

# GUIDELINES AND TEMPLATE FOR VITAL STATISTICS REPORTS

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# Purpose

*To serve as a practical guidance tool for producing vital statistics reports (VSR) from civil registration systems.*

# Background

- Country request for a practical tool
- ECA and ESCAP asked Statistics Norway to develop
- Feedback provided by countries and ECA/ESCAP

Guideline

Template

Boxes

Boxes

# Part 1: Guidelines

- I. Purpose
- II. Rationale
- III. Target audience and important considerations
- IV. Link with other activities
- V. Initial focus on key vital events
- VI. Reasons for publishing a Vital Statistics Report
- VII. How to use this document

# Considerations/focus

- Aimed at countries with little prior experience/who have not published statistics based on CR before
- Focus on system description and data quality
- Most on births and deaths

# Blue guidance boxes

Box 1: Definition of vital statistics and vital events for statistical purposes

Box 2. Tabulation programs

Box 3. Confidentiality of data

Box 7. Civil Registration and Population Registers

Box 8. Importance of coordination and cooperation

Box 9: General and country examples of incentives and disincentives for registration

Box 10. Data quality

Box 11: Coverage and completeness

Box 13. Presenting data

Box 14: Key birth registration variables

Box 16: Key death registration variables

Box 20: Why marriage and divorce statistics?

# Green boxes: Country/UN examples

Box 4: CRVS organization in Kenya

Box 5: Sub counties and CR office overview for Kenya

Box 6: Timeliness of birth registration

Box 12. Examples of graphs and maps showing completeness of birth registration

Box 15. Tables on live births recommended by United Nations

Box 17. Tables on deaths recommended by United Nations Statistical Division

Box 18: Age and sex specific mortality rates in South Africa

Box 19: Summary cause of death table from Kenya

Box 21: Key marital registration variables and tables on marriages and divorces recommended by UN

Box 22: Examples of tables on figures on marriages and divorces in Botswana

Box 23. Summary tables recommended by UN



# Part 2: Template outline

CHAPTER 1. INTRODUCTION AND BACKGROUND

CHAPTER 2. CIVIL REGISTRATION SYSTEM OF THE COUNTRY

CHAPTER 3. DATA QUALITY, COMPLETENESS AND DEFINITIONS

CHAPTER 4. BIRTHS

CHAPTER 5. DEATHS

CHAPTER 6. CAUSES OF DEATH

CHAPTER 7. MARRIAGES AND DIVORCES

CHAPTER 8. SUMMARY TABLES

## 2. Civil Registration system of the country

- 2.1 History
- 2.2 Legal and administrative issues
- 2.3 Organizational structure, registration process and information flows
- 2.4 Incentives and disincentives for registration

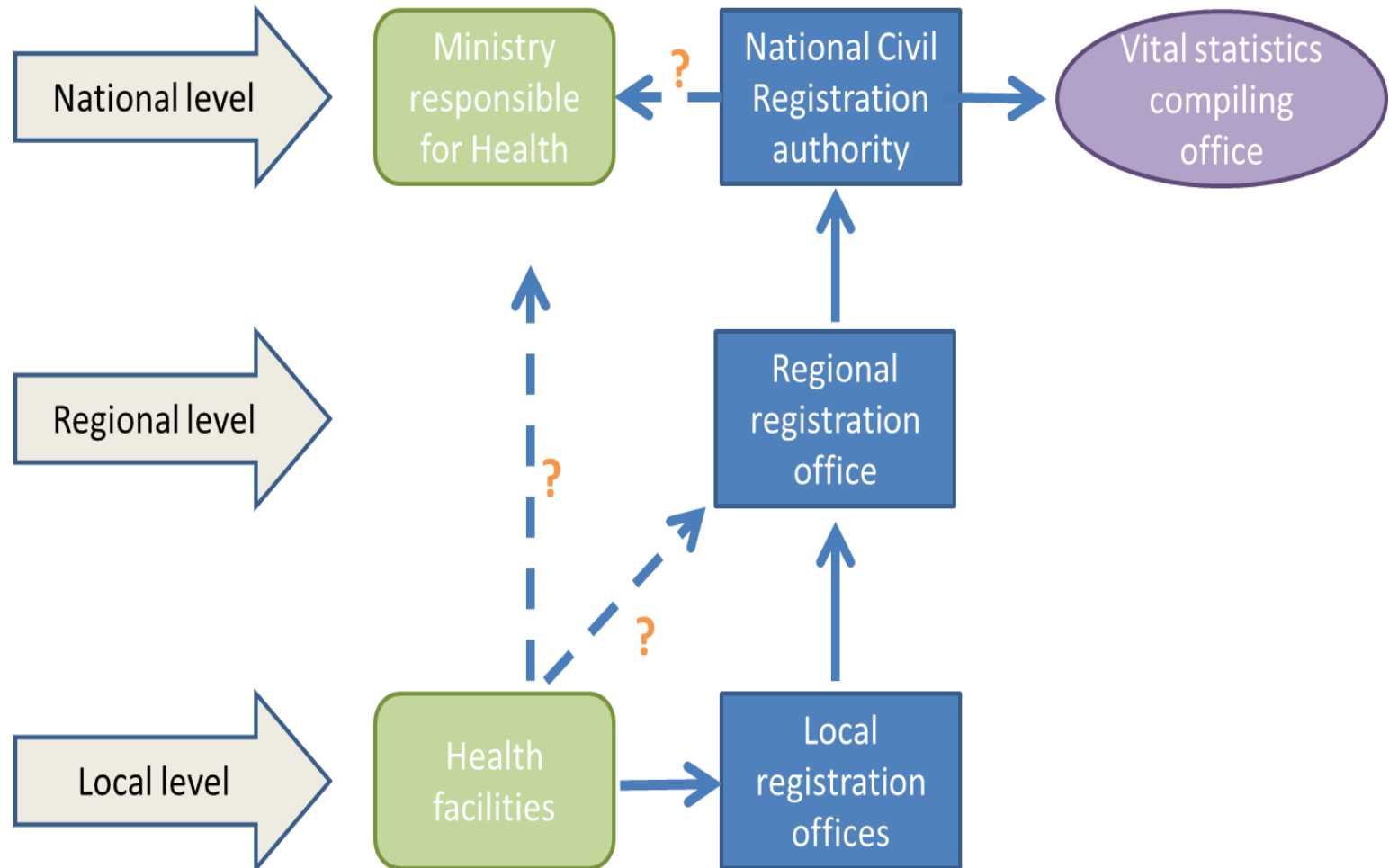
Length and content will depend on availability of previous descriptions and demand by users

## Chapter 2.3

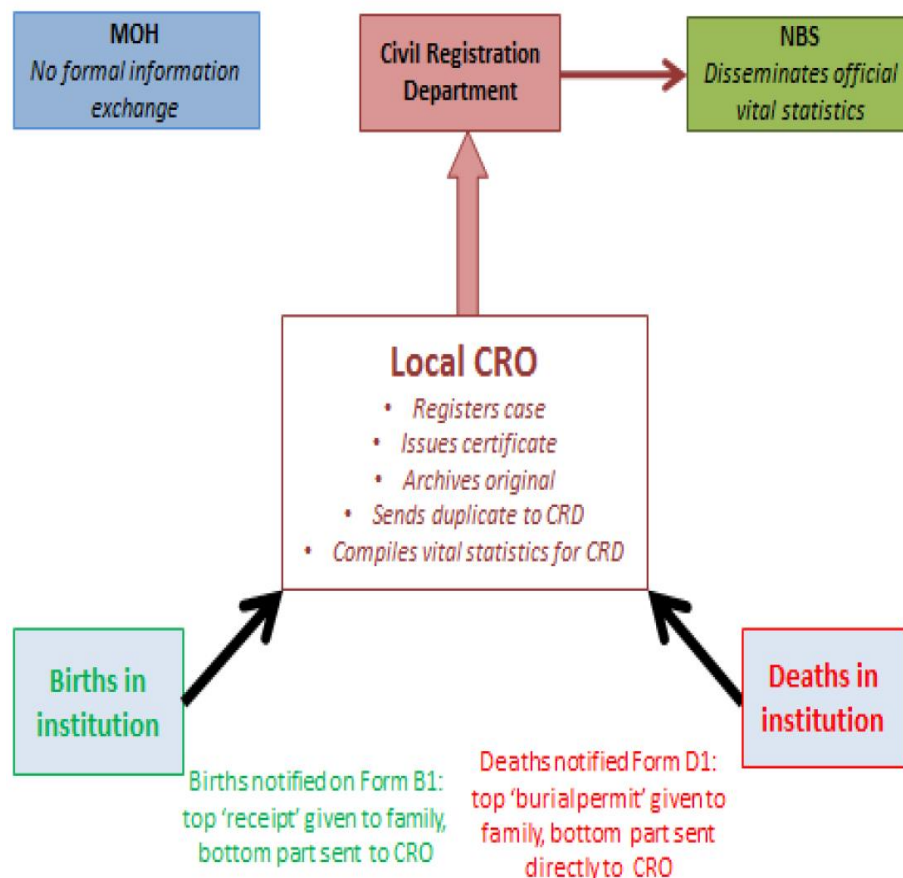
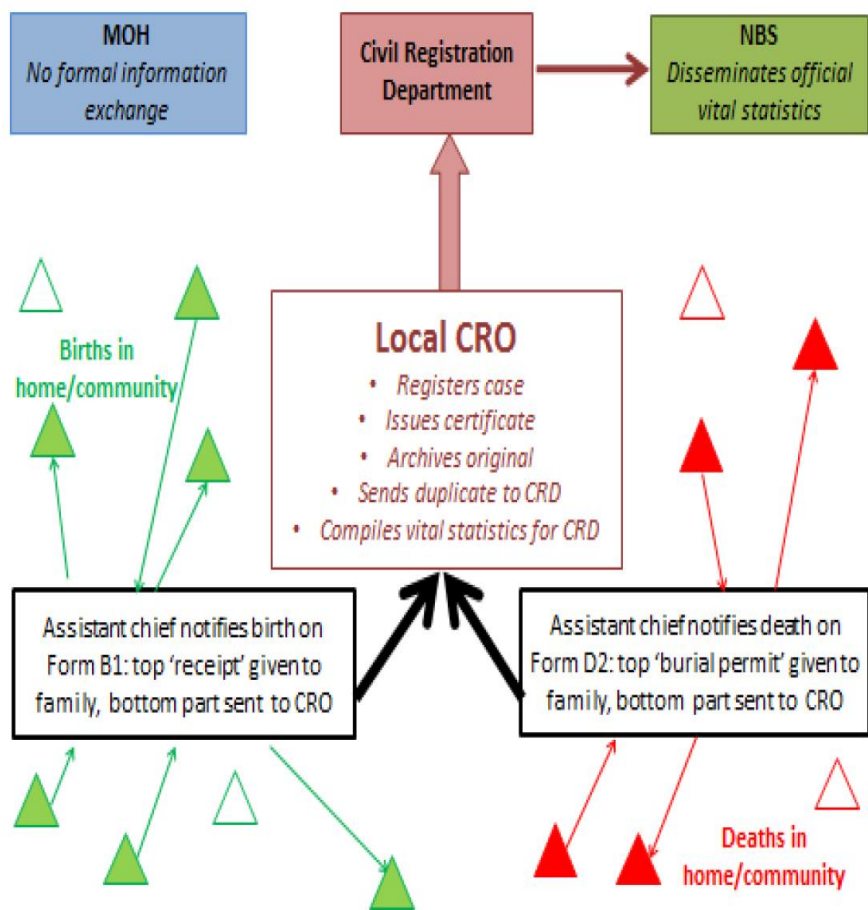
The description of the organizational structure should cover the two following issues:

- How the CRVS system is organized between agencies at the central level, who has which responsibilities, and the data flow between the different agencies
- How the different agencies are organized internally, the data flow between the different units and administrative levels, and their responsibilities.

**Figure 2.1 Possible organizational chart presenting different levels and cooperation partners**



# Box: country example Kenya



## Box 5: Sub-counties and CR office overview for Kenya (GREEN BOX)

Figure 2.3. Map and excerpt of table of local CR offices in Kenya.

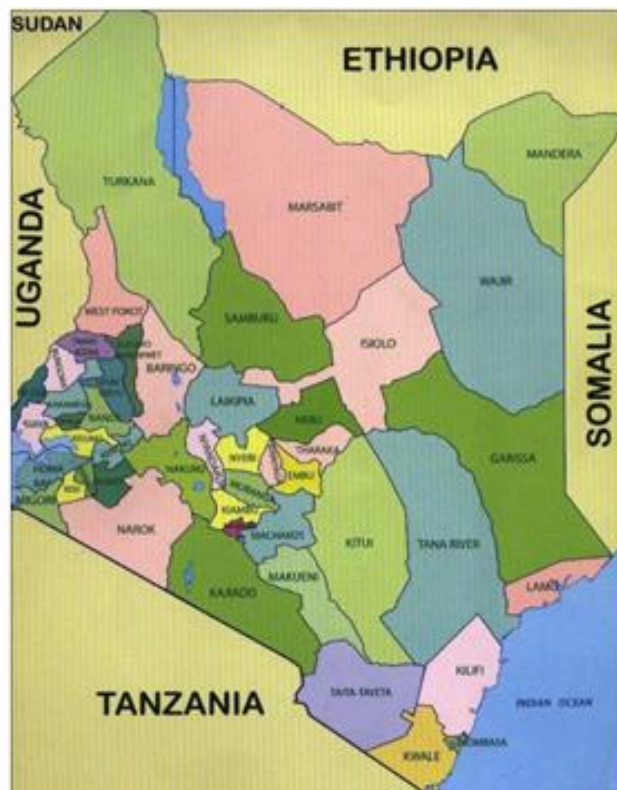


Table 1: Local civil registration offices by county

| County |           | Local civil registration areas |                 |
|--------|-----------|--------------------------------|-----------------|
| 1      | Kiambu    | 1                              | Gatundu         |
|        |           | 2                              | Githunguri      |
|        |           | 3                              | Kiambu East     |
|        |           | 4                              | Kiambu West     |
|        |           | 5                              | Ruiru           |
|        |           | 6                              | Thika           |
| 2      | Kirinyaga | 1                              | Kirinyaga       |
| 3      | Murang'a  | 1                              | Kigumo          |
|        |           | 2                              | Murang'a East   |
|        |           | 3                              | Murang'a South  |
|        |           | 4                              | Murang'a West   |
| 4      | Nyandarua | 1                              | Nyandarua North |
|        |           | 2                              | Nyandarua South |
| 5      | Nyeri     | 1                              | Kieni East      |
|        |           | 2                              | Mathira East    |
|        |           | 3                              | Nyeri Central   |
|        |           | 4                              | Nyeri South     |
| 6      | Kilifi    | 1                              | Kilifi          |
|        |           | 2                              | Malindi         |
| 7      | Kwale     | 1                              | Kinango         |
|        |           | 2                              | Kwale           |
| 8      | Lamu      | 1                              | Lamu            |

| County (cont.) |                 | Local civil registration areas (cont.) |                  |
|----------------|-----------------|--|------------------|
| 25             | Elgeyo Marakwet | 1                                      | Keiyo            |
|                |                 | 2                                      | Marakwet         |
| 26             | Nandi           | 1                                      | Nandi North      |
|                |                 | 2                                      | Nandi South      |
| 27             | Samburu         | 1                                      | Samburu          |
| 28             | Trans Nzoia     | 1                                      | Trans Nzoia East |
|                |                 | 2                                      | Trans Nzoia West |
| 29             | Turkana         | 1                                      | Turkana          |
| 30             | Uasin Gishu     | 1                                      | Eldoret East     |
|                |                 | 2                                      | Eldoret West     |
| 31             | West Pokot      | 1                                      | West Pokot       |
| 32             | Homabay         | 1                                      | Homabay          |
|                |                 | 2                                      | Rachuonyo        |
|                |                 | 3                                      | Suba             |
| 33             | Kisii           | 1                                      | Gucha            |
|                |                 | 2                                      | Gucha South      |
|                |                 | 3                                      | Kisii Central    |
|                |                 | 4                                      | Masaba           |
|                |                 | 5                                      | Masaba South     |
|                |                 | 6                                      | Nyamache         |
| 34             | Kisumu          | 1                                      | Kisumu East      |
|                |                 | 2                                      | Kisumu West      |

Source: Kenya Vital Statistics Report, 2013, pp. 3-4.

END BOX 5.

# 3. Data quality, completeness and definitions

3.1 Quality of data

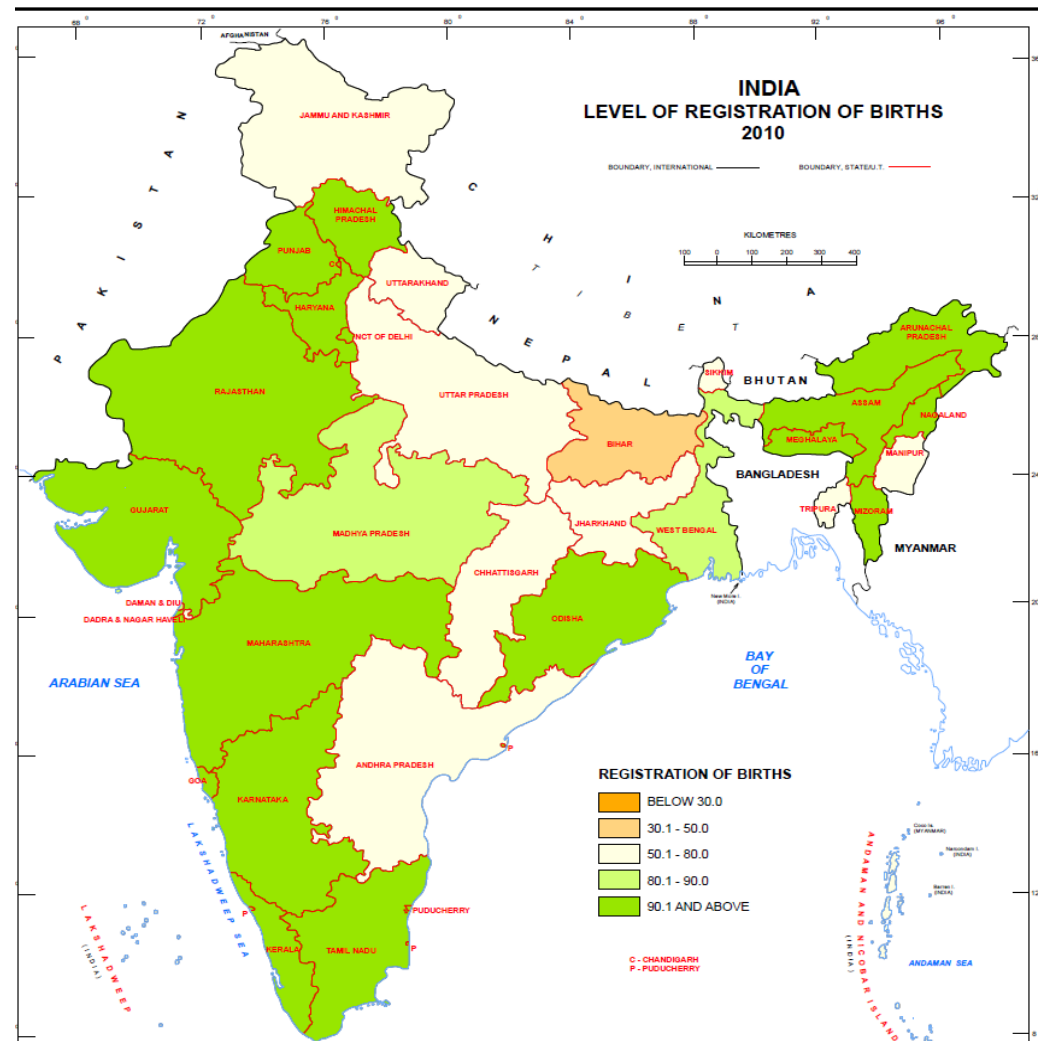
3.2 Completeness

3.2.1. Completeness by group

3.2.2. Completeness rates over time

3.3 Definitions and specifications

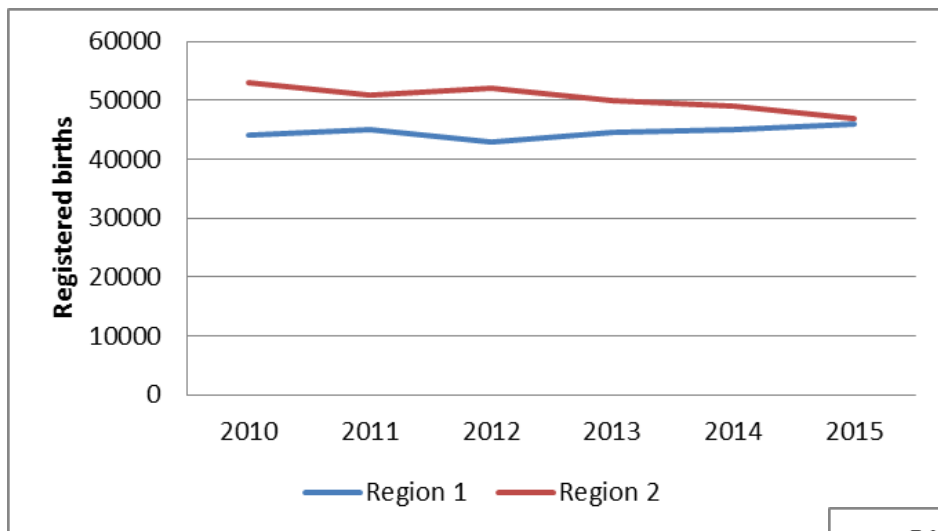
# Birth registration completeness India, 2010



- *Source:* Annual Vital Statistics Report, 2010, India



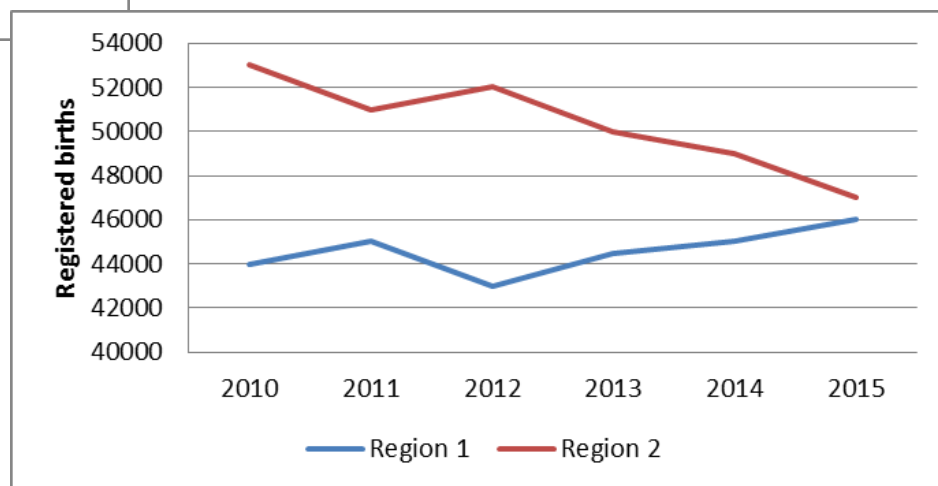
# Box 13: Presenting data



The data are the same

Why do the figures look different?

Which would you use?



## 4. Births

- (i) Characteristic of the event
- (ii) Characteristics of the newborn
- (iii) Characteristics of the mother
- (iv) Characteristics of the father
- (v) Characteristics of population at risk

# Template table 4.1.

## Registered live births by place of occurrence, 20xx– 201x

|      | Total | Health facility | At home | Other |
|------|-------|-----------------|---------|-------|
| :    |       |                 |         |       |
| 2012 |       |                 |         |       |
| 2013 |       |                 |         |       |
| 2014 |       |                 |         |       |

# Template table 4.5.

## Registered live births by age of mother, 201x

|           | Total | Urban | Rural |
|-----------|-------|-------|-------|
| 10-14     |       |       |       |
| 15-19     |       |       |       |
| 20-24     |       |       |       |
| 25-29     |       |       |       |
| 30-34     |       |       |       |
| 35-39     |       |       |       |
| 40-44     |       |       |       |
| 45-49     |       |       |       |
| 50+       |       |       |       |
| Not known |       |       |       |
| Total     |       |       |       |

# 5. Deaths

**Table 5.1 Registered deaths by age and gender, 201x**

|           | Total | Male | Female |
|-----------|-------|------|--------|
| 0         |       |      |        |
| 1-4       |       |      |        |
| 5-9       |       |      |        |
| 10-14     |       |      |        |
| 15-19     |       |      |        |
| 20-24     |       |      |        |
| ...       |       |      |        |
| ...       |       |      |        |
| 95-99     |       |      |        |
| 100+      |       |      |        |
| Not known |       |      |        |
| Total     |       |      |        |

## 6. Cause of death

**Table 8: Top 10 leading causes of death by sex, 2013**

| Cause (male) |                     | Male    |         | Cause (female)  |       | Female  |                 | Cause (both) |         | Total   |        |
|--------------|---------------------|---------|---------|-----------------|-------|---------|-----------------|--------------|---------|---------|--------|
|              |                     | Percent | Number  |                 |       | Percent | Number          |              |         | Percent | Number |
| 1            | Malaria             | 11.8    | 12,721  | Malaria         | 12.8  | 11,068  | Malaria         | 12.2         | 23,789  |         |        |
| 2            | Pneumonia           | 11.5    | 12,392  | Pneumonia       | 12.2  | 10,526  | Pneumonia       | 11.8         | 22,918  |         |        |
| 3            | Other Cause         | 7.9     | 8,537   | HIVAIDS         | 7.5   | 6,477   | HIVAIDS         | 7.4          | 14,465  |         |        |
| 4            | Tuberculosis        | 6.7     | 7,243   | Cancer          | 6.9   | 5,928   | Other Cause     | 7.1          | 13,720  |         |        |
| 5            | HIVAIDS             | 6.4     | 6,895   | Tuberculosis    | 6.8   | 5,869   | Cancer          | 6.3          | 12,287  |         |        |
| 6            | Cancer              | 6.2     | 6,663   | Other Cause     | 6.3   | 5,392   | Tuberculosis    | 5.9          | 11,448  |         |        |
| 7            | Sudden death        | 5.2     | 5,579   | Sudden death    | 5.2   | 4,523   | Sudden death    | 5.8          | 11,186  |         |        |
| 8            | Anemia              | 3.8     | 4,088   | Anemia          | 4.7   | 4,037   | Anemia          | 4.2          | 8,125   |         |        |
| 9            | Road traffic accid. | 3.3     | 3,552   | Heart disease   | 2.9   | 2,493   | Heart disease   | 2.5          | 4,942   |         |        |
| 10           | Other accidents     | 3.2     | 3,471   | Meningitis      | 2.6   | 2,270   | Meningitis      | 2.5          | 4,898   |         |        |
|              | All other Cause     | 34.2    | 36,991  | All other Cause | 32.0  | 27,617  | All other Cause | 34.2         | 66,554  |         |        |
|              | Total               | 100.0   | 108,132 | Total           | 100.0 | 86,200  | Total           | 100.0        | 194,332 |         |        |

Source: Kenya Annual Vital Statistics Report for 2013

## 8. Summary tables recommended by UN

ST-1 Live births, deaths, infant deaths, foetal deaths, marriages and divorces by place of usual residence

ST-2 Crude birth rate, crude death rate, infant mortality rate by sex, foetal mortality rate, crude marriage rate and crude divorce rate, by place of usual residence

ST-3 Time series of live births by place of usual residence of mother (past 10 years)

ST-4 Time series of deaths by place of usual residence of decedent (past 10 years)

ST-5 Time series of infant deaths by place of usual residence of mother (past 10 years)

ST-6 Time series of foetal deaths by place of usual residence of mother (past 10 years)

ST-7 Time series of marriages by place of usual residence of groom (past 10 years)

ST-8 Time series of divorces by place of usual residence of husband (past 10 years)

ST-9 Times series of vital events in the country (past 10 years)

## Table 8.2 Time series of vital rates, .... – 2014

| Year | Crude Birth Rate | Crude Death Rate | Population size | Population growth |
|------|------------------|------------------|-----------------|-------------------|
| :    |                  |                  |                 |                   |
| 2012 |                  |                  |                 |                   |
| 2013 |                  |                  |                 |                   |
| 2014 |                  |                  |                 |                   |



# Annexes

- Notification and/or registration forms for births and deaths
- Other relevant CRVS forms and documents, including forms for sending aggregate numbers to the NSI