

The U.S. Census Bureau's

Tool for Assessing Pilot Electronic Censuses (TAPEC)

Instructions

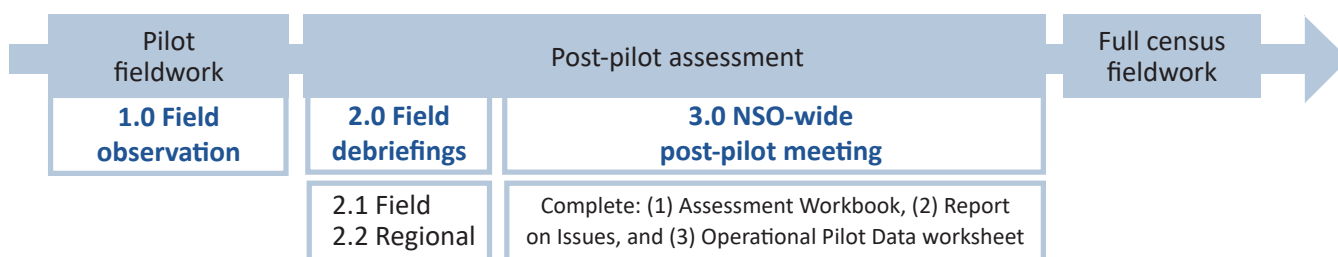
The development of TAPEC was sponsored by the
United States Agency for International Development (USAID)

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OVERVIEW

What is the TAPEC? The Tool for Assessing Pilot Electronic Censuses (TAPEC) is a diagnostic toolkit developed to assist national statistical offices (NSO) comprehensively assess their electronic pilot census of population and housing in preparation for the full census. The TAPEC consists of three assessment activities that begin during pilot fieldwork and continue through the post-pilot assessment period (see Figure 1 below). The TAPEC toolkit consists of an 11-module assessment workbook and three supporting documents.

Figure 1. TAPEC Activities Timeline



ASSESSMENT ACTIVITIES

The TAPEC is composed of three assessment activities:

Activity	Phase	Participants	TAPEC Materials
1.0 Field Observation	Pilot fieldwork	Field observer(s)	<ul style="list-style-type: none"> Field Observation form Assessment Workbook
2.0 Field Debriefings 2.1 Field team debriefing 2.2 Regional debriefing	Post-pilot assessment	Field enumerators, field supervisors, and regional supervisors	<ul style="list-style-type: none"> Field Enumerator Debriefing form Field Supervisor Debriefing Form
3.0 NSO-wide Post-Pilot Meeting		All relevant NSO managers and senior staff	<ul style="list-style-type: none"> Assessment Workbook Report on Issues Operational Pilot Data worksheet

1.0 Field Observation

The first activity is the field observation of the pilot. Field observer(s) print out and complete the **Field Observation form** during the pilot fieldwork. After completing the form, field observation responses are entered into the **Assessment Workbook**. The field observer(s) submit their completed Field Observation form with responses and comments to the NSO to input their responses in the **Assessment Workbook - Field Obs. Items** tab.

Note: If there are multiple field observers, the NSO staff member entering the field observation items in the workbook must consolidate the responses and comments in the workbook. See **Field Observation Form** instructions for more details.

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ASSESSMENT ACTIVITIES (Cont.)

2.0 Field Debriefings

In the second activity, regional supervisors will be responsible for collecting feedback from their field supervisors to share at the NSO-wide post-pilot meeting (activity 3.0). To assist regional supervisors in soliciting feedback from field supervisors and their enumerators, two field debriefings should occur prior to activity 3.0:

2.1 Field Debriefing with enumerators and field supervisors

2.2 Regional Debriefing with field supervisors and their regional supervisor

The **Field Debriefing forms** provide guidance for consolidating feedback from field enumerators and supervisors.

3.0 NSO-wide Post-pilot Meeting

The final activity begins with completing the **Assessment Workbook** that was started in Activity 1.0 (field observation items should already be inputted). At the headquarters, the NSO will host a meeting of relevant managers and senior staff to complete all 11 modules and **Operational Pilot Data worksheet** of the TAPEC, including input from HR, outreach and publicity, logistics, subject matter specialists, trainers, geographers, IT specialists and programmers, and regional supervisors.

Once all modules are completed, the **Report on Issues** can be generated by clicking on the “Compile Report” button in the **Assessment Workbook**. Managers should discuss and address issues flagged in the Report on Issues in a timely manner prior to the full census.

TAPEC TOOLKIT

What is in the TAPEC toolkit?

- **Assessment Workbook:** 11 comprehensive assessment modules that cover various aspects of the pilot census:
 1. Sample;
 2. Human Resources;
 3. Outreach and Publicity;
 4. NSO Preparation;
 5. IT Infrastructure;
 6. Tablet Preparation;
 7. Training;
 8. Maps;
 9. Enumeration;
 10. CAPI Application;
 11. Questionnaire Content
- **Operational Pilot Data worksheet:** Overall pilot statistics in the Assessment Workbook with important dates, average interview time, refusal and response rates, coverage rates, etc.
- **Report on Issues:** This report on issues is generated once all modules are completed. It contains all items that have a response of “No” or “Don’t Know” and the corresponding comments, including problem questions from module 11. *Questionnaire Content*.
- **Field Observation form:** This form contains field-specific module questions in a printable form that observers complete in the field and submit to the NSO to transfer responses to the Assessment Workbook - Field Obs. Items tab.
- **Field Debriefing forms (2):** Questions to guide field debriefings with enumerators and supervisors to compile field feedback for the NSO-wide post-pilot meeting.