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2020 July PSMB MEETING

NATIONAL DATA COLLECTION WORKSHOP – IMPACTS OF COVID-19

Impacts on existing Data Collection Strategy & Plans for additional Rapid Assessment Surveys

CONCEPT NOTE

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Fiji;
Pohnpei, Federated States of Micronesia; Port Vila, Vanuatu. Country Office: Honiara, Solomon Islands.

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Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Fidji) ;
Pohnpei (États fédérés de Micronésie) ; Port-Vila (Vanuatu). Bureau de pays : Honiara (Îles Salomon).

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I. BACKGROUND

Although the Pacific has so far escaped the worse impacts of the COVID-19 virus from a health perspective, restrictions on international travel and both global and domestic lock-downs have caused severe economic disruptions. Unfortunately, there is currently a lack of reliable and timely data on the depth and breadth of the socio-economic impacts of COVID-19 and its consequences in the Pacific. This has generated a lot of interest from Development Partners and Donors around the region, all with the best of intentions in assisting developing economies in particular, with understanding the full impacts of the pandemic to assist in the recovery process. Likewise, National Governments across the Pacific have been actively working to identify the impacts of the COVID-19 crisis in order to provide the best support to its citizens and residents, during this challenging period.

At the forefront of any national assessment work measuring the impacts of COVID-19, whether they be additional rapid assessment data collections or desk studies of existing data sources, should be the National Statistics Offices (NSOs). NSOs have both extensive knowledge of existing data sources currently available and experience in guiding data collections across a wide range of topics, in their respective countries. Having said that, concerns exist that some NSOs in the Pacific region are still not fully aware of the extent of activities currently underway or planned, hampering their ability to engage to the full extent necessary to maximize their unique skills set.

To address this issue, on the 25 and 26 June, under the auspices of the Pacific Community (SPC) and its regularly convened Heads of Planning and Statistics (HOPS) meeting, two short meetings were held bringing together National Statistics Office Heads, Development Partners and Donors from the Pacific. The focus of these discussions was two-fold:

- a) Provide information sharing to all participants on what has been taking place and planned with respect to COVID-19 Rapid Assessment Surveys (including the proposed High Frequency Phone Monitoring [HFPM])
- b) Develop further understanding and agreement on best ways to proceed in each country with respect to COVID-19 Rapid Assessment Surveys

Amongst the key issues arising from the deliberations during this 2-day event included:

- a) Whilst coordination to varying degrees was happening across the Pacific region to develop strategies to assess the impact and hence response to COVID-19, a lot more could be done at the national level in many countries
- b) For many Pacific island countries, National Statistics Offices were not heavily enough engaged in key deliberations surrounding additional rapid assessment surveys; countries may wish to partake in to better gauge the impact of COVID-19

To address these two issues, a series of national workshops has been proposed to bring all key national stakeholders together to develop an agreed understanding of the plan forward at the national level with respect to key national data collection activities over the next 18 months, which in turn can guide a regional response.

II. OBJECTIVES OF THE NATIONAL CONSULTATIONS

- 1) Information sharing. Bring everyone up to speed at the national level on:
 - a. Impacts of COVID-19 on existing data collection plans
 - b. Options available for additional COVID-19 surveys
- 2) Develop Way forward. Agree on strategies proposed in taking things forward with respect to:

- a. Modifications to existing survey plans, such as:
 - i. Time delays
 - ii. Changes to field work strategies
- b. Preferred course of action for additional COVID-19 surveys
 - i. Type of survey/s to focus on
 - ii. Data collection approach
 - iii. Preferred timing of fieldwork
 - iv. Strategy for finalizing the survey questionnaires
 - v. Proposed development partner support
 - vi. Potential funding options

- 3) Input to Regional Approach. Provide national inputs in to a regional response which could ensure required technical assistance and funding support was available

(NB: The objectives outlined in “2” may not be all met during the workshop, and involve further consultations, but should be progresses as much as possible)

III. FORMAT OPTIONS FOR THE NATIONAL CONSULTATIONS

The final format of the meeting is to be determined by the country, but some guidelines to develop the approach could include:

- Have the meeting chaired by the chair of the national COVID-19 task force (or equivalent) if one exists
- Have the National Government Statistician as co-chair
- Start by putting everything on the table on what is known about i) impacts on COVID-19 on existing data collections and ii) options available for undertaking additional COVID-19 response assessment surveys
- Devise a preferred approach for moving forward on both data collection activities, and aim to summarize in a workshop template

An example of a draft agenda (Annex 1) and workshop template (Annex 2) can be found at the end of this Concept Note.

IV. DATES AND MODALITY

Proposed Dates

- Pilot country: Week of ?????
- Remaining countries: Period of ????? to ?????

Modality

- Choice of Country – examples include Microsoft Teams, Zoom, etc

V. PARTICIPANTS

National Government

Key government officials responsible for leading the national response to the impacts of COVID-19 with a focus on data requirements needed to assess these impacts including the effectiveness of response programs and mechanisms.

Examples include:

- Key members of any existing national COVID-19 task forces
- Government Statistician
- Senior official from line ministries most effected by COVID-19
 - Ministry of Health
 - Ministry of Labour
 - Ministry of Education
 - Ministry of Trade
 - etc

Development Partners

Those Development Partners that are either:

- a) Currently engaged or planning to engage with country X on an existing data collection which may be effected by the COVID-19 situation, or
- b) Wish to engage with country X in undertaking additional COVID-19 rapid assessment surveys.

Annex 1: Example of how a National Workshop Draft Agenda could look

Annex 2: Example of template to be populated during/after National Workshop to guide national and regional approach

Annex 1: Draft Agenda Example

| INTRODUCTION | | |
|--|---|--|
| 5-10 minutes | Opening remarks by ????? outlining the purpose of the workshop, including a quick run through of the agenda | |
| SESSION 1: Overview of current COVID-19 data collection | | |
| 30 mins | <p>Provide an overview of all known data collection activities planned for the period July 2020 – December 2021</p> <ul style="list-style-type: none"> • Existing survey plans (part of normal business) which may be impacted by COVID-19, with initial plans to cater for this impact <ul style="list-style-type: none"> ○ Cover household and Business • Summary of COVID-19 Rapid Assessment Surveys the NSO are aware of that are planned for the country <p>Additional information on COVID-19 Rapid Assessment Surveys planned by Development Partners that could be considered</p> | <p>NSO (& LMs involved in specific collections)</p> <p>DPs</p> |
| SESSION 2: Guidance notes from PSMB on carrying out COVID-19 surveys | | |
| 10-15 mins | <p>Pacific Statistics Methods Board update on procedures countries should look to follow when conducting COVID-19 Rapid Assessment Survey</p> <p>Presentation given by a member of the Pacific Statistics Methods Board on the outcomes from their meeting on 9-10 July, providing guidance on issues pertaining to Sample Frame Selection, Sample Size, Sample Design, Data Collection, Questionnaire Design, etc</p> <p><i>Presentation followed by questions from the floor</i></p> | <p>NSO (if part of PSMB) or SPC rep</p> |
| SESSION 3: Agreed approach for way forward | | |
| 45-60 mins | <p>Plenary discussion on Ways Forward</p> <p>Open discussion addressing the following:</p> <ul style="list-style-type: none"> • Agreement on plans to address impacts on existing surveys • Preferred approach for carrying out COVID-19 Assessment Surveys <ul style="list-style-type: none"> ○ Types of surveys ○ National Govt reps and Development Partners involved ○ Questionnaire Design Strategy ○ Data Collection method ○ Sampling issues (frame, selection approach, size, etc) <p><i>During the process of the deliberations, aim to populate the workshop template</i></p> | <p>HOPS Chair to lead</p> |
| CLOSING | | |
| 5 mins | Closing remarks and agreed next steps | |

Annex 2: Workshop Template Example

Table 1: Impact on existing Data Collections (Jun 2020 – Dec 2021)

Survey 1: Overview of Survey Details

| | |
|---|--|
| Survey Title: | |
| Type of Survey (H'hold or Business): | |
| Departments and Partner Agency Involvement | |
| Government Department leading survey | |
| Other Government Departments involved | |
| Development Partners interested in supporting Survey: | |
| Expected Impacts to original plans | |
| Impact on field work timing: | |
| Impact on data collection approach: | |
| Impact on sampling approach: | |
| Impact on questionnaire content: | |
| Any other impacts: | |

NB: Duplicate table for each existing survey expected in the field for the period June 2020 – December 2021

Table 2: Plans for additional COVID-19 Rapid Assessment Surveys (Jun 2020 – Dec 2021)**Survey 1: Overview of Survey Details**

| | |
|---|--|
| Survey Title: | |
| Type of Survey (H'hold or Business): | |
| Departments and Partner Agency Involvement | |
| Government Department leading survey | |
| Other Government Departments involved | |
| Development Partners interested in supporting Survey: | |
| Survey Content | |
| Focus Areas of Survey: | |
| Questionnaire Design Plan: | |
| Data Collection Details | |
| Preferred dates for field work: | |
| Method of collection: | |
| Respondent details: | |
| Company/persons involved in Data Collection: | |
| Dealing with non-response strategy | |
| Sampling Details | |
| Sampling Frame | |
| Choice of Sample Frame: | |
| Limitations of Frame: | |
| Sampling selection process | |
| Stratification: | |
| Sample selection technique: | |
| Sample Size/s: | |
| Other Issues | |
| Funding plans for survey (if any): | |
| Any other issues of importance to the survey: | |

NB: Duplicate table for each COVID-19 survey planned