available. In some countries this will be 2014, while other might have to rely on surveys conducted even earlier. It depends on the state of the CRVS system. In countries with a fairly good system, we would assume that 2014 data from the CRVS system for most of the report.

**We have several sources of data for some of the targets, which one should we report?**

The preference is for registration data, but for every target, each country needs to consider which are the best quality data source available. It is important that countries report which data is used and the limitations to this data.

**Can we use multiple data sources in the report?**

Yes, ideally the data sources will predominantly be registration data, but for some targets countries may need to use alternative sources. It is important that countries report which data is used and the limitations to this data. If at all possible, the same baseline year should be used for all data and targets.

**We have data from different years, which ones should we use?**

Ideally the report would contain data from the most recent year.

**Some reports will include data from 2010 others from 2014, how will the Secretariat compare?**

The purpose of the reporting is for countries to assess where they are at and where they want to go. The Secretariat’s main aim is not to compare countries, but to ensure countries have national targets. National targets are set to track progress at the national levels and CRVS systems will be improved to achieve the vision of universal registration in Asia Pacific by 2024.

**According to our registration records, more children were registered in 2014 than our estimations of the number of children born. How should we deal with this?**

If the number of registered children surpasses the estimated number of children, it would be useful to check the registration data, to see if some children were registered late etc. Are the estimates on the numbers of births and registrations covering the same period? In addition it may be useful to reassess the estimated used for the denominator? How likely are these to be representative of the population? In any case these consideration and problems should be highlighted in the report.

**What is considered a medical practitioner (target 3C)?**

This depends on the national context and legislation. If you have any specific issues regarding this definition, please highlight this in your report.

TOPIC: Reporting format

**Can countries respond using their own format?**

If you have a report containing similar information, it does not need to follow the template provided. See the Regional Action Framework paragraph 67.

**Should qualitative information be included?**

Any qualitative information regarding CRVS progress or activities would be highly welcome as a part of the reporting. This could be in the form of strategies, costing plans, assessments, working papers or other type of information.

**Can we submit the report in Russian?**

Yes, the report can be submitted in Russian. The secretariat will facilitate translation of the report if needed.

**Can we see examples of reports from other countries?**

The Secretariat will request countries who submit whether the reports can be shared. The information in the report, such as national targets and the progress on implementation steps will be available on the CRVS website early 2016. www.getinthepicture.org

**We have additional information we think is relevant to the reporting, should we submit this?**

Yes please. If you have any additional information you would like to share with the Secretariat, it is very welcome. On a related note, if you have information you would like to see shared on the CRVS website [www.getinthepicture.org](http://www.getinthepicture.org), please send it to the Secretariat.

TOPIC: Implementation steps

**We will not have fulfilled all implementation steps by 15 December, what should we report?**

The implementation steps should be completed as early as possible during the CRVS Decade, but many countries will not have implemented more than a few of these by the reporting deadline. This is perfectly acceptable. The focus of the initiative is to improve systems using a stepwise approach (Key principle, paragraph 9).

In addition, it should be noted that the purpose of the baseline report is to document where countries are at this starting point of the CRVS Decade, assess the current implementation arrangements, gaps and areas where support is needed. The report will also provide a set of data and information against which the secretariat can report progress by the end of the CRVS decade.

**What is a National CRVS Mechanism?**

It is a sustainable mechanism that coordinates all national CRVS stakeholders. The specific constitution and framework are up to the countries as long as they meet the basic requirements: sustainable, effective and multi-sectorial. Please refer to the Regional Action Framework para 43, 44, 61 and 62 and the Ministerial Declaration paragraph 6.

TOPIC: Target setting

**We have not yet implemented ICD10 or the international form of the death certificate, how to we report on targets 1E, 3B and 3C?**

If the country has plans to implement the international form of the death certificate before 2024, 1.E can be set, with a baseline of zero per cent. 3B refers to plans to implement or improve the use of ICD10. If the country is not currently using ICD10, but is planning to, again the baseline would be a description that this is not currently being used and 3B would be the year in which data is expected to be published using ICD10, while 3C would be the percentage of deaths expected to be assigned underlying causes of death by 2024. In any case, if the target is not possible to set, please describe this in the report.

**We have already achieved 100 per cent birth registration, what should we report?**

Congratulations on this impressive achievement! Please ensure that your report highlights that your target is 100 per cent, and that this is already achieved. If possible, it would be useful if you can include information on which year this was achieved.

**We already release annual vital statistics reports using civil registration data, what should we report?**

Congratulations on this impressive achievement! Please ensure that your report highlights that you are already doing this and therefore a target year for achieving this is not necessary. If you are planning any improvements to these reports you could include this information in your report.