

Draft agenda

Expert Group Meeting to validate the draft training of trainers manual on the production of vital statistics from civil registration records

30 May – 01 June, Addis Ababa, Ethiopia

Time	Item	Presenter
Monday 30 May 2016		
09:00-09:15	Opening: Welcome remarks	ECA, ESCAP
09:15-09:30	Objectives, expected outcomes and introductions	ECA, ESCAP
09:30-10:00	Coffee break	
10:00-10:30	Introductory presentation of the Template for developing a Vital Statistics Report developed by Statistics Norway	Statistics Norway
10:30-12:30	Review of the Template for developing a Vital Statistics Report	
12:30-13:30	Lunch break	
13:30-14:00	Introductory presentation on the training-of-trainers manual <ul style="list-style-type: none"> • Overview of the manual • Discussion on scope, purpose and structure of the manual • Explanation of process for detailed review 	Jessica Gardner
14:00-15:30	Detailed review of modules 1-4 in parallel sessions <ul style="list-style-type: none"> • Module 1: Meeting the demand for vital statistics • Module 2: Major indicators of vital statistics • Module 3: Collection and compilation of vital statistics • Module 4: Processing including editing 	
15:30-16:00	Coffee break	
16:00-17:00	Detailed review of modules 1-4 in parallel sessions (continued)	
17:00-17:30	Reporting back Module 1, discussion and agreement on changes required	

Tuesday 31 May 2016		
09:00-10:30	Reporting back Modules 2-4, discussion and agreement on changes required	
10:30-11:00	Coffee break	
11:00-11:30	Identification of any overlapping or cross-cutting issues between modules 1-4	
11:30-12:45	Detailed review of modules 5-8 in parallel sessions <ul style="list-style-type: none"> • Module 5: Tabulation of data for indicators • Module 6: Assessing quality of vital statistics • Module 7: Presentation, dissemination and communication of vital statistics • Module 8: Making it happen 	
12:45-13:45	Lunch break	
13:45-14:45	Detailed review of modules 5-8 in parallel sessions (continued)	

14:45-16:45	Reporting back Modules 5-8, discussion and agreement on changes required	
16:45-17:00	Coffee break	
17:00-17:30	Identification of any overlapping or cross-cutting issues between modules 5-8	

Wednesday 1 June 2016		
09:15-10:15	Presentation of training facilitation guide based on reporting back from groups followed by discussion	Jessica Gardner
10:15-10:45	Coffee break	
10:45-11:30	Presentation on scope of testing and roll-out of manual followed by discussion	ECA, ESCAP
11:30-12:00	Summary of agreed changes to the training-of-trainers manual	Jessica Gardner
12:00-12:30	Summary of agreed changes to the Template for developing a Vital Statistics Report	Statistics Norway
12:30-13:30	Lunch	
13:30-13:45	Recommendations and conclusions	ECA, ESCAP
13:45-14:00	Evaluation and closing session	ECA, ESCAP
14:00-14:30	Coffee	