

CAPACITY BUILDING PLAN AND COLLABORATIVE PROJECTS FOR CSO IN COORDINATION WITH AIMS AND UNFPA FOR 2004.

CAPACITY BUILDING IN INFORMATION MANAGEMENT PLAN FOR CENTRAL STATISTICS OFFICE IN COORDINATION WITH AIMS & UNFPA - UNDER DISCUSSION

Activity	Responsible	Measurable/Output	Timeline (in Weeks)																																			
			April				May				June				July				August				September				October				November				December			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Meetings on collaborative mechanism	CSO/AIMS/UNFPA	Modalities for collaboration and cooperation established																																				
Identification of scanning facilities, equipment and manpower	CSO/AIMS/UNFPA	Scanning rooms, equipment and staff identified																																				
Procurement of additional equipment and materials for scanning facilities	UNFPA	Extra equipment procured																																				
Installation of equipment for map scanning	AIMS	Computers, scanners and plotters installed in designated facilities																																				
Training of 6 Officers for scanning of maps	AIMS	Four (4) CSO Officials trained on map scanning																																				
Scanning of maps	CSO	About 2,700 CSO maps scanned																																				
Monitoring of scanning process	AIMS	Standard scanned maps and images generated from scanning exercise																																				
Setting up of working group	CSO/AIMS/UNFPA	A working group of technical and policy Officers from AIMS and CSO constituted.																																				
Identification of training needs - Staff profiling	CSO/AIMS	Every staff member of CSO profiled based on their knowledge and skill level.																																				
Identification of 45 trainees for Basic English	CSO	A total of 45 staff members in 3 groups identified to undergo training in Basic English																																				
Identification of trainer(s) for Basic English	CSO/AIMS/UNFPA	Competent trainer (s) is identified from the public for Basic English course																																				
Preparation of training materials for Basic English	Contractor/AIMS/UNFPA	Trainer submits an acceptable training module for the course.																																				
Funding support for Basic English training	UNFPA	Payment for Basic Training is effected.																																				
Basic English training for 45 Officers	Contractor(s)	Basic english training effected.																																				
Identification of 15 Senior/Supervisory level Officers for Intermeadiate English	CSO	A total of 45 staff members identified to undergo training in Basic English																																				
Identification of trainer(s) for Intermediate English	CSO/AIMS/UNFPA	A competent trainer is identified from the public for Basic English course																																				
Preparation of training materials for intermediate English	Contractor/AIMS/UNFPA	Trainer submits an acceptable training module for the course.																																				
Funding support for Intermediate English training	UNFPA	Payment for Basic Training is effected.																																				
Intermediate English training for 15 Senior/Supervisory level Officers	Contractor(s)	Basic english training effected.																																				
Identification of 56 trainees for Basic Computing	CSO	56 staff members identified to undergo training in Basic Computing																																				
Identification of trainer(s) for Basic Computing	CSO/AIMS/UNFPA	A competent trainer is identified from the public for Basic Computing course																																				
Preparation of training materials for Basic Computing	Contractor/AIMS/UNFPA	Trainer submits an acceptable training module for the course.																																				
Funding support for Basic Computer training	UNFPA	Payment for Basic Computer training is effected.																																				
Basic Computer training for 56 Officers	Contractor(s)	Basic Computer training for 56 staff members effected.																																				
Identification of 48 trainees for in Introduction to MS Access	CSO	48 staff members identified to undergo training in Introductory MS Access																																				
Identification of trainer(s) for Introduction to MS Access	CSO/AIMS/UNFPA	Trainer identified for Introduction to MS Access																																				
Preparation of training materials for Introduction to MS Access	Contractor/AIMS/UNFPA	Trainer submits an acceptable training module for the course.																																				
Funding support for Introduction to MS Access training	UNFPA	Payment for MS Access training is effected.																																				
Introduction to MS Access training for 48 Officers	Contractor(s)	Basic Computer training for 48 staff members effected.																																				

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Identification of 40 trainees for Database Management - Level I	CSO/AIMS	40 staff members identified to undergo training in Database Management Level I																																												
Preparation of training modules for Database Management	AIMS	Training module for Database management Level I compiled.																																												
Database Management Level I training for 40 Officers	AIMS	Database training for 40 CSO staff members effected.																																												
Identification of 10 trainees for GIS and Mapping	CSO/AIMS	10 staff members identified to undergo training in GIS and Mapping.																																												
Training in GIS and Mapping for 10 Officers	AIMS	GIS and Mapping training for at most 10 Officers effected.																																												
Collaboration on Geo-code standards	CSO/AIMS	A systematic and future proof geo-coding system developed for adoption in the country.																																												
Collaboration on density mapping of village inventory data	CSO/AIMS/UNFPA	Density maps and other map products produced from existing CSO datasets.																																												
Monitoring of training programmes	CSO/AIMS/UNFPA	Updates on progress of training programmes																																												
Framework for future collaboration on capacity building and other projects discussions.	CSO/AIMS/UNFPA	Future collaboration framework discussed																																												