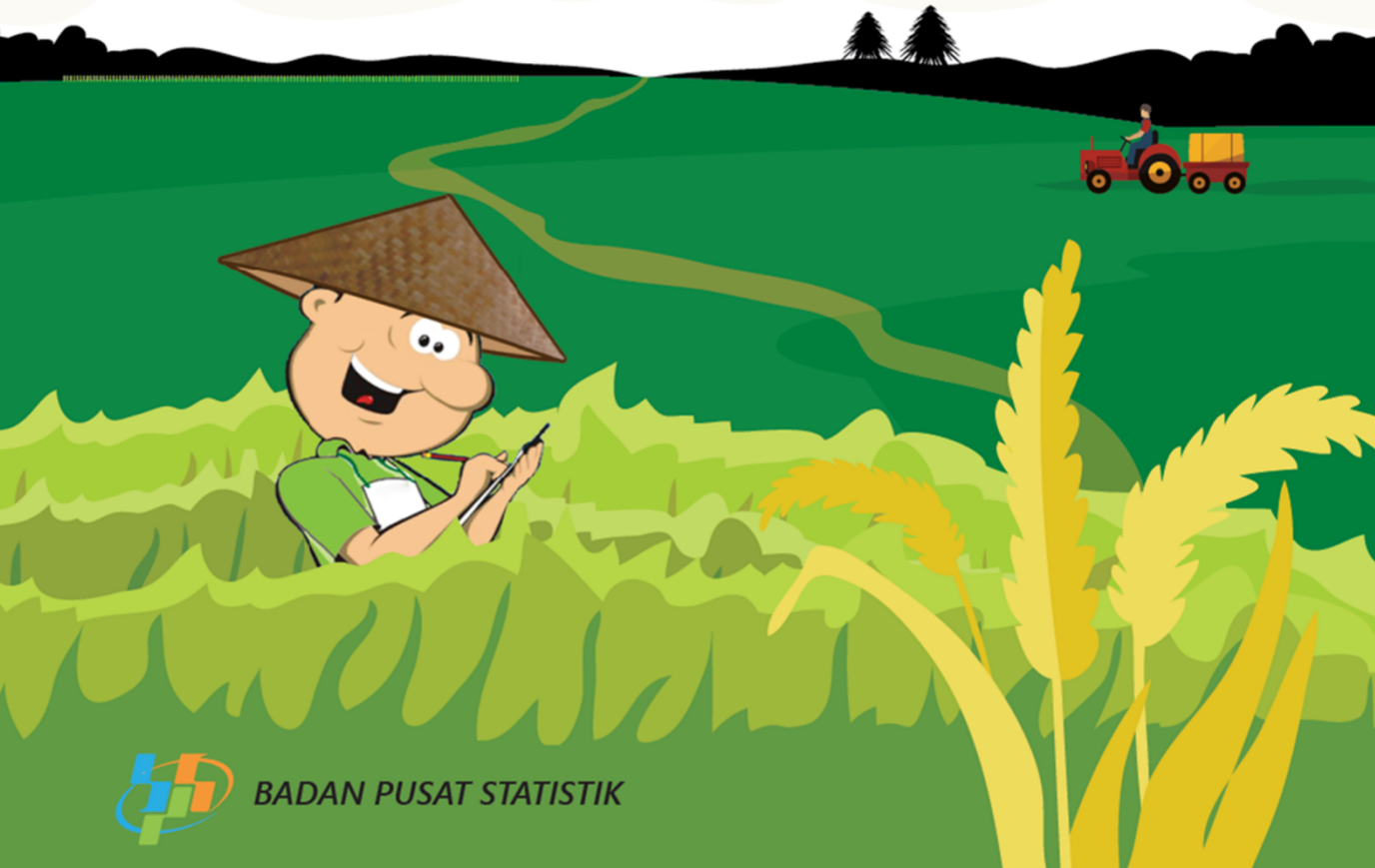




# Technical Guidelines Rehearsal of 2023 Agricultural Census







# PREFACE

The 2023 Agricultural Census (ST2023) is the seventh Agricultural Census conducted by the Central Bureau of Statistics. The previous agricultural censuses were carried out in 1963, 1973, 1983, 1993, 2003 and 2013. The main objective of agricultural census activities is to obtain complete and accurate agricultural structure data for planning and evaluation of development outcomes, especially in the agricultural sector.

This guideline contains technical explanations in carrying out ST2023 Rehearsal activities which include background activities, objectives, scope, implementation schedule, methodology, stages of enumeration activities, both during updating and complete enumeration.

The success of the ST2023 Rehearsal is determined by the intentions, determination, and sincerity of all of us. Therefore, I hope that the officers carry out their duties as well as possible and full of responsibility.

Finally, I would like to thank all parties at the central and regional levels for their contribution to the ST2023 rehearsal.

Happy working.

Jakarta, September 2021  
Deputy for Production Statistics  
Central Bureau of Statistics,

M. Habibullah



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## 1.1 Background

Complete and comprehensive basic statistical data for the agricultural sector is collected through the Agricultural Census activities. Based on Law No. 16 of 1997, the implementation of the Agricultural Census is the duty and responsibility of the Central Bureau of Statistics (BPS). The Agricultural Census is conducted once every ten years, namely in the year ending in 3 (three). The next agricultural census to be held in 2023 is the seventh agricultural census, previously the agricultural census was carried out in 1963, 1973, 1983, 1993, 2003, and 2013.

The agricultural sector is a sector that can contribute to the national economy. The phenomenon of the absorption of labor that still open in the agricultural sector, the high contribution of foreign exchange generated from the rapid development of the agribusiness sector and the producer of raw materials for downstream industries that process agricultural products, shows that the agricultural sector can survive in the economic crisis. Starting from these conditions, it is urgently needed to provide accurate and up-to-date agricultural sector data that can be used as a reference for the government and stakeholders in planning and formulating policies for both internal and national development.

ST2023 was carried out to accommodate the variables needed for completeness of agricultural data, developing very dynamically, responding to data needs both at national and international levels, and designed to obtain international standard results with reference to the Food and Agricultural Organization (FAO) program known as the World Programme for the Census of Agriculture (WCA). To gain international comparability, the Agricultural Census was carried out as close as possible to 2020.

ST2023 is a major activity which consists of a series of stages starting with planning, preparation, data collection, data processing, data presentation and analysis. ST2023 activities have been started since 2021 and it is planned that all activities will end in 2024. The series of ST2023 activities begins with the implementation of trials carried

out in 4 (four) districts as well as other activities related to ST2023 preparation. In 2021, the ST2023 Rehearsal will also be held in 5 (five) selected provinces.

## 1.2 The Objectives of the ST2023 Rehearsal

The objectives of the ST2023 Rehearsal in general is to gain experience in filling out the ST2023 questionnaire by going directly to the field so that a reliable questionnaire is obtained, testing business processes in the field, and evaluating data collection methods.

In addition, ST2023 Rehearsal also aims to get input in terms of:

- a. Methodology of ST2023 enumeration;
- b. Completion of the design of field instruments, namely questionnaires (listing and enumeration) and guidelines;
- c. Completion of the field organization design;
- d. Develop effective and efficient training methods for national instructors and officers;;
- e. Estimating overall ST coverage rate;
- f. Studying processing plans (CAPI, CAWI);
- g. Studying Quality Assurance procedures (PK);
- h. Prepare analysis and dissemination of ST2023 outcomes;
- i. Financing Plan (budget) of ST2023;
- j. Preparing ST2023 rehearsal materials in 2022.

Based on Law No. 16 of 1997 concerning Statistics and applicable laws and regulations, and as the caretakers of the mandate of the law, the ranks of BPS are obliged to carry out the ST2023 Rehearsal as a series of ST2023 activities as well as possible and with full responsibility. To carry out the mandate of the law, whether requested or not, all government instruments from the highest to the lowest level must assist and take roles according to their respective fields for the success of ST2023 including the implementation of ST2023 Rehearsal. To ensure that government institutions take part in their respective areas, Heads of Provincial BPS and Head of Regency/City BPS need to conduct socialization/publicity.

## 1.3 Scope of Areas and Activities

The ST2023 rehearsal was implemented in five selected provinces, namely: Riau (Kampar District), Central Java (Wonogiri District dan Brebes District), East Java (Malang District and Probolinggo District), West Nusa Tenggara (Bima District), and South Sulawesi (Maros District).

The area for the Rehearsal was chosen based on the representativeness of the commodity coverage and business units. The Rehearsal Enumeration includes all business units operating one of the agricultural sub-sectors, namely: food crops, horticulture, plantations, livestock, fisheries, and forestry. The business units covered by this activity include individuals, other agricultural businesses, and companies.

In this activity, a trial will be conducted on two modes of enumeration, namely CAPI and CAWI. In the implementation of ST2023, the offline CAPI mode will be used in areas where 4G signals are not yet covered, so it is not possible to enumerate using CAPI. CAPI will be used to enumerate individual business units and other agricultural business units, while CAWI is used by agricultural company business units. Enumeration will be implemented in October 2021.

## 1.4 Officers

Door to door data collection officers in the field are field personnel. Field personnel involved in ST2023 Rehearsal activities include:

- 1) Field Enumeration Officer (*Petugas Pencacah Lapangan/PCL*)  
The task load in rural and urban areas for potential areas is 2 BS, while for non-potential areas it is 4 BS for each PCL.
- 2) Field Inspection Officer (*Petugas Pemeriksaan Lapangan/PML*)  
PML supervises 2 PCLs both in potential and non-potential areas.
- 3) Task Force  
The Task Force is KSK, BPS Organic Staff, and Function Coordinators/Sub-Coordinators in Districts/Cities and Provinces.
- 4) Supervisor  
Supervisors are BPS Organic Staff, and Function Coordinators/Sub-Coordinators at Districts/Cities and Provinces.
- 5) Admin  
Admin is BPS Organic Staff, and Function Coordinator/Sub-Coordinator at Districts/Cities and Provinces.

The instructor who trained the officers was:

- 1) Main Instructor Master;
- 2) Main Instructor (*Instruktur Utama/Intama*);
- 3) National Instructor (*Instruktur Nasional/Innas*);

## 1.5 Instruments Used

ST2023 Rehearsal Instruments consist of enumeration instruments, supporting instruments, and guidelines.

No	Instrument	Used by	Usage	Stored in
(1)	(2)	(3)	(4)	(5)
1.	Map of WB-2020	PCL	Identify the work area and map the location of inhabited buildings	BPS Districts
2.	List of GK-L1.R	PCL	Contains prelist of BS capacities in one BS	BPS Districts
3.	List of GK-L1.UTL	PCL	Contains a prelist of other agricultural businesses in one village	BPS Districts
4.	List of GK-DPP1	BPS Districts	Contains a list of agricultural companies in the district	BPS Districts
5.	List of GK-L2.R	PCL	List individual business units	BPS Districts
6.	List of GK-L2.UTL	PCL	List other agricultural business units	BPS Districts
7.	<i>E-form</i> GK-L1	PCL	Contains prelist of BS capacities in one BS	BPS Districts
8.	<i>E-form</i> GK-L2.R	PCL	List individual business units	BPS Districts
9.	<i>E-form</i> GK-L2.UTL	PCL	List other agricultural business units	BPS Districts
10.	<i>E-form</i> GK-L2.DPP	PCL	List the company's business units	BPS Districts



## 1.6 Data Collection Instruments

The main instruments to be used in ST2023 Rehearsal:

- a. Listing Questionnaire (L1), used to register buildings and households.
- b. Complete Enumeration Questionnaire (L2), used to conduct complete enumeration of agricultural business households.
- c. Map of WB-2020, used to identify task areas and update inhabited buildings.

The instrument will be made in the form of a digital questionnaire contained in the Gadget/Handset/Computer Assisted Personal Interviewing (CAPI), as a substitute for paper.

## 1.7 Activities Schedule

No	Activities	Schedule
1.	Questionnaire preparation	January 2021
2.	Inter-ministerial and association meetings and the civitas	19 January 2021 and 26 January 2021
3.	Formation of task force and ST2023 schedule	February 2021
4.	ST2023 preparation (improvement of questionnaires, manuals, validation rules)	February 2021
5.	Data exploration and evaluation of geospatial framework	February 2021
6.	Trial I (Garut, Indramayu, Subang, and Kep. Seribu)	6 – 9 April 2021
7.	Trial Evaluation I	12 – 23 April 2021
8.	Data Request of <i>Pusluhtan</i> for Trial I	April 2021
9.	Quality Gates Design	April 2021
10.	Discussion of quality monitoring	May 2021
11.	Discussion of agricultural data standards	June 2021
12.	Coordination with inter-ministerial	10 – 11 June 2021
13.	CAPI application development	July 2021
14.	Urban farming discussion meeting	July 2021
15.	Main Instructor Workshop	14 – 17 September 2021
16.	National Instructor's Training	21 – 24 September 2021
17.	Officers Training	27 – 30 September 2021
18.	Rehearsal Implementation	1 – 31 October 2021
19.	Evaluation and preparation of the Rehearsal report	1 – 30 November 2021
20.	Rehearsal Outcomes Workshop	3 December 2021



## 2.1 Scope

The ST2023 Rehearsal was designed to obtain input in the preparation of reliable questionnaires, business process trials in the field, as well as evaluating data collection methods. This activity was carried out in five selected provinces, namely: Riau (Kampar District), Central Java (Wonogiri District and Brebes District), East Java (Malang District and Probolinggo District), West Nusa Tenggara (Bima District), and South Sulawesi (Maros District). The number of samples of ST2023 Rehearsal can be seen in the following table.

**Table 2.1 2.1 Number of ST2023 Rehearsal Samples**

Province	District	Number of census block samples
[14] Riau	[06] Kampar	6
[33] Central Java	[12] Wonogiri	6
	[29] Brebes	6
[35] East Java	[07] Malang	6
	[13] Probolinggo	6
[52] West Nusa Tenggara	[06] Bima	6
[73] South Sulawesi	[08] Maros	6
Total		42

The scope of agricultural business units in the ST2023 Rehearsal includes individual agricultural business units, agricultural companies, and other agricultural business units (UTL), with a coverage of 6 agricultural sub-sectors, namely:

1. Food crops,
2. Horticulture,
3. Plantation,
4. Livestock,
5. Fisheries, and
6. Forestry.

Meanwhile, agricultural activities covered include:

- 1) Cultivation of crops, namely: rice, secondary crops, horticulture (vegetables, fruits, ornamental plants, and medicinal plants), plantations, forestry (among others: timber).
- 2) Livestock/poultry maintenance
- 3) Cultivation and fishing
- 4) Hunting, catching, or breeding wild animals and collecting forest products
- 5) Agricultural services.

## 2.2 Determination of the Selected Districts

The area for the ST2023 rehearsal was selected based on the representation of the agricultural sub-sector in the district. Information on the potential of a district's sub-sector is obtained from the number of farm households in each sub-sector in each district, ST2013 results. The determination of the district for the ST2023 rehearsal was carried out in 2019 as follows:

**Tabel 2.2 Selected Districts**

Province	District	Subsector Representation
[14] Riau	[06] Kampar	Plantation
[33] Central Java	[12] Wonogiri	Crops
	[29] Brebes	Horticulture
[35] East Java	[07] Malang	Forestry, Fishery (fresh water)
	[13] Probolinggo	Forestry, food crops
[52] West Nusa Tenggara	[06] Bima	Farm
[73] South Sulawesi	[08] Maros	Fishery

## 2.3 Census Block Stratification

The agricultural concentration area was determined based on the ST2013 agricultural content data and the spatially associated regional map with BS2020. Determination of the concentration of agricultural businesses is carried out with different units and cut-of-points between districts and cities. The units for determining concentration and non-concentration strata for districts are villages located in urban districts, while the unit for determining concentration strata in cities is the census block. Determination of concentration areas for districts and cities as follows:

- 1) District

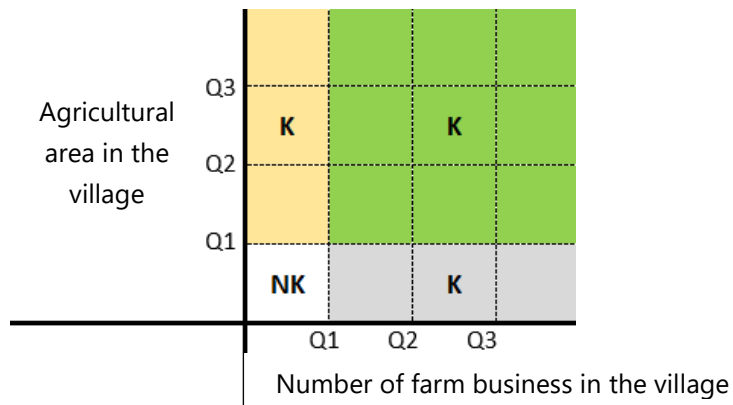
- Rural Area  
All villages in rural areas are categorized as concentration villages, considering that rural areas are potential in terms of agriculture.
- Urban Area  
The strata of concentration of agricultural businesses in urban districts are determined at the village level with a cut of point in the first quartile (Q1) the number of agricultural business households and the area of agricultural area per village in each district, with the following conditions:

$x; y$	{	$x > X_{Q1}; y > Y_{Q1}$	: Concentration
		$x > X_{Q1}; y < Y_{Q1}$	: Concentration
		$x < X_{Q1}; y > Y_{Q1}$	: Concentration
		$x < X_{Q1}; y < Y_{Q1}$	: Nonconcentration

Description:

$x$  = household/farm load

$y$  = agricultural area



Description:

$Q_i$  : Data distribution quartile of  $i$

K : Concentration

NK : Nonconcentration

## 2) City

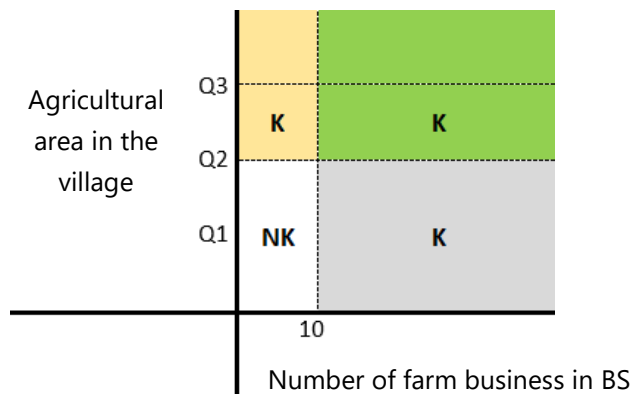
The strata of concentration of agricultural businesses in the city, both in rural and urban areas, are determined at the census block level with a cut of point of 10 agricultural business households and the median (Q2) of agricultural area in the village.

$$x ; y \left\{ \begin{array}{ll} y > Y_{Q1} & : \text{Concentration} \\ y < Y_{Q1} ; x > X_{Q1} & : \text{Concentration} \\ y < Y_{Q1} ; x < X_{Q1} & : \text{Nonconcentration} \end{array} \right.$$

Description:

$x$  = household load/farming business

$y$  = area of farm



Description:

$Q_i$  : Data distribution quartile of  $i$

K : Concentration

NK : Nonconcentration

## 2.4 Sample Allocation and Selection

### 2.5.1 Individual Business Unit

The allocation and selection of census block samples in the ST2023 rehearsal was carried out as a trial for the application of the data collection method. The allocation and selection of census block samples is carried out as follows:

1. Based on the determination of areas of agricultural concentration, a sample frame of concentrated and non-concentrated areas of agriculture is obtained at the village level in each district.

2. In the list of village sample frames, one village with one concentration and one village with one non-agricultural concentration were selected purposively, respectively.
3. In the concentration village, 2 census blocks were selected, while in the non-concentration village, 4 census blocks were selected purposively.
4. The sample census blocks in agricultural concentration villages were collected door to door, while the sample census blocks in non-agricultural concentration villages were carried out by snowballing.

### **2.5.2 Corporate Business Unit and UTL**

The work area for data collection of other agricultural business units is determined to be in the same location as the agricultural company unit. The allocation and determination of company/UTL samples is carried out as follows:

1. Prepared UTL and company prelists for each district.
2. District/city BPS determines sub-districts as a sample area for data collection for UTL and companies.
3. Determination of the sample is adjusted to the available budget.

## **2.5 Duty Loads of Field Officers**

ST2023 Rehearsal field officers for data collection of individual business units consist of enumeration officers (PCL) and field supervisors (PML). Each PML will coordinate 2 PCLs who are their responsibility and each PCL will collect data in 2 census blocks for concentration villages and 4 census blocks for non-concentration villages. PML is obliged to share the PCL's workload in a balanced way, so that the field enumeration can be completed simultaneously and on time.

## **2.6 Data Collection Method**

Each selected district will be grouped/classified into areas of agricultural concentration. This grouping is carried out as a determinant of the method of implementing the enumeration in the area. The method of enumeration in each classification group is distinguished as follows:



1) District

- Rural areas

The complete enumeration of ST2023 individual agricultural business units was carried out door to door, considering that rural villages are agricultural areas.

- Urban areas

For areas of concentration of agricultural businesses, the complete enumeration was carried out door to door, and for non-concentrated areas the complete enumeration was carried out by means of a snowball.

2) City

For both rural and urban areas, the following methods are used:

- Agricultural business concentration strata

The complete enumeration of ST2023 individual agricultural business units was carried out door to door.

- Non-concentrated strata of agricultural business

The complete enumeration of ST2023 individual agricultural business units was carried out in a snowball manner.

**Table 2.3 Enumeration Method Used**

	<b>Classification</b>	<b>Strata</b>	<b>Enumeration Method</b>
District	Urban	Non-concentration village	<i>Snowball</i>
		Concentration village	<i>Door to door</i>
	Rural	All villages	<i>Door to door</i>
City	Urban & Rural	Non-concentrated BS	<i>Snowball</i>
		Concentrated BS	<i>Door to door</i>

In agricultural company units and other agricultural business units (UTL), a complete enumeration was carried out by taskforce officers based on initial data on updating agricultural companies DPP conditions for 2020 and other agricultural businesses (UTL) from ST2013 results which were updated in 2016 for the Horticulture Subsector Company updates are carried out by identifying the companies listed on the prelist through various sources. UTL upgrades are carried out by snowballing.

The **door-to-door** method is a complete enumeration method carried out by conducting door-to-door visits for all families/households in the census block.

The **snowball** method is a complete enumeration method that is carried out by visiting agricultural business units based on information from various sources (the main priority is the local SLS chairman/manager). Other informants who can be questioned include: Head of Farmers Group (*Kapoktan*), Field Extension Officer (PPL), Head of Branch Office (KCD), Community Leader (*Tomas*), and Religious Leader (*Toga*), as well as agricultural business units that become respondents.

## 2.7 ST2023 Rehearsal Field Activity Procedure

ST2023 Rehearsal field activities include:

- 1) Updating the load of the census block (BS) used is BS2020, with supporting information from SP2020 and *Pusluhtan* data.
- 2) Updating Other Agricultural Businesses using information that has been previously obtained from ST2013 data or administrative data of Ministries/Institutions.
- 3) Updating of Agricultural Companies using previously obtained information from data from the 2020 Agricultural Company Directory.
- 4) Enumeration of individual business units and other agricultural businesses with CAPI mode and enumeration of agricultural company business units with CAWI mode.
- 5) Quality Assurance (PK) of field enumeration and processing. In order to guarantee the quality of the ST2023 Rehearsal results, the data collection (Collecting) and data processing (Processing) process will be monitored and evaluated through an early warning system in the form of Quality Assurance (PK Rehearsal ST2023) using the quality assurance framework instrument (BPS-QAF).
- 6) ST2023 Publicity Research, namely field enumeration on the publicity of the ST2023 Pilot. This activity is to determine the effectiveness of the ST2023 Pilot publicity and the development of publicity media that will be used during ST2023 based on community segmentation.

### 2.7.1 Procedure for Updating Agricultural Business Households in Census Block with Door to Door Method

Household updating using the door to door method covers all households in the census block. A visit to each building is carried out starting from the smallest building number, then proceeding to the next/nearest building sequentially until it is completed in one area of work. The PCL must ensure that all occupied buildings are visited so that no households are missed. The instrument used in updating agricultural households is

the ST2023-L1.R list and the enumeration using the ST2023-L2.R list. Another instrument is the WB-2020 Map which has been completed with SP2020 building points.

The stages of updating and enumeration of agricultural business households are carried out as follows:

- 1) Visit occupied buildings starting from the smallest building number as listed on ST2023-L1.
- 2) Identify the building number listed on ST 2023-L1 and Map WB-2020:
  - a. The building number is written on the ST2023-L1 List and has been drawn on the WB-2020 map.
    - i. If the position of the building points on the map corresponds to the field, then CAPI does not need to be geotagged and the map is left alone.
    - ii. If the position of the building point on the map does not match that on the ground, then:
      - CAPI is geotagging, building number remains the same as ST2023-L1.
      - On the map, cross out the old building points, draw them in the correct position and number them according to ST2023-L1.
  - b. The building number is written on the ST2023-L1 List but has not been drawn on the WB-2020 map, so:
    - CAPI: geotagging done, building number remains the same as ST2023-L1.
    - Map: draw dots in correct positions and number them according to ST2023-L1.

If the same building number is found on the map, then cross out the building number in a position that does not match the field conditions.
  - c. The building number is not written on the ST2023-L1 List and is not depicted on the WB-2020 map (new KK), so:
    - CAPI: geotagging is carried out and fill in the building number.
    - Map: draw dots in correct positions and number buildings.
    - The building number uses an existing number if the KK lives in the same building.
    - If it's a new building (no building number yet), fill it in by continuing with the last building number in the SLS.
- 3) Do the household updates on buildings with list ST2023-L1.R and enumeration of agricultural households with list ST2023-L2.R. Some things to pay attention to when upgrading the BS region:
  - a. If the BS includes multiple SLS intact

- The update is carried out in full per SLS that is covered by the BS, meaning that it is completed in one SLS and then moves on to the next SLS. Starting from the first SLS on the list.
  - Building numbering is done independently per SLS, so that when moving to the next SLS area, the building serial number starts again from 1 (one).
  - The serial number of the household continues from one SLS to the next SLS.
  - New households are added according to the SLS where they live.
  - If there is a change in the SLS boundary due to the expansion/merger of SLS after September 2020, the reference is the SLS boundary and area listed on the WB-2020 map.
  - If there is a discrepancy between the SLS boundaries on the WB-2020 map, causing some of the KK to be outside the BS, report the incident to PML.
- b. If BS covers part of SLS
- Pay attention to the WB-2020 map, especially at the SLS intersection boundary.
  - The ST2023-L1 list is structured in such a way that the families listed in the list have complied with the BS limit. If the name of the Head of the Family that is not covered by BS is still found, it can be identified as "not found".
- 4) Household identification:
- a. Identify and determine the point and the first family as the start of updating, namely the first family with the smallest building serial number in the BS.
  - b. Then do door to door on each of the existing buildings in sequence so that not a single building is missed.
  - c. If the building and name of a family are not found (moved) and the building is empty, the serial number of the building on the map does not need to be deleted, but the family name on the update list is coded not found.
  - d. The addition of a new family and/or household follows the prescribed procedure.
  - e. At CAPI submit household updates per household.
- 5) Collecting information on households engaged in agriculture.
- 6) If the visited household cannot be interviewed, continue the enumeration to the next household. Before the enumeration period ends, PCL must make a return visit to the household for an interview.

- 7) If during a repeat visit to the physical building/census it turns out that there is more than one household, identify the 2nd household and so on on the ST2023-L1.R list according to the provisions in point 3).
- 8) For CAPI, submit the results of updating and enumeration of households in one census block so that it can be checked by PML, if all documents in one census block are complete, fair, and consistent.
- 9) If there are findings of the results of the inspection by the PML, make repairs and if necessary, revisit the household. The same error should not be repeated in the next enumeration.

### 2.7.2 Procedure for Updating Agricultural Business Households in Census Blocks with the Snowballing Method

In the snowballing method, the main resource person who becomes a priority is the Head of the Farmers Group (*Kapoktan*), the head/manager of the local SLS. Meanwhile, other sources who can be questioned include: Field Extension Officers (PPL), administrators of agricultural cooperatives in the local area, Heads of Branch Offices (KCD), Community Leaders (*Tomas*), and Religious Leaders (*Toga*), as well as households serving as members of the community. respondents. Updating households with this snowballing method must pay attention to the limits of the census block.

The stages of updating agricultural business households with the snowballing method are carried out as follows:

1. PCL makes visits to resource persons (priority to the head/manager of SLS, management of agricultural cooperatives in the local area, chairperson or members of farmer groups), to collect information related to farmers and agricultural activities in the household concerned, both households that have been or have not been listed. on the list ST2023-L1.R.
2. Visit the household recommended by the resource person, do an update using the ST2023-L1.R list and enumeration using the ST2023-L2.R list related to agricultural activities that are carried out by the household.  
Identify the building number listed on ST2023-L1 and the WB-2020 Map as explained in sub-chapter 2.4.1. Procedure for Updating Agricultural Business Households in Census Block with Door to Door Method.
3. Check for completeness, reasonableness and consistency between details.
4. After completing the data collection on the household, ask the whereabouts of other agricultural households in the SLS or in other SLS in the census block.
  - a. If the name of the KRT mentioned is already registered on the ST2023-L1.R list, record the information on the main sub-sectors that the household operates.

- b. If the name of the KRT mentioned has not been registered on the ST2023-L1.R list, add the name of the KRT and note the main sub-sector being worked on.
  - c. Give the physical building symbol in the form of an empty box (  ) and the name of the agricultural household on the census block map according to the location in the field. Information on the location of the household is useful when visiting the household to obtain information on agricultural activities.
  - d. Do the enumeration for the updated agricultural household using the list of ST2023-L2.R.
  - e. After finishing interviewing one household, check the completeness, fairness, and consistency of the contents of the ST2023-L1.R and ST2023-L2.R lists. If there are still doubts, ask the respondent again.
5. Do the process in point (2) to item (4) until there is no other agricultural household information and all agricultural households in the census block have been recorded and updated.
  6. For CAPI, submit the results of updating and enumeration of households in one census block so that it can be checked by PML, if all documents in one census block are complete, fair, and consistent.
  7. If there are findings of the results of the inspection by the PML, make repairs and if necessary make a repeat visit to the household. The same error should not be repeated in the next enumeration.

### 2.7.3 Updating and Enumeration of Other Agricultural Business Units

Data collection for updating other agricultural business units in the village is carried out by means of snowballing. The main resource persons who can be used in data collection for updating the NRT business unit are the Field Extension Officer (PPL), the head of the local village apparatus. Other sources that can be used are the Head of Farmers' Group (Kapoktan), administrators of agricultural cooperatives in the local area, Head of Branch Offices (KCD), Community Leaders (Tomas), and Religious Leaders (Toga), as well as NRT business units who are respondents. The instruments used in updating other agricultural business units are the ST2023-L1.UTL list and the enumeration using the ST2023-L2.UTL list. The implementation can be carried out according to the following procedure:

1. Officers make visits to key informants to collect information related to other agricultural business units listed on the prelist list ST2023-L1.UTL.
2. Identify the possible existence of other agricultural business units that have not been listed on the ST2023-L1.UTL list and fill in the blank line after the last other agricultural business unit.

3. Visit other agricultural business units according to information obtained from key informants, update them with the ST2023-L1.UTL list and enumeration related to agricultural business activities using the ST2023-L2.UTL list.
4. Check for completeness, reasonableness and consistency between details.
5. After completing the data collection on the other agricultural business units, ask the whereabouts of other business units that are in the village and have not been recorded. Fill in the blank line after the last other agricultural business unit and update it with the ST2023-L1.UTL list followed by enumeration related to agricultural business activities using the ST2023-L2.UTL list.
6. Do the process in point (2) to point (5) until all other agricultural business units in the village have been recorded and updated.
7. Submit the ST2023-L1.UTL list and ST2023-L2.UTL list so it can be checked by PML.
8. If there are findings of inspection results by PML, make repairs and if necessary make repeat visits to other agricultural business units. The same error should not be repeated in the next enumeration.

#### **2.7.4 Agricultural Company Updating and Enumeration**

The instrument used in updating agricultural companies is the ST2023-L1.DPP list and the enumeration using the ST2023-L2.PBH list. The implementation can be carried out according to the following procedure:

1. Officers make visits to resource persons in the local area to collect information related to agricultural businesses listed on the ST2023-L1.DPP prelist list.
2. Identify the possible existence of agricultural companies that have not been listed on the ST2023-L1.DPP list and fill them in the blank line after the last agricultural company.
3. Visit agricultural companies according to information obtained from key sources, update them with the ST2023-L1.DPP list.
4. Try to enumerate companies using CAWI.
5. Check for completeness, reasonableness, and consistency between details.
6. Do the process in point (2) to point (5) until all agricultural companies in the village have been recorded and updated.
7. Submit the list of ST2023-L1.DPP and ST2023-L2.PBH so that it can be checked by PML.
8. If there are findings of inspection results by PML, confirm and if necessary, revisit the agricultural company. The same error should not be repeated in the next enumeration.





# ORGANIZATION OF ST2023 REHEARSAL

## CHAPTER 3

The ST2023 rehearsal field officer refers to the field organization design that will be applied to the ST2023 implementation in the census year. ST2023 field officers for data collection of individual business units consist of enumeration officers (PCL) and field supervisors (PML). In the ST2023 Rehearsal, each PML will coordinate 2 PCL's that become their responsibilities. The PML is obliged to share the PCL's workload in a balanced manner, so that the field enumeration can be completed simultaneously and on time. In agricultural concentration villages, a PCL gets 2 census blocks as his working area. Whereas in non-agricultural concentration villages, a PCL gets 4 census blocks as their working area.

In agricultural company units and other agricultural business units (UTL) data collection is carried out by special officers or taskforce. The Task Force officers are KSK, BPS Organic Staff, and Function Coordinators/Sub-Coordinators in Districts/Cities and Provinces.

### 3.1 Duties, Responsibilities and Authorities of BPS RI

The responsible person of the ST2023 rehearsal are the Deputy for Production Statistics assisted by the Director of Food Crops, Horticulture and Plantation Statistics (STPHP) and the Director of Livestocks, Fisheries, and Forestry Statistics (SP2K) in the technical field; Director of Census and Survey Methodology Development (PMSS) in the field of methodology; Director of Statistical Information System (SIS) in the field of technology and processing; the Head of the Program Development Bureau, the Head of the Finance Bureau and the Regional II Inspector in the field of administration; and Director of Statistical Analysis and Director of Statistical Dissemination in the field of Analysis and Dissemination. Each person in charge of activities must follow and comply with the activity plan in terms of budget, managerial, and schedule accuracy that has been set.

The roles and authorities of each directorate are as follows:

### **3.1.1 Directorate of Animal Husbandry, Fisheries and Forestry Statistics (SP2K) and Directorate of Food Crops, Horticulture and Plantation Statistics (STPHP)**

1. Planning the framework of reference, managing the budget, and coordinating the overall implementation of activities;
2. Monitor and evaluate the implementation until the outcomes of the activities;
3. Manage all stages of ST2023 rehearsal;
4. Coordinate with BPS Province and Regency/City for the purposes of training officers and enumeration;
5. Prepare questionnaires, validation rules, tabulation designs, guidelines, and teaching materials for officers;
6. Determine the employee who will serve as the Central Viewer;
7. Monitoring data coverage and fairness through [dashboard.bps.go.id](http://dashboard.bps.go.id);
8. Conducting analysis and compiling reports on activity outcomes;
9. Monitoring the smooth running of ST2023 rehearsals;
10. Adhere to the time schedule that has been set.

### **3.1.2 Directorate of Census and Survey Methodology Development**

1. Prepare a sampling design for the selection of census blocks and sample households;
2. Calculate the weight and sampling error;
3. Prepare *master frame*;
4. Selecting the census block and setting up the DSBS;
5. Sending DSBS to Provincial BPS;
6. Other activities under the coordination and authority of the Directorate of PMD;
7. Adhere to the time schedule that has been set.

### **3.1.3 Directorate of Statistical Information Systems**

1. Prepare the e-form design that will be used;
2. Determine the employee who will serve as Central Admin;
3. Manage CAPI (as Central Administrator);
4. Prepare applications for monitoring the implementation of activities and outcomes (including tabulations, weights, and standard errors);
5. Setting up an officer account for a trial;
6. Coordinate the implementation of program trials;

7. Register the name of the officer who will be the provincial Admin and Viewer at the center.
8. Manage activity outcome database;
9. Prepare the server configuration design;
10. Coordinate the security of data communication between the center and the regions;
11. Other activities under the coordination and authority of the SIS Directorate;
12. Adhere to the time schedule that has been set.

### **3.1.4 Program Development Bureau, Finance Bureau, and Regional Inspectorate II**

1. Coordinate the provision and management of the budget;
2. Coordinate the utilization and monitoring of the budget;
3. Supervise the budget and evaluate the performance of activities;
4. Other activities under the coordination and authority of the Program Development Bureau, Finance Bureau, and Regional Inspectorate II;
5. Adhere to the time schedule that has been set.

### **3.1.5 Directorate of Statistical Analysis and Directorate of Statistical Dissemination**

1. Coordinate in compiling analysis;
2. Coordinate in the dissemination of outcomes;
3. Other activities under the coordination and authority of the Directorate of Statistical Analysis and the Directorate of Statistical Dissemination;
4. Adhere to the time schedule that has been set.

## **3.2 Duties, Responsibilities and Authorities of Provincial BPS.**

The head of the Provincial BPS is fully responsible for the ST2023 rehearsal. In detail, the roles, responsibilities, and authorities of the Provincial BPS Head are as follows:

1. Coordinate the implementation of ST2023 rehearsals in the regions according to the instructions outlined by the Head of BPS including coordinating with regional heads and other relevant agencies in the regions;
2. Provide instructions to the Head of Regency/City BPS and his staff regarding the ST2023 rehearsal. To carry out these duties, the Head of the Provincial BPS is assisted by the Function Coordinator, Head of the General Section, Functional Sub-Coordinator, and other staff;

3. Regulate financial management and administration related to the ST2023 dirty rehearsal;
5. Monitoring and supervising the procurement of instruments;
6. Directing the recruitment of officers and training;
7. Supervise the ST2023 rehearsal;
8. Arranging the assignment of National Instructors (*Innas*) and those in charge in the regions;
9. Monitoring the ST2023 rehearsal;
10. Ensure the quality and smooth implementation of activities in the region;
11. Responsible for all ST2023 rehearsal of PK activities and monitor the PK progress;
12. Responsible for ensuring the implementation of the follow-up on PK Findings goes well, including collecting PK findings from BPS Districts/Cities sample areas of PK and forwarding the findings as an early warning to all regions of BPS Districts/Cities, both PK samples and non PK sample;
13. Carry out the duties that are ordered directly or indirectly by the head of BPS as well as the instructions in the guidelines.

### **3.2.1 Duties, Responsibilities, and Authorities of the Administrative Section (*Tata Usaha*/TU) of the Provincial BPS**

1. Assist the Head of Provincial BPS in carrying out the ST2023 rehearsal;
2. Coordinate the management of financial administration at BPS Province and BPS District/City;
3. Monitoring and being responsible for the procurement of instruments at the Provincial BPS;
4. Supervise the recruitment of officers and the training of officers coordinated by the BPS district/city BPS so that they can run well;
5. Coordinate the administrative management of training staff for the ST2023 rehearsal;
6. Carry out the duties that are ordered directly or indirectly by the head of BPS as well as the instructions in the guidelines.

### **3.2.2 Duties, Responsibilities, and Authorities of the Production Statistics Function of Provincial BPS**

1. Assist the Head of the Provincial BPS as the technical coordinator of all ST2023 rehearsals in the province;
2. Ensure that the recruitment and training of officers coordinated by the District/City BPS runs well;
3. Make allocations of equipment for officers per district/city and distribute them;
4. Make the allocation of instruments per district/city and distribute them;
5. Monitoring and supervising the ST2023 rehearsal;
6. Propose a sample replacement request to the Central BPS for the lockdown area;
7. Coordinate and monitor PK activities in the field with the Regional Accounts and Statistical Analysis Functions;
8. Ensuring that the follow-up to the PK Findings is carried out properly in the PK sample areas and in the non-Sample PK areas;
9. Collecting PK findings from District/City BPS for PK sample areas to serve as the basis for early warning at the provincial level;
10. Providing information from the content side of the PK Report in the province;
11. Follow up on the results of the evaluation and field supervision with the Production Function Coordinator of the District/City BPS;
12. Perform duties that are ordered directly or indirectly by the leadership of BPS as well as the instructions in the guideline.

### **3.2.3 Duties, Responsibilities, and Authorities for the Integration of Provincial BPS Statistical Data Processing**

1. Assist the Head of Provincial BPS in carrying out the ST2023 rehearsal;
2. Coordinate the implementation of ICS management and the ST2023 rehearsal of CAPI system;
3. Perform duties that are ordered directly or indirectly by the leadership of BPS as well as the instructions in the guideline.

### 3.3 Duties, Responsibilities and Authorities of District/City BPS

The Head of District/City BPS is fully responsible for the implementation of the ST2023 rehearsal in its area. In general, the Head of Regency/City BPS has the following duties, responsibilities and authorities:

1. Carry out the instructions and directions given by the Head of the Provincial BPS which covers all stages and processes in accordance with the guidelines;
2. Coordinate with provincial BPS if there are any technical and non-technical obstacles related to ST2023 rehearsal activities;
3. Responsible for the implementation of the procurement of Personal Protective Equipment (*Alat Pelindung Diri/APD*) in the district/city;
4. Monitoring and supervising the field, as well as managing the ST2023 rehearsal field organization in its area;
5. Organize and complete the administration of ST2023 rehearsal activities;
6. Establishing a team that handles the recruitment of officers (PML and PCL) and oversees its implementation;
7. Responsible for the implementation of the ST2023 PK rehearsal in its area;
8. Responsible for the formulation of follow-up policies on PK Findings, including conducting reviews and approvals through the system on the formulation of follow-up instructions that have been made by the Social Function and Nerwilis;
9. Monitoring the progress of correcting errors found by PK and preventing the occurrence of repetition of errors;
10. Responsible for Follow-up Reports on PK Results and District/City of PK Activity Outcomes Report that have been prepared by the Coordinator of the Nerwilis Function together with the Coordinator of the Production Statistics Function;
11. Submit a report on field activities resulting from the ST2023 rehearsal to the Provincial BPS; and
12. Perform duties that are ordered directly or indirectly by the Head of Provincial BPS, as well as the instructions in the guideline.

#### 3.3.1 Duties, Responsibilities, and Authorities of Sub-Division of Administration (TU) of District/City of BPS

1. Preparing officer recruitment administration;
2. Implementing officer training;
3. Receive instruments and equipment for officers from the Provincial BPS, and distribute instruments and equipment for officers for training and field implementation;

4. Assist the Head of District/City BPS as the administrative coordinator of all ST2023 rehearsal activities;
5. Implementing the procurement of APD and distributing it to officers;
6. Perform tasks that are ordered directly or indirectly by the Head of the District/City BPS, as well as the instructions in the guideline.

### **3.3.2 Duties, Responsibilities, and Authorities of the Production Statistics Function of Regency/City BPS**

1. Assist the Head of the district/city BPS in coordinating the technical activities of the ST2023 rehearsal in the district/city and supervising all field activities;
2. Implementing selection and recruitment of officers;
3. Prepare the allocation and workload of officers;
4. Prepare the allocation of instruments and equipment for officers for training and field implementation;
5. Distribute instruments and equipment for officers for training and field implementation;
6. Sending materials as initial learning for prospective field officers;
7. Implementing pre-training pretest for prospective officers;
8. Assist problem solving that occur in the field;
9. Submit a sample replacement request to the Provincial BPS for the lockdown area;
10. Assist and coordinate with PK Officers in the implementation of a series of PK activities in the field, together with the Coordinator of the Regional Balance Sheet and Statistical Analysis of the District/City BPS;
11. Formulate Follow-up Instructions based on PK Findings;
12. Ensuring that the follow-up to the PK Findings is carried out properly;
13. Provide information in terms of content from PK Reports in districts/cities;
14. Perform other duties that are ordered directly or indirectly by the Head of the District/City BPS, as well as the instructions in the guideline.

### **3.3.3 Duties, Responsibilities and Authorities of the District/City BPS Statistical Data Processing Integration Function**

1. Prepare the WB-2020 map;
2. Coordinate with the Production Statistics Function in related to census block samples/agricultural business units;
3. Perform duties that are ordered directly or indirectly by the Head of the District/City BPS, as well as the instructions in the guidelines.

### **3.3.4 Duties, Responsibilities and Authorities of Investigators**

1. Perform duties and obligations according to orders or directions from the authorized party;
2. Participate in ST2023 Rehearsal training;
3. Perform PML tasks on CAPI mode field applications;
4. Assist in the distribution of officers' equipment;
5. Coordinate with regional authorities and the local SLS Chair to inform ST2023 field activities;
6. Recognize the boundaries of the census block's responsibility together with PCL;
7. Ensure the consistency of building numbers in the WB-2020 Map and in ST2023-L1.R;
8. Provide assistance, especially at the beginning of the enumeration of each PCL which is their responsibility in turn;
9. Supervise the implementation of updating and complete enumeration, whether it is in accordance with the established procedure;
10. Overcome technical problems faced by PCL and if necessary report them to the person in charge of implementation at the District/City BPS for resolution;
11. Checking the fairness of the contents of the entire updated list and complete enumeration through the application system and following up according to the procedures applied;
12. Adhere to the specified mechanism, stages, and time schedule.

### **3.3.5 Duties, Responsibilities and Authorities of Field Enumerators**

1. Perform duties and obligations as stated in the employment contract or according to orders or directions from the authorized party;
2. Participate in ST2013 Rehearsal training;
3. Coordinate with regional authorities and the local SLS Chairman to inform the ST2013 GK field activities;



4. Recognize the boundaries of the census block's responsibility together with the PML;
5. Updating and complete enumeration of individual business units with the ST2023-L1.R List and ST2023-L2.R List according to the assignment allocation from the PML;
6. Updating inhabited building points in WB-2020 Map;
7. Ensure the consistency of building numbers in the WB-2020 Map and in ST2023-L1.R;
8. Submit the results of updating and enumeration of agricultural business units List ST2023-L1.R and List ST2023-L2.R which has been filled in to PML;
9. Correcting the contents of List ST2023-L1.R and List ST2023-L2.R which were declared incorrect by PML;
10. Adhere to the specified mechanism, stages, and time schedule.

### **3.4 Field Organization in BPS RI**

#### **3.4.1 Central Admin**

The officer in charge of the Central Admin is an employee of the IPD BPS RI function assigned by the Director of the Statistical Information System. The duties and powers of the Central Admin are as follows:

1. Create a user who will become a provincial admin;
2. Adding candidate officers who will become provincial admins;
3. Giving the role of the provincial BPS admin to the officer candidate.

#### **3.4.2 Central Viewer**

Officers assigned as Central Viewers are employees at the Directorate of Food Crops, Horticulture and Plantation Statistics (STPHP) assigned by the Director of Food Crops Statistics, Horticulture, and Plantations as well as employees at the Directorate of Livestocks, Fisheries and Forestry Statistics (SP2K) assigned by Director of Livestocks, Fisheries and Forestry Statistics. The duties and powers of the Central Viewer are as follows:

1. Monitor the coverage and fairness of national regional data through [dashboard.bps.go.id](https://dashboard.bps.go.id);
2. Informing inappropriate data to the Coordinator in charge of the technical field at the Directorate of STPHP and SP2K.

## 3.5 Field Organization in Provincial BPS

### 3.5.1 Provincial Admin

The officer in charge of the Provincial Admin is the Sub-Coordinator of the Provincial BPS Agricultural Statistics Function or an employee of the Production Statistics Function assigned by the Provincial BPS Head assisted by the Provincial BPS IPD Function Sub-Coordinator or an employee of the IPDS Function assigned by the Head of Provincial BPS. The duties and authorities of the Provincial Admin are as follows:

1. Create a user who will become a provincial Supervisor, provincial viewer, and district/city admin;
2. Adding candidate officers who will become provincial supervisors, provincial viewers and district/city admins;
3. Assign provincial roles as Supervisor, viewer, admin to the appropriate officer candidate.

### 3.5.2 Provincial Viewer

The officer in charge of the Provincial Viewer is the Coordinator of the Production Statistics Function and/or an employee assigned by the Head of the Provincial BPS. The duties and authorities are as follows:

1. Monitor the coverage and fairness of provincial area data through [dashboard.bps.go.id](https://dashboard.bps.go.id);
2. Informing the inappropriate data to the Head of the Provincial BPS.

### 3.5.3 Provincial Supervisor

The officer assigned as Provincial Supervisor is the Sub-Coordinator of the Provincial BPS Agricultural Statistics Function and/or an employee assigned by the Provincial BPS Production Statistics Function Coordinator. The duties and authorities are as follows:

1. Conduct approval of the data obtained by the District/City Supervisor approval;
2. Provide a record of the reasons for the rejected data on the results of the approval of the District/City Supervisor;
3. Checking the fairness through the dashboard monitoring.

## 3.6 Field Organization in District/City BPS

### 3.6.1 District/City Admin

The officer serving as Regency/City Admin is the Regency/City BPS Production Statistics Function Coordinator or an appointed employee assisted by the Regency/City

BPS IPDS Function Coordinator or an employee assigned by the Head of Provincial BPS. The duties and authorities of the District/City Admin are as follows:

1. Create a user who will become a District/City Supervisor, District/City viewer, supervisor, and enumerator;
2. Adding candidate officers who will become district/city Supervisors, district/city viewers, supervisors, and enumerators;
3. Assigning district roles as Supervisor, viewer, supervisor, and enumerator to the appropriate candidate for officers;
4. The District/City Admin has a special duty in the management of survey officers, namely making the structure of officers. At this stage the structure of the officers made consists of supervisors and enumerators who are under the supervision of the supervisor.

### 3.6.2 District/City Viewer

The officer serving as a District/City Viewer is the Head of the District/City BPS and/or an employee assigned by the Head of the District/City BPS. The duties and authorities of the Regency/City Viewer are as follows:

1. Monitor the coverage and fairness of district/city area data through [dashboard.bps.go.id](https://dashboard.bps.go.id);
2. Informing the inappropriate data to the Head of District/City BPS.

### 3.6.3 District/City Supervisor

The officer in charge of the District/City Supervisor is the Coordinator of the District/City BPS Production Statistics Function and/or an employee in the Production Statistics Function assigned by the Head of the District/City BPS. The duties and authorities of District/City Supervisors are as follows:

1. Participate in officer training of ST2023 rehearsal;
2. Conducting stage 2 inspection of the data that has been sent by the supervisor;
3. Determine whether the data is correct or not;
4. If the data is correct, the District/City BPS Supervisor can approve the data (approval);
5. If there are still errors in the data, the Supervisor can return it to the supervisor to be forwarded to the enumerator.

### 3.6.4 Supervisor

Officers who are assigned as supervisors are District/City BPS staff and/or District Statistics Coordinator (KSK) and/or BPS partners. A Supervisor is responsible for the work of 2 Enumerators. The duties and authorities of the Supervisors are as follows:

1. Participate in officer training of ST2023 rehearsal;
2. Receive a softcopy of the Admin, Viewer, Supervisor, and Supervisor Guideline, and the Enumerator Guideline from the District/City BPS ;
3. Receive a letter of assignment and identification from the District/City BPS;
4. Receive allocation of selected census block samples;
5. Together with the enumerator, identify the boundaries of the census block for which updating listings will be carried out for which they are responsible;
6. Together with the enumerator, coordinate with the regional authorities and the local Head of the Local Environmental Unit (SLS) to inform the activities;
7. Provide assistance to enumerators who are their responsibility in turns to ensure that updating listings and sample enumeration are in accordance with established procedures.
8. Checking the data sent by the enumerator;
9. Approve the updating listing and sample enumeration by the enumerator, if there are no more errors;
10. To reject the updating listing and sample enumeration by the enumerator, if there are still those who are declared to be incorrectly filled in by providing an error note;
11. Monitoring the coverage and fairness of the data in the Census Block which is their area of duty;
12. Always communicate and discuss with the Enumerator and the Coordinator of the Production Statistics Function of District/City BPS regarding progress and field problems that occur in Updating and Sample Enumeration activities;
13. To carry out duties, direct or indirect orders from the Head of BPS, as well as instructions in the guideline;
14. Adhere to the time schedule that has been set.

### 3.6.5 Enumerator

The officers assigned as enumerators are District/City BPS staff and/or KSK and/or BPS partners. An enumerator assigned to update 2 Census Blocks in concentration areas and 4 Census Blocks in non-concentration areas. The duties and authorities of the Enumerator are as follows:

1. Participate in ST2023 rehearsal training;
2. Receive a softcopy of the Enumerator Guidelines from the District/City BPS;
3. Receive a letter of assignment and identification from the District/City BPS;
4. Receive the allocation of selected census block samples;
5. Together with the Supervisor, coordinate with the regional authorities and the local SLS Chairman to inform the activities;

6. Updating and enumerating according to the allocation of tasks for which they are responsible;
7. Conduct field data collection using the ICS Android application;
8. Sending the inputted data;
9. Improving the data resulting from updating and/or sample enumeration returned (rejected) by the Supervisor or confirming the contents by making repeated visits to households if necessary. This is done until no more errors are found;
10. Ensure all data updating and sample enumeration for which they are responsible is approved by the Supervisor;
11. Always communicate and discuss with Supervisors regarding progress and field problems that occur in Updating and Enumeration activities;
12. Carry out duties, direct or indirect orders from the Head of BPS leadership;
13. Adhere to the time schedule that has been set.



Officer recruitment needs to be prepared as well as possible because the outcomes greatly affect the process and performance of subsequent activities, namely officer training, field implementation, and processing of outcomes.

Data collection of officers for ST2023 Rehearsals are prioritized to come from community members who live in the local area. The officer will be legally/officially appointed by the Head of the District/City BPS or other appointed official. The officers recruited should be people who are really willing and ready to carry out ST2023 Rehearsals throughout the activity period.

Field officers are recruited by the district/city BPS. The number of ST2023 dirty rehearsal field officers recruited is based on the allocation of workloads that have been determined by the Central BPS.

All officer candidates are required to carry out a COVID-19 examination, the implementation of which is coordinated by the district/city BPS. If the test result is positive, then there must be a replacement for the officer candidate.

### 4.1 Officers of ST2023 Rehearsal

The ST2023 rehearsal officers consist of:

1. Field Supervisory Officer (PML) who has a role as supervisor/investigator of data collection results. PML is preferably an organic employee of the district/city BPS or a partner who is experienced in census/survey activities. PML can assist Field Officers (PCL) when carrying out enumeration activities in the field, as well as provide solutions to questions delivered by PCL.
2. Field Enumeration Officer (PCL) has a role as data collection officer in the field. PCL is an experienced partner in census/survey activities or a new partner if needed.

### 4.2 Recruitment of PML and PCL

The following are the requirements for PML and PCL candidates:

1. Preferably educated at least graduated from high school/equivalent;
2. Preferably aged 18 s.d. 50 years;
3. Willing to work under contract;
4. Physically and mentally healthy (including being stated to be healthy if the results of the COVID-19 examination are negative);
5. Discipline and commitment;
6. Able to speak Indonesian and read and write Latin letters;
7. Can write capital Latin letters according to the writing examples listed in the L1 and L2 questionnaires;
8. Able to work, either as an investigator (for PML) or as a data collection officer (for PCL);
9. Able to cooperate and coordinate with fellow PCLs, fellow PMLs, BPS employees, and community leaders (RT/RW/Chairman/SLS Management);
10. Able to communicate with the community in the duty area;
11. Officers are prioritized for those who are not civil servants (PNS) or do not have permanent jobs so that they can focus on carrying out ST2023 Rehearsal activities as stated in the work contract;
12. PML and PCL can come from statistical partners both experienced and inexperienced with BPS census/surveys, and preferably from local residents;
13. Willing to take part in officer training of the ST2023 Rehearsal.

In addition to the above requirements, because the entire data collection area is a CAPI, both PML and PCL must be able to operate a tablet/smartphone and their applications, both PML and PCL are also required to have/master a tablet/smartphone with the following minimum specifications:

1. Using the Android Operating System, the minimum version is 4.4.2 (KitKat);
2. Minimum screen size of 4.5 inches;
3. Processor Quadcore 1,2 GHz;
4. Have a system memory (RAM) of at least 2GB;
5. Have a minimum of 500 MB of internal memory remaining;
6. Has a camera feature;
7. Has a GPS feature;
8. Can be connected to the internet, either via wifi or a 2G/3G/4G/LTE network.



## **PML/PCL Recruitment Method**

The district/city BPS notices the need for PML/PCL officers in the pre-determined area classifications. PML/PCL recruitment can be fulfilled from several selection methods. The priority of the selection method can be seen in the following order:

1. Priority 1: Selection of partner databases that fulfill PML/PCL criteria. Partner database is a collection of information containing biodata and track records of BPS partners who have been/is currently serving in the census/survey conducted by BPS. Through this partner database, district/city BPS is expected to obtain qualified officers.
2. Priority 2: If the PML/PCL that meet the requirements in the partner database do not fulfill the required number of PML/PCL, then a selection can be made from BPS partners who have not been registered in the database, but have participated in a BPS survey/census in the local districts/cities that meet the PML/PCL criteria.
3. Priority 3: If Priority 1 and Priority 2 do not meet the needs of the PML/PCL, it can be fulfilled by selecting from other communities who are considered competent/already familiar with the duty area at the local urban village/village level who meet the PML/PCL criteria.

District/city BPS can use all the selection methods that have been described simultaneously according to the conditions and needs in each district/city.



The success of the training will determine the success of the field enumeration activities. Therefore, the implementation of training must be carried out as well as possible. The Officer training of ST2023 Rehearsal includes national instructor, PML, and PCL training.

### 5.1 Officer Training Class

Officer training is carried out face-to-face and implemented by the District/City BPS. District/City BPS prepare training venues in accordance with the conditions/level of PPKM in each region. Each training class will be guided by 1 instructor and 2 committee members.

### 5.2 Training Participants of ST2023 Rehearsal

The Officer training of ST2023 rehearsal was carried out in stages starting from the *Intama* workshop then *Innas* training followed by officer training whose participants consisted of PML and PCL.

### 5.3 Training Preparation, Implementation and Evaluation

Before the training is carried out, there are several things that need to be known in preparation for training field officers, including:

1. Establishing a training committee whose number of members is adjusted to the needs;
2. Prepare a training place if it is carried out offline that meets facilities according to needs and is able to accommodate all training participants;
3. Prepare and ensure the implementation of health protocols during training (temperature checks before entering the room, arrangement of seating distances between participants, arrangement of room ventilation and provision of hand sanitizers/handwashing areas);

4. Prepare training materials and equipment, including officer equipment and necessary documents;
5. Arrange participant seats, instructor desks, whiteboards, screens, and props if the training is conducted offline;
6. Provide stationery for training purposes;
7. Officially summon (by letter) the officer to the training site.

District/city BPS must make an evaluation and a written report on the implementation of the training held in their respective working areas. The contents of the report relate to the smooth running of the training and the obstacles encountered, both technical and administrative. In addition, the instructor must make a written report which is submitted to the provincial BPS with a copy to the central BPS, namely the Director of Food Crops, Horticulture, and Plantation Statistics, Region III Inspector, and district/city BPS. The report contains the outcomes of the evaluation of the absorption of each participant's material and observations in class.

#### **5.4 Regulations for Training Implementation**

The face-to-face training procedures for officers are as follows:

1. Management of officer training classes is carried out by district/city BPS;
2. Instructors and staff interact in class according to the specified schedule;
3. The training method is carried out by being fully taught by the instructor and discussion;
4. Evaluation in the form of deepening on the last day of training;
5. The detailed schedule is listed in the training guidelines;

#### **5.5 Regulations for Accommodation and Consumption**

The training will run well if it is supported by training facilities, including the location of the training, accommodation, conditions and facilities available at the training venue. The determination of the training location is carried out by the district/city BPS by considering several requirements, including:

1. Pay attention to the conditions/levels of PPKM in each region for the implementation of officer training;
2. Availability of adequate accommodation;
3. There are a number of classrooms available according to needs;
4. Class facilities are available such as whiteboards (white board/flip chart), study tables and chairs, viewer/infocus and screens, roll cables, adequate lighting and others;

5. Not disturbed by noise or crowd;
6. Easy to reach by public transportation;
7. Fares for accommodation, consumption, and transportation of participants to the training venue are affordable by the available fees;
8. Officer training is designed to be carried out for 4 days.



## 6.1 Documents and Equipments

Documents and equipments used in ST2023 Rehearsals are intended for officer training activities and field implementation. Documents and equipment for officers are sent from the provincial BPS to the district/city BPS before the training activities according to a predetermined schedule. BPS District/City prepares the allocation of documents and equipment for officers according to type and use (training, field implementation).

## 6.2 Types of Equipment and Documents for Field Officers

The types of officer equipment for the ST2023 Rehearsal are as follows:

1. Personal Protective Equipment (face shield, medical mask and hand sanitizer);
2. Officer's equipment (vest, bag, and stationery);
3. ID;
4. Letter of assignment;
5. Instruments needed in the field, such as a cover letter from the provincial BPS or district/city BPS, especially for business actors.

## 6.3 Equipment Management of ST2023 Rehearsals

The delivery of documents and/or equipment for officers from the provincial BPS to the district/city BPS is carried out before the training schedule and field implementation. The distribution of documents and equipment for officers is carried out during officer training. Each stage of the delivery of documents and equipment must be monitored by the General Subdivision of the District/City BPS and make a report on the related subject matter.





In line with the statistical business processes adopted by statistical offices of countries in the world, BPS as the national statistical agency in Indonesia has implemented the Generic Statistical Business Process Model (GSBPM). Of the eight business processes implemented in Indonesia, one of the statistical activities that is very urgent and has an impact on the output produced is the data collection stage.

Data collection is a stage of activities whose implementation is applied in the field. To support the success of data collection activities, interrelated supporting activities are needed, such as the preparation of instruments (e-forms for the CAPI data collection mode), the mechanism for updating the agricultural business units that becoming the target sample, field data collection officers/HR, field activity organizations, assignments and responsibilities of officers/HR, and rules/SOPs that must be followed and obeyed by all officers/HR correctly and responsibly.

Understanding and commitment to comply with and carry out these field activities is very urgent and has an impact on the overall expected output. Therefore, explanations and confirmations related to the series and mechanisms of field activities will be described and determined in the next discussion.

## **7.1 Preparation of Pre-Census Requirements**

Generally, the ST 2023 rehearsal field activities are divided into 2 (two) stages, namely:

1. Updating individual business units and other agricultural business units (UTL).
2. Field enumeration of individual business units, companies, and other agricultural business units (UTL).

In the field preparation stage, the required instruments are prepared, the enumeration strategy is designed, and the application is used for field enumeration.

## 7.2 Division of Updating and Enumeration Duties

### 7.2.1 Division of Duties for Updating and Complete Enumeration of Agricultural Business Households in the Door to Door Census Block

PML divides duties for each PCL in carrying out updating and complete enumeration activities of agricultural business households. The PML must divide the duties in such a way that the duties between PCLs who have to implement updating and complete enumeration of agricultural business households are balanced with each other. This division of duties is carried out prior to a visit to the Census Block. Census Block locations for each PCL are sought to be close to each other so that they are easily accessible when interviewing respondents and discussing whenever necessary. This is so that PCL can work optimally.

The updating of agricultural business households in the census block based on List ST2023-L1.R is carried out by each PCL individually under the supervision of the PML, and takes place simultaneously with other PCLs in each census block that is their responsibility. Complete enumeration of agricultural business households using List ST2023-L2.R for one census block was carried out by each PCL. The PML must accompany each PCL in turn in updating and enumeration of agricultural business households in the initial census block.

### 7.2.2 Division of Duties for Updating and Complete Enumeration of Agricultural Business Households and Other Agricultural Business Units (UTL) in the Snowball Census Block

Complete updating and enumeration of agricultural business households and UTL in the snowball census block was carried out by each PCL with **1 visit**. Complete enumeration was carried out immediately after obtaining information on household names for agricultural businesses and UTL from speakers. PML divides duties for each PCL in carrying out updating and complete enumeration of agricultural and UTL households. The PML must divide the duties in such a way that the tasks between PCLs who have to carry out updating and complete enumeration of agricultural business households and UTL are balanced with each other.

## 7.3 Organizing Field Activities

### 7.3.1 Preparation Stage

The first stage of preparation is the process of identifying the needs of internal and external users of agricultural data. The second stage is an activity related to concepts and definitions, sample selection methods, validation, estimation, output and dissemination.

### 7.3.2 Stages of Implementation and Data Collection

At this stage, the survey design plan, preparation of the census block sample framework, household updating procedures, preparation of data collection which includes recruitment and training of officers, division of duties and instruments is carried out. The implementation of data collection in the field is carried out directly through the application installed on the CAPI handheld application, while the examination of listing results, interviews, activity monitoring and tabulation can be seen on the ST2023 monitoring web.

Processing systems and programs for this activity are carried out using the BPS CAPI framework which was built in 2021 and added features. With the use of the CAPI framework, it is necessary to make changes and adjustments to the implementation flow that adjusts the methods and software used, as follows:

In the CAPI method, the activity stage begins with preparation starting from making an e-form listing and enumeration, uploading the e-form to the server, creating accounts for officers, and allocating accounts according to their roles.

Data recording is done by the enumerator where previously the enumerator first synchronized his device with the server to see the assignment given to them. After getting the assignment, the enumerator then conducted interviews in the field. After conducting the interview, the enumerator submits the data so that the data is sent to the server for further inspection by the supervisor.

Furthermore, the supervisor checks the results of the interviews through a web application. If the data still contains errors, it is rejected and returned to the enumerator for correction. However, if the data is correct then it is approved. After the data has been approved by the supervisor, the data will be checked by the district/city supervisor. If the data still contains errors, it is rejected and returned to the supervisor. However, if there are no more errors in the data, the District/City Supervisor will approve it. After being approved by the District/City Supervisor, the data must be checked by the Provincial Supervisor. If there are still errors, they will be returned to the District/City Supervisor and will be corrected by the Supervisor. However, if there are no more errors in the data, the

provincial supervisor will approve it. After this process is complete, clean data will be obtained and ready for analysis.

The viewer consists of a district/city viewer in this case is the Head of District/City BPS and a provincial viewer conducted by the Head of the Production Statistics Division. The viewer is tasked with monitoring the progress of the ST2023 implementation in the field by looking at the tabulation results that will be used in the analysis. If there is an irregularity in the tabulation results, the viewer informs the Supervisor at the respective Provincial or District/City level to carry out a more in-depth examination of the data obtained from the field.

### **7.3.3 Data Cleaning Stage**

This stage is carried out by the Supervisor from the abnormal tabulation results found by the viewer. Supervisors make in-depth improvements to the data, both on interrelated variables and on comparative data that have been statistically verified. Data cleaning is not carried out by checking the spaciousness first to make improvements. However, under certain conditions, the outcomes of checking data cleaning can have implications for improving data in the field by making revisits to respondents.

### **7.3.4 Tabulation Stage**

The tabulation stages are based on tabulation rules that have been compiled in a system so that it is expected that the resulting table will be able to describe the actual conditions in the field. The tabulation is composed of related variables that describe the conditions in the field. This tabulation function is to assist the analyst in making conclusions on the data generated in the field.

### **7.3.5 Presentation**

The outcomes of the ST2023 Rehearsal will be presented in the form of a report book, both softcopy and hardcopy. Data on the outcomes of ST2023 Rehearsals, in general, include:

1. Table on the characteristics of agricultural businesses in each province.
2. Table of agricultural production/income.
3. Household profile table of agricultural cultivation commodities.
4. Several indicators of the Sustainable Development Goals (SDGs), both indicators that can be measured in full or indicators that can only be measured partially.

### **7.3.6 Evaluation and Reporting Stage**

At the evaluation stage, it is carried out thoroughly starting from preparation, implementation, processing, analysis, to data presentation both from a technical,

administrative, and technology/system perspective. The outcomes of this evaluation are expected to provide recommendations for problems that occur during the activity and can be used as a reference for planning the next activity. This evaluation can be done by collecting information from officers as well as advice from internal BPS involved in the survey.

## 7.4 Mechanism of All PML Meeting with PCL

PML and PCL meetings must be held at least 3 (three) times during the enumeration period, namely:

1. Preparatory meeting before starting the complete update and enumeration,
2. Evaluation meeting for updating and complete enumeration, and
3. Final inspection meeting.

The first meeting is a preparatory meeting before starting the complete update and enumeration. This meeting was held prior to the complete updating and enumeration activities with the following topics:

1. General field strategy, including joint exploration of work areas.
2. Checking the completeness of officers' equipment before distributing to PCL.
3. Discussion of field problems found by PML and PCL
4. Division of PCL work area.
5. Preparation of PCL work schedule and meeting schedule in the field.
6. Strategy to complete duties according to schedule.

The second meeting is the evaluation meeting for updating and complete enumeration of households. This meeting can be held after the complete updating and enumeration of households in the first census block has been completed by each enumerator. At this meeting several things were discussed, including:

1. Evaluate the implementation of the complete update and enumeration.
2. Resolution of problems encountered in the field related to updating and complete enumeration, including the completion strategy of updating and complete enumeration for household cases that could not be found.
3. If in the period of updating and complete enumeration it turns out that the PML and PCL work schedules cannot be fulfilled, a strategy must be arranged so that the implementation of updating and complete enumeration can continue according to the predetermined schedule.

The third meeting, which is the final inspection, was carried out after the complete updating and enumeration of all census blocks that become the responsibility of the PML and PCL had been completed. At this meeting the following matters were discussed:

- 1) Check the completeness of the entries and the consistency between the entries in the ST2023-L1.R List.
- 2) Final check of consistency between List ST2023-L1.R and List ST2023-L2.R.

## 8.1 Preparation

### a) **Virtual Private Network (VPN) Connection**

ICS operation requires a BPS VPN connection on the device used (computer/mobile). In addition, the CAPI application with COOLSIS-DEV mode (usually used during CAPI ICS training activities for BPS organic employees) also uses a BPS VPN connection. The BPS VPN connection on the computer uses the sonicwall connect tunnel application, while on the mobile it uses the sonicwall mobile connect application.

Mobile users can connect to the BPS VPN network by using the sonicwall mobile connect application which can be installed through the playstore. The procedure for installing and configuring sonicwall on a mobilephone is as follows.

1. Search for the sonicwall mobile connect application on the playstore then install the application.
2. After the application is successfully installed as below, click Open.

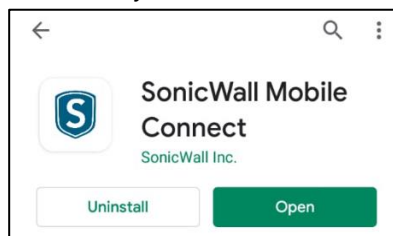


Figure 8.1 Opening Sonicwall Mobile Application

3. Add the BPS VPN configuration by Add Connection and fill in the configuration as follows.
  - Name: VPN BPS
  - Server: vpn.bps.go.id

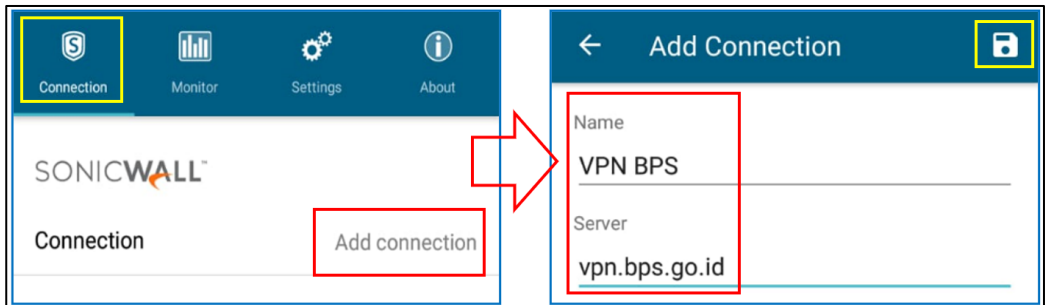


Figure 8.2 VPN BPS Configuration on *Sonicwall Mobile*

4. Select *login* to BPS intranet
5. Insert BPS community account when the Log in dialogue box appears.

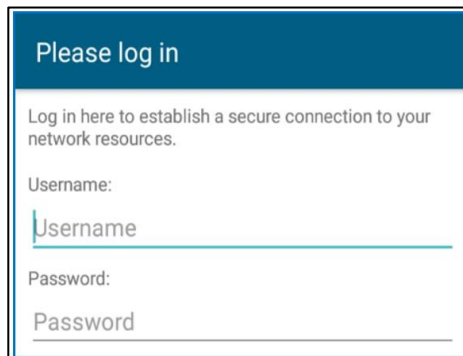


Figure 8.3 Login to Sonicwall Mobile

6. Connected status indicates that mobile phone has successfully connected with VPN BPS network.

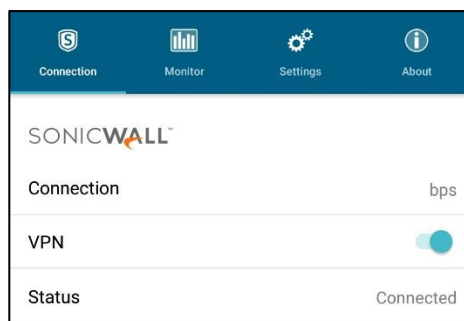


Figure 8.4 Status of Sonicwall Mobile



**b) User Management by Admin (Central, Province, and District/City)**

**1. Survey Management Flow**

In general, ST2023 is made by the central admin, while the management when the survey is running is carried out by all users, both in the province and in the district/city. The following is the flow of activities contained in survey management in ICS.

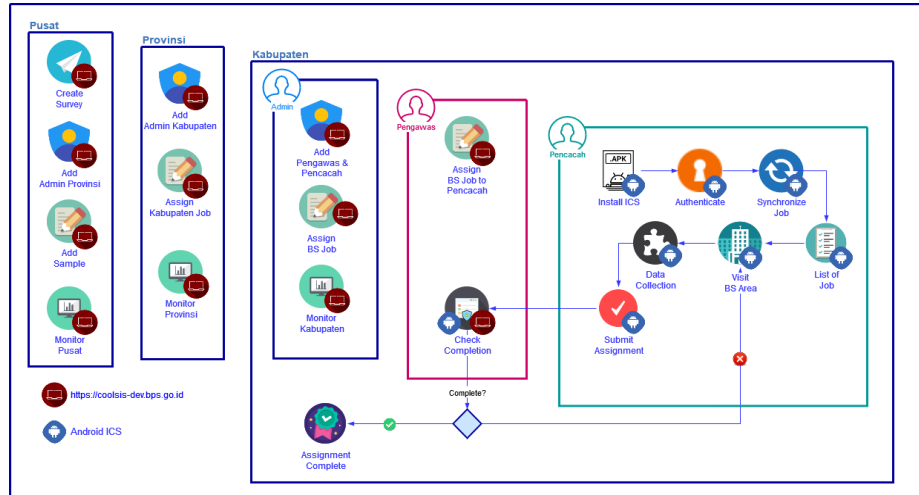


Figure 8.5 ICS Workflow

The division of work is generally divided into three areas of authority, namely BPS RI, BPS Province, and BPS District/City. Users at BPS RI have the role of central admin. The duties performed by the central admin include:

- a. Add users for central level as central viewer as well as for provincial level as provincial admin.
- b. Creating a template/questionnaire design that will be used in the survey.
- c. Create/design a new survey by filling in more information about the survey. At this stage also add a template / questionnaire design, determine the role of users who will be involved in the survey, and add candidate officers from users that have been created.
- d. Build a survey by adding samples and assigning users to the provincial admin roles that were defined at the design stage.

Users at the provincial level have roles as provincial admin, Supervisor, and viewer. Duties carried out by the provincial admin include:

- a. Add users for the provincial level as Supervisor and viewer, also add users for the district/city level as district/city admins.

- b. Selecting a survey that has been created, then at the survey design stage the provincial admin adds candidate officers from the users that have been created.
- c. At the survey building stage, managing user roles as provincial Supervisor, provincial viewer, or district/city admin.
- d. If there are survey activities using CAPI ICS with the smallest area is the provincial level, then the Provincial BPS admin is in charge of routinely backing up data for all CAPI ICS officers. The data backup activity carried out by the provincial admin is to collect backup data from all officers in charge of collecting survey data using CAPI ICS on a regular basis to mitigate the risk of data loss.

Users at the district/city level have roles as district/city admins, supervisors, viewers, supervisors, and enumerators. Duties carried out by district/city admins include:

- a. Add users for district/city level as Supervisor, viewer, inspector, and enumerator.
- b. Select a survey that has been created, then at the survey design stage the district/city admin adds candidate officers from the users that have been created.
- c. At the stage of survey building, the district/city admin assigns users to the role of Supervisor and viewer of the district/city, as well as the role of supervisor and enumerator. In addition, the district/city admin must also create an officer structure consisting of supervisors and enumerators.
- d. At the survey data collection stage, the district/city admin assigns a sample to the supervisor.
- e. Conduct routine data backup activities for all CAPI ICS officers. District/City BPS admins collect backup data from all officers in charge of collecting survey data using CAPI ICS on a regular basis to mitigate the risk of data loss.

## c) **User Management**

### a) **Description of User Roles in ICS**

In the ST2023 Rehearsal, there are several roles related to the use of applications, which consist of admin, supervisor, viewer, inspector, and enumerator. Regarding the activity of checking data from the results of the enumeration, there are several roles that are hierarchical, which means that the level above cannot carry out the inspection if there are still levels below that have not done approval. The following is a brief description of each role.

1. Administrator (admin)  
Admin is the main manager of the application at the level of BPS District/City, BPS Province, and BPS RI. Admin has the following duties:
  - Create or allocate accounts according to assigned roles.
  - Allocate the enumeration sample.
2. Viewer  
Viewer is a role that only has the authority to see the monitoring and dashboard of the enumeration progress. The viewer does not have the right to see the enumeration data. The viewer also cannot approve the data from the enumeration.
3. Supervisor  
Supervisors are at the district/city and provincial levels. The district/city supervisor is the second examiner of the results of the enumeration that has been approved by the supervisor. If the District/City Supervisor has approved, the third level of inspection will be carried out by the Provincial Supervisor.
4. Inspector  
The inspector is a role in charge of giving direct assignments to the enumerator, according to the structure of the officer that has been made by the district/city admin, regarding what samples will be sent to the device for enumeration. In addition, the supervisor acts as the first examiner for the results of the enumeration which have been completely filled in and submitted to the server by the enumerator. The results of the inspection from the inspector are in the form of approving or rejecting sample data.
5. Enumerator  
The enumerator is a field officer in charge of interviewing respondents and inputting data into the application and submitting data to the server. The enumerator has the duty of ensuring that the sample data being worked on has been approved until the status is complete.  
The description of the role hierarchy is as follows:

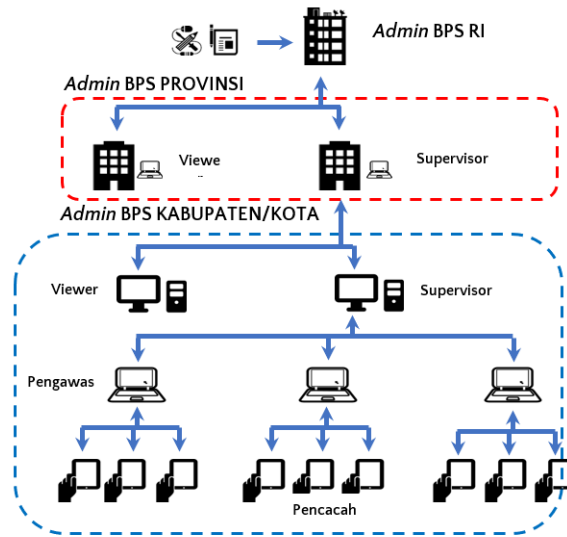


Figure 8.6 User's Role in ICS

Some provisions related to user management for ST2023 Rehearsal activities are as follows:

1. BPS RI has provided all usernames and passwords that can be used for any survey activities based on CAPI. This account can be used for ST2023 Rehearsal activities.
2. BPS RI will allocate an admin account for each Provincial BPS using the account that has been created.
3. If desired and needed, the Provincial BPS admin can create a new account to be used for the ST2023 Rehearsal activities.
4. Provincial BPS is obliged to create/allocate accounts for roles, namely Provincial Supervisor, Provincial Viewer, District/City Admin.
6. District/City BPS is in charge of creating/allocating accounts for roles namely District/City Supervisor, District/City Viewer, Officer (Supervisor and Enumerator).
7. If the user is an organic employee of BPS, the account added to the ICS web is the BPS email account. However, if the user is a non-organic or partner then the account added to the ICS web is a new account specific to that partner.

## b) User Management Procedures at ICS

The procedure for adding new ICS users (accounts) is by accessing the ICS website at <https://coolsis.bps.go.id>. For officer training, the ICS web address accessed is <https://coolsis-dev.bps.go.id>. User data can be created by adding one by one via the ICS web. To access the ICS web, officers must be connected to the BPS internal network, or use a virtual private network (VPN) facility from Sonic Wall. The steps to add a user are as follows:

1. The Provincial BPS Admin logs in with the account that has been provided by the Admin of BPS RI. Provincial Admin creates accounts for the roles of Provincial Supervisor, Provincial Viewer, and District/City Admin.

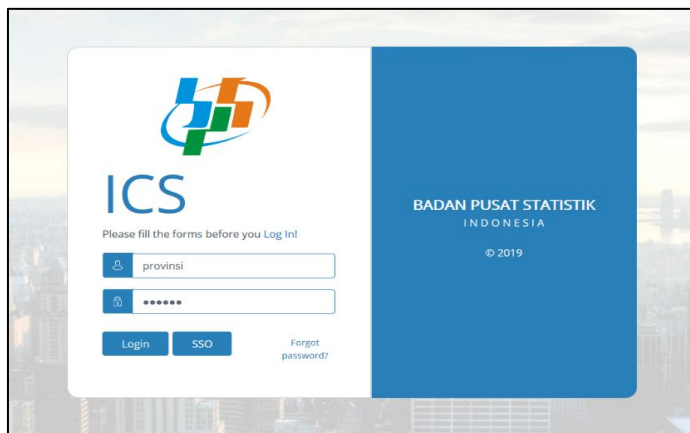


Figure 8.7 Login to Provincial BPS Admin

2. If Sign In is successful, menus will appear according to the authentication. Click on the User Management menu.

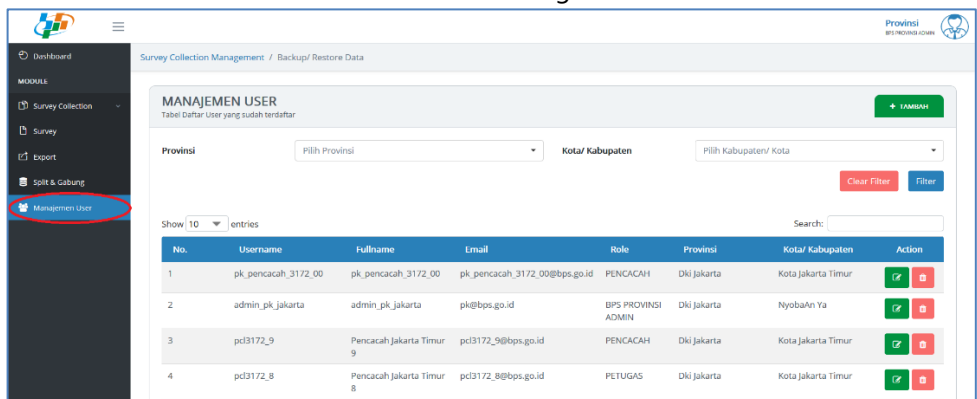


Figure 8.8 User Management Page

- The User Management menu will display a list of all existing accounts in the CAPI application that has been created. Click on the Add button.

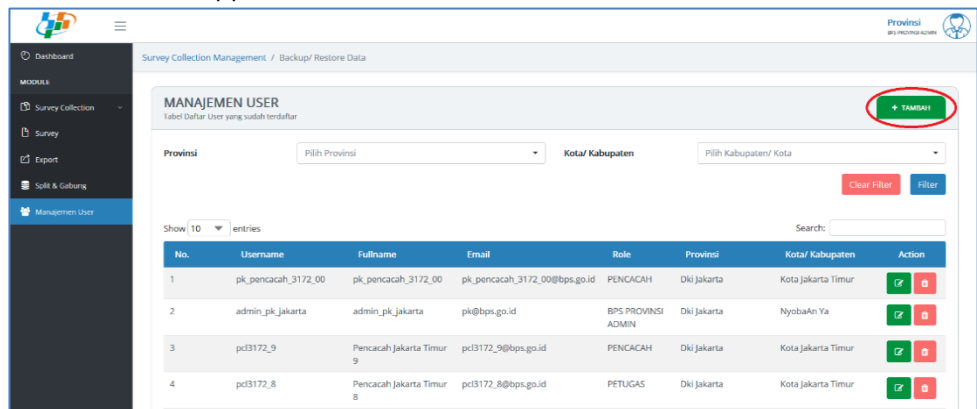


Figure 8.9 Add New User

- Fill in the available details. In the Role field, the Enumerator and Supervisor are combined into an Officer role. The Province and Regency fields will be filled automatically according to the logged in user. If you log in at the Provincial level, the Province fields will be automatically filled, while if you log in at the District/City level, the Province and District/City fields will be automatically filled. The procedure for filling in data for organic users and partners is different.

Tambah User

Roles: BPS KABUPATEN ADMIN

Provinsi: Dki Jakarta

Kota/ Kabupaten: Kota Jakarta Pusat

Username: admin3173

Fullname: Kuku Yuliasih Putri

Email: puput@bps.go.id

Password: [Masked]

Confirm Password: [Empty]

Tutupi Simpan

Figure 8.10 Detailed Information of Non-Organic Users/New Partners

Figure 8.11 Detailed Information of BPS Organic Users/Employees

5. New user successfully added.

After receiving an account from the provincial admin, the district/city admin can add accounts for users within the district/city scope in the same way as above. Accounts created by district/city admins are for the roles of Supervisor, viewer, inspector, and enumerator.

**d) Survey Officer Management**

Every officer who has been registered with user management in order to access surveys on ICS both on the website and on the CAPI application, then the user must be registered in a survey that has been prepared by the Central BPS. Every user who has been registered as a candidate for the next officer must be assigned a role or roles that have been assigned. The role in charge of managing officers is the Provincial BPS admin and the District BPS admin. The roles in the ST2023 Rehearsal survey are as follows.

Figure 8.12 User's Role on ICS Survey

### a) Registering Users as Candidates for Survey Officers

The steps for adding officers to a survey that have been prepared at ICS are as follows:

1. Select the survey menu so that a list of surveys assigned to that user will be displayed
2. Select the survey type, which is the ST2023 Rehearsal, then press the Survey Details button.
3. Enter the first tab, namely Design, go to the very bottom, namely Officer Candidates. This section is used to add users that have been created in user management into a survey. Users can first download the template file that has been provided by using a filter consisting of province, district/city, and role. Province and district/city filters will be filled automatically according to the logged in user level. The template file can be downloaded by pressing the File User (.xlsx) button. In order to be able to save the template file, the user must make sure to set the browser settings used by allowing a pop up window to appear in the browser.

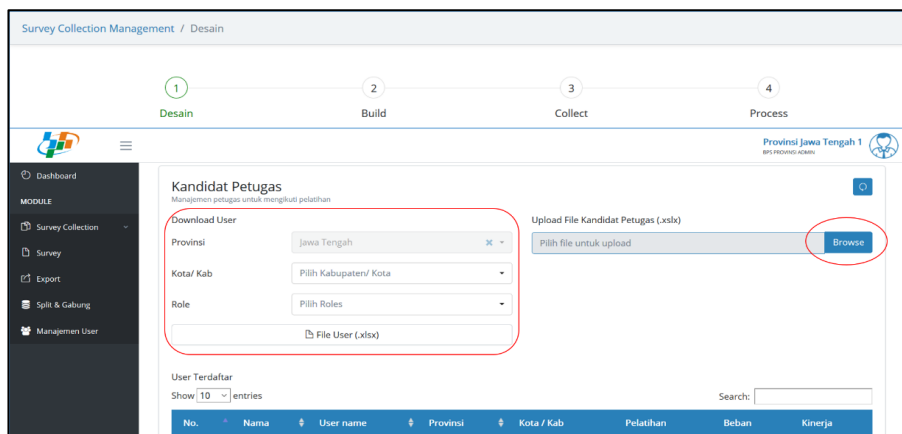


Figure 8.13 Display of Survey Details in the Officer Candidate Section

4. The template file is an excel file consisting of two sheets. The second sheet contains a list of users that have been added in user management according to the selected download filter. Next, the user selects a candidate user by filling in the username in the first sheet by copying from the second sheet that has been provided, then the user saves the modified template file. The template file can be used multiple times as



long as it stays on the same survey. Template files downloaded from other survey names, cannot be used, and vice versa.

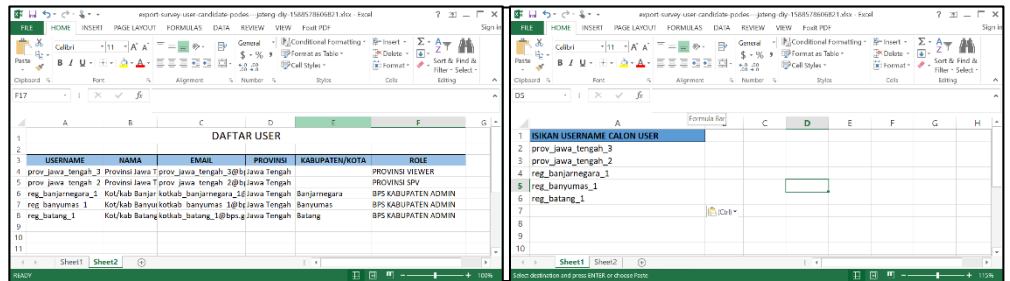


Figure 8.14 Officer Candidate File View

5. Select a template file by pressing the browse button to select a template file that has been prepared. If the template file has been selected, the next process is to press the upload button.

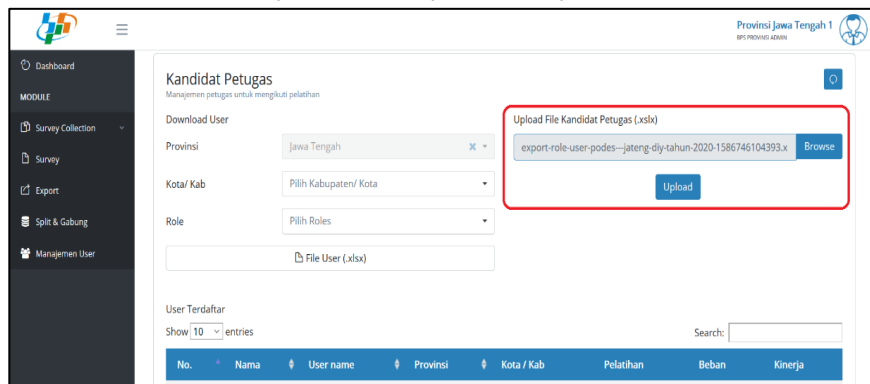


Figure 8.15 Template of File Upload Button

6. The list of candidate officers has been successfully added and will be displayed in a table shown below.

No.	Nama	User name	Provinsi	Kota / Kab	Pelatihan	Beban	Kinerja
1	STATISTIK PERIKANAN	monitoring_skpp					
2	Admin BPS Provinsi Bali	prov_51	Bali				
3	admin_51	admin_51	Bali				
4	admin_5103	admin_5103	Bali	Badung			
5	Ari Wisnaya	ariwisnaya	Bali	Badung			
6	Budiyati Dwi Astuti	budiyati	Bali	Badung			
7	Eka Suardana	ekasuardana	Bali	Badung			
8	I Dewa Putu Gede Wirawan	wirawan_pct	Bali	Badung			
9	Yudi Agusta	yudiagusta	Bali	Badung			
10	admin_5105	admin_5105	Bali	Klungkung			

Figure 8.16 List of Candidate Survey Officers at ICS

### b) Assigning Roles to Registered Users

Registered users must have their respective roles, each user can only get one role in a survey. Here's how to assign roles to registered users.

Then enter the second tab, namely Build, go to the User Role Management section. There are two ways to assign roles to officers.

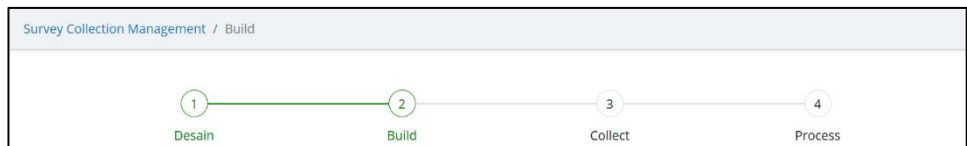


Figure 8.17 Collection Management Survey

The first way is to export an excel file. Download the template file first, and the user must make sure to set the browser settings used by allowing a pop up window to appear in the browser. The template file can be used multiple times as long as it stays on the same survey. Template files downloaded from other survey names, cannot be used, and vice versa.

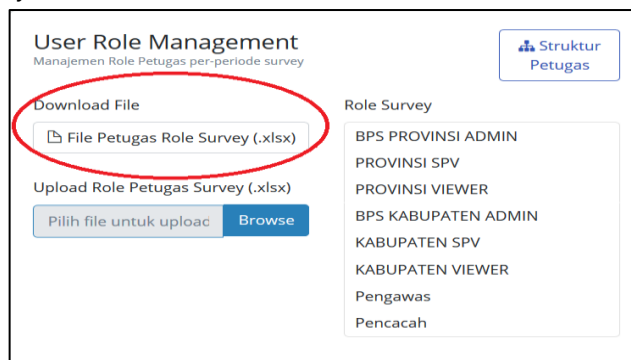


Figure 8.18 User's role management

Enter the template file in the form of an excel file, the file has been filled with a list of officers according to the user uploaded in the officer candidate.

USERNAME	NAMA	EMAIL	PROVINSI	KABUPATEN/KOTA	ROLE ID
prov_jawa_tengah_3	Provinsi Jawa Tengah 3	prov_jawa_tengah_3@bps.go.id	Jawa Tengah		
prov_jawa_tengah_2	Provinsi Jawa Tengah 2	prov_jawa_tengah_2@bps.go.id	Jawa Tengah		
reg_banjarnegara_1	Kot/kab Banjarnegara 1	kotkab_banjarnegara_1@bps.go.id	Jawa Tengah	Banjarnegara	
reg_banyumas_1	Kot/kab Banyumas 1	kotkab_banyumas_1@bps.go.id	Jawa Tengah	Banyumas	
reg_batang_1	Kot/kab Batang 1	kotkab_batang_1@bps.go.id	Jawa Tengah	Batang	

Figure 8.19 Role Management File Template

ID	ROLE
55AC1326-3084-4612-A028-CA8204CB2AB7	BPS KABUPATEN ADMIN
5414AAFA-2164-4F06-B629-A89BA7EB5884	BPS PROVINSI ADMIN
FE6EDDD6-2D69-4464-95F1-FD1C1BC9D803	KABUPATEN SPV
13806653-2085-4F3F-9149-4944AF7B1775	KABUPATEN VIEWER
CD029EC9-9645-468C-87B1-FD8E07E33EA5	Pencacah
BF002E6D-C5C6-44B4-84FD-E07A8CBC3FE9	Pengawas
F4FD117F-AEAF-447A-98BE-F5DE43F3FCB8	PROVINSI SPV
A57C872B-1205-4635-9FC7-6CAF1572828A	PROVINSI VIEWER

Figure 8.20 List of Role ID in File Template

Fill in the role ID that can be copied from sheet 1 according to the role to be assigned, and save the file.

USERNAME	NAMA	EMAIL	PROVINSI	KABUPATEN/KOTA	ROLE ID
prov_jawa_tengah_3	Provinsi Jawa Tengah 3	prov_jawa_tengah_3@bps.go.id	Jawa Tengah		A57C872B-1205-4635-9FC7-6CAF1572828A
prov_jawa_tengah_2	Provinsi Jawa Tengah 2	prov_jawa_tengah_2@bps.go.id	Jawa Tengah		F4F0117F-AEAF-447A-988E-F5DE43F3FCB8
reg_banjarnegara_1	Kot/kab Banjarnegara 1	kotkab_banjarnegara_1@bps.go.id	Jawa Tengah	Banjarnegara	55AC1326-3084-4612-A028-CAR204C82AB7
reg_banyumas_1	Kot/kab Banyumas 1	kotkab_banyumas_1@bps.go.id	Jawa Tengah	Banyumas	55AC1326-3084-4612-A028-CAR204C82AB7
reg_batang_1	Kot/kab Batang 1	kotkab_batang_1@bps.go.id	Jawa Tengah	Batang	55AC1326-3084-4612-A028-CAR204C82AB7

Figure 8.21 Role Management File Template is Filled with Role ID

Return to the ICS web, browse the template file, then upload the excel file.

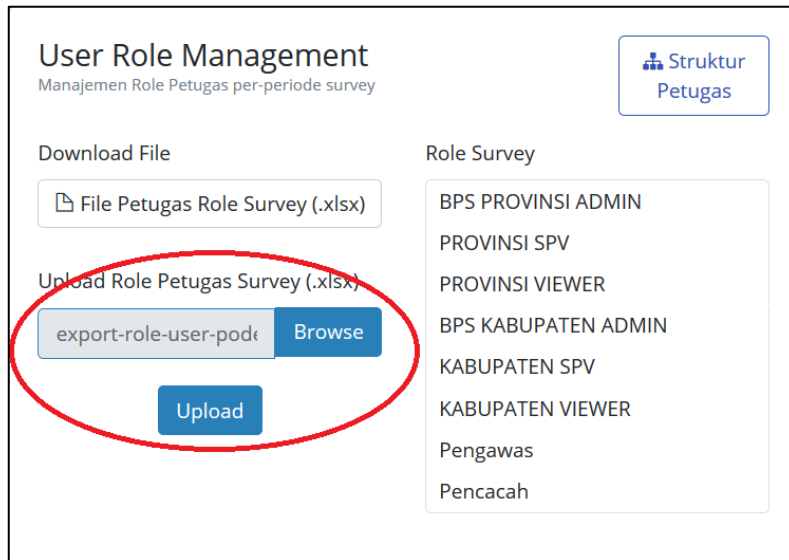


Figure 8.22 Role Management Template of File Upload Button

The second way is to add officers to each role. Click on the role that the officer will add to it.

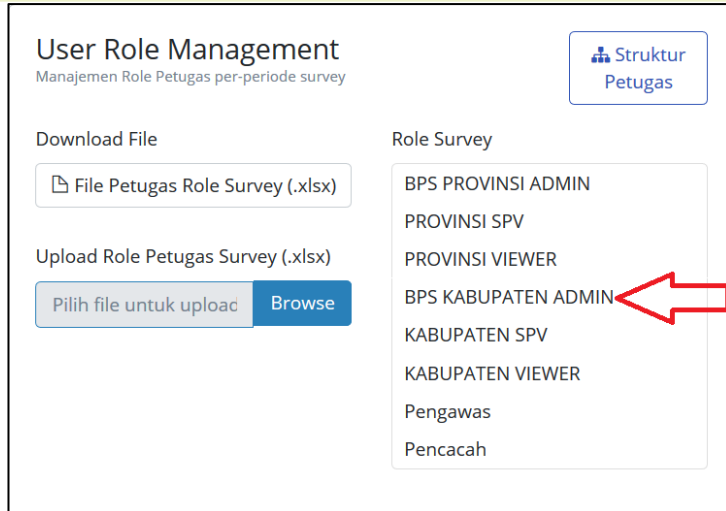


Figure 8.23 Assign Users in Each Role

Furthermore, the list of candidate officers appears in accordance with the roles that have been given to user management.

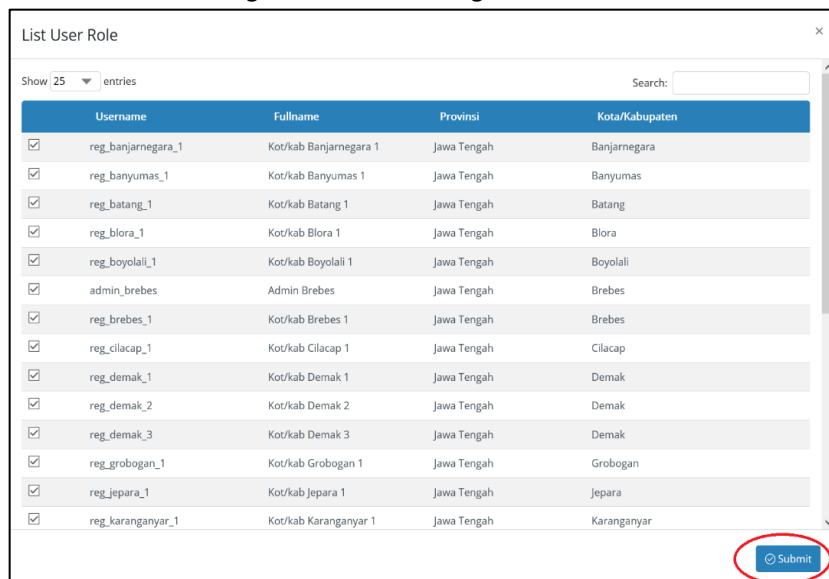


Figure 8.24 Selecting User According to Role

When the Supervisor and Enumerator roles are selected, a list of users (candidates for officers) will appear who have the Officer role. Admins are expected to be careful in selecting users for these two roles. The show and search features at the top of the list can be used to help ensure the account

to be allocated is already on the list. Next, select an officer by checking, and click submit.

Based on the hierarchy of officers, it can be concluded that creating users, adding candidate officers and assigning roles to officers in ST2023 Rehearsals are:

1. Central admin: create a user who will be the provincial admin; adding candidate officers who will become provincial admins; and assigning the role of the Provincial BPS admin to the candidate for officers.
2. Provincial admin: create a user who will become a provincial Supervisor, provincial viewer, and district/city admin; adding candidates for officers who will become provincial supervisors, provincial viewers, and district/city admins; and assigning provincial roles as Supervisor, viewer, admin to the appropriate officer candidates.
3. District/city admin: create users who will become district/city Supervisors, district/city viewers, supervisors, and enumerators; adding candidate officers who will become district/city Supervisors, district/city viewers, supervisors, and enumerators; and assigning district roles as Supervisor, viewer, inspector, and enumerator to the appropriate candidate for officers.

### c) **Creating Officer Structure**

The District/City Admin has a special duty in the management of survey officers, namely to create an officer structure. At this stage the structure of the officers made consists of supervisors and enumerators who are under the supervision of the supervisor. The following are the stages in creating an officer structure.

1. The structure of the officers is in the same section when performing the User Role Assignment, namely in the Survey Details on the Build tab. Select the Officer Structure button.

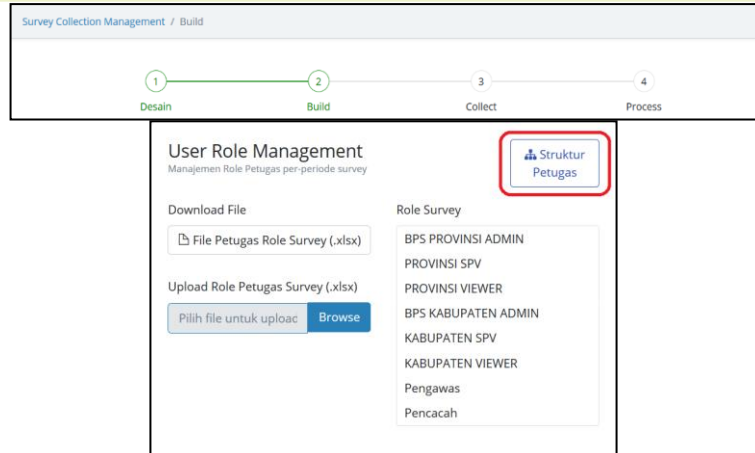


Figure 8.25 Creating Officer Structure

2. Right click on the structure, select add.

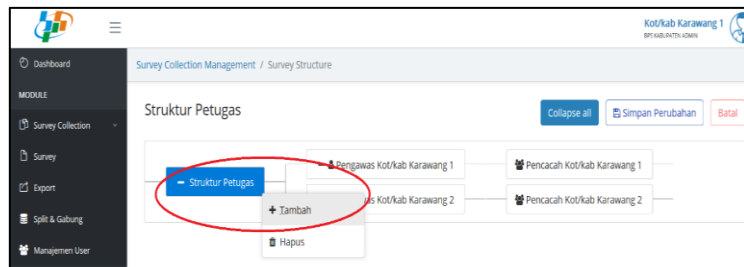


Figure 8.26 Adding Supervisor

3. Select a supervisor who becomes an officer in the field.

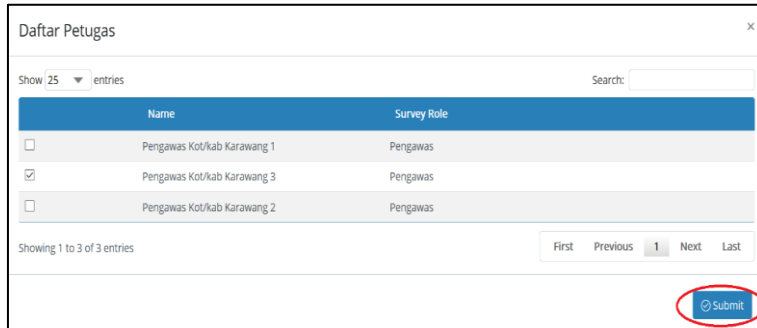


Figure 8.27 Selecting supervisor

4. Right click on one of the supervisors, select add.

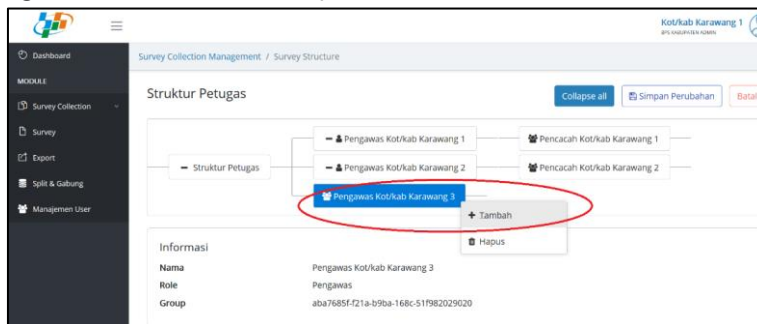


Figure 8.28 Adding Enumerator

5. Select an enumerator who is under the responsibility of the supervisor.

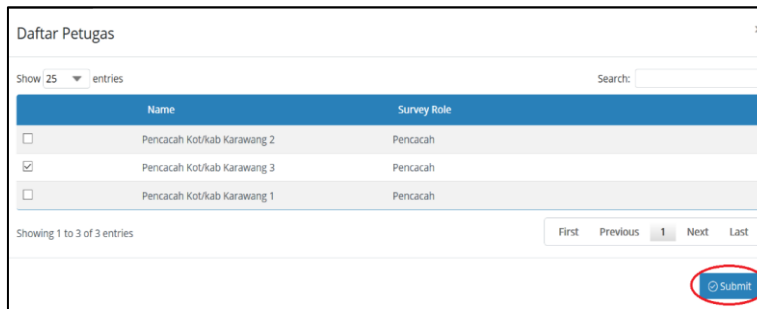


Figure 8.29 Selecting Enumerator

6. Do the same for the other supervisors. If an error occurred in the installation of the counter and supervisor, right-click on the wrong person and select Delete.



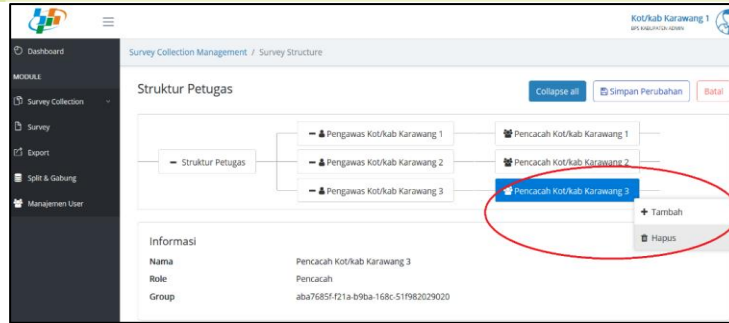


Figure 8.30 Add and Remove Button

- When finished creating the officer structure, select the Save Changes button.

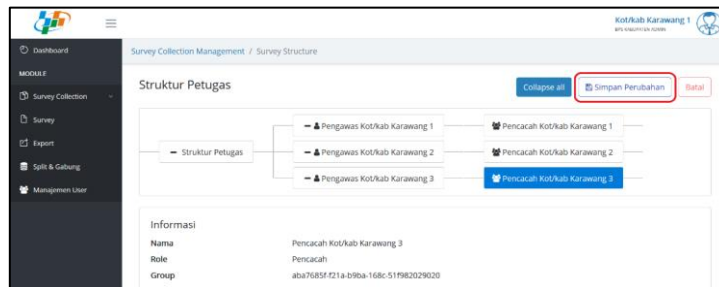


Figure 8.31 Saving the Created Officer Structure

- A confirmation window will appear, select Yes to continue saving.

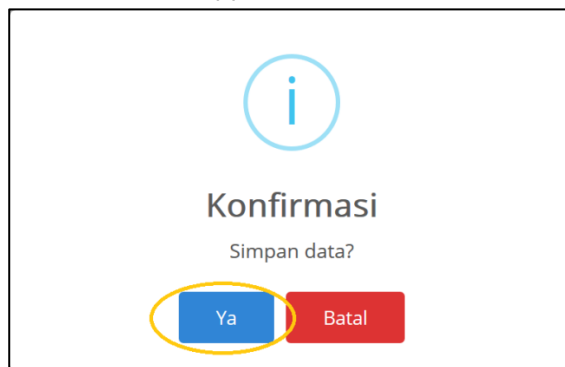


Figure 8.32 Saving Confirmation

9. The structure of officers has been successfully created.

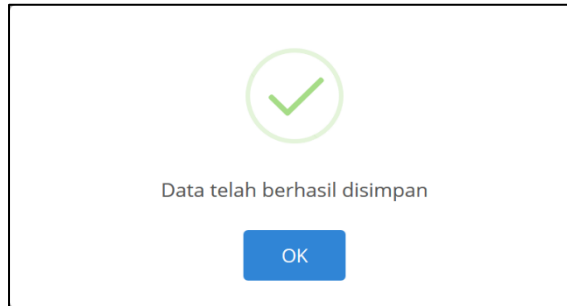


Figure 8.33 Notification of Data Saved Successfully

e) **Sample Allocation**

a) **Conduct Sample Allocation**

District/City BPS admins can allocate samples to supervisors, and then supervisors will allocate samples to enumerators. The sample allocation process can run well if the officer structure has been completed by the district/city admin. If the officer structure has not been created, the enumerator name will not appear at the time of allocation. The following are the steps to perform sample allocation.

1. The sample allocation process is carried out on the Survey Details page on the third tab, namely Collect.

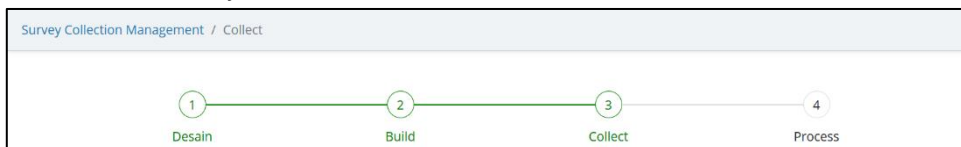


Figure 8.34 Collect Tab

2. At the bottom there is the Assignment section. In this section, the sample allocation process is carried out to officers and a sample list has been displayed according to the district/city admin area or supervisor. The unallocated sample has a status of OPEN, with the user still empty.

Kode Identitas	Kecamatan	Desa/Kel/Nagari	Kode Utama	Status Alias	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan/desa	Blok Sensus
33290100010000	SALEM	GUNUNG JAYA		OPEN	0	Jawa Tengah	Brebes	Salem	Gunung Jaya	33290100010000
33290100020000	SALEM	INDRAJAYA		OPEN	0	Jawa Tengah	Brebes	Salem	Indrajaya	33290100020000
33290100030000	SALEM	BANJARAN		OPEN	0	Jawa Tengah	Brebes	Salem	Banjaran	33290100030000
33290100040000	SALEM	SALEM		OPEN	0	Jawa Tengah	Brebes	Salem	Salem	33290100040000
33290100050000	SALEM	GUNUNG LARANG		OPEN	0	Jawa Tengah	Brebes	Salem	Gunung Larang	33290100050000
33290300080000	BUMIAYU	PENGGARUTAN		OPEN	0	Jawa Tengah	Brebes	Bumiayu	Penggarutan	33290300080000

Figure 8.35 List of Assignments



- To help with the sample search process, district/city admins or supervisors can use filters by pressing the icon  so that the filter data will be displayed. Select the appropriate filter then press the Filter Data button.

Figure 8.36 Filter on the List of Assignments

If you want to return the filter options to their original state or empty, press the Reset button. To close the filter view, press the icon .

- The sample allocation process can be done in three ways, namely Assign by Selection, Assign by Region, and Assign by Structure. The following is an explanation of each type of sample allocation.

- a. **The first method**, District/City BPS Admin and supervisors can allocate samples using the assign by selection feature by selecting a sample of villages/urban villages by giving a check mark.

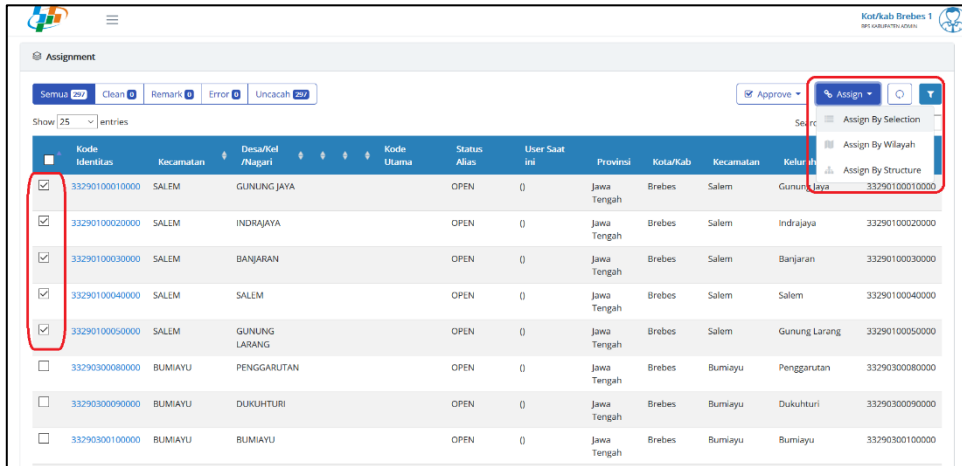


Figure 8.37 Selecting the Sample to Design

On the assign button, select assign by selection. This feature will allocate selected samples only. Then a window will appear to select an officer.



Figure 8.38 Selecting Officer

When the district/city admin allocates samples to supervisors, a list of supervisors will appear, while when the Supervisor allocates samples to the enumerators, a list of enumerators will appear. Select an officer and press the Assign button.



Figure 8.39 Selecting Supervisor

Confirmation window will appear, select the Yes button, and the assignment is successful..

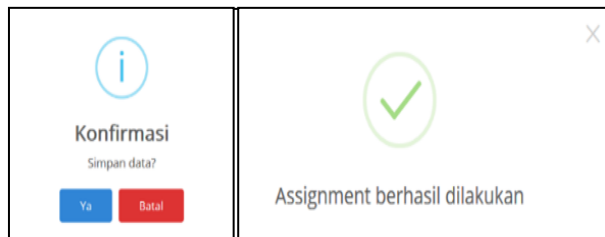


Figure 8.40 Assign by Selection Confirmation and Notification Window

The result of the assignment by selection process is that only the selected sample will experience changes, namely in the user column, which has been assigned to the selected officer.

Kode Identitas	Kecamatan	Desa/Kel /Nagari	Kode Utama	Status	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan/desa	Blok Sensus
33290100010000	SALEM	GUNUNG JAYA		OPEN	Pengawas Kot/kab Brebes 1 (pengawas_brebes_1)	Jawa Tengah	Brebes	Salem	Gunung Jaya	33290100010000
33290100020000	SALEM	INDRAJAYA		OPEN	Pengawas Kot/kab Brebes 1 (pengawas_brebes_1)	Jawa Tengah	Brebes	Salem	Indrajaya	33290100020000
33290100030000	SALEM	BANJARAN		OPEN	Pengawas Kot/kab Brebes 1 (pengawas_brebes_1)	Jawa Tengah	Brebes	Salem	Banjaran	33290100030000
33290100040000	SALEM	SALEM		OPEN	Pengawas Kot/kab Brebes 1 (pengawas_brebes_1)	Jawa Tengah	Brebes	Salem	Salem	33290100040000
33290100050000	SALEM	GUNUNG LARANG		OPEN	Pengawas Kot/kab Brebes 1 (pengawas_brebes_1)	Jawa Tengah	Brebes	Salem	Gunung Larang	33290100050000

Figure 8.41 Results of Assign by Selection

- b. **The second way** is that the District/City BPS admin and supervisor can allocate samples using the assign by region feature. This feature will

allocate samples according to the selected region, and no longer pay attention to whether the sample is selected (checked) or not.

Kode Identitas	Kecamatan	Desa/Kel/Nagari	Kode Utama	Status Alias	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan
33291600210000	JATIBARANG	KALIPUCANG		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Kalipucang
33291600220000	JATIBARANG	KALIALANG		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Kaliaiang
33291600010000	JATIBARANG	KEBOGADUNG		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Kebogadung
33291600020000	JATIBARANG	KEBONAGUNG		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Kebonagung
33291600030000	JATIBARANG	KLAMPIS		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Klampis
33291600040000	JATIBARANG	KEMIRIAMBA		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Kemiriamba
33291600050000	JATIBARANG	JATIBARANG KIDUL		OPEN	0	Jawa Tengah	Brebes	Jatibarang	Jatibarang Kidul

Figure 8.42 Complete List of Assignments

On the assign button, select assign by region. This feature will allocate samples according to the selected region. Then a window will appear to select an officer.

Pilih Assignment

Provinsi: Jawa Tengah

Kota/Kabupaten: Brebes

Kecamatan: Jatibarang

Desa/Kelurahan: Pilih Desa/ Kelurahan

Blok Sensus: Pilih Blok Sensus

Petugas: Pilih Petugas

Apabila terdapat assignment yang sudah terassign kepada:

- Pengawas Kot/kab Brebes 1
- Pengawas Kot/kab Brebes 2
- Pengawas Kot/kab Brebes 3

Ganti Petugas

Assign

Figure 8.43 Assignment Menu by Region

Select the sample area to be allocated, for example in the picture is to select all samples in Jatibarang District, then select officers and the Assign button. A confirmation window will be displayed, select the Yes button, and the assignment is successful.

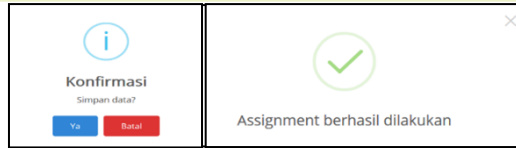


Figure 8.44 Assign by Region Confirmation and Notification Window

The result of the assignment by region process is that the sample with the selected region will experience changes, namely in the user column, which has been assigned to the selected officer, either marked with check or not.

Kode Identitas	Kecamatan	Desa/Kel. Plaget	Kode Utama	Status Alas	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan/Desa	Bluk Sensus
33291600090000	JATIBARANG	PAMENGGER		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Pamengger	33291600090000
33291600100000	JATIBARANG	KERTASINDUYASA		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Kertasinduyasa	33291600100000
33291600060000	JATIBARANG	KARANGLO		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Karanglo	33291600060000
33291600230000	JATIBARANG	KALIALANG		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Kalialang	33291600230000
33291600120000	JATIBARANG	KENDAWA		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Kendawa	33291600120000
33291600050000	JATIBARANG	JATIBARANG KIDUL		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Jatibarang Kidul	33291600050000
33291600150000	JATIBARANG	BUARAN		OPEN	Pengawas Kot/kab Brebes 2 (pengawas_brebes_2)	Jawa Tengah	Brebes	Jatibarang	Buaran	33291600150000

Figure 8.45 Assignment Results by Region

- c. **The third way** is that District/City BPS Admins and Supervisors can allocate samples using the assign by structure feature. This feature will allocate samples according to the structure of officers that have been created, and the district/city BPS admin can directly assign samples to supervisors and enumerators.

Kode Identitas	Kecamatan	Desa/Kel/Nagari	Kode Utama	Status Alias	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan
33290700010000	LARANGAN	KAMAL		OPEN	0	Jawa Tengah	Brebes	Larangan	Kamal
33290700020000	LARANGAN	WLAHAR		OPEN	0	Jawa Tengah	Brebes	Larangan	Wlahar
33290700030000	LARANGAN	PAMULIHAN		OPEN	0	Jawa Tengah	Brebes	Larangan	Pamulihan
33290700040000	LARANGAN	KEDUNGBOKOR		OPEN	0	Jawa Tengah	Brebes	Larangan	Kedungbokor
33290700050000	LARANGAN	LARANGAN		OPEN	0	Jawa Tengah	Brebes	Larangan	Larangan
33290700060000	LARANGAN	KARANGBALE		OPEN	0	Jawa Tengah	Brebes	Larangan	Karangbale
33290700070000	LARANGAN	LUWUNGGEDE		OPEN	0	Jawa Tengah	Brebes	Larangan	Luwunggede
33290700080000	LARANGAN	SLATRI		OPEN	0	Jawa Tengah	Brebes	Larangan	Slatri

Figure 8.46 Complete List of Assignments

On the assign button, select assign by structure. This feature will allocate samples according to the selected region, supervisor, and enumerator.

Assign By Structure

Provinsi: Jawa Tengah

Kota/Kabupaten: Brebes

Kecamatan: Larangan

Desa/Kelurahan: Pilih Desa/ Kelurahan

Blok Sensus: Pilih Blok Sensus

Pengawas: Pengawas Kot/kab Brebes 3

Pencacah: Pencacah Kot/kab Brebes 3

Assign

Figure 8.47 Assignment Menu by Structure

Select the sample area to be allocated, for example in the picture is to select the entire sample in Larangan District, then select officers who include supervisors and enumerators, and the Assign button. The pairs of supervisory officers and enumerators provided are in accordance with the structure of officers that have been made previously. A confirmation window will appear, select the Yes button, and the assignment is successful.



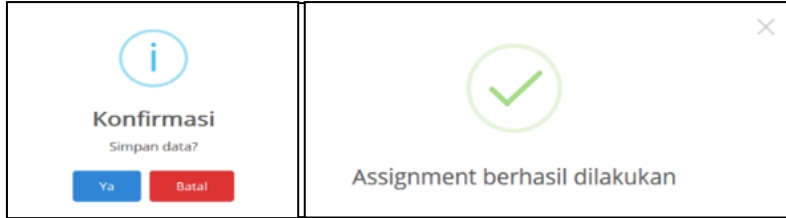


Figure 8.48 Assign by Structure Confirmation and Notification Window

The result of the assignment by structure process is that the sample with the selected area will experience changes, namely in the user column, which has been assigned to the selected officer. The assignment by structure carried out by the district/city admin makes the supervisor no need to assign samples to the enumerator.

Kode Identitas	Kecamatan	Desa/Kel /Nagari	Kode Utama	Status Alias	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan/desa	Blok Sensus
33290700040000	LARANGAN	KEDUNGBOKOR		OPEN	Pencacah Kot/kab Brebes 3 (pencacah_brebes_3)	Jawa Tengah	Brebes	Larangan	Kedungbokor	33290700040000
33290700030000	LARANGAN	PAMULIHAN		OPEN	Pencacah Kot/kab Brebes 3 (pencacah_brebes_3)	Jawa Tengah	Brebes	Larangan	Pamulihan	33290700030000
33290700110000	LARANGAN	RENGSPENDAWA		OPEN	Pencacah Kot/kab Brebes 3 (pencacah_brebes_3)	Jawa Tengah	Brebes	Larangan	Rengspendawa	33290700110000
33290700010000	LARANGAN	KAMAL		OPEN	Pencacah Kot/kab Brebes 3 (pencacah_brebes_3)	Jawa Tengah	Brebes	Larangan	Kamal	33290700010000
33290700080000	LARANGAN	SLATRI		OPEN	Pencacah Kot/kab Brebes 3 (pencacah_brebes_3)	Jawa Tengah	Brebes	Larangan	Slatri	33290700080000
33290700020000	LARANGAN	WLAHAR		OPEN	Pencacah Kot/kab Brebes 3 (pencacah_brebes_3)	Jawa Tengah	Brebes	Larangan	Wlahar	33290700020000

Figure 8.49 Results of Assignment by Structure

The supervisor can also do the same when allocating samples to the enumerator. The officers who can be selected are the enumerators who are under the supervisor in accordance with the organizational structure that has been made. For example, as in the structure of officers created in the previous sub-chapter, supervisor 1 only supervises enumerator 1, so that when allocating samples there will only be one enumerator.

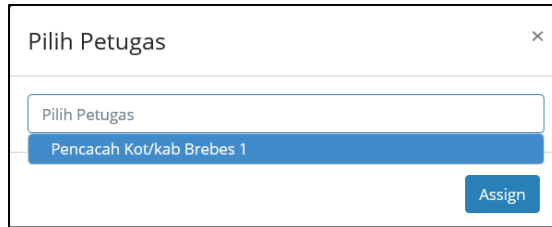


Figure 8.50 Supervisor Assign to Enumerator

Samples that have been allocated to the enumerator, the user information on the sample will change to the enumerator, while those that have not been allocated to the enumerator will still appear with the supervisor user as in the following example.

Kode Identitas	Kecamatan	Desa/Kel./Nagari	Kode Utama	Status Alias	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan/desa	Blok Sensus
33291300180000	BULAKAMBA	PAKJANGAN		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Pakjangan	33291300180000
33291300030000	BULAKAMBA	JUBANG		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Jubang	33291300030000
33291300020000	BULAKAMBA	PETUNJUNGAN		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Petunjungan	33291300020000
33291300010000	BULAKAMBA	TEGALGLAGAH		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Tegalglagah	33291300010000
33291300150000	BULAKAMBA	CIMOHONG		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Cimohong	33291300150000
33291300120000	BULAKAMBA	KARANGSARI		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Karangsari	33291300120000
33291300050000	BULAKAMBA	CIPELEM		OPEN	Pencacah Kot/kab Brebes 1 (pencacah_brebes_1)	Jawa Tengah	Brebes	Bulakamba	Cipelem	33291300050000

Figure 8.51 Results of Assign to Enumerator

## b) Replace Officer

The ICS web application is also equipped with a **Replace Officer** feature. This feature is used if the officer is unable to carry out their duties so it is necessary to transfer the burden of duty to another officer. For example, the first enumerator suddenly has an important need that cannot be abandoned so that it cannot continue the enumeration. In order to run the field data collection process smoothly, the supervisor decided that the workload of the first enumerator was transferred to the second enumerator. The workload of the first enumerator can be transferred to the second enumerator if the task load has not been done at all by the first enumerator, so that a sample will be recorded as being fully worked on by the second enumerator.

The replacement of officers can only be replaced by the enumerator or it can also be replaced by all supervisors and their enumerators. If it is only the replacement of the enumerator, the supervisor can replace the officer, but if it is the supervisor and the enumerator who wants to be replaced, the District/City BPS admin can replace the officer. Replacement of officers can be done in three ways, namely with the Assign by Selection, Assign by Region and Assign by Structure features. The following are the stages of replacing officers.

- Supervisors enter the survey details in the assignment section, select the Assign by Region button. If you choose Assign by Selection, supervisors only need to select which sample they want to replace by providing a check mark or checklist. Changing officers with Assign by Structure can only be done by district/city admins.

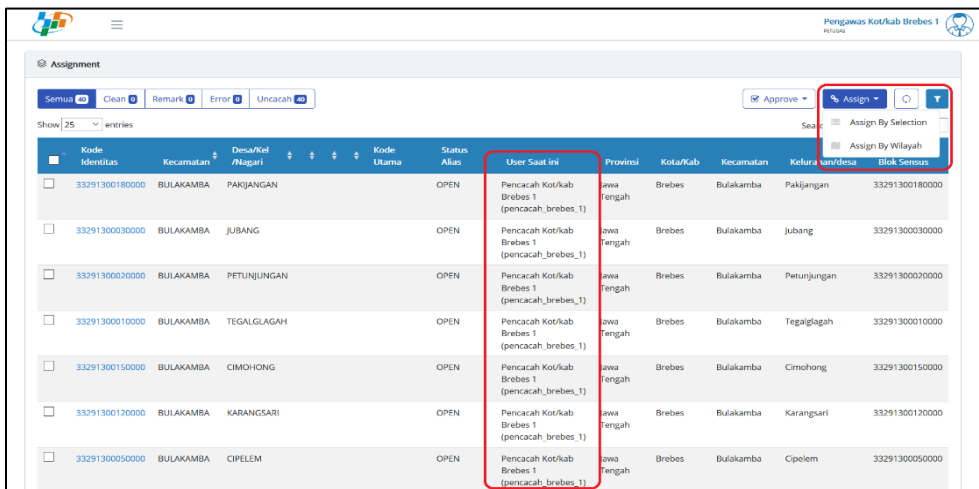


Figure 8.52 List of Assignments to Replace Officer

- Select a sample in the area that has been assigned to a substitute enumerator, in the following picture as an example the sample has been assigned to an enumerator 1. Put a check mark in the "Replace Officer" section and select a substitute officer as an example for an enumerator 2, then press the Assign button.

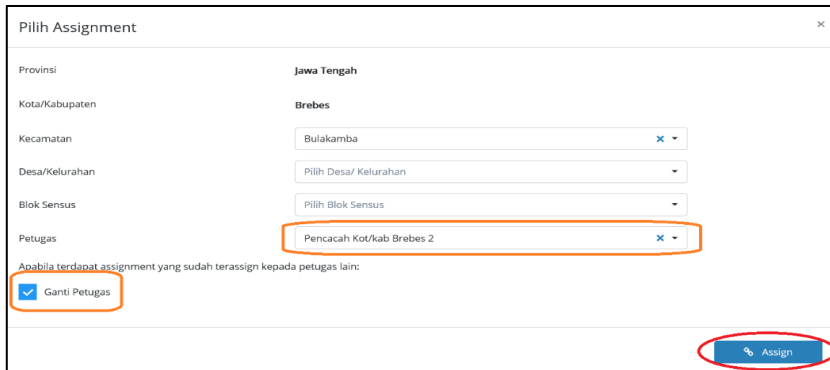


Figure 8.53 Replace Officer feature on Assign by Region

If you replace officers by using the Assign by Selection feature, then when the sample has been given a check mark and the supervisor selects the Assign by Selection button, a window appears to replace the officer as shown in the picture. The supervisor can choose a substitute officer from the list of officers.



Figure 8.54 Replace Officer feature on Assign by Selection

District/city admins can replace officers from supervisors to enumerators directly by using the Assign by Structure feature.

3. A confirmation window appears, select **Yes** to continue the process and the assignment process by replacing the officer has been successfully carried out.

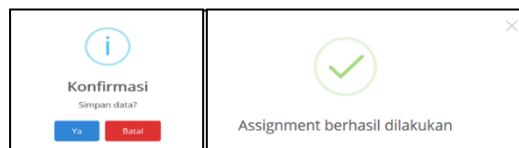


Figure 8.55 Confirmation and Notification Window after Assign Sample with Replace Officer Feature

4. In the assignment section, the user on the transferred sample has changed to enumerator 2.

The screenshot shows the 'Assignment' section of a web application. At the top, there are navigation buttons: 'Semua', 'Clean', 'Remark', 'Error', and 'Uncacah'. On the right, there are 'Approve' and 'Assign' buttons. Below these is a search bar and a 'Show 25 entries' indicator. The main part of the interface is a table with the following columns: Kode Identitas, Kecamatan, Desa/Kel /Nagari, Kode Utama, Status Alias, User Saat ini, Provinsi, Kota/Kab, Kecamatan, Kelurahan/desa, and Blok Sensus. The 'User Saat ini' column is highlighted with a red box. The table contains seven rows of data, each representing a sample with its respective administrative details and current user assignment.

Kode Identitas	Kecamatan	Desa/Kel /Nagari	Kode Utama	Status Alias	User Saat ini	Provinsi	Kota/Kab	Kecamatan	Kelurahan/desa	Blok Sensus
33291300170000	BULAKAMBA	BULAKAMBA		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Bulakamba	33291300170000
33291300110000	BULAKAMBA	BULUSARI		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Bulusari	33291300110000
33291300190000	BULAKAMBA	PULOGADING		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Pulogading	33291300190000
33291300060000	BULAKAMBA	BANJARATMA		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Banjaratma	33291300060000
33291300010000	BULAKAMBA	TEGALGLAGAH		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Tegalglagah	33291300010000
33291300150000	BULAKAMBA	CIMOHONG		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Cimohong	33291300150000
33291300180000	BULAKAMBA	PAKIJANGAN		OPEN	Pencacah Kot/kab Brebes 2 (pencacah_brebes_2)	Jawa Tengah	Brebes	Bulakamba	Pakijangan	33291300180000

Figure 8.56 Results of the Officer Replacement Process

### 3. Sample Allocation Flow

In the ST2023 Rehearsal survey, the selected sample is the sample from the sample draw from the ST2023 Rehearsal Update. In the sample for ST2023 Rehearsal, there are PRIMARY and RESERVE samples. Reserve Sample serves to replace the Primary sample if it cannot be enumerated. The following is the order of sample allocation for ST2023 Rehearsal.

1. District/City BPS Admin allocates all samples (Primary and Reserve) to supervisors. Sample allocation means using the type Assign by Selection or Assign by Region.
2. The supervisor allocates all the Main samples first to the enumerator. Primary or Backup sample type category filters can take advantage of the filter features of the CAPI application or the ICS web.
3. If in the field there is a replacement of the main sample with a reserve, the new supervisor will allocate one or more samples (as much as the number of main samples replaced) reserves to the supervisor.

## 8.2 Inspection and Approval

The data that has been sent by the enumerator is then checked by supervisors, District/City BPS Supervisors or Provincial BPS in stages. Inspections by supervisors can be done through the CAPI ICS application or the coolsis web. Meanwhile, users with the Supervisor role can only check through the Coolsis web.

### A. Inspection Through the CAPI ICS Application

The following are the inspection steps by the supervisor through the CAPI ICS application.

1. Login as supervisor
2. Synchronize data on ST2023 Rehearsal survey
3. After the supervisor assignments list appears, select the Submitted tab to start checking the data that has been sent by the enumerator
4. Select one of the data you want to check
5. Check the contents of the enumerator as a whole.
6. Select the Summary tab, then select the Approve or Reject button
7. Data that has been approved will go to the Approved tab, if the data is approved by the supervisor or to the Rejected tab if the data is rejected by the supervisor.

Data approval by supervisors can be done simultaneously through the CAPI ICS application, the steps are as follows.

1. Select assignment by pressing assignment.
2. Select another assignment that you want to approve at once.
3. In addition, supervisors can also take advantage of the box feature by giving check mark, this means selecting all the data.
4. In the CAPI application, a data filter feature is also provided based on the status of clean, error or remarks.
5. After you finish selecting the data you want to approve simultaneously, select approve or reject.
6. The approval process simultaneously takes a long time compared to data approval one by one, the approval progress can be seen on the Upload tab.

### B. Inspection Through Coolsis Web

The followings are the steps for checking data via the COOLSIS web.

1. Select Survey on Coolsis website
2. Select the name of ST2023 Rehearsal Survey
3. Click Detail Survey.

4. Select the assignment or data with the status of Submitted by Enumerator by using the Filter feature.
5. Select the data you want to check, then in the Assignment Information section click the Review button.
6. Check the answers on the entry form, prioritize to see the Summary block first to check if there are notes or errors with the notes provided by the enumerator.
7. Select the Reject or Approve button.

Approval data by Supervisor on coolsis web can not only be done one by one but can also be done simultaneously by utilizing the Approve feature as shown in the image below.

- a) Approve by Selection is used to do approval (approve or reject) on the data that is selected or given a check mark (checklist).
- b) Approve by Region is used to approve (approve or reject) data simultaneously in a certain regional level (province or district or sub-district or village or in one BS).
- c) Approve by Supervisor is used to approve (approve or reject) data simultaneously allocated to one particular supervisor.





Field supervision activities and e-form inspection are activities that cannot be separated from field activities. In ST2023, field supervision is carried out in stages starting from the national, provincial, district (Task Force), sub-district (Sub-district Census Coordinator), to the field level (PML).

The principle of supervision and inspection of ST2023 documents carried out by PML is in order to obtain data that is in accordance with the real situation (reliable) and accurate (valid), and complete (clean) in the field. The things that are monitored in supervision are directed at the discipline of carrying out all procedures, methods, and schedules for enumeration. The things that are observed in the examination of the e-form are the completeness, fairness of the entries, accuracy, and consistency of the entries. With supervision and inspection in the field, it is hoped that quality data or accurate and correct data will be obtained.

### 9.1 Field Supervision

#### 9.1.1 Supervisor (PML)

In ST2023 field activities, PML has 2 (two) functions, namely coordination and supervision.

The function of PML as a coordinator can be explained as follows:

1. PML is the leader of PCL who acts for and on behalf of BPS, specifically within the scope of ST2023 activities in their assigned area. PML is at the forefront of communicating with the community directly. The consequence as a leader is to know each member well. Structurally, PCL is a direct subordinate of PML
2. PML must coordinate with community leaders (village head/urban village head or head of local environmental unit/SLS).
3. PML manages the time of enumeration, divides the duties of who will enumerate and where, also mobilizes PCL what to do according to the provisions and the time that has been set.

4. Maintain the confidentiality of the information provided by the respondent, both concerning household changes and enumeration of agricultural households and agricultural service businesses.
5. Supervise the implementation of the enumeration according to the established SOP, namely door to door or snowball, and ensure that there are no interviews by collecting respondents at the house of the SLS chairman.
6. PML makes decisions about things that PCL cannot decide on its own, or about ways to solve problems that arise in the field.
7. PML must convey or forward instructions to PCL obtained from their superior (BPS).

As a field supervisor, the PML must carry out the following activities:

1. PML directly supervises in the field by monitoring the enumeration process. PML must accompany PCL in conducting household interviews, paying attention to how PCL performs their duties as material for giving corrections or compliments. PML should also know why one PCL is slower or faster than the other, then as a guide if something needs to be corrected. PML should be easily contacted by PCL if a problem is encountered so that it can help resolve the problem as early as possible. PCL monitoring must be intensive and continuous.
2. Periodically, PML reports to the technical person in charge of enumeration activities.
3. Before carrying out household updating, PML must cooperate with PCL to explore the area of each census block (BS), indicate or mark the boundaries of the CB according to the ST2023-WB map (hereinafter referred to as the WB map), update the WB map and determine which building to start with the initial upgrade.
4. Maintain the confidentiality of the information provided by the respondent, both concerning household changes and enumeration of agricultural households and agricultural service businesses.
5. Organizing the implementation of the enumeration according to the SOP that has been set, namely door to door or snowball and certainly not conducting interviews by collecting respondents at the house of the SLS chairman.
6. When the PCL performs complete updating and enumeration, the PML must accompany and supervise the updating and complete enumeration process which is carried out by PCL 1 and other PCLs alternately.

PML must accompany PCL to interview in the first household (initial enumeration) in each CB, when conducting complete enumeration with E-form ST2023-L2.R.

## 9.2 Checklist

For CAPI mode, the field result e-form inspection is carried out by PML and Supervisor. The inspection is carried out gradually. After PCL submits the updated results and complete enumeration of agricultural business households and UTL, PML immediately conducts inspections without waiting for all census blocks to be completed. This is so that the inspection process can run smoothly and can meet the schedule that has been set. Furthermore, the Supervisor checks the contents of the e-form resulting from the update and complete enumeration of agricultural and UTL households that have been checked by PML.

### 9.1.2 Inspection of E-form by PML

As inspector of field results, PML must carry out the following activities:

1. PML must check the results of the enumeration which includes the completeness and correctness of filling out the e-form as well as the fairness of the contents. Included that must be checked are the consistency of the entries between the questions and the consistency of the entries between the e-forms (ST2023-L1.R, ST2023-L2.R, ST2023-L1.UTL with ST2023-L2.UTL and ST2023-L1.DPP with ST2023-L2.PBH).
2. Inspection of the e-form (ST2023-L1.R, ST2023-L2.R, ST2023-L1.UTL with ST2023-L2.UTL and ST2023-L1.DPP with ST2023-L2.PBH) was carried out while in the field. The e-form inspection is carried out after PCL has completed the enumeration of each business unit. If you still encounter an error, explain the error so that PCL can correct it at that time and not repeat the same error. If necessary, PCL should revisit the respondent.

### 9.1.3 Inspection of E-form by the Supervisor

Supervisor functions in general as a stage 2 inspector and can be explained as follows:

1. Conducting the survey approval stage which includes checking the completeness, fairness and consistency of the entries, as well as approving or rejecting the e-form that has been approved by PML. Including adding the necessary comments.
2. Checking survey status, location status, graphic progress, and daily progress of each officer.
3. Carry out inspections as soon as possible from the results of the inspections sent by PML.

The scope of inspection by Supervisor includes:

1. Checking the results of updates and enumerations that are approved by PML.
2. Checking the fairness of the contents of each question, especially for errors.
3. Write down notes on question items if dubious entries are found or require special notes.
4. Return the updated and/or checked results of the enumeration for each PML, if necessary, request that the PML return the e-form to PCL, if necessary, PCL is asked to return to the field to ask the respondent.
5. Approve the results of updating and enumeration that have been checked for each PML that become their responsibility.

## 10.1 Background

“It is important to have a quality assurance plan in place for the census to ensure confidence in the data and to help the users understand the quality issues associated with the data”. (WCA 2020, Volume 1. Programme, concepts, and definitions)

Data quality is a very important issue in the process of producing data and quality assurance must be planned and implemented properly so that the quality of the data produced can be guaranteed. The Central Bureau of Statistics as the only institution that responsible for producing official statistical data, continuously implements quality assurance for every statistical process carried out in accordance with the principles, elements, and requirements of the quality assurance guidelines in accordance with UN recommendations.

In line with this, FAO in the book World Program for The Census of Agriculture (2020) suggests that building a quality assurance framework is one of the steps that NSOs must take in carrying out an agricultural census. The quality assurance framework implemented in the 2023 Agricultural Census includes two activities, namely (1) Implementation of Quality Gates as a check point for quality monitoring at each stage of the process carried out and as an anticipation if there is a risk at each stage, (2) Quality Monitoring as a early warning on the implementation of statistical activities.

These two activities are a series of activities that complement each other, so it is hoped that the quality assurance framework built will produce more quality agricultural statistical data. As an outcome of “It is important to have a quality assurance plan in place for the census to ensure confidence in the data and to help the users understand the quality issues associated with the data”. (WCA 2020, Volume 1. Programs, concepts, and definitions).

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These two activities are a series of activities that complement each other, so it is hoped that the quality assurance framework built will produce more quality agricultural statistical data. As an outcome of this activity, it will certainly have an impact on government policies, especially in the agricultural sector, which are increasingly targeted.

## 10.2 Quality Gates

### 10.2.1 Urgency of Quality Gates

The quality of the output produced is influenced by how far the quality of the statistical production process is. Control of the statistical production process is carried out because of the possibility of errors in the statistical process that can affect the quality or integrity of the output produced. Currently, the instrument used to control the statistical production process uses Quality Gates. Quality Gates are checkpoints in various strategic areas in the statistical production process. In general, quality gates are intended as an early warning against data and procedural errors in the statistical production process. Checks and controls at each gate that are carried out from the beginning of the process can reduce or even eliminate errors that occur so as to minimize or avoid unplanned costs and/or inefficiency in the use of resources and time.

### 10.2.2 Objective of Quality Gates

The objective of Quality Gates are as follows:

1. Ensure the quality of the ongoing statistical process by mitigating process risks as early as possible;

2. Control and assist in making decisions regarding the impact of risks that may occur so that problems do not continue to the next stage or process.

### 10.2.3 Scope

In ST2023 Rehearsal activities, Quality Gates have not been implemented thoroughly, but are limited to risk identification, risk analysis, and risk assessment in the ST2023 Rehearsal statistical process. In later implementation, the results of these three things are used as material in determining where the quality gates will be placed. The stages of Quality Gates in a more complete manner will be carried out in stages up to the stages of implementing the Quality Gates so that they are expected to be carried out during the ST2023 field implementation.

### 10.2.4 Stages

In this ST2023 rehearsal, the Quality Gates stage is divided into 3 stages, namely:

1. Identify the stages of the activity, the parties involved, and the risks that may occur;
 

At this stage, identification of the stages of activities based on the ST2023 Rehearsal business process is carried out. In addition to the activity stages, identification of related parties was also carried out at each stage of the activity in the ST2023 Rehearsal. This identification is important to see the risks at each stage of the activity from various perspectives. Then, from each stage of activity, the relevant parties identify risks that may occur. These collected risks will be the basis for the next stage, namely risk analysis.
2. Risk analysis;
 

Each risk that has been collected is then assessed by each related party to see the scale of the possibility of the risk occurred and the scale of the impact of the risk. The scale of the possibility of a risk describing how big a risk can occur at a stage of activity. Both scales use a scale of 1 to 5. The larger the value, the more likely the risk can occur, and vice versa. The risk impact scale describes how big the impact if a risk occurs in an activity. The greater the value, the greater the impact that can interfere with the course of activities, and vice versa.
3. The organization of risk matrix.
 

The combination of the scale of the likelihood of a risk occurring and the scale of the impact of the risk at the risk analysis stage is then mapped into a risk matrix to see if a risk falls into the category of light, moderate, severe, or extreme.

## 10.2.5 Output

The output in this activity is a risk matrix. In the risk matrix, each risk collected is mapped into four groups, namely light, moderate, severe, or extreme. This classification will be the basis for subject matter in deciding which activity stages need to be prioritized for quality gates placement.

Skala Kemungkinan		Skala Dampak				
		Tidak Signifikan 1	Kecil 2	Sedang 3	Besar 4	Sangat Signifikan 5
Hampir Pasti Terjadi	5	Yellow	Orange	Orange	Red	Red
Kemungkinan Besar	4	Yellow	Yellow	Orange	Red	Red
Mungkin Terjadi	3	Green	Yellow	Orange	Red	Red
Kemungkinan Kecil	2	Green	Green	Yellow	Orange	Red
Hampir Tidak Terjadi	1	Green	Green	Yellow	Orange	Orange

Kategori Risiko: Low Medium High Extreme

Figure 10.1 Example of Risk Matrix

## 10.3 Quality Monitoring

Quality Monitoring (QM) is an early warning system in the implementation of activities. Basically, QM is part of the implementation of QG so that the stages of its activities are generally similar to the stages in QG activities. The difference between QM and QG is that QM activities focus on two stages, namely data collection and processing. These two stages are considered the most crucial in the implementation of a statistical activity. The QM activities were carried out at the beginning of the activity and were carried out to intervene in the statistical process. Early warning indications of errors from the results of the ST2023 QM GK can be used to prevent errors that occur in the field from spreading widely and sustainably. And in the ST2023 GK activity, the Constitutional Court is limited only to the stage of the data collection process in the field.

### 10.3.1 The Objective of Quality Monitoring

- Improvement of the ST2023 MK instrument design
- Improving the design of the field organization and the ST2023 QM methodology



- Provide error indication information so that it can provide an early warning to subject matter related to findings in the field in the form of SOP, Content, and Coverage
- Improving the follow-up mechanism for the ST2023 QM
- Provide recommendations to the subject matter to evaluate ST2023 activities through the results of the ST2023 QM

### 10.3.2 The Type of Quality Monitoring

Quality Monitoring consists of three types of checking activities, namely

- Checking the implementation of the Standard Operating Procedure (SOP) of the officers involved in the field, namely the Enumeration Officer (PCL) and PML.
- Coverage checks to detect indications of coverage errors in the implementation of updating/screening agricultural businesses
- Checking the contents of the questionnaire from the enumerator so that indications of content errors can be identified

### 10.3.3 The Stages of Quality Monitoring

There are two main stages in the implementation of quality monitoring, namely

#### 1. Quality Monitoring Activities

The QM activities were carried out at the beginning of the ongoing data collection period. This activity consists of three types of Quality Monitoring, namely QM SOP, QM Coverage, and QM Content.

- a. QM SOP includes checking the implementation of all field data collection activities carried out by data collection officers (PCL and PML) in the field.
- b. The QM Content includes checking the contents by checking the consistency of the contents in the ST2023-L2 document as a result of the officer's interview with the respondent at the time of data collection with answers from the result of repeated interviews by the QM officer to the same respondent.
- c. QM Coverage includes checking the coverage area and checking the cargo in the area to avoid overcoverage or undercoverage.

#### 2. Follow-up Mechanism

After the implementation of the QM activities in the field, the findings of the Constitutional Court officers were then examined and confirmed to ST2023 field officers. The next stage is for District/City BPS to follow up on the results of the QM, namely by implementing the following aspects:

- Fix errors in case of SOP violations by PCL and/or PML

- Fix errors in the agricultural household recording process at the updating stage
- Fix errors in filling in the enumeration questionnaire
- Confirm to respondents to correct the contents of the questionnaire if necessary
- Ensure that these errors do not occur again until the end of the field enumeration period.

#### **10.3.4 Output**

The output produced is in the form of a percentage of error indications from the QM GK ST2023 data collection and QM GK ST2023 activity reports which consist of a summary of the results of the QM GK ST2023 along with a table of problems and recommendations given.

The success of the ST2023 implementation is not only determined by the fluency in managing the technical aspects but also by the success in managing the administrative and publicity/socialization aspects. This chapter presents several strategic issues related to the general overview of publicity to support ST2023 activities, which need careful attention from the provincial BPS and district/city BPS as the person in charge of ST2023 activities in their respective regions.

### 11.1 ST2023 Publicity Overview

The implementation of ST2023 basically aims to provide an overview of the latest and comprehensive agricultural conditions in Indonesia so that in its preparation it requires special attention. Related to this, in order to facilitate the implementation of the Agricultural Census activities, it is necessary to disseminate information to the public through publicity/socialization activities.

The ST2023 publicity activity is an effort made to increase public awareness of the ST2023 implementation. Furthermore, publicity activities will be directed at obtaining support and active community participation so that it will increase the response rate which leads to the availability of quality national agricultural data.

The expected objectives in implementing ST2023 publicity are as follows:

1. **Dissemination of information**, so that the public understands the objectives, benefits, scope, schedule, stages of ST2023 implementation.
2. **Investing awareness**, inviting the public, especially prospective respondents, to understand that answering questions on the questionnaire is the obligation of every citizen.
3. **Active community participation**, so that the community and stakeholders want to play an active role in the implementation of ST2023.
4. **Giving the correct answer**, the prospective respondent is willing to accept the presence of the census officer and give the correct and truthful answer to the census officer.

The aspect to remember is that the form of publicity activities needs to consider effectiveness and efficiency based on the target group, media type, momentum, time, and duration of publicity. ST2023 publicity target mapping also needs to be done to determine the right, effective, and efficient publicity strategy in each segmentation as follows:

1. Segmentation based on where respondents live: urban, rural, difficult areas, remote areas, and isolated tribes.
2. Segmentation based on access: ordinary households, agricultural companies with legal entities, or special households such as Islamic boarding schools, dormitories, and others.

## 11.2 ST2023 Publicity Targets and Strategies:

To determine the publicity strategy to be used, it is necessary to determine the main publicity target for ST2023.

### **Main target of ST2023's publicity:**

1. Agricultural business unit/agricultural households
2. Farmer groups;
3. Companies engaged in agricultural sector.

Due to the Covid-19 pandemic, adjustments were made to the publicity or socialization of the ST2023 implementation. However, the publicity implemented is still massive and the dissemination of information to the public is carried out comprehensively.

The ST2023 publicity strategy is divided into 5 stages, namely:

1. *Dissemination for Awareness*
2. *Dissemination for understanding*
3. *Dissemination for support*
4. *Dissemination for Technical Know-How*
5. *Dissemination for participation*

In general, the following is the ST2023 publicity plan based on the stages.

Type	<i>Dissemination for Awareness</i>	<i>Dissemination for understanding</i>	<i>Dissemination for support</i>	<i>Dissemination for Technical Know-How</i>	<i>Dissemination for participation</i>
<b>Objective</b>	Know without knowing details	Know details with full understanding	Know the details to support activities	Know the details for technical support	Know the details to get involved or participate
<b>Channels</b>	TV ads, content on social media, BPS website, outdoor media	FGD, seminars (conducted online and offline)	Inter-ministerial meetings, <i>Bakohumas</i> , socialization with associations	Training, Mentoring, etc	Persuasive publicity, mentoring, etc
<b>Target</b>	General public	Researchers, journalists, agricultural observers, community leaders	K/L, associations engaged in agriculture, agricultural communities, agricultural extension workers	Activist in agriculture, agricultural extension	ST2023 respondents (agricultural households, farmer groups, companies engaged in agriculture)

Activities that will be carried out in implementing the publicity strategy that will be carried out include:

1. Optimizing the available facilities and infrastructure, namely:
  - a. Press conference (2-3 times a month)
    - Media socialization and education for journalists
    - Dissemination and educational facilities to the public through news coverage in the mass media
    - Distribution of campaign tools (leaflets, goodie bags, etc.)
  - b. ST2023 publicity can be delivered to the public using BPS data who visit the BPS Website, which is estimated to reach 3,000 people per day.
  - c. Social media Facebook, Twitter, Instagram, and YouTube BPS, with various advantages as follows:

- Periodic and integrated socialization program
- Extensive coverage
- Effective and affordable social medias
- Able to be monitored everytime
- Implemented and can be modified by social media owned by provincial BPS and district/city BPS
- d. Integrated Statistical Services (PST), including:
  - Socialization to visitors
  - Distribution of campaign tools (leaflets, goodie bags, etc.)
- e. Utilizing the Whatsapp Group facility to deliver narratives related to the implementation of ST2023 to the public and especially agricultural business actors as potential respondents
- 2. Optimizing BPS internal participation:
  - a. The number of BPS employees around 16,000 plus their household members, are valuable assets that can serve as agents for disseminating information on ST2023.
  - b. STIS Statistics Polytechnic students, totaling around 2,000 students who are information technology literate, will also become ST2023 ambassadors for disseminating information.
  - c. Active interaction of staff and students of STIS Statistics Polytechnic with the community (direct selling) both through formal and informal meetings (RT, RW, social gathering, reunion)
  - d. Employees and students who have employee social media accounts (Whatsapp, Facebook, Twitter, Instagram, YouTube, etc.) are required to upload profile pictures, posters, videos of publicity materials related to ST2023.
  - e. "*Program Cukup 5 Saja*", means that every employee and student has an obligation to deliver information about ST2023 to 5 parties such as family and neighbors.
- 3. Utilizing networks and gaining support, including:
  - a. Utilizing the support of Kominfo through the forum of the Public Relations Coordinating Board (*Badan Koordinasi Kehumasan Masyarakat/Bakohumas*), Indonesian Public Relations Institutions Association (*Ikatan Pranata Humas Indonesia/Iprahumas*), FMB9, *IndonesiaBaik*, GPRTV, and *Diskominfortik* in various regions to disseminate information on what has been, is being, and will be done in ST2023.
  - b. Other support from Kominfo is through SMS blasts, broadcasts on national TV, radio, and regional art performances.

- c. ST2023 publicity can be delivered during media visits to BPS (via a request for an interview to BPS leadership), and/or by continuing to provide information regarding ST2023 to the media.
  - d. ST2023 socialization by utilizing the network of an agricultural community, associations in the field of agriculture, activists who are concerned about Indonesian agriculture, and non-governmental organizations. Socialization to farmer groups and agricultural extension workers must be intensively carried out because they are a source of information to farmers.
  - e. Socialization to e-commerce companies in the agricultural sector who are one of the ST2023 respondents.
  - f. Support from the Ministry of Home Affairs (*Ditjen Dukcapil*) through letters of support and notifications related to ST2023 from the Ministry of Home Affairs, Governors, Mayors/Regents to the Neighborhood Unit level to the community.
  - g. Support from other ministries/agencies that were involved in the preparation of the ST2023 questionnaire through their various publicity media.
  - h. ST2023 publicity can also be done through endorsement of public figures and artists who pay attention to Indonesian agriculture, agricultural observers, and writers who will campaign for ST2023.
4. Stimulate active participation of officers and the community through:
    - a. ST2023 field officers are potential partners to socialize ST2023.
    - b. Socialization through social media owned by officers (FB, Twitter, Instagram, YouTube) and Whatsapp Group.
    - c. Various competitions (writing, socialization videos, memes, posters, comics, etc.).

### 11.3 Various Media Utilization

1. Broadcastin Media
  - a) TV (Interactive dialogue, *talkshow*)
  - b) Radio
  - c) Arts and Culture performance
2. Outdoor Media
  - a) Billboard
  - b) Banner
  - c) Plasma TV
  - d) Pennant
  - e) Street banner,
  - f) Standing banner

3. Online media and social media
  - a) Dot.com
  - b) FB, Twitter, Instagram, Youtube
  - c) *Sms blast* and *email blast*
4. Print Media
  - a) Newspaper
  - b) Magazine
  - c) Poster
  - d) Leaflet
5. Communication Forum
  - a) Press conference
  - b) Media gathering
  - c) Seminar
  - d) *Bakohumas*
  - e) Workshop
  - f) *Merdeka Barat* forum



Before implementing the ST2023 data collection, it is currently in the preparation stage starting with coordination meetings with relevant ministries and trials. Currently, the activity has entered the rehearsal stage which will be followed by a dress rehearsal the following year.

The ST2023 rehearsal activity in general is to gain experience filling out the ST2023 questionnaire by going directly to the field so that a reliable questionnaire is obtained, testing business processes in the field, and evaluating data collection methods. With the ST2023 Rehearsal activity, a Financial Administration Guideline for ST2023 Rehearsal is needed with the aim that in its implementation later all activities will not be missed in financing from preparation to presentation of results and can be accounted for administratively and technically explained.

Credible and accountable financial administration management is one of the requirements for effective budget execution. This is very necessary to support the smooth implementation of an activity. Therefore, financial administration needs to be understood by those in charge of financial management and those in charge of activities, both from the process and mechanism, the underlying regulations, the time period, as well as their responsibilities, so that the implementation can be carried out effectively, efficiently, and on time.

The financing for ST2023 Rehearsal activities consists of:

### **1. Financing at the preparation stage**

Procurement of equipment for officers, doubling of enumeration instruments, and training of officers. Included in the preparation stage are additional health protocols that must be prepared in carrying out ST2023 Rehearsal activities, namely the procurement of protective equipment and Rapid Tests.

## 2. Financing at the Field Implementation stage

Field implementation is carried out by PCL and PML. In the field implementation, supervision is carried out from the districts, provinces, and the central.

### 12.1 Legal Basis

The rules and regulations that underlie the management of financial administration are as follows:

- a. Presidential Regulation Number 16 of 2018 on Government Procurement of Goods/Services;
- b. Presidential Regulation Number 12 of 2021 on Amendments to Presidential Regulation Number 16 of 2018 on Procurement of Government Goods/Services;
- c. Regulation of the Minister of Finance Number 113/PMK.05/2012 on Domestic Official Travel for State Officials, Civil Servants, and Non-Permanent Employees;
- d. Regulation of the Minister of Finance Number 225/PMK.05/2016 on the Implementation of Accrual Government Accounting Standards in the Central Government;
- e. Minister of Finance Regulation Number 178/PMK.05/2018 on Amendments to PMK 190/PMK.05/2012 concerning Payment Procedures for the Implementation of the State Revenue and Expenditure Budget;
- f. Regulation of the Minister of Finance Number 119/PMK.02/2020 on Standard Input Fees for Fiscal Year 2021;
- g. Regulation of the Director General of the Treasury Number 22/PER/2013 on Further Provisions for the Implementation of Domestic Official Travel for State Officials, Civil Servants, and Temporary Employees;
- h. *Perka* Number 101 of 2020 on the Price of the Basic Unit of Activities of the Central Statistics Agency for the 2021 fiscal year;
- i. *Perka* Number 102 of 2020 concerning Basic Unit Prices for Civil Servants for the 2021 Fiscal Year;
- j. *Perka* Number 13 of 2021 concerning Amendments to Head of Regulation Number 101 of 2020 on the Price of the Basic Unit of Activities of the Central Statistics Agency for the 2021 fiscal year; and
- k. *Perka* Number 14 of 2021 concerning Amendments to Head Regulation Number 102 of 2020 on the Prices of Basic Units of Activities for Civil Servants for Fiscal Year 2021.
- l. BPS Regulation Number 1 of 2021 on the Guidelines for the Implementation of Activities and Management of the BPS Budget for Fiscal Year 2021;

- m. Decree of the Director General of the Treasury Number KEP-531/PB/2018 concerning the Update of the Codification of Account Segments on the Standard Chart of Accounts
- n. Decree of the Director General of Treasury Number KEP-688/PB/2018 concerning Amendment to the Decree of the Director General of Treasury Number KEP-531/PB/2018 concerning Updates to the Codification of Account Segments on the Standard Chart of Accounts.

## 12.2 POK Sample of ST2023 Activities

Central Java Province		Brebes District	
Code	Description	Code	Description
2910.QMA	Public Data and Information	2910.QMA	Public Data and Information
	CENTRAL JAVA		BREBES DISTRICT
2910.QMA.006	AGRICULTURAL CENSUS PUBLICATION/REPORT	2910.QMA.006	AGRICULTURAL CENSUS PUBLICATION/REPORT
'051	PREPARATION	'051	PREPARATION
A	WITHOUT SUB COMPONENT	A	WITHOUT SUB COMPONENT
521211	Material Shopping	521211	Material Shopping
	(134-Semarang II)		(118-Tegal)
	- 01 management officer training equipment in the province		- 01 procurement of data packages in the district
			- 02 complete training for enumeration officers (Equipment for Officer Training in District/City)
			- 03 seasonal crop module officer training (Officer Training Equipment in District/City)
			- 04 annual crop module officer training (Officer Training Equipment in District/City)
			- 05 spp officer training (Officer Training Equipment in District/City)
			- 06 training for livestock and fish cultivation module officers (Employee Training Equipment in District/City)
			- 07 training of interception module officers (Officer Training Equipment in District/City)
			- 08 Fotocopy
521213	Honorarium Shopping of Activity Output	521213	Honorarium Shopping of Activity Output
	(134-Semarang II)		(118-Tegal)
	- 01 Innas honorarium for teaching management staff training in the province		- 01 honorarium for village head (7 districts x 6 villages x 2 months)
			- 02 sub-district honorarium (7 districts x 2 months)
			- 03 honorarium for enumeration I1
			- 04 result's check of updating I1
			- 05 fare structure module enumeration
			- 06 examination of the results of the fare structure module enumeration
			- 07 spp enumeration
			- 08 examination of spp enumeration results
			- 09 enumeration I2
			- 10 inspection on enumeration result I2
			- 11 Complete enumeration officer training honors
			- 12 Inda's Honor of training officers for the seasonal crop module
			- 13 Inda's honor of annual crop module officer
			- 14 Inda's honor of spp officer training
			- 15 Inda's honor of training for livestock and fish cultivation module officers
			- 16 Inda's honor of interception module officer training

Central Java Province		Brebes District	
Code	Description	Code	Description
2910.QMA	Public Data and Information	2910.QMA	Public Data and Information
	CENTRAL JAVA		BREBES DISTRICT
2910.QMA.006	AGRICULTURAL CENSUS PUBLICATION/REPORT	2910.QMA.006	AGRICULTURAL CENSUS PUBLICATION/REPORT
'051	PREPARATION	'051	PREPARATION
A	WITHOUT SUB COMPONENT	A	WITHOUT SUB COMPONENT
		521241	Shopping for Non-Operational Goods - Management of COVID-19 Pandemic (118-Tegal)
			- 01 Officer PPE Costs
		521811	Shopping for Consumer Goods Inventory (118-Tegal)
			- 01 District/City Office Stationery
		522192	Shopping for Services - Management of COVID-19 Pandemic (118-Tegal)
			- 01 Rapid Test Costs
		524113	In-City Business Travel Shopping (118-Tegal)
			- 01 district supervision/inspection (More than 8 Hours Daily Rate)
			- 02 Local transport of officers
521811	Shopping for Consumer Goods Inventory (134-Semarang II)		
	- 01 Purchase of office stationery and computer supplies		
524111	Regular Business Travel Shopping (134-Semarang II)		
	- 01 Supervision of activities to BPS District/City		

## 12.3 Guidances for Completeness of Financial Accountability

### A. Shopping for Materials (521211)

The material expenditure account is used to finance the procurement of data packages, officer training equipment, and photocopies. The completeness of the material expenditure account is described in the following table:

No	Document	Data Packages	Printing and Equipment	Fotocopy
(1)	(2)	(3)	(4)	(5)
1	Framework	√	√	√
2	Request Form / Official Note (SM to PPK)	√	√	√
3	Invitation	√	-	-
4	Receipt	√	√	-
5	Purchase orders	-	√	√
6	Allocation List (Receipt)	√	√	-
7	Attendance List	√	-	-
8	Record of Transfer	-	√	-
9	Tax invoice	-	√	√
10	Tax Payment Slip of VAT	√	√	√
11	Tax Payment Slip of PIT 22	√	√	√
12	Statement of Responsibility	√	-	-

**Note:**

1. VAT is charged on PKP, for transactions above 2 million
2. PIT 22 is charged for transactions above 2 million
3. If at the position as of December 31, 2021, there are remaining equipment that is not used up or has not been distributed to training participants/officers, then the remaining equipment is recorded as inventory through recording on the Inventory Application..

**B. Shopping for Honor Output Activities (521213)**

The Activity Output Honor Shopping Account is used to pay the honorarium for Innas/Inda who teach in Inda/officer training, the honorarium for the sub-district head/village head, and the honorarium for field officers (enumerators and examiners). The completeness of the activity output honorarium expenditure account is described in the following table:

No	Document	Honor of Innas/Inda	Honor Subdistrict Head/Head Village	Partner Officer Honor	BPS Civil Servant Honors
(1)	(2)	(3)	(4)		
1	Framework	√	√	√	√
2	Honor Request Form	√	√	√	√
3	The activity schedule follows the schedule in the training implementation guidelines	√	-	-	-
4	Attendance List of Participants (including the committee, Innas/Inda)	√	-	-	-
5	Real List of Innas/Inda Teaching Hours Activities every session per day	√	-	-	-
6	SK KPA	√	√	√	√
7	Letter of Assignment	√	-	√	√
8	<i>Innas/Inda</i> Report	√	-	-	-
9	Honor Recipient Detail List/Honor Shopping Recapitulation	√	√	√	√

10	Tax Payment Slip of PIT Article 21	√	√	√	√
11	Transfer receipt via manual bank/via CMS	√	√	√	√

**Note:**

1. Tax amount for civil servants:  
Class IV = 15%, Class III = 5%, Class II = 0%
2. Tax amount for non-civil servant partners:
  - Non-taxable income IDR 4.500.000/month
  - The withholding tax is as follows:
    - If the gross value is < Non-taxable income, then it is not subject to tax
    - If gross value > Non-taxable income, then the withholding tax is:
      - \* If you have a TIN, 5% x (gross value per month-Non taxable income)
      - \* If non-TIN, 6% x (gross value per month-Non taxable income)

**C. Shopping for Non-Operational Goods-Management of the Covid-19 Pandemic (521241)**

The Non-Operational Goods Shopping Account - Management of the Covid-19 Pandemic is used to finance the procurement of PPE for officers. The completeness of the Non-Operational Goods Shopping Account - Management of the Covid-19 Pandemic is explained in the following table:

No	Document	Procurement of Personal Protective Equipment
(1)	(2)	(3)
1	Framework	√
2	Request Form / Official Note (SM to PPK)	√
3	Stamped Receipt	√
4	Purchase orders	√
5	Receipt	√
6	Tax invoice	√
7	Tax Payment Slip of VAT and PIT 22	√

**Note:**

1. VAT and PIT 22 are charged for transactions above 2 million
2. If purchase > IDR 5,000,000, must use a stamp of 10,000

**D. Shopping for Inventories of Consumer Goods (521811)**

The Consumer Goods Inventory Purchase Account is used to finance the procurement of stationery and computer supplies. The completeness of the Shopping Account for Consumable Goods Inventory is described in the following table:

No	Document	Office Stationery and Computer Supplies
(1)	(2)	(3)
1	Framework	√
2	Request Form / Official Note (SM to PPK)	√
3	Stamped Receipt	√
4	Purchase Note/Receipt	√
5	Tax invoice	√
6	Tax Payment Slip of VAT (10%) and PIT 22 (1,5 %)	√
7.	Record of Transfer	√
8.	Allocation List (Receipt)	√

#### E. Shopping for Covid-19 Pandemic Management Services (522192)

Shopping Service Account for the Management of the Covid-19 Pandemic is used to finance the officer's rapid test. The completeness of the Covid-19 Pandemic Handling Service Shopping Account is explained in the following table:

No	Document	Rapid Test
(1)	(2)	(3)
1	Framework	√
2	Request Form / Official Note (SM to PPK)	√
3	Stamped Receipt	√
4	Rapid Receiver Recap	√
5	Rapid Test Result	√
6	Tax Payment Slip of PIT 23*	√

**Note:**

\*) If using third party

#### F. Shopping for Regular Business Travel (524111)

Official Travel Expenditure Account Usually used to finance official travel in the context of supervision/monitoring from the provincial BPS satker to the District/City BPS. Completeness of the usual official travel shopping account is explained in the following table:



Type of Business Travel	Component of Costs			The Completeness of Document
	Transport Cost	Daily Allowance	Hotel Cost	
Regular Business Travel	√ 1)	√ 2)	√ 3)	1. Framework 2. Request Form 3. Letter of Assignment 4. Official Travel Documents and Visa 5. Ticket/boarding pass 6. Hotel Receipt 7. Driver Not Staying at Hotel (if any) 8. Official Travel Report and Activity Documentation 9. Recapitulation of Regular Business Travel 10. Details of Regular Business Travel Costs 11. Real Expenditure 12. Receipt 13. Proof of Transfer

**Description:**

- 1) Paid according to real evidence (at cost) according to the Regulation of the Minister of Finance Number 113/PMK.05/2012
- 2) Paid in lump sum according to the applicable cost standards and given according to the number of real days for the implementation of the Official Travel.
- 3) The cost of staying at a hotel or other place to stay is paid according to real evidence. If you do not use hotel facilities or other lodging facilities, 30% of the Standard Input Fee can be given by submitting a statement not using hotel facilities or other lodging facilities.
- 4) This stay fee cannot be given for official travels that are carried out to and from on the same day.

**G. Shopping for The In-City Business Travels (524113)**

The In-City Travel Account is used to finance supervising/monitoring activities from/city to the sub-district and local transport officers. Business travels within the city consist of business travels within the city up to 8 hours and business trips within the city

more than 8 hours. Completeness of the Regular Business Travel Shopping Account is described in the following table:

Type of Business Travel	Component of Costs			The Completeness of Document
	Transport Cost	Daily Allowance	Hotel Cost	
In-city Business Travels more than 8 hours	√ 1)	√ 2)	√ 3)	<ol style="list-style-type: none"> <li>1. Framework</li> <li>2. Request Form</li> <li>3. Letter of Assignment</li> <li>4. Official Travel Documents</li> <li>5. Transport Receipt</li> <li>6. DOP</li> <li>7. Activity Schedule</li> <li>8. Visa Receipt</li> <li>9. The driver does not use official vehicles</li> <li>10. Official Travel Report</li> <li>11. Recapitulation of Business Travels</li> <li>12. Proof of transfer via manual bank/CMS</li> </ol>
In-city Business Travels up to 8 hours	√ 4)			<ol style="list-style-type: none"> <li>1. Frameworks</li> <li>2. Request Form</li> <li>3. Letter of Assignment</li> <li>4. Transport Receipt</li> <li>5. Visa Receipt</li> <li>6. The driver does not use official vehicles</li> <li>7. Official Travel Report</li> <li>8. Recapitulation of Business Travels</li> <li>9. Proof of transfer via manual bank/CMS</li> </ol>

**Description:**

- 1) In terms that the transportation costs exceed the transportation costs within the city as stipulated in the Standard Input Fee, the Official Travel Documents Executive can be given transportation costs according to the real evidence of the transportation mode used.
- 2) Paid in lump sum according to the applicable cost standards and given according to the number of real days for the implementation of the Official Travel.
- 3) If necessary, the cost of staying at a hotel or other place to stay, according to real evidence with the highest limit as stipulated in the Standard Input Fee.
- 4) This stay cost cannot be given for official travels that are carried out to and from on the same day.
- 5) Assignments carried out for more than one purpose of official travels and constituting one unit of assignment are only given 1 (one) time the cost of transportation within the city.
- 6) Letter of Assignment is issued by direct supervisor. The publisher of the Assignment Letter limits the implementation of business travels within the city to only 8 hours, unless the implementation of the official travel is absolutely necessary and the completion is more than 8 hours, then an official travel within the city is more than 8 hours can be given.
- 7) Official Travel Documents Executive for business travels within the city for up to 8 hours still get Meal Allowance.

## **12.4 The Example of the Letter of Accountability**

An example of the Letter of Accountability of ST2023 in softcopy can be downloaded at the following link: [s.bps.go.id/SPJ\\_ST2023](https://s.bps.go.id/SPJ_ST2023)



The ST2023 rehearsal data collection is a very complex activity, there are many rules that must be obeyed, many concepts and definitions that must be understood, and many ways that can be taken. All data collection processes require maximum effort so that all business units are enumerated according to procedures.

This ST2023 rehearsal will produce good data if all officers carry out their respective duties with discipline, carefulness, and diligence. Apart from officers, respondents are also expected to contribute to the success of the ST2023 rehearsal, so that good cooperation is created. Officers must be able to deal with various attitudes of residents, non-household business units, and companies. Officers who are skilled in interviewing can build respondents' confidence that the information they provide is safe for themselves and beneficial for the general public, nation and state.

This book is used as a reference in the implementation of the ST2023 rehearsal by the person in charge of BPS, Provincial BPS, and District BPS. The success of the ST2023 rehearsal field is highly dependent on the commitment and enthusiasm of all executives.