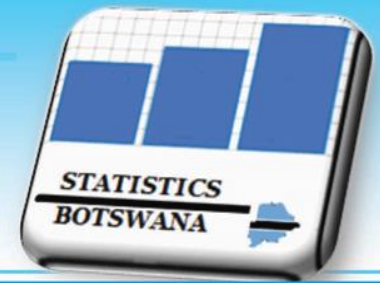


Division, Data Management and Information Systems (DMIS)

Prepared by Eden Onyadile
Date: 17 March 2017

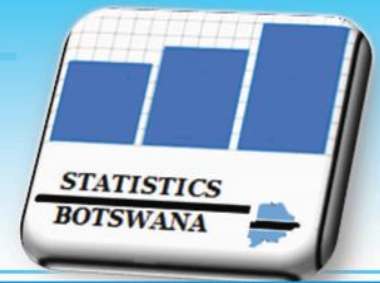
STATISTICS BOTSWANA



1. INTRODUCTION

2. ADMINISTRATIVE DATA PROCESSING

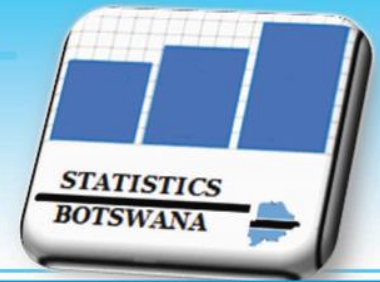
3. CHALLENGES



1. INTRODUCTION

1.1 Data Management and Information Systems Division

- Service division under the Dept. of Standards, Methods and Information Systems. Other Divisions are;
 - Fieldwork & Regional Services Coordination
 - Sampling Frames Support
 - Standards, Methods and Quality Assurance

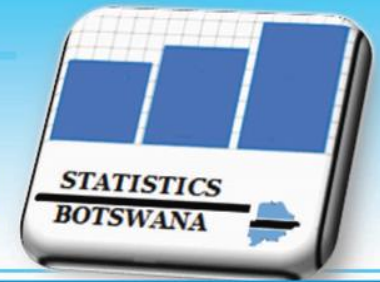


INTRODUCTION Cont.

1.2 Data Management Unit

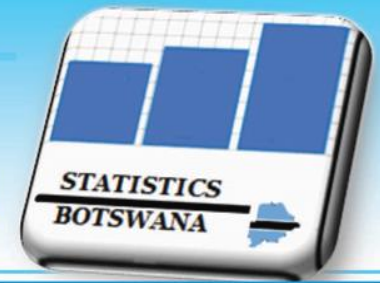
Responsible for;

- Data processing (editing, coding, data entry, validation, weighting, summary tables) for Censuses, Surveys and Administrative data
- System Development for data capture



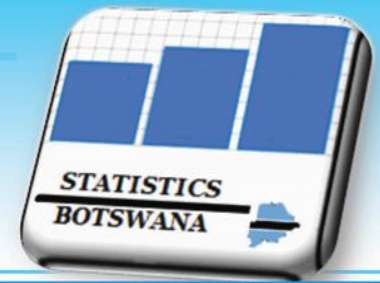
2. ADMINISTRATIVE DATA PROCESSING

- **Administrative Data** - Information collected government depts. and other organizations for the purposes of registration and record keeping, usually during the delivery of a service.
- **Examples;** Tourism, Transport Permits, Work Permits, etc



2.1 Administrative data processing steps:

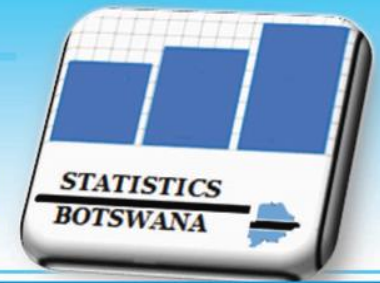
- Receive and record forms (to ensure the number received)
- Sort forms and batch
- Code - assign a code for the purposes of classification or identification (e.g Male = 1 & Female = 2)



ADMINISTRATIVE DATA PROCESSING Cont

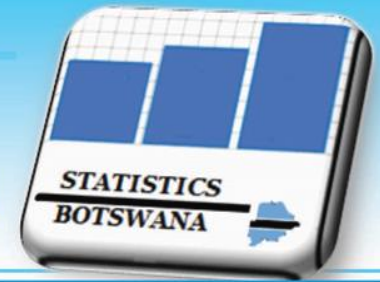
Coding Schemes examples

- District, Village, Locality code list
- Subject of Training, e.g History, Statistics
- International Standard Industrial Classification (classify according to economic activity)
- Standard Occupational Coding Scheme



ADMINISTRATIVE DATA PROCESSING Cont

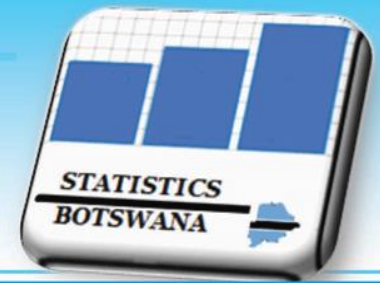
- Data validation
- Merge data
- Produce preliminary tables to check inconsistencies
- Analysis



3. CHALLENGES

- In complete information in the forms (Blank, partial completed)

STATISTICS BOTSWANA



THANK YOU