



UNIVERSITY OF RWANDA

COLLEGE OF BUSINESS AND ECONOMICS

SCHOOL OF ECONOMICS

DEPARTMENT OF APPLIED STATISTICS

LEVEL V ACADEMIC YEAR 2014/2015

**INTERNSHIP REPORT OF A PILOTING STUDY CARRIED
OUT IN HUYE DISTRICT UNDER SUPERVISION OF NISR**

FROM: 7th July to 30th July 2014

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Huye, 10th October, 2014

DECLARATION

I BIRASA Fabrice, a student at the University of Rwanda, College of Business and Economics, Department of applied statistics hereby declare that the presented report on the internship conducted in National Institute of Statistics from 7th July up to 30th July, 2014 is my own presentation which has not been presented for any other academic purpose at any University or higher learning institution or anywhere else.

Date: 31st / October/ 2014

Signature

CERTIFICATION

This is to certify that this Report was carried out in National Institute of Rwanda. This is the work of BIRASA Fabrice, a student under my supervision and Guidance.

DEDICATION

To almighty God
To my beloved family, Brother, Sisters,
To Relatives and Friends
To all my classmates
To all lecturers

This report is dedicated

ACKNOWLEDGEMENT

Who else would I attribute to the encouragement counsels and endless care in the course of my education up until now but the almighty God?

I thank him who created and guiding me step by step from then up to now through different stages of life.

The success of this Internship is a result of collaborative efforts that one can never claim to one alone. It is in this regard we take pleasure to thank all those members of staff in NISR and Administration, especially my supervisor JOHN KARANGWA, for their invaluable moral Cooperation and professional support they provided to me.

I thank all the staff body of UNIVERSITY OF RWANDA, College of Business and Economic, specifically the Department of Applied Statistics.

I also thank the Government of Rwanda through its ministry of education that privileged me this opportunity to conduct an internship for the purpose of transforming the class theoretical knowledge into practice to gain abilities in our field work.

I also appreciate my Mummy, sister and brothers for their outnumbered contribution especially in my studies.

I cannot forget to thank all of my classmates for any contribution they provided to my studying carrier.

ABSTRACT

The University of Rwanda is the only public institution of higher learning in Rwanda, it offers both undergraduate and postgraduate studies in different areas, in them to mention Economics and business. Following the requirements of the UR in order to be awarded of a Bachelor's degree for undergraduate, students undergo the internship for the specific period. It is in this perspective that the trainee had this internship for the period of one month (four weeks) in the NISR piloting study carried throughout Huye district concerning the Civil registration and Vital statistics.

It was in this period that the trainee got an opportunity to link class theory to practical work, after the training, the trainee compiled the report that is composed of five chapters:

Chapter one describes the Introduction, Objectives of the internship, Methodology used, time schedule, Definition of key terms and limitations encountered during the internship.

Chapter two shows the background of NISR, Mission, and Objective and Organization structure.

Chapter three highlights the trainee participation in NISR; the functional organization; it's Mission, Responsibilities and Scope.

Chapter four makes the analysis of strengths, weaknesses, opportunities and threats of NISR.

Finally Chapter five winds up the report drawing conclusion and putting forward some recommendation to both NISR and UR- CBE in general.

LIST OF ACRONYMS AND ABBREVIATIONS:

CBE: College of Business and Economics

Chap: Chapter

CPI: Consumer Price Index

CRVS: Civil Registration and Vital Statistics

DAS: Department of Applied Statistics

DHS: Demographic Health Survey

EICV: Enquete Integrale sur les Condition de vie des ménages

Gvt: Government

HC: health center

ICT: Information and Communication Technology

NISR: National Institute of Statistics of Rwanda

NSS: National Statistical Services

PPI: Producers Price Index

SWOT: Strengths, Weakness, Opportunity, Threats.

UNSD: United Nations Statistics Department

UR: University of Rwanda

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CHAPTER I: GENERAL INTRODUCTION

I.1 General Introduction

The internship is one of the practical training which a university student has to participate as a partial fulfillment for the award of bachelor's degree. This practical training plays a vital role as far as training of real and professional applications of managerial principles and techniques are concerned. Thus it exposes a student on how theoretical skills are applied in the field hence preparing and orienting a trainee to fit in the field of employment after the completion of studies.

This internship was carried out at Unit of vital and social statistics which is one of departments existing in National Institute of Statistics. It started on 7th July to 30th July 2014. It was also an opportunity to establish and find out how practices in NISR particularly are applied.

I.2 Definition of internship

The internship as an important short-term work is a very significant experience in which the intern learns how to perform the tasks of the supervisor's post in a particular organization or institution.

I.3. Objective of Internship

1.3.1. General Objectives

Principle objective of the Internship was to expose the student to the field, provide him with the experience that is beyond what is learnt in class by making the trainee get used to the working environment and use the theory learnt in class and relate it to the activities in which the training is being carried out.

The internship is intended to make a student get used to working environment. It is a familiarization course.

The student is supposed to learn how to associate with fellow workmates and develop a teamwork spirit which is essential at work.

The exercise is intended to test how student identifies functions of organization or the institution he/she is undergoing the practical work

1.2.2. Specific Objectives

1. To support in mobilizing the authorities and local community on the importance of civil registration;
2. To support data entry at sector office/health facility by entering current registrations and any backlog in the registers that are not yet entered in computers;
3. To sensitize mothers on the importance of registering their babies with the sector authorities before 15 days as determined by the law.
4. To increase knowledge about the functioning and implementation of CRVS system in Huye district.

1.3. Techniques Used

During my internship, we used some techniques that allowed us to get information required for the achievement of internship objectives. The following techniques were used by the trainee to collect data:

1.3.1. Documentation:

The main sources of information were different, the NISR website (www.NISR.gov.rw) and other written materials that found relevant to this training. Such as Different documents talking about CRVS were consulted.

1.3.2. Observation:

It is a technique that involves systematically selecting, watching and recording behavior, objects or phenomena. Basing on the knowledge acquired in class, the trainee was able to make necessary observation without asking questions to the respondent. The trainee noted down necessary observations that were later used to compile this report.

1.3.3. Participation method:

This method was very much helpful to the trainee; the trainee practically involved himself in the activities carried out in vital registration. Not only those methods, but also interview method was used by the trainee.

CHAPTER II: DESCRIPTION AND STRUCTURE OF THE NISR

II.1. INTRODUCTION

This chapter deals with detailed information about NISR i.e. its profile and its departments.

II.2. PROFILE OF THE NISR

II.2.1. Location of NISR

The National Institute of Statistics is a Rwandan governmental institution situated in Kigali city, Nyarugenge District, Muhima area, Avenue de la justice. Measurably, it is about half a kilometre away from the main city-roundabout. It is simple to reach the NISR office: From the roundabout (rondpoint) in the town centre in Kigali towards NYAMIRAMBO, NISR office is situated on the right hand.

II.2.2. Historical Background of NISR

In back of the day, the ministry of finance and National Population Statistics Bureau were the only institutions in charge of collecting, analyzing and disseminating all socio-economic, demographic related activities in Rwanda. However, this created problems regarding the standardization of statistical methodologies due to lack of a central agency to coordinate and harmonize all statistical activities by setting standards of data collection, analysis and dissemination of results in Rwanda.

In that regard, The National Institute of Statistics of Rwanda (NISR) was created in October 2005 as an independent institution to replace the former Department of Statistics in the Ministry of Finance and Economic Planning (MINECOFIN) and the National Bureau of Census. Currently, the institution is created by **Law N°53bis/2013 of 28/06/2013** (**Watch out from Page 18 of Official Gazette n° 30 bis of 29/07/2013**) determining its mission, organization and functioning. As the primary data production institute, NISR produces mandatory statistics such as the Gross Domestic Product (GDP), Consumer Price Index (CPI), Producers Price Index (PPI), External Trade figures, Population Statistics and other special purpose-statistics from surveys such as the Demographic and Health Survey (DHS), Household Living Conditions Survey (Enquete Integrale sur les Condition de vie des ménages or EICV), Census and others.

It also conducts specific joint surveys such as Agriculture Survey, Service Provision Assessment Survey in partnership with the relevant institutions.

Through the Organic Law There is a Law No. 45/2013 of 16/06/2013 on the Organization of Statistical Activities in Rwanda, NISR is also designated as the coordinator of the National Statistical System (NSS) - a combination of institutions that provide statistical information and services to the public and government for planning and decision making. As the coordinator of NSS, NISR continuously develops capacity for the members of NSS and coordinates interagency cooperation to improve administrative-based statistics such as vital statistics from the civil registration system, ICT indicators, education, and health statistics.

II.2.3. Vision of NISR

The NISR's vision is to develop and sustain a culture of excellence in statistical production and management of national development.

II.2.4. Mission of NISR

To assume the leading role in improving capacity to use evidence-based information for decision-making by coordinating national effort to collect and archive reliable data, to analyze, document and disseminate data within an integrated and sustainable framework.

II.2.5. Core Functions

To provide relevant, high quality statistical information to meet user needs;

To improve accessibility of official statistics;

To develop and promote strategic partnership in improving the National Statistical system;

To develop the statistical capacity of institutions; and

To ensure sustainability, cost-efficiency, cost-effectiveness, transparency and accountability in managing the resources of National Statistical System.

II.2.6. Core Values

Integrity & Independency;

Focusing on client service;

Applying the highest professional standards; and

Teamwork based work

II.2.7. NISR's Responsibilities

The organization, functioning and responsibilities of the organs of NISR shall be determined by a prime minister's Order as the following includes;

To define and ensure the respect of standards and methodologies applied by the national statistical system.

To conduct national census and national surveys.

To advise and train the personnel of the national statistical activities.

To coordinate and gather statistical information and methodologies of particular sartorial departments in charge of statistical activities in the country.

To disseminate the official statistical data whether the one publicized by the institute or the data bearing its visa.

To coordinate the activities of the national statistical system

To advise state institutions regarding the development of the national statistical system

To encourage the public to participate in statistical activities and learn how to use the census and surveys results.

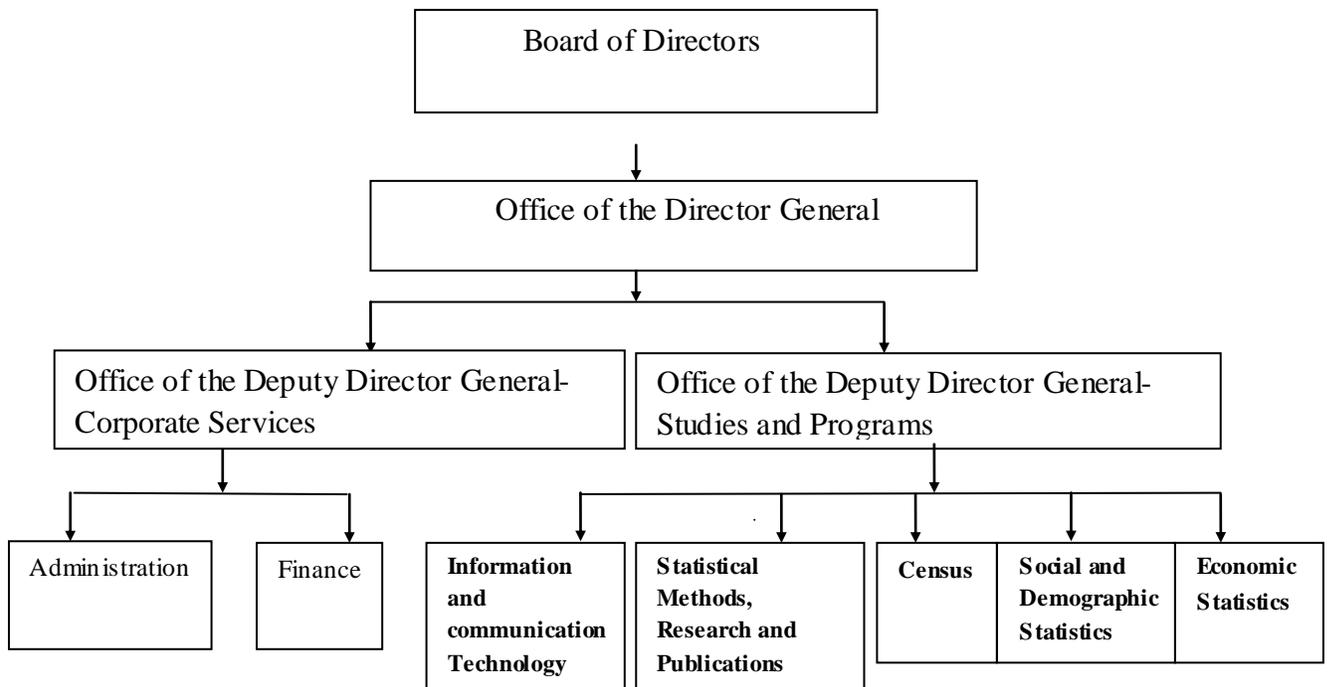
To prepare the statistical system related programs.

To accomplish any other function relating to the statistics as may be assigned by state Administration.

II.2.8. Organs of NISR

The National Institute of Statistics of Rwanda (NISR) comprises the following organs: The Board of Directors and The Management of the Institute. Collectively, the organizational structure of the institute serves to maximize its effectiveness and quality of its operations. This structure also facilitates NISR's National Statistical System (NSS) to wide coordinate activities and projects relating to statistics

Figure 1: Organizational structure



II.2.8. 1. The Board of Directors

The Board of Directors is the supreme organ of the Institute in management and decision making for the achievement of the Institute's mission. It is particularly responsible for the following:

To approve the internal rules and regulations of the Institute; to propose to the competent authority senior candidates to be appointed; to approve permanent members of staff not mentioned in point 2° of this article; to prepare a draft of the organic framework and the organizational chart or eventual modifications and thereafter to be approved by competent authority; to approve the action plan of the national statistical system and determine the priorities of the Institute in conformity with the national priorities; to approve the annual budget proposal to be submitted to the supervising Ministry which in turn submits it to Cabinet for final approval; to approve the development plan of the Institute and ensure its implementation; to approve the quarterly and annual administrative and financial reports of the Institute; and to examine any matter worth of value to the Institute.

The Board of Directors is composed of seven members including the Chairperson. The Prime Minister appoints members of the Board of Directors and its Chairperson accordingly to the proposal by the Minister having general Statistics in his or her attributions. Such members are selected from the specialists in statistics, information and communication technology, economics or other related fields. The Director of the Institute is the secretary to the Board meetings. The members of the Board are appointed for a period of three years, which may be renewable only once.

II.2.8.2. Office of the director general

The Office of the Director General provides direction to all departments; ensures the daily Management of the institute ; prepares the Board meetings; implements the

decisions of the Board of Directors; prepares and submits to the Board of Directors the annual budget proposal of the Institute; manages external relations with MINECOFIN and all Govt. of Rwanda institutions; manages relations with International agencies, East African Community(EAC) statistical offices; and overall coordination of National Strategy for the Development of Statistics (NSDS) activities and coordination of the National Statistical System (NSS).

To accomplish its mission, the Office of the Director General is assisted by two offices of the Deputy Director Generals

(‘Corporate Services’ and ‘Studies and Programme’).

II.2.8.3. Office of the deputy director general - corporate services

The Office of the Deputy Director General – Corporate Services is responsible for assisting the Office of the Director General (DG) in the management of human, financial and non financial resources; in the planning and budgeting of the Institute’s activities; in management oversight and supervision of the departments under direct supervision; and follow up relations with ministries, institutions, and development partners regarding financial and administration matters.

To accomplish its mission, the Office of the Deputy Director General – Corporate Services, is organized into the following functions:

- Administration
- Finance
- Planning
- Procurement

II.2.8. 4 .Office of the Deputy Director General - Studies and Programs

The Office of the Deputy Director General – Studies and Programme, is responsible for assisting the Director General (DG) in the implementation of the National Strategy for the Development of Statistics (NSDS) programs and activities; in planning, managing and monitoring the activities of all subject matter departments; in the management of international relations and regional & international statistical integration in the coordination and monitoring of technical assistance services provided through different development partners; and in dissemination of official statistics.

To accomplish its mission, the Office of the Deputy Director General – Studies and Program, is organized into the following five departments:

- Information and communication Technology
- Statistical Methods, Research and Publications
- Census
- Social and Demographic Statistics
- Economic Statistics

II.3. NISR’S DEPARTMENTS.

II.3.1. Administration

The Administration Department prepares and promotes the Internal Policy and Procedures on Human Resources; coordinates and implements the Annual Training and Development Plan; implements Performance Management System; manages Recruitment and Selection Procedures.

It manages the transport requirements for the Institute; plans and provides required logistical support to all the Departments; manages and maintains the asset of the institute; coordinates all activities concerned with the administration duties of the central secretariat; assess needs and update the stock of office supplies of the Institute; and manages the one stop information center at the institute.

To accomplish its mission, the Administration Department is headed by a director and is organized into the following five sections:

- Human Resources
- Logistics
- Stores
- One Stop Statistical Centre
- Central Secretariat

II.3.2. Finance

The Finance Department is responsible for preparation of the Budget and Financial Reports; liaising with Directors of other departments for budget planning and execution; monthly financial reporting including bank reconciliation; cash and credit transactions for the Institute on a daily basis; monthly financial reports to the Ministry; management accounts; maintaining special accounting procedures (e.g. Inventory register); establishing and maintaining contracting and procurement management procedures; coordinating with Directors for departments' procurement needs; providing projections for future procurement needs for the Institute; ensuring value for money in all NISR financial transactions; ensuring all procurement rules are respected; and monitoring all external contracts for the Institute in conjunction with the Legal Officer of the institute.

To accomplish its mission, the Finance Department is headed by a director and is organized into the following three sections:

- Accounting
- Budget Management
- Planning

II.3.3. Information and Communication Technology

The Information and Communication Technology (ICT) Department is responsible for data processing of surveys and censuses carried out, the Local Area Network (LAN), Hardware, Software, Internet, External Web Site, Intranet, Security, Backup, Digitized maps, Documentation, Archiving, Data-bases and ICT Training etc.

To accomplish its mission, the ICT Department is headed by a director and is organized into the following three sections:

- Data Processing
- Geographic Information Systems
- IT Systems Administration

II.3.4. Statistical Methods, Research and Publications

The Statistical Methods, Research and Publications Department is responsible for promoting the methodologies, norms, and standards of the NISR - internally and externally to other parties of the National Statistical System (NSS); to coordinate the preparation and sound implementation of the NISR strategic plan and to supervise and facilitate the production of the two periodic publications “the Statistical yearbook” and “Rwanda in Figures”.

To accomplish its mission, the Statistical Methods, Research and Publications Department is headed by a director and is organized into the following three sections :

Quality Assurance

Research, Publication and Documentation

Statistical Methods, Sampling and Classification

II.3.5. Census

The essential functions of the Census Department are to carry out population and economic censuses, such as Population and Housing Census, Agricultural Census, and Establishment Census, etc. The Department also implements special-purpose censuses such as Civil Servant Censuses and School Censuses. The department keeps track with the administrative structure and divisions of Rwanda and records whatever official changes that may have been taken place (e.g. a rural area has been changed to urban, new community has been established or demolished, etc.). The Department is also in-charge of updating the business registry.

To accomplish its mission, the Census Department is headed by a director and is organized into the following two sections:

- Population Census
- Economic Census

II.3.6. Social and Demographic Statistics

The Social and Demographic Statistics Department is responsible for collecting data and/or producing statistics in a wide range of areas such as education, health, gender, environment, labor market, living conditions, and demographic characteristics of Rwanda's population.

The Department is also in charge of the implementation of the periodic Health and Demographic Surveys (DHS) as well as Service Provision Assessment Surveys (SPA). Detailed and in-depth policy analysis of the demographic surveys and population censuses is the responsibility of this Department too, which, in addition, carries out population projections and produces vital statistics.

The department also carries out periodic surveys on Labor Market (labor demand), Labor Force (labor supply), and Living Conditions (EICV).

To accomplish its mission, the Social and Demographic Statistics Department is headed by a director and is organized into the following three sections:

1. Social and Vital Statistics
2. Labor Statistics
3. Demographic Statistics and Surveys

II.3.7. Economic Statistics

The Economic Statistics Department is mandated to collect data and produce statistics and information in various economic areas, including: Industrial (manufacturing, mining and quarrying and agricultural statistics; trade (domestic and international trade), infrastructure as well as service sectors; price Statistics (CPI and PPI) and National Accounts (Input Output table and annual benchmarking, Quarterly national accounts, Balance of payments, Flow of funds accounts). In addition, the Department is in charge of establishing and maintaining a business registry.

To accomplish its mission, the Economic Statistics Department is headed by a director and is organized into the following four sections:

- Price Statistics
- National Accounts
- Industrial and Agricultural Statistics
- Trade, Infrastructure and Service Statistics

CHAPTER III: PARTICIPATION OF THE TRAINEE

III.1. INTRODUCTION

This chapter covers the activities performed during the period of training as well as problems faced across.

III.2. SCHEDULE OF ACTIVITIES DONE IN THE INTERNSHIP PERIOD

The internship was conducted at NISR, the trainee was involved in a piloting study that was held in the Huye District about Civil registration and Vital statistics. The internship was conducted within the period of one month (four weeks), whereby a trainee was supposed to perform any CRVS related work, like registration of children, mobilization of people attending the hospital about the role of civil registration and vital statistics.

III.2. REGISTRATION OF CHILDREN

Every child that is born has right to be registered in administrative records, in such a way the death unregistered may have a serious impact on some indicators like infant mortality and so on. Therefore the trainee managed to register unregistered born children since July, 2014 and also registration deaths of children while on the HC were to be registered.

III.3. MOBILIZING PEOPLE CONCERNING THE ROLE OF CRVS

There is a greater role for government to having data of birth and death status within a country, because such type of data is helpful to decision making and policy analysis.

Considering the Sub-Saharan African countries, it was showed that, according to WHO 2013 health report, most of two third (2/3) of deaths of children are not recorded (not recognized). Therefore there is a greater need for mobilization in population to avoiding the continuity of such a situation.

The trainee tried to mobilize all people, mainly women, which came searching for health facilities to the importance of CRVS system when massively used.

Table 1: Weekly activity report

Days of the week	Activity to be done
Monday	-Registration of newborn children -sensitization of pregnant women, that come for the consultation of their pregnancies, on civil registration policy. -Preparation and submission of weekly activities report.
Tuesday	-Registration of newborn children -sensitization of women that come for vaccination of their little children on Gvt policies about civil registration.
Wednesday	-Registration of born children. -Sensitization of couples of fiancées that come, to the hospital, for their blood test.
Thursday	-Registration of newborn babies and others that are not yet registered -Sensitization of pregnant women that come for consultation of their pregnancies.
Friday	-Registration of newborns. -Mobilization of women for the registration of their children in the local government authority.

III.4. Outcomes got from Internship

The trainee acquired new knowledge about a new system that is being introduced in statistical history of Rwanda.

In addition to that, the trainee exercised his capability on interacting with patients coming to the hospital above all he increased his teamwork spirit in partnership with HC's employees.

CHAPTER IV: SWOT ANALYSIS OF NISR, UNIT OF VITAL AND SOCIAL STATISTICS

IV.1. ALL ABOUT SWOT ANALYSIS

SWOT analysis is credited to Albert HUMPHREY, who led a research project at Stanford University in the 1960s and 1970s using data from 500 fortunate companies. This technique is a strategy used to evaluate the strength, weaknesses, opportunities and threats involved in projects, organizations, institutions, agencies or in business ventures. It helps the entity to orient their activities into areas where it is strong and where its greatest opportunities lie.

SWOT Analysis involves specifying the objectives of the entity and identifying the internal and external factors that are favourable and unfavourable to achieving those objectives. The approach was employed by the trainee in trying to analyse the area of study which is the unity of Vital and Social Statistics in NISR.

IV.2. STRENGTHS OF CRVS SYSTEM

1. This system being implemented in Rwanda, has a greater role in developing the data system in Rwanda as it gives the reliable data in the due time for policy analysis.
2. The more people are mobilized about this system the more it gives a strong framework in data collection.
3. This system reduces burden of agents and partners of NISR (leaders in charge of civil status) in keeping both hard and soft copies of data relating to CRVS.
4. Errors committed during data entry process will be reduced as long as this system takes place, for the channel in which data were due to pass through has considerably shortened.
5. The data collected using CRVS system is of trust for their sources are justified one another.

IV.3. WEAKNESS OF CRVS SYSTEM

1. The implementation of this system cannot succeed without the availability of network; hence the trainee was unable to register events in the time of occurrence.
2. There is yet least knowledge among population concerning the working of this system; hence there is a need for further mobilization.
3. Data management of the health centre is not handled with all care because the data managers of HCs are overloaded with other duties.
4. The data managers of HCs are not specialized in the same field, which is the cause of certain mistakes arising in the system.
5. Most of HCs do not have available connections of internet which is the cause of the late recording of vital events.
6. The agents in health facilitation do not have enough knowledge about the working and importance of legal identity (registration of population).

CHAPTER V: CONCLUSIONS AND RECOMMENDATIONS

V.1. CONCLUSION

The purpose of internship was intended to give the trainee an idea of what is practically done in organization and compare it with theoretical studies already taught to students. The trainee found out that without the knowledge of theoretical part, it would be difficult to practically execute the work.

The theoretical part learnt in class was paramount and relevant to what was practically done in the field during the internship in NISR, Unit of vital and social statistics,

This institute, through its department, is committed to reinforce methods of collecting data in an easy way. But more is still to be done.

IV.1. RECOMMENDATIONS SUGGESTED BY THE TRAINEE

IV.1.1. TO NISR

For data to be handled with all care, it could be better for HCs to have a data manager specialized in the same field and he/she should not have to be overloaded with other duties.

For the better implementation of this system, NISR could do all its best to promote the awareness of the system among the population.

For the information to be reported on time, it is helpful for HCs to having an available network and have more trainings in the promotion of this system.

V.1.2. TO the University of Rwanda

- ❖ For the encouragement of the interneer, the internship supervision could be done at least once during the period of internship by the University.
- ❖ U.R should make arrangement of internship with organizations for its students because sometimes students are denied, some do it late.
- ❖ Finally, the faculty should put in place a proper system of supervision for interns by trying to orient them through negotiating internships for them in appropriate Institutions that may fit their careers.

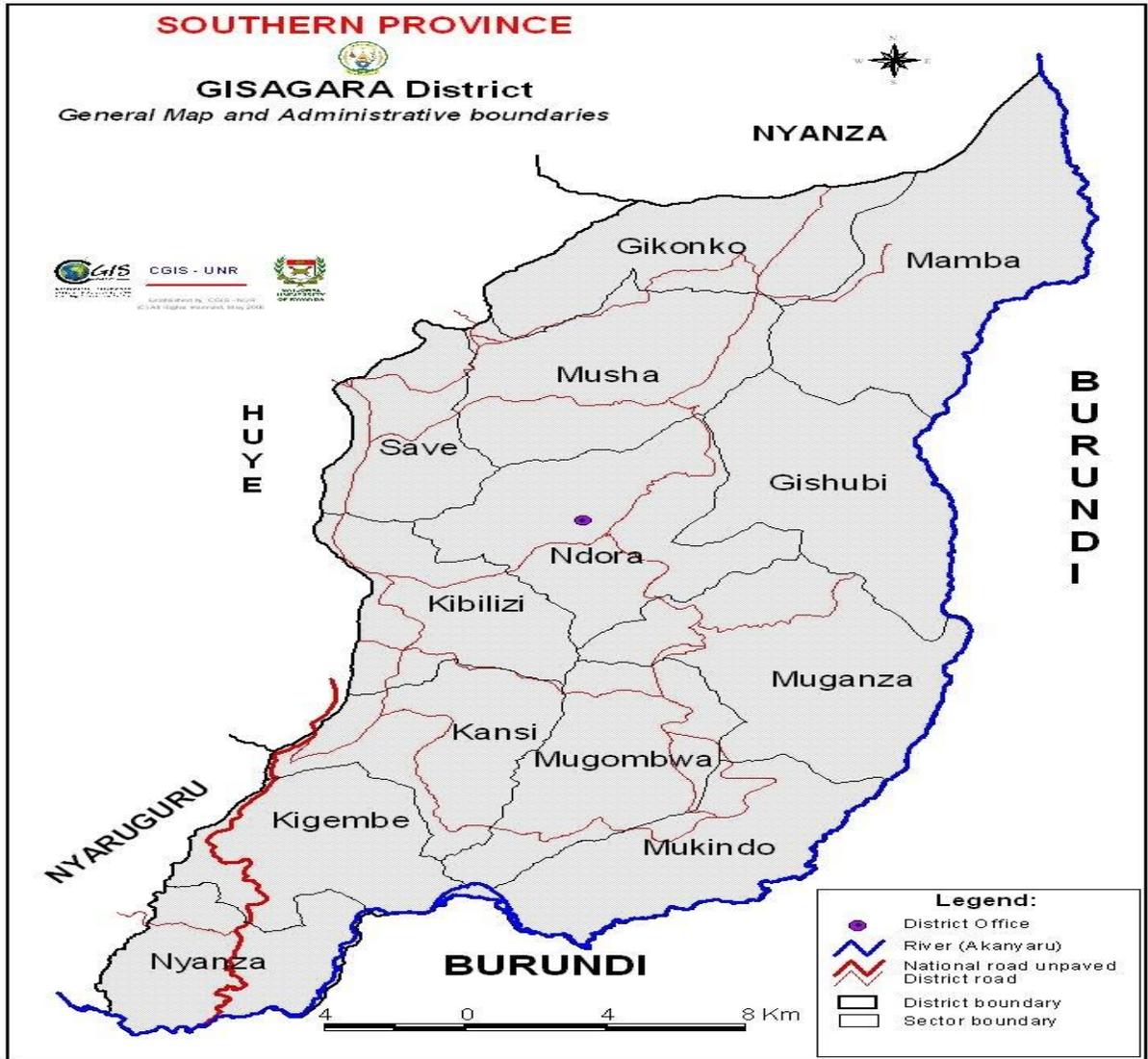
APPENDICES AND SUPPLEMENTARY MATERIAL:

Figure 2: Picture showing apartments of NISR



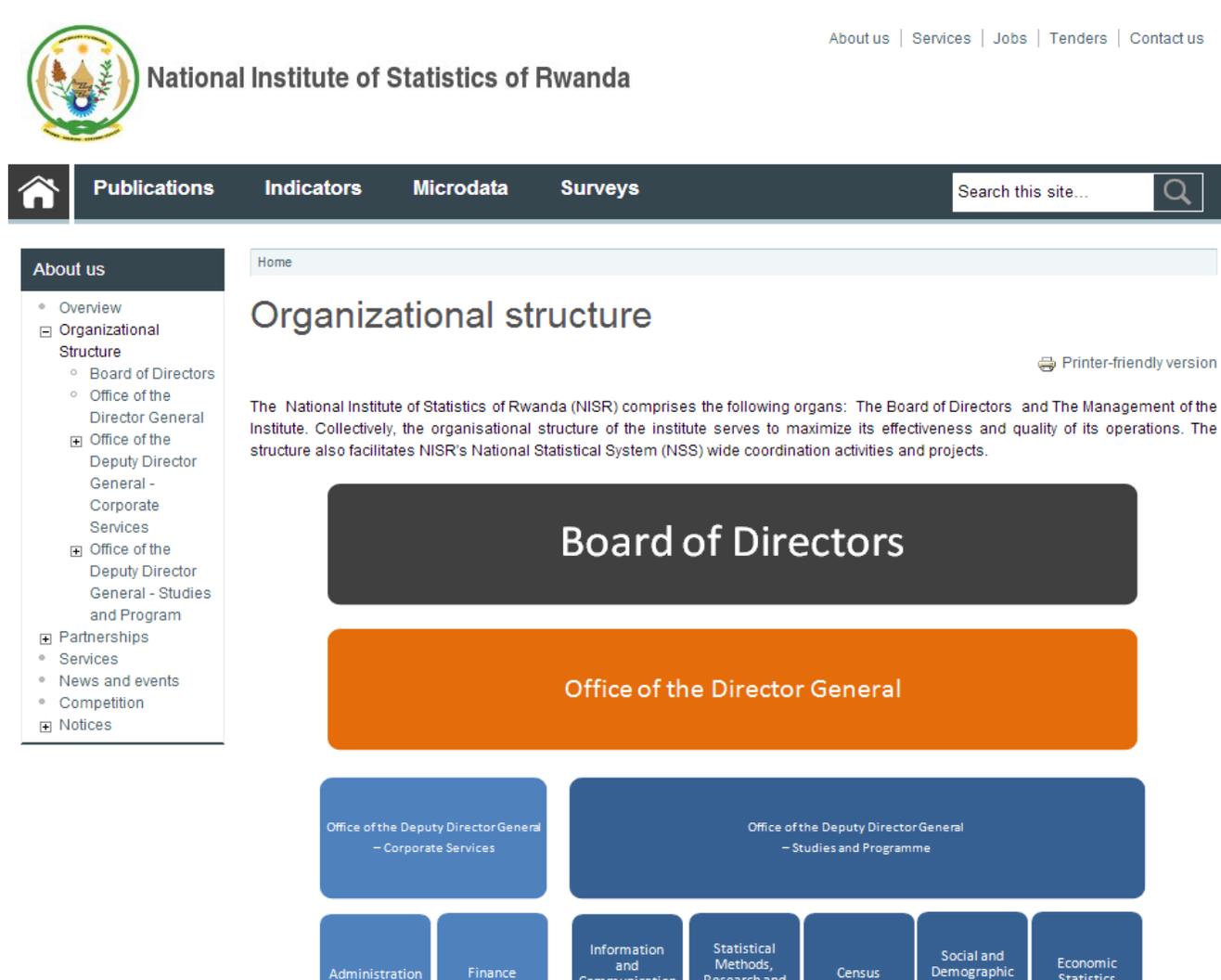
This picture shows the buildings the head office of NISR.

Figure 3: MAP OF HUYE DISTRICT



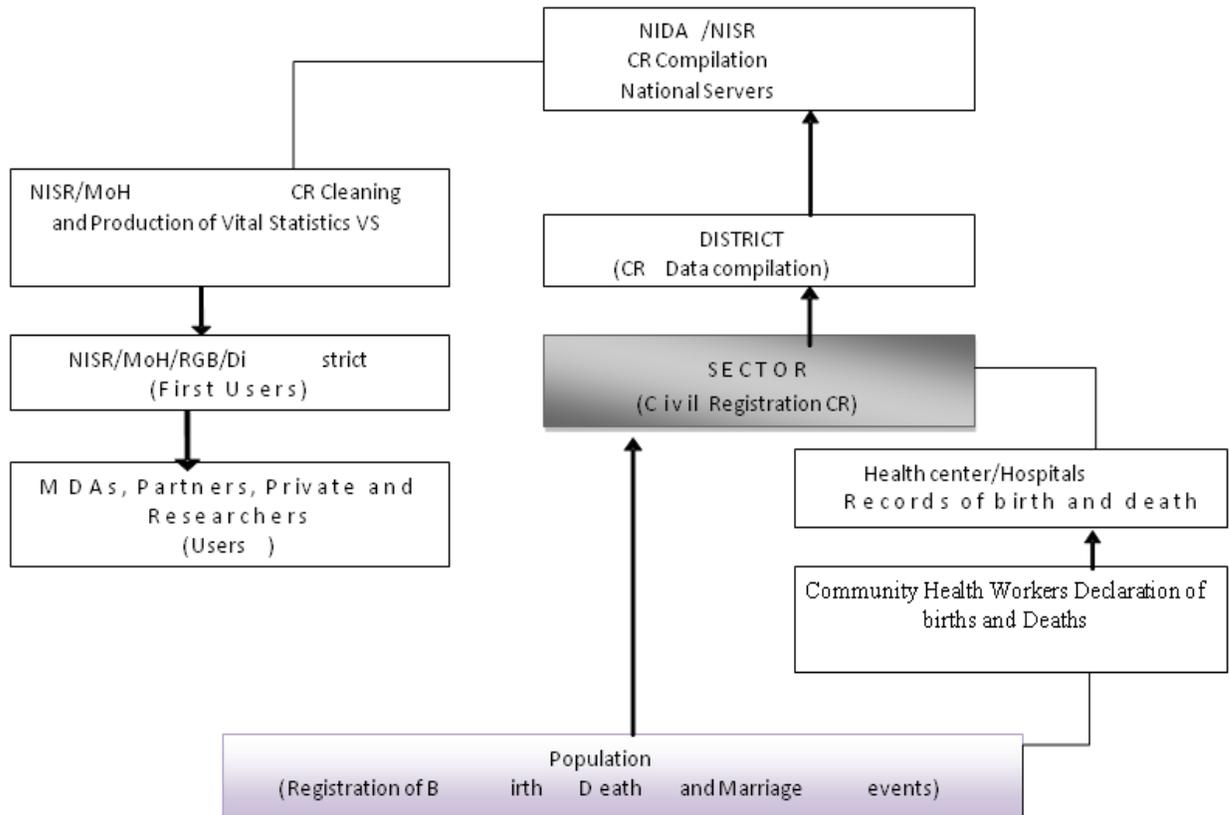
Huye district in which, the CRVS piloting study was conducted.

Figure 4: NISR WEBSITE, ORGANIZATION STRUCTURE



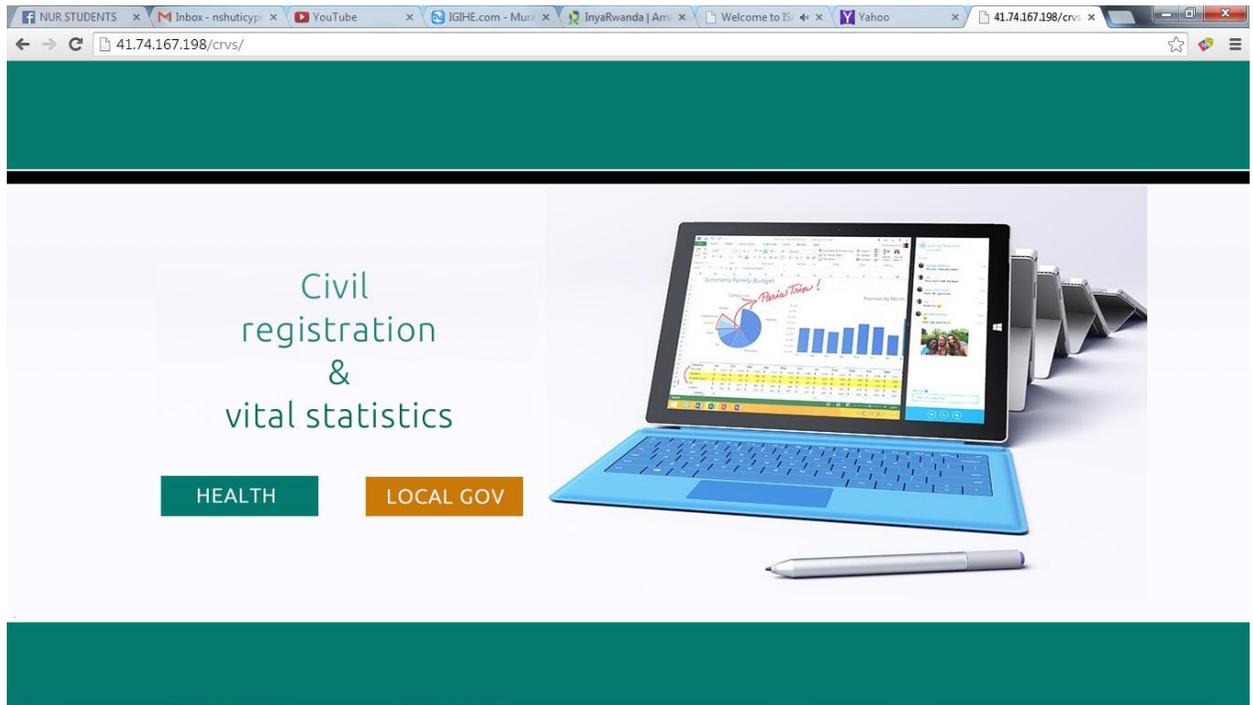
This figure above is showing the organizational structure of NISR.

Figure 5 : The figure of data spreading.



This figure above is showing how the spread of data is starting from the local government authority to the national level.

Figure 6: the look of CRVS system.



This is how the CRVS system looks like when is starting, and they are two options either specialized in health registration or in local government authority (sector)

Reference

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