



YOU COUNT, GET COUNTED



BASICS OF THE CENSUS



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1. BACKGROUND

This document is a repository of valuable information on the 2021 Population and Housing Census collated by the Ghana Statistical Service (GSS).

1.1. Brief History of Censuses in Ghana

1. Ghana has been conducting decennial censuses since 1891.
2. The first census in the Gold Coast was conducted under the British colonial administration.
3. Subsequently, Censuses were conducted every 10 years except for 1941, where World War 2 prevented the conduct of a census.
4. The last Census before independence took place in 1948.
5. The first Census conducted in Ghana after independence was in 1960.
6. There have been five (5) post-independence censuses conducted in Ghana.
7. The last two censuses (2000 and 2010) have been Population and Housing Censuses making the 2021 PHC the third to be conducted in Ghana.
8. Ghana has experienced rapid population growth over the past few decades.

Table 1: Summary of population census in Ghana by year

Census year	Population (millions)	Increase in population (%)	Intercensal growth rate (%)
1960	6.7		
1970	8.5	27	2.4
1984	12.2	44	2.6
2000	18.9	54	2.7
2010	24.7	30	2.4
2021	?	?	?

1.2. About the 2021 Population and Housing Census

1. Ghana is preparing for the 2021 Population and Housing Census (PHC) with field data collection scheduled for April and May, this year.
2. The Census will provide important information to support evidence-based implementation of the national development agenda and support the tracking of achievements of the Sustainable Development Goals (SDGs) and Agenda 2063 of the African Union.
3. The 2021 PHC will be the first digital Population and Housing Census in Ghana.
4. The Ghana Statistical Service is the lead agency implementing the Census in collaboration with other public sector agencies and partners.
5. The Census is a priority development activity and as such Ghana Statistical Service has started the process of identifying and engaging with strategic census implementation partners.

6. The 2021 PHC will comprise a listing exercise to identify and number all structures, an enumeration phase to enumerate (count and collect information on) all persons, and a post-enumeration survey to evaluate the Census.
7. Six questionnaires have been prepared for the 2021 PHC (Listing Form, PHC 1A, PHC 1B, PHC 1C, PHC 1D, and PHC 1E).
8. Some of the publications planned to report findings include a summary report of results, analytical reports (national, regional, and district reports), thematic reports, national gazetteer, administrative report, and policy briefs.

1.3. What is New in the 2021 PHC?

1. The digital Census involves the use of tablets for data capture instead of traditional paper questionnaires.
2. Use of Geographic Positioning System (GPS) to capture the location of all structures.
3. Delivering a “paperless census” for Ghana is a key feature in the 2021 PHC. Going green will save the country approximately from the printing of over 7 million household questionnaires.
4. Use of interactive area maps for accurate identification of enumeration and supervision areas.
5. Advanced data quality assurance procedures, including the use of real-time data quality monitoring and enumeration tracking dashboard for complete and accurate data.
6. Expansion of the questionnaire to include comprehensive information on key areas to support the tracking of Sustainable Development Goal (SDG) indicators such as housing and living conditions, water and sanitation, and difficulty in performing activities on daily living.
7. Recruitment of all levels of field personnel (trainers, data quality monitors, IT officers, field supervisors) was done using online applications. The online application process is free.
8. Introduction of virtual training for trainers and district data quality monitoring teams.
9. Introduction of soft skills capacity building (presentation skills, administration, emotional intelligence, and communication skills) for trainers.
10. Collaboration with Curriculum Reviewers from the Universities to review and finalise training materials.
11. Conduct of trial post enumeration surveys (PES) to prepare for the main PES.
12. Use of geospatial data to validate and complement census mapping work.
13. Use of ancillary data layers (building footprints, scores of difficulty) for effective deployment of field personnel and monitoring of coverage,
14. Usage of social media platforms (Twitter, Instagram, and Facebook) to facilitate real-time engagement with stakeholders and the public.
15. Introduction of a virtual pre-certification programme for trainers of censuses.

1.4. Key Achievements to Date

1. Delineation of the entire country into 51,911 Enumeration Areas to facilitate complete coverage.
2. Use of ancillary geo-spatial data layers (satellite imagery, building footprints, scores of difficulty) to validate and complement the Census mapping work (including use of interactive maps).
3. Widely consulted comprehensive, and user-friendly Census instruments (questionnaires, instructions manuals, training guide, presentation slides and training videos) to support quality data collection.
4. Conducted three trial censuses and two trial post enumeration surveys to test overall preparedness to undertake the Census successfully.
5. Training and certification of Master Trainers.
6. Initiation of virtual training of National Trainers.
7. Recruitment of Regional Trainers and enrolment into virtual self-learning
8. Training of Regional IT Officers and Data Quality Monitors
9. Virtual training of District Data Quality Management Teams.
10. Mobilisation of technical assistance and partnerships to strengthen the GSS staff capacity to optimise the use of various technologies and methodologies (UNFPA, UNECA, UK-ONS, World Bank, US Census Bureau, local universities).
11. Compilation of a list of over 131,000 localities across the country.
12. Launch of a quarterly newsletter to update staff and other stakeholders on census activities.
13. Production of a brochure outlining 100 ways that census data will be used.
14. Internal education and sensitisation of Ghana Statistical Service Staff.
15. Census sensitisation workshops for journalists across the country.

1.5. Expected Benefits of the 2021 PHC

1. It will provide us the total number of persons and housing types and their characteristics in Ghana.
2. Provide comprehensive and reliable data to inform good decisions by assisting public and private sectors to formulate policies and programmes to spur economic growth and development.
3. It aids Central and Local Governments in development planning such as the provision of pipe-borne water, construction of roads, schools, hospitals, and other social services.
4. It will update the socio-demographic and economic data in the country and ascertain changes that have occurred in the population structure since 2010.
5. The data collected on socioeconomic and housing conditions will allow for the identification of vulnerable individuals, groups, and households for targeted policy and programme interventions.
6. The data from the housing census will also have commercial uses to assist the construction industry, institutions involved in housing finance, and manufacturers of housing fixtures and equipment to make realistic projections.

7. Help the private sector, including businesses to plan their activities, which will be of benefit to the socio-economic development of this country.
8. Help to monitor and track the progress that has been made as a nation.
9. International organisations, including Development Partners (DPs) and Non-Governmental Organisation, will also utilize the Population and Housing Census data when planning for Ghana.



2. YOUR QUESTIONS ANSWERED

1. What is a Population Census?

A Population Census is the official and complete enumeration of all persons in a country at a specified time. The enumeration implies the collection, compilation, evaluation, analysis, publication, and dissemination of demographic, social, and economic statistics relating to the population.

2. What is a Housing Census?

A Housing Census is the complete enumeration of all living quarters (occupied and vacant) in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis, publication, and dissemination of statistical data pertaining to these living quarters and the occupants.

3. What is a Population and Housing Census?

A Population and Housing Census consists of a population census and a housing census as one operation. A Population Census is the complete enumeration (counting) of all persons in a country at a specified time. A Housing Census is the complete enumeration of all living quarters (occupied and vacant) in a country at a specified time. The two censuses, though separate, constitute one statistical operation and they are not completely independent of each other because of the essential elements which are common to both and can be implemented as concurrent activities.



4. Why undertake a Population Census and a Housing Census at the same time?

A population census and a housing census are undertaken at the same time so that the information on the population and living quarters can be readily matched for processing and making it possible for extensive analysis to be carried out. It makes it possible to relate the housing census data to the information on demographic and economic characteristics of each household member that is routinely collected in a population census.

5. Why is it important that Ghana conducts a Population and Housing census?

A Population and Housing Census (PHC) has many uses. In the first place, it will give us the total number of persons and housing types and their characteristics in every town or village or a given area in the country. This information helps Central and Local Governments to plan for various social services such as education, health, housing, sanitation, and others. The information that will be derived from the census will also help the private sector, including businesses to plan their activities, which will be of benefit to the economic development of this country. In addition, international bodies, including Development Partners (DPs) and Non-Governmental Organisations will also utilize the Population and Housing Census data when planning for Ghana.

6. Why do we need a Census? Why can't we use other data sources such as the National Identification Authority or the Electoral Commission?

A Census goes beyond the information collected by the National Identification Authority (NIA) and the Electoral Commission (EC). A Census collects information from every individual in the country irrespective of age or nationality. Therefore, a census covers more people than the EC and the NIA cover. In addition, a Census collects a variety of socio-demographic data on the population including literacy, fertility, migration, persons with difficulties in performing activities of daily living, economic activity, assets owned, and usage of ICT. The Census also collects information on housing, housing characteristics and sanitation that are not collected by the EC nor the NIA. In effect, a census brings together a wide array of data on a single platform, thus facilitating the analysis of demographic, economic and social characteristics of the people and housing in the country.

7. Why is Ghana conducting a Census this year?

It is a legal requirement to hold a Population and Housing Census in Ghana every 10 years. This is stipulated by the Statistical Service Act 2019 (Act 1003). The last Population and Housing Census conducted in Ghana was in 2010. The 2021 Population and Housing Census which was originally scheduled for 2020, was postponed due to the COVID-19 pandemic.

8. Is it safe to conduct a Census amid the COVID-19 pandemic?

Yes. Census officials will be trained to observe all health and safety protocols to prevent the spread of COVID-19 during training and field data collection. In addition, all enumerators will be provided with personal protection equipment (PPE - face masks and hand sanitisers) for their safety and that of the respondents.

9. What is new in the 2021 PHC?

The 2021 PHC has three main innovations. These are:

- a. Use of tablets in a process known as Computer Assisted Personal Interviewing (CAPI) to capture data. All previous data collections have used paper-assisted-personal interviewing (PAPI). The use of CAPI will ensure efficient data, collection, management, and processing in a timely manner. That is, it will help

to receive data in real-time and minimise the data processing period so that processed data could be released shortly after field data collection.

- b. Use of Geographic Positioning System (GPS) to capture the location (coordinates) of all structures and all localities to ensure complete coverage and improve data analysis.
- c. Expansion of the previous modules on sanitation and ICT to collect more data on the two issues in the country.

10. Why is the 2021 PHC using tablets for data collection?

The use of technology for data collection as recommended by the UN eliminates several operational and data processing steps in traditional face-to-face paper interview data production (such as printing, data entry, and physical management of the questionnaires). This reduces the time lag between data collection and analysis. Overall data quality is improved because the use of electronic questionnaires enables automatic skip patterns to check entry quality during the interviews. Data validation can be done during data collection, and the data will be ready for statistical analysis as soon as an interview is completed.

11. Who is responsible for implementing the Census?

The Ghana Statistical Service, as the National Statistics Office, is the lead agency implementing the Census in collaboration with other government agencies, development agencies, and other stakeholders. Census implementation is a complex and resource-intensive activity and requires strategic partnerships to be implemented successfully. Due to it being a priority development activity, all stakeholders are needed to contribute financial and human resources to make the Census a success.

12. What information will the 2021 PHC collect?

The Census will ask questions on a wide range of topics including, but not exclusive to age, nationality, ethnicity, place of birth, religious affiliation, marital status, number of children, occupation, literacy, education, ownership, and use of ICT devices, sources of drinking water, housing conditions, sanitation, and ownership of household assets.

13. Will the information collected during the Census be kept confidential?

Yes. All responses provided to enumerators during the Census are strictly confidential. Disclosure of any information obtained in the Census without lawful authority is an offence liable to a fine, a term of imprisonment, or both per the Statistical Service Act, 2019 (Act 1003). To enforce this confidentiality, all Census officials including enumerators are required to take an oath of secrecy.

14. Will the Census results reveal personal details of respondents?

No. The census data will be produced in aggregate form. That means Ghana Statistical Service ensures that personal details are protected and removed from any

information used in its own work or that of other organisations including government agencies, academia, development partners, and private sector users of census data.

15. Who will use the Census data?

Every person living in Ghana or outside can use the data to find out information about the country and the specific area where and how people live. Information such as how many people live at a place, their characteristics (age, sex, education, etc.) and the type of structures available and those in use can be obtained from the data. Apart from general information, the data can be used by different groups such as government agencies, businesses, NGOs and CSOs for planning and decision-making. Researchers and academia can also use the data to conduct further research on issues and for teaching.

16. What will the Census data be used for?

The 2021 PHC is designed to generate statistics that are essential for policy, planning, and research purposes. It is, therefore, of the greatest importance to every person living in Ghana. The census information will be used for only statistical purposes and will not be used for identifying people for taxation or punitive purposes.

17. Why should I participate in the Census?

As an individual, you count, so get counted. Secondly, decision-makers need to make provision for everybody in their policy planning. The nation needs to know how many people of various ages, gender, and other characteristics are in the country so that facilities such as toilets, schools, hospitals, markets, and other services can be provided for individuals and communities where they are now and to plan services for the future (e.g., the next 10 years and beyond).

It is also a civic responsibility and a legal requirement, so do your bit to help make Ghana an even better place to live for everybody.

To participate in the Census, you should cooperate with census officials and ensure that all the information provided to enumerators is complete and accurate.

18. What is an Enumeration Area?

An Enumeration Area (EA) is the smallest geographical area with a well-defined boundary and features that is assigned to an enumerator to work in. During the census, one enumerator will be assigned to work in one enumeration area to list all structures and enumerate all households. The only exception will be in rare cases where an EA is unusually large (in terms of the number of structures or population size) or where for security reasons it is safer for enumerators to work in pairs.

19. What is Census Night?

Census Night is the reference point for census enumeration and all questions asked during enumeration will relate to that night. Everyone must take note of the census night date and remember to answer the questions accurately during enumeration.

Reference to the Census Night is necessary to tell a complete and accurate story about the population in Ghana for the 2021 PHC as at the time of the Census Night. It is the period at which a snapshot (photograph) is taken about the people in the country. To help make the Census Night memorable, events will be organised in communities throughout the country to mark the night.

20. What is household listing?

Before census enumeration, special serial numbers are assigned to structures in every Enumeration Area (EA) to identify the structures for actual enumeration. The procedure for undertaking this exercise is termed listing operation and this would start two weeks before enumeration begins. During listing, a serial number preceded by 2021PHC will be written in chalk on the external walls of all structures that will be listed.



21. What happens during enumeration?

During the period of enumeration, a census official (enumerator) will visit each household and administer a questionnaire to the head of household or any other adult in the household. The enumerator does not need to speak with every individual household member during their visit. The preference is to speak to the head of the household. However, any other adult household member can respond on behalf of household members who are not present at the time of enumeration.

22. Who will be enumerated during the 2021 PHC?

The following persons will be enumerated:

- a. All persons who spend the census night in a household in Ghana.
- b. All persons who spend the census night in an institution (Group Quarters) in Ghana; and
- c. All outdoor sleepers and those in transit in Ghana (floating population) on census night.

23. Who will not be enumerated during the 2021 PHC?

Anyone who does not spend the census night in Ghana will not be counted. This includes Ghanaians living abroad and babies born after the census night.

24. How will we ensure that no one is missed or duplicated?

The 2021 PHC is leveraging technology to implement several interventions towards ensuring complete and accurate coverage.

First, elaborate, and skilful use of GIS technology and geospatial resources ensure, including collecting the GPS coordinates of all structures, ensure that enumerators know how and where to locate households and persons for enumeration.

Second, elaborate arrangements have been made to identify and enumerate population by specific residential categories, including the hard to reach or enumerate groups.

Third, a competitive recruitment process and rigorous training and assessment programmes comprising sustained virtual and in-person engagements are being implemented to ensure the deployment of competent personnel for data collection.

Fourth, during data collection, real-time monitoring and continuous data validation will be undertaken at the various levels of operations (supervisory area, district, region, and national) to continuously assess data quality and especially check for gaps, overlaps and inconsistencies.

Finally, elaborate campaigns and public sensitisation programmes will create an alert, enthusiastic and proactive public to avoid duplications and report any omissions or even fabrications. A Call Centre will be used to both receive inbound calls from households and persons that may not have been listed and/or enumerated and make outbound calls to randomly selected households to confirm that they have indeed been enumerated. In addition, census complete coverage champions will be identified all over the country and especially in every locality to assist residents and certify complete coverage in the respective localities.

25. Do I need to travel to my hometown for the census?

No. You will be counted in your usual place of residence. A census official will visit every household and institution (boarding houses, hospitals, hotels etc.) to enumerate the persons residing there. Persons who are homeless or in transit on census night will also be enumerated where they are found that night.

26. Will non-Ghanaians be counted?

Yes. All persons located within the borders of Ghana, irrespective of nationality or duration of stay will be counted. The Census is interested in knowing all persons who reside in Ghana, not just Ghanaian citizens. Remember that non-Ghanaians, if they are here, also use the facilities and resources available, so we need to factor them in planning decisions.

27. Will Ghanaians who live abroad be counted?

No. Only persons who spent the census night in Ghana will be enumerated. However, information on household members who are living abroad will be collected for the number of Ghanaians outside to be known. There is a special migration module in the questionnaire.

28. How many censuses has Ghana conducted?

There have been five post-independence censuses in Ghana. Before independence, there were six population censuses conducted in the Gold Coast colony. The pre-independence censuses were in 1891, 1901, 1911, 1921, 1931, and 1948. The post-independent censuses were conducted in 1960, 1970, 1984, 2000 and 2010.

29. How can one join the Census exercise as a field officer?

To apply as a field officer (enumerator or supervisor) for the census, interested applications should use the online application portal of the Ghana Statistical Service Enumerator Bureau. The application portal can be accessed here: <https://phc2020.statsghana.gov.gh>.

30. How much do applicants have to pay to apply for a position with the census?

There are no application fees associated with this recruitment process for all levels of field personnel (trainers, enumerators, supervisors, data quality monitors and IT officers). All eligible applicants need to do is go to <https://phc2020.statsghana.gov.gh> and apply.

31. How will the public identify census officials?

All census officials will wear reflective jackets showing the census logo and have an ID card. They are to present their ID card when introducing themselves.

32. Does the census have volunteer opportunities?

Support your community by freely giving your labour and time to the census. The census has volunteer opportunities in a variety of areas including being complete coverage champions, leading, outreach events, advocacy, sharing social media content, distribution of publicity materials, translation services, door to door canvassing, recruitment of other volunteers, photography/videography, technical support, and many more. Sign up to volunteer on the census website.

3. GLOSSARY OF CENSUS TERMS

CAPI (Computer-Assisted-Personal-Interviewing)

A technology that uses mobile devices (personal digital assistants, laptops, tablets, and smartphones) and internet or cellular networks to enable field officers to collect data on the field.

Call back card

A card left with neighbours of residents who are not at home when the enumerator arrives to indicate when the enumerator will return.

Call Centre

Helpline set up to respond to requests, enquiries, and complaints from the public. During data collection, the call centre will be used to field reports from individuals/households who suspect that they have not been enumerated.

Canvassing

Process of moving within and around an enumeration area to identify the boundaries, major landmarks, and positioning of structures.

Census

The process of systematically counting (enumerating) all persons within a population and recording information on selected characteristics.

Census Night

Census Night is the reference point for census enumeration and all questions in the census will relate to that night. Everyone must make a note of the Census Night date and remember to answer the questions accurately during enumeration. Reference the Census Night is necessary to tell a complete and accurate story about the population in Ghana for the 2021 PHC.

Examples of activities organised to mark Census Night and raise awareness are sounding of sirens, tolling of church bells, brass bands, traditional drumming, gong-gong beating, television and radio programmes featuring the Census, and cultural shows.

Census Secretariat

Unit providing administrative and operational support to the implementation of the 2021 Population and Housing Census (PHC) operations and ensuring information flow across all entities and persons involved in the implementation of the census.

Census stakeholders

Major users of census data, persons, and institutions participating in the census operations and the public.

Census partners

Institutions or persons strategically supporting the census through the provision of technical, human, financial, and/or logistical resources.

Certificate of enumeration

Document given to floating populations who are enumerated on Census Night. The purpose of issuing the certificate of enumeration is to avoid omissions and double counting of the population.

Respondents are requested to keep the certificate of enumeration until the census exercise has ended so that they can show the certificate to any Census Official to clear any doubt of his/her enumeration when the need arises.

Chief Census Officer

Census official responsible for providing overall strategic direction, operational leadership, contributing to technical engagements, and ensuring financial haven for the Census undertaking. The Chief Census Officer for the 2021 PHC is the Government Statistician who is mandated by the Statistical Service Act to conduct a census every 10 years.

Complete coverage

This refers to the listing of all structures and households and the enumeration of all persons in the country. The 2021 PHC aims to achieve complete coverage i.e., to count all persons who spend Census Night in Ghana

Complete count champion (CCC)

Volunteers who commit to the Census at the National or regional or district or local governments to increase awareness and motivate residents to participate and respond to the 2021 Census questions. They will play an integral part in ensuring a complete and accurate count of the people in the communities for the 2021 PHC.

Confidentiality

Legal restriction on publishing particulars on individuals. Only aggregated data will be reported for the 2021 PHC so the Ghana Statistical Service is required to ensure that personal details are protected and removed from any information used in its work or shared with other users.

Consultative meetings with stakeholders

Meeting where census officials sensitise key stakeholders on the importance of the census and discuss strategic areas where stakeholders can support the census.

Data collection

The process of recording information on structures and households. The information will be recorded by census officials known as enumerators who will visit all structures and households and elicit the information from an adult member of the household.

Decennial census

A census that is held every ten (10) years. The Statistical Service Act, 2019 mandates that Ghana carries out a Population and Housing Census every 10 year.

De facto count

Also known as a population present count. The mode of counting where people are enumerated at the place where they are found on Census Night, i.e., where they spent the Census Night. This mode of counting reduces the incidence of double counting or missing people. Generally, people are counted where they sleep and not where they work. As such, persons who are working a night shift on Census Night will be counted where they returned to sleep after work that night.

De facto household population

These are persons that spent Census Night in a particular household. The de facto population comprises usual members that were present and visitors.

District Census Implementation Committee (DCIC)

A committee set up to decentralize the management and supervision census implementation in the region. The responsibilities of the DCIC include coordinating publicity; monitoring field activities; assisting with the recruitment of census field personnel in the districts; mobilising resources; providing logistical support; reporting on the status of census implementation to the National Census Secretariat, securing storage facilities and offices and ensuring complete and accurate data is collected.

District Census Officer (DCO)

An official whose function is to handle administrative activities within the district of assignment, and act as the mediator between the Field Officers and the Regional Census Officer. He/she is responsible for all aspects of Census work in the district. The DCO takes charge of issues relating to the Census with the support of the DCIC.

District Data Quality Management Team (DDQMT)

The team responsible for ensuring that technical issues and challenges arising during field work are resolved promptly and that there is complete coverage and accurate data collected within the district, monitoring the work of the Data Field Officers for quality and timely completion, and ensuring that all logistics are returned at the end of field work.

Difficulties in performing activities

This refers to inabilities or restrictions in the performance of specific tasks/activities (seeing, hearing, walking, and climbing stairs, remembering, and concentrating, self-care and speech) due to loss of function of any part of the body because of impairment or malformation. This excludes persons who do not have difficulties when using assistive devices e.g., a person who sees clearly when they wear eyeglasses will not be classified as having difficulty seeing.

Digital Census

A census that involves the use of technology for data collection as recommended by the United Nations for data collection. For the 2021 PHC, tablets will be used for data capture and Geographic Positioning System to capture the location of all structures.

Double counting

Instances where a person is counted more than once.

Dwelling unit

A separate and independent space that can serve as a home or residence. Dwelling units may have one or more rooms that are occupied or not occupied. A dwelling unit occupied by residents is known as a housing unit.

Economic Activity

Any work that contributes to economic production of goods and services. Economic activity refers to work that produces output and as such excludes activities such as studying and begging.

Emigrant

Ghanaians who were once usual members of a household but have currently moved to live continuously outside the borders of Ghana for 12 months or more or have the intention to live continuously for 12 months or more. For the 2021 PHC, information will be collected on emigrants, but they will not be counted as part of the population unless they were present in Ghana on Census Night.

Enumeration

The collection of detailed information on structures, households, and individuals.

Enumeration area (EA)

An enumeration area is the smallest geographical area with a well-defined boundary and features that is assigned to an enumerator which can easily be canvassed and enumerated during the data collection period. Each enumeration area will be assigned one primary enumerator who will be responsible for listing of all structures and enumeration of all households in their EA.

Enumerator

The census official who is responsible for collecting detailed information on structures, households, and individuals within an enumeration area.

Fertility

The number of children born to a woman. The fertility questions in the 2021 PHC collect information on the total number of children (male and female) ever born alive by females 12 years or older.

Floating population

Floating populations who are found outdoors or in transit on Census Night i.e., persons who were in transit on the Census Night e.g., at sea, on buses, railway lorry parks etc.

Group quarters

Persons who live as a group in an institution (e.g., boarding school, hospital, prison, police academy) but do not form a household.

Ghana Statistical Service (GSS)

National Statistical Office in Ghana and the lead implementing agency for the 2021 PHC. The mandate of Ghana Statistical Service to provide comprehensive, reliable, quality, relevant, accurate and timely statistical information to guide national development as stipulated in Clause 3 of the Statistical Service Act, 2019 (Act 1003).

Statistical Service Law, 1985 (PNDCL 135) established the Ghana Statistical Service as an autonomous independent public service with a Board of Directors who report directly to the Office of the President.

Hard to count populations

These are population groups that are challenging to count that require targeted strategies during data collection to ensure that complete coverage is achieved. These groups are hard to count due to one or more of the following characteristics:

- Hard to locate: populations whose locations are challenging to identify such as the homeless, nomadic populations, and stigmatized groups.
- Hard to contact: populations that are difficult to access when located such as residents in gated communities.
- Hard to persuade: populations that are reluctant to participate in the census due to mistrust of the government, lack of awareness of the importance, or a belief they do not have enough time.
- Hard to interview: populations that are difficult to interview due to language barriers, low literacy, or other intellectual disabilities.

Homeless household

Households who sleep outdoors in a fixed location each night.

Household

A person living alone, or a group of two or more persons living together who make common provision for food or other essentials for living and recognise one person as the household head.

Household head

Household member acknowledged by other members as the head and has the primary responsibility for making major decisions on the household's living arrangements.

Household roster

List of all persons in the household at the time of enumeration. To facilitate enumeration and to avoid double counting, the household roster has three categories based on each person's status on Census Night: usual member present, visitor present and household member absent.

Housing unit

A separate and independent place of residence where one or more households live.

Individual listing

Process of assigning one enumerator to identify, number and collect information on all structures in the enumeration area. The 2021 PHC will employ this mode of listing.

Industry

The kinds of goods produced, or services rendered at the workplace where a worker is engaged. Classification of industries for the 2021 PHC will be done using the International Standard Industrial Classification of all Economic Activities (ISIC). Industries fall under the three broad categories of Agriculture, Forestry and Fishing; Industry; and Services.

Institutional population

Populations who spend Census Night in an institution where they are residing temporarily or permanently. Examples are hospitals, orphanages, prisons, police academies etc.

Informational road shows

Public outdoor events to provide an opportunity to learn about the 2021 PHC and understand the benefits. The purpose of these road shows is to encourage the public to participate in the census and cooperate with census officials. Informational road shows will be held in all parts of the country.

Interactive map

An electronic map with a Global Positioning System (GPS) that provides navigation guidance to enumerators to help them work within the boundaries of their assigned enumeration areas. The interactive map also plots the GPS coordinates and addresses of the structures that are listed to help ensure complete coverage during enumeration.

Listing

The first seven days of the field data collection will be devoted to the listing of structures. Listing involves locating every structure in the enumeration area and assigning unique serial numbers to the structure and collecting some basic information on the structure and its occupants, if there are any.

Literacy

An individual's ability to read and write in any language. For the 2021 PHC, an individual will be considered literate if they can read and write a simple statement with understanding. Literacy questions will be asked for persons six (6) years or older.

Locality

An inhabited geographical area with a distinct name such as a hamlet, village, town, city or part of a town or city.

Mortality

This refers to deaths. The 2021 PHC will collect information on deaths to household members within the 12 months preceding census night.

Mortality related to pregnancy or maternal causes

Deaths occurring to women aged 12-54 years while pregnant, during childbirth or within six (6) weeks of delivery or the end of a pregnancy (abortion, miscarriage, or stillbirth).

Oath of secrecy

A binding promise by census officials not to disclose any information which comes to your knowledge by reason of their engagement as census officials. All census officials are required to take the oath of secrecy to protect the confidentiality of respondents before they can be allowed to commence work as census officials.

The oath is required by the Statistical Service Act and persons that break the oath are guilty of an offence and liable to punishment.

Occupation

Main type of work done by a worker which is classified based on the kinds of tasks and duties performed. Classification of occupation for the 2021 PHC will be done using the International Standard Classification of Occupation (ISCO). Occupations fall under the following major groups: Managers; Professionals; Technicians and associate professionals; Clerical support workers; Service and Sales workers; Skilled agricultural forestry and fishery workers; Craft and related trades workers; Plant and Machine operators and assembles; Elementary occupations and Armed Forces occupations.

Omission

Instances where a person or a population group is not counted. Certain groups are at greater risk of being overlooked and not being counted such as new-born babies, outdoor sleepers, and persons with intellectual disabilities.

Outdoor sleepers

Individuals or homeless households who sleep around a structure (on verandas, in the streets) and open spaces and without a shelter.

Outreaches

Public outdoor events targeting hard to count populations to provide an opportunity to learn about the 2021 PHC and understand the benefits. The purpose of these outreaches is to encourage these population groups to participate in the census to achieve complete coverage.

Population and Housing Census

A Population and Housing Census consists of a Population Census and a Housing Census as one operation. A Population Census is the complete enumeration of all persons in a country at a specified time. A Housing Census is the complete enumeration of all living quarters (occupied and vacant) in a country at a specified time.

Post enumeration survey

Short survey conducted few weeks after a census to determine the accuracy and reliability of the census. The PES would help to determine how many people were missed or counted more than once.

Questionnaire

Set of questions that will be used collect information on structures on household and structures during the census. The 2021 PHC will utilise the following questionnaires:

- Listing form: for listing of all structures
- PHC 1A: for enumeration of conventional household populations (persons living in indoor residential spaces) and homeless households (persons sleeping outdoors in fixed locations).
- PHC 1B: for enumeration of stable (long-term) group quarters/institutional population. Examples are persons in boarding schools, orphanages, hostels etc.
- PHC 1C: for enumeration of unstable (short-term) group quarters/institutional population. Examples are persons on admission in health facilities, on remand, in prayer camps etc.
- PHC 1D: for enumeration of floating populations i.e., persons travelling, in transit or sleeping outdoors.
- PHC 1E: for enumeration of guests in hotels and guest houses

Regional Census Implementation Committee (RCIC)

A committee set up to decentralize the management and supervision census implementation in the region. The responsibilities of the RCIC include coordinating publicity; monitoring field activities; assisting with the recruitment of census field personnel in the districts; mobilising resources; providing logistical support; reporting on the status of census implementation to the National Census Secretariat, securing storage facilities and offices and ensuring complete and accurate data is collected.

Regional Field Supervisor (RFS)

Census official responsible for coordinating all census activities in the assigned statistical region which includes developing of field strategies, ensuring recruitment targets are met, resource mobilisation, organisation of publicity, education, and advocacy activities, monitoring of training and data collection, and supervision of census officials within their statistical region.

Regional Statistician (RS)

The census official responsible for all the administrative and operational functions necessary for the success of the census in the administrative region including publicity, education and advocacy, management, coordination, operational and resource mobilisation. Regional Statisticians are also known as Regional Census Officers.

Respondent

The person who provides the information to enumerators during data collection. A respondent is typically the head of the household (or an adult member of the household) for whom the information is being collected.

Scores of difficulties

Indicator that provides information on the challenges to accessing localities in the EA and extent of difficulty in working in an EA. The scores of difficulties are calculated using several indicators such information on area, road network, tree cover and building density.

Statistical district

Statistical districts are made up of the administrative districts, municipalities, and metropolitan areas. For the 2021 PHC, there are 272 statistical districts.

Statistical region

Statistical regions comprise sub-regions carved from the administrative regions that are created based on the number of enumeration areas and the projected population size. The number of statistical regions within an administrative region ranges from one to four. For the 2021 PHC, there are 32 statistical regions. The census official responsible for census implementation in the statistical region is the Regional Field Supervisor.

Statistical zone

The country's administrative regions have been grouped into six zones for operational purposes. The zonal level comprises the country's 16 administrative regions grouped based on number of enumeration areas and population size. The coordination of all activities within the statistical zone will be done by the Zonal Field Coordinator

Structure

A separate and independent building or an enclosure. For the 2021 PHC, completed buildings, unconventional structures (such as kiosks and containers), and uncompleted buildings that have been constructed beyond the window level will be counted as structures.

Supervisory Area (SA)

A geographical area made up of a group of adjoining enumeration areas. The data collection in the supervisory is overseen by the Field Supervisor.

Statistical Service Act

The Statistical Service Act, 2019 (Act 1003) is the legal backing for the 2021 Population and Housing Census. Act 1003 governs the conduct of the census.

Type 1 EA

An enumeration area where one locality comprises the entire enumeration area.

Type 2 EA

An enumeration area where part of a locality constitutes the entire enumeration area.

Type 3 EA

An enumeration area where multiple localities make up the enumeration area.

Usual member of a household

A person who has spent at least the last six months with the household or intends to spend at least the next six months with the household. A usual member could have been either present or absent on Census Night.

Visitors present on Census Night

A person who is not a usual household member but spent the Census Night with the household. This person could be a relative, friend or stranger.

Zonal Field Coordinator

Census official responsible for providing certification of preparedness, monitoring of field activities and support for census implementation within the statistical zone.



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