AN EVALUATION OF OFFICIAL STATISTICS UTILIZATION PRACTICES FOR DECISION MAKING IN DECENTRALISED DEPARTMENTS IN THE BOLGATANGA MUNICIPAL ASSEMBLY, BOLGATANGA

KNUST

by

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COMMONWEALTH EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

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DECLARATION

I hereby declare that this submission is my own work towards the Commonwealth Executive Master of Business Administration (CEMBA) degree and that to the best of my knowledge, it contains no material previously published by another person nor material which has been accepted for the award of any other degree of the University, except where due acknowledgement has been made in the text.

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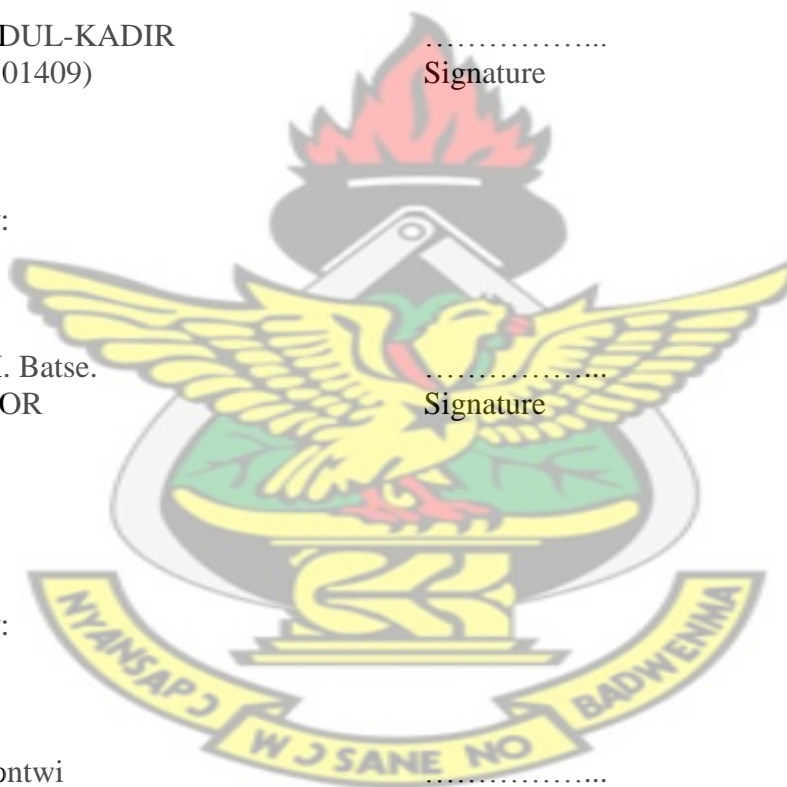
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ABSTRACT

The main objective of this study was to evaluate the level of Utilization of official statistics in development planning and decision-making by decentralised departments and other government agencies in the Bolgatanga municipality .To achieve this objective a descriptive cross-sectional survey method was adopted for the study. Some selected statistical indicators were used to determine their usage in the past five years preceding the date of the interview. Information on data usage, reasons for use of data, source of data and the form in which the data was stored were sought. In all, a total of thirty four (34) decentralised departments and municipal assembly sub-committees took part in study. This consisted of twenty-five (25) decentralised departments and nine (9) sub-committees. Face to face interviews were conducted and the data obtained was analyzed using SPSS and Microsoft Excel. The results of the study showed that 16% of decentralised departments and 5.6% of Assembly sub-committees use data in the past five years preceding the interview for planning. Ten (38%) of departments and (5) 53.6% of Assembly sub-committees reported none involvement in projects that required the use of data as the major reason for non-usage. The study also revealed that the Ghana Statistical Service was the major source of the data used in the given period, about 48 percent followed by the Ghana Health Service, about 16 percent. Data storage was still a problem. Only two (2) departments out of 25 had all their data stored on computers. Majority of the departments still their data stored in hardcopy (paper) formats. In conclusion, the utilization of official statistics by decentralised departments in the Bolgatanga Municipality can be said to be very low and all efforts must be made to step up the usage of official statistics to avoid relying on intuition and conventional wisdom for planning and decision making especially in the era of evidence-based programming.

DEDICATION

This dissertation is dedicated to my family above all to my son, Al-Khidr Kuwieto the reason for which I fight on in life; to my wife Fawzia (Christiana Yiah) for her patience and understanding, to Mom and my Late Dad for taken me through the rudiments of life and the import of hard work and higher education; to my elder brother, Zuberu for his continuous encouragement, unflinching support and moral inspiration throughout my education to date.

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LIST OF ABBREVIATIONS

BMA	Bolgatanga Municipal Assembly
CBS	Central Bureau of Statistics
CPI	Consumer Price Index
DA	District Assembly
GES	Ghana Education Service
GHS	Ghana Health Service
GHS	Ghana Health Service
GNFS	Ghana National Fire Service
GSS	Ghana Statistical Service
MA	Municipal Assembly
MDAs	Ministries Departments and Agencies
MOFA	Ministry of Food and Agriculture
MMDAs	Metropolitan/ Municipal/ District Assemblies
NADMO	National Disaster Management Organisation
NBSSI	National Board for Small Scale Industries
NCCE	National Commission on Civic Education
NDPC	National Development Planning Commission
NGO	Non-Governmental Organization
NHIS	National Health Insurance Scheme
NPC	National Population Council
NSO	National Statistical Office
NSS	National Statistical System
PPI	Producer Price Index

CHAPTER ONE

INTRODUCTION

1.1   BACKGROUND TO THE STUDY

The on-going decentralisation process provided for the establishment of District Assemblies as responsible for overall planning at the local level. The Local Government Act (Act 462) of 1993, which repealed the PNDC Local Government Law 207 of 1988, stipulates that the District Assemblies must prepare district development plans, and submit them through the Regional Coordinating Council to the National Development Planning Commission for approval. The District Assemblies must also prepare an annual budget of the district related to the approved development plans for funding by central government and other development partners (Ministry of Local Government and Rural Development, 2003).

The 1992 Constitution also gives greater responsibilities and powers to the District Assemblies as the third tier of governance for local planning, effective implementation and monitoring of various social and economic development programmes in the country. This will in turn help local communities to share the responsibility of governance at least at the lower level.

To enable the District Assemblies to efficiently and effectively accomplish their developmental and planning functions, a number of central government departments have been decentralised as departments of the Assemblies under the Local Government Service Act (Act 656) of 2003 (Ministry of Local Government and Rural Development, 2003). The National Statistical System is expected to assist the various local government decentralised agencies and structures in this challenging endeavour. The recent trend towards evidence-based planning makes this even more compelling.

In Ghana, official statistics are collected largely by the Ghana Statistical Service, the MDAs and other bodies (e.g. Bank of Ghana) on behalf of government. Thus all statistics collected by the GSS and other bodies form the subject matter of official statistics.

Ghana operates an official statistical system that is a hybrid between centralisation (the Ghana Statistical Service) and decentralisation (MDAs, Bank of Ghana etc). The activities of the GSS relates to all sectors of the national socio-economic fabric, whereas the activities of the MDAs are sectarian in nature.

This study is about the use or non-use of data produced by this official statistical system for decision making. Official statistics, therefore include the following; Labour Statistics, Education statistics, Judicial statistics, Health, Nutrition and Environmental Statistics, Population and Housing Statistics, Vital Statistics, Internal trade and External trade statistics, Transport and communication Statistics, National Income Statistics, Price Statistics, Agricultural Statistics, Public finances and Financial Statistics. From this wide and diverse array of official statistics the study focuses on the use or non-use of socio-demographic statistics for decision making as this branch of statistics deal more about the population, their characteristics, their living conditions and the relationships and interactions between these socio-demographic variables.

The Ghana Statistical Service dates back to 1948 when the office of the Government Statistician was established. It was charged with oversight responsibilities for the production and dissemination of statistics. Later, it became known as the "Central Bureau of Statistics" in 1961 through the Statistical Service Act (Act 37) with expanded scope to take over the office of the Government Statistician.

In 1985, the Statistical Service law (PNDC Law135) established the Statistical Service and its Board. The law raised the status of the former Central Bureau of Statistics from a

government department to that of an autonomous body within the public sector. Consequently, it has as part of its mandate the following responsibilities:

a) The collection, compilation, analysis, publication and dissemination of official statistics in Ghana for general and administrative purposes

b) The government statistician is also mandated to coordinate all projects in statistical data collection outside the Ghana Statistical Service

c) The law also requires all official and other organisations to collaborate with the Government Statistician in ensuring uniformity in the statistics generated in the country.

It was noted by the Ghana Statistical Service that:

1) At the front-end of policy formulation , planning and decision making, statistics are required to set directions, distinguish between and among policy options and set targets

2) At the end, statistics inform program managers of their degree of success in achieving their goals in the context of monitoring and evaluation systems

3) In between the front-end and the end they help track progress and to validate or challenge the initial assumptions to ensure a nation's progress. For Civil Society they are a means to hold authorities accountable. (Ghana Statistical Service, 2009)

In an effort to provide data for evidence-based planning and the making of informed choices the Ghana Statistical Service and other official agencies such as the Births and Deaths, the Ghana Health Service, Ministry of Education, Ministry of Food and Agriculture produce data including administrative data for a proper and effective decision-making. The Ghana Statistical Service for instance conducts population censuses, produces statistics on inflation from both the consumer and producer

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perspective i.e. Consumer Price Index (CPI) and Producer Price Index (PPI) respectively and also undertakes demographic and health surveys, among others.

The legislative instrument that established and gave legal backing to the successive central statistical agencies in the country to produce official statistics the central statistical agency, i.e. the Central Bureau of Statistics (CBS) and subsequently the GSS is not only given the mandate for the production and dissemination of official statistics in Ghana, but is also required to coordinate and collaborate with MDAs and other organisations that produce official statistics.(Ghana Statistical Service, 2008).

According to Banks, policies that have not been backed by accurate statistics and analysis fall more easily prey to the 'Law of Unintended Consequences'" (Banks, 2009). It is for this reason that the National Development Planning Commission (NDPC) recommends that for public policy to be effective it must be evidence-driven (National Development Planning Commission, 2005). It further noted that the availability of relevant and timely statistics is critical to enabling conditions for policy development and assessment that allow measuring inputs, outcomes and impacts. In effect, evidence-based planning therefore cannot be a matter of choice to Metropolitan, Municipal and District Assemblies (District Assembly and its departments)' in their quest to bring development to their people.

1.2   STATEMENT OF THE PROBLEM

The Bolgatanga Municipal Assembly (BMA) like any other decentralised local government structure in Ghana is required by Article 245 of the 1992 constitution to carry out functions such as; (a) The formulation and execution of plans, programmes and strategies for effective mobilisation of the resources necessary for the overall development of the district. (b) The levying and collection of taxes, rates, duties and fees

(Ministry of Justice, 2005). Thus, the task of development is squarely laid on the shoulders of the District Assembly and its departments. The Municipal Assembly which is expected to work through the executive committee and its sub-committees with Heads of decentralised departments of the assembly offering them technical advice and helping in the execution of their programmes cannot succeed if they do not carry out their mandate diligently through evidence-based planning and decision-making (Banks, 2009)

According to Banks, "without evidence, policy makers must fall back on intuition, ideology or conventional wisdom, or at best, theory alone (Banks, 2009). Banks, further noted that such policies can go seriously astray, given the complexities and interdependencies in our society and economy, and the unpredictability of people's reactions to change. These concerns constitute the pivotal issues that informed the basis of this research.

Notwithstanding the institutional and legal frameworks put in place to ensure evidence-based planning and decision making these are not fully exploited to the benefit of the people. According to the NDPC though the GSS may not produce enough statistics to meet the wide range of needs, the limited data available through the census and surveys may be underutilized (NDPC, 2005). The question is: What account for this phenomenon? What are the underpinning reasons that influence the under-utilization of official statistics?

1.3   OBJECTIVES OF THE STUDY

The general objective of this study was to assess the level of utilization of official statistics in development planning by District Assemblies and their decentralised Departments and Agencies. Specifically the study sought;

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i.   To find out whether the District Assembly and its departments utilize official statistics in planning and decision making.

ii.   To identify factors that influences the utilization of official statistics at the local government authority level.

iii. To identify the major sources from which Municipal Assembly and its departments obtained official statistics for use.

iv.   To identify the forms in which data is stored at the various departments

1.4   RESEARCH QUESTIONS

The following research questions were investigated in the study:

i.   Do the Municipal Assembly and its departments utilize Official Statistics?

ii.   What factors influence the utilization of Official Statistics?

iii. Which are the major sources from which the Municipal Assembly and its departments obtain their data?

iv.   In what form do the Municipal Assembly and its departments store their data?

1.5   SIGNIFICANCE OF THE STUDY

This study is relevant in the following ways:

i)   It will explain whether or not the Municipal Assembly and its departments' rely on credible statistical data for planning and decision making

ii)   It will provide information to data producers on the gaps and data needs of users

iii) The conclusions of this research will serve as a reference point for future researchers as well as providing basis for conducting further research.

1.6   LIMITATIONS OF THE STUDY

This research focused on: (i) only the Bolgatanga Municipality in terms of geographic coverage (ii) only government departments and agencies at the district level. Which were under the Municipal Assembly were contacted. Another limitation of the study was the limited time within which the study has to be completed, coupled with the fact that the researcher has to combine a heavy work schedule with the research. Meagre resources at the disposal of the researcher were also a limiting to the study.

1.7   ORGANISATION OF THE REPORT

This research work is organized into five chapters.

Chapter one is the introduction and takes care of the following: background to the research, statement of the research problem, objectives of the study, significance of the research, limitations of the study and the organization.

Chapter two reviewed relevant literature which includes: introduction, the use of statistical data in various countries, the relevance of the statistical data to decision makers, limitations.

Chapter three discusses the methodology of the study and covers issues such as: research design, data type and sources, data collection, data processing and analysis.

Chapter four treats the data analysis and presentation of the findings.

The fifth chapter deals with the summary, conclusions and recommendations of the study.

CHAPTER TWO

LITERATURE REVIEW

2.1   INTRODUCTION

The purpose of this study was to evaluate the utilization of official statistics by decentralised departments and agencies in the Bolgatanga Municipality. Thus, this chapter looked at related relevant literature relating to official statistics. The purpose of the review of related literature in a study is to discover facts, findings, concerning the area of study and how they can propel the researcher to explore the unknown (Leedy, 1989). Unfortunately, there is not much literature on the utilization of official statistics in the Bolgatanga Municipality. This situation is not peculiar to the Bolgatanga Municipality as noted in Report No.33 of the Statistics Commission of UK, that there is paucity of data available regarding how official statistics are used by organisations-particularly outside the government (UK Statistics Commission, 2007). However, Kumekpor, (2002) warned that a researcher should not plunge into the observation stage of his field work without the necessary background. Literature reviewed in this chapter include: definitions of official statistics, importance, uses of official statistics, public opinion reasons for trust and distrust of official statistics and past related studies are discussed.

2.2   MEANING OFFICIAL STATISTICS

The words "Statistics" and "States" come from the same root "Statist" used in the sixteenth century to describe a politician-a dealer in facts about the state, its government and its people" (Nsowah-Nuamah, 2005). He further noted that 'as far as is known the word "Statistics" was first used by a German Professor, Gottfried Achenwall, about 1770.'

According to Nsowah-Nuamah, (2005), the Royal Statistical Society, founded in 1834 defined 'Statistics' as "the ascertaining and bringing together of those facts which are calculated to illustrate the condition and prospects of society"

The term "Official Statistics" has been variously defined by different organisations or entities differently. The Organisation for Economic Cooperation and Development (OECD) defined official statistics as "Statistics disseminated by the National Statistical Systems excepting those that are explicitly not to be official".

According to Wikipedia 'Official Statistics' are statistics published by government agencies or other public bodies such as international organisations (Wikipedia, The Free Encyclopaedid, 2011). They provide quantitative or qualitative information on all major areas of citizens' lives, such as economic and social development.

2.3   IMPORTANCE OF OFFICIAL STATISTICS

The gathering of evidence for planning is not a new development paradigm but was use even in biblical times. The role of the Roman census in the Christian Nativity narrative is an early example of collection of evidence (Faludi & Waterhout, 2006).

The importance of official statistics is therefore unquestionable. In article "why statistics are crucial" by Paris 21 it was noted that good statistics are essential to paint an objective picture of a country's economic and social condition. Furthermore it allows comparisons with other countries and is the key to effective policy-making. Official statistics are essential in indicating those people and regions in greatest need, and best use of scarce resources in improving health, housing and education (PARIS 21, 2009).

A study to assess public confidence in official statistics in the UK 22 per cent of the respondents said they were very important and almost half (48 per cent) said they were

fairly important   Only 14 per cent thought official statistics were fairly or very unimportant (Bailey, Rofique & Humphrey, 2010).

2.4   USERS AND USES OF OFFICIAL STATISTICS

Official statistics are not only used by governments but also researchers, academia, businesses as well as individuals.

Governments for example use surveys to monitor such things as size and structure of the workforce and activities of households such as spending patterns, family structure, housing conditions, education, and health. They thus help governments to plan a better life for all. Governments also use statistics to report back to the people on the progress of its policies and empower the citizen to evaluate their success.

Individuals on the other hand are empowered by statistics to make better decisions about their everyday lives. Statistics are equally essential for business and industry to make informed decision.

2.5   PUBLIC OPINION ABOUT OFFICIAL STATISTICS

A key factor in people's confidence in official statistics is whether or not they think that the statistics presented are accurate or not. Overall the largest groups amongst respondents felt that the attitudes in their organization to official statistics were positive (7), that they used them a lot (13), but that at a general level there was a lack of awareness. They are also seen as a reliable source of information. (Crothers, Woodley & Davies, 2007)

2.6   DISTRUST IN OFFICIAL STATISTICS

Trust or distrust of any given commodity is important influence how the public, the individual and for that matter a consumer approach or consume a given commodity. The

use or non-use of official statistics will largely be determined by the level of trust or distrust that users have for it. Yet there may be varied reasons why users will trust or mistrust official statistics.

In their study to assess public confidence in official statistics in the UK Bailey and her colleagues found that: Those with low levels of trust tended to base this partly on their own personal experience; they noted that in a similar study in 2007 it was the main reason given for distrusting cost of living figures (36 per cent) and hospital waiting figures (40 per cent) (Bailey, Rofique & Humphrey, 2010).. They noted that at 27 per cent, this reason had also overtaken figures being "difficult to count" to become the main reason given for distrusting domestic burglary figures. They concluded that people's individual experiences in relation to official statistics are a powerful factor in terms of their trust in figures at a national level.

According to the study, the politically disinterested and those with a poor understanding of official statistics are the most likely to cite their own personal experience as underpinning their lack of trust in particular statistical series. It is therefore clear that there is a sub-group of people whose low levels of trust are driven by personal experiences and who tend to be less engaged with politics and official statistics. This group is likely to represent a particular challenge to reach and educate (Bailey, Rofique & Humphrey, 2010).

The study further put forward that the belief that government has a vested interest in the results of statistics, and that politicians and the media misrepresent the findings, were also common reasons for distrusting official statistics, with the government having a vested interest being the most common reason given for distrusting unemployment figures (26 per cent)(Bailey, Rofique & Humphrey, 2010)..

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2.7 TRUST IN OFFICIAL STATISTICS

In the same study by Bailey and her colleagues, respondents were also asked the extent to which they trusted different statistical series. Levels of trust were highest for population figures with an average trust rating of 5.7 compared with 5.2 for domestic burglary and unemployment figures which received the lowest ratings

(Bailey, Rofique & Humphrey, 2010). Here again personal experience emerged as an important factor among those with higher levels of trust, with this being the main reason for trusting cost of living figures, hospital waiting figures and unemployment figures.

2.8 OTHER RELATED STUDIES

In their study "More than 'Using Research': the real challenges in promoting Evidence-Informed Decision Making" among Manitoba Regional Health Authorities (RHA) among other things to explore perspectives of RHA Planners and decision makers on the nature of evidence in healthcare decision- making at the organisational level and the barriers to Evidence-Informed Decision Making (EIDM) between November 2005 and April 2006, Bowen and her colleagues conducted a research using consultation, focus group discussion, and individual interviews. They conducted, 17 focus group discussions, 53 individual interviews involving a total of 205 participants came to the conclusion that decision makers at different levels are responsible for different types of decisions and may use evidence in different ways (Bowen et al, 2009).

Bowen and colleagues noted that though there was a universal support in principle for the importance of using evidence in decision making there was little consensus on what evidence is, what kind evidence is most appropriate?(Bowen et al, 2009).

Statistics Commission, UK in its Report No.33: The use made of official statistics concluded that official Statistics are used extensively in decision-making in public and

private sector organisations. According to the report statistics were considered essential in many organisations as data from them inform decision-making on daily basis (UK Statistics Commission, 2007).

One cannot use what one does not have. Therefore Planners cannot plan with data that they do not have or what it takes to get it. In a study entitled "Administrative Data for Policy-Relevant Research: Assessment of Current Utility and Recommendations for Development" by the Joint Centre for Poverty Research, a joint collaboration between North-western University and the University of Chicago of the operations of government programs for the poor in order to assess the development of research-ready data from state administrative sources in the area of public assistance, public health, and welfare for use in policy and academic research. Hotz and his colleagues asserted that the devolution of social policy and programs to the state and local levels will make the degree of reliance on standard surveys, less tenable in the future (Hotz et al, 1998). The shortcomings of standard national survey data in the wake of devolution motivated a more serious effort to develop administrative databases that can compensate, in part.

Though Hotz and his colleagues' assertion sound very convincing and laudable, Bowen et al. (2009) identified the lack of systems and resources for tracking, organising and retrieving data as among the factors that affect evidence-based planning. They noted further that there was a lot of data available that people are not aware of-no one in the organisation fathers the data and circulates it.

In his article 'managing data quality in a statistical agency' Brackstone pointed out that statistical information that users don't know about, can't locate or having located, cannot access or afford it is of no great value to them (Brackstone, 1999). They refer to the

accessibility of information as the "ease with which users can learn of its existence, locate it, and import it to their own working environment".

Hotz et al, (1998) in their study said that lengthy negotiations may be necessary to procure agency data. According to them the difficulty in reaching an agreement may depend in part on the structure of the agency, the number of data sets requested, and the privacy or confidentiality rules and regulations governing the agency. They cited works of Born, (1997) of the University of Maryland's School of Social Work in the area of state-level welfare research using administrative data, that obtaining access to data is mostly a matter of building relationships.

Hotz and his colleagues concluded that it was necessary to maintain the confidentiality of data and protect the privacy of program participants in order to address the satisfaction of the agency providing the data.

To manage the accessibility needs requires having in place well-indexed corporate "catalogue" systems that allow users to find out what information is available and assist them in locating it as well as a corporate "delivery" systems that provide access to information through distribution channels, and information that suit users((Brackstone, 1999).

Brackstone further noted that the pricing policy that governs the dissemination of information is an important aspect of accessibility of information. According to them however well-endowed the National Statistical Office (NSO), resources are limited and the option of providing unrestricted free access to all potential information is not viable. Nor is it desirable because it would destroy a most valuable source of user feedback: measures for real demand for products. Consequently, they suggested that a pricing policy that balances the desire to make certain basic information freely accessible in the

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public domain, while recovering the cost of providing specific products, more detailed information, and special requests. They believed that such a policy can promote accessibility, provide available source of information on relevance, and ensure that the resources of the NSO are properly balanced between collecting and processing new data on the one hand, and servicing demands for information from existing data on the other hand.

Is there a pricing policy in Ghana that governs the dissemination of information? If there is none would such a pricing policy do the trick of information availability and accessibility? How will the MMDAs view such a policy in the face of the already budget constraints that plagued them?

"We started collecting it a long time ago, needs have change but we still collect it" (Bowen et al, 2009). Affordability, availability, and accessibility are not the only issues that confront data users, users are also faced with irrelevant data that is just as good as non-availability of data.

National Statistical offices must make efforts to ensure that the information provided is written in the users' language and not in its own internal jargon. Otherwise it fails on the interpretability twice over ((Brackstone, 1999).

The production of relevant data requires keeping in touch with the full array of current and potential information users, not only to monitor their current needs but also to anticipate their future needs ((Brackstone, 1999). They therefore suggested NSOs require a set of mechanisms whereby it stays abreast of the current and future information needs of its main user communities through consultative and intelligence-gathering processes to keep them in tuned to issues and challenges being faced by major users and which could lead to new or revisited information needs on their part.

Bowen et al. (2009) in their findings identified politics, crisis management, lack of time and resources and the lack of research capacity and data availability as some of the barriers to the use of evidence-informed decision making.

According to them, though research capacity and data availability were mentioned as a barrier was not emphasised, lack of understanding of research, and of benefits of research and its applicability to "real work" people were doing. Further analysis of issues related to data were identified as a) lack of data (availability & timeliness); b) lack of systems and resources for tracking, organising, and retrieving data; c) data overload (we're drowning in paper); and d) lack of access to library resources, or capacity to conduct literature searches (Bowen et al, 2009).

Resistance to change i.e. doing things in the old ways was also identified as part of the barriers to evidence-inform decision making. It is commonly said that "We have always done it that way" (Bowen et al, 2009).

Lack of time and resources also emerged as key barriers. Under resourcing was described as resulting in poor decisions (Bowen et al, 2009). In a study of 257 departments, government agencies, NGOs and community groups conducted in 1995 by the National Population council entitled 'Needs Assessments' Survey Data' to determine the nature of staffing , staffing needs, office needs and operation costs of a strengthened District Assembly and key implementing agencies and NGOs in the districts for population planning policy and implementation, they examined three broad areas of capacities: (i) Availability and use of population data for programmes planning, implementation , monitoring and evaluation (ii) Personnel, skills and training and (iii) Material resources and equipment. However, the findings of the study were at the national level and therefore there is still a yawning gap as far as district specifics are concern.

The study noted that for any comprehensive local policy formulation and planning to be carried out an array of population and socio-economic data is required (NPC, 1995). They therefore selected eighteen of such indicators for their study. These indicators would be replicated in this study. According to the study the use or non-use of such selected indicators for planning by implementing organizations/agencies and the District Assembly, gives an indication of the paucity of data in the planning system of the districts.

They concluded that (i) Population data on the whole were not much used by implementing agencies (25.2%) (ii) The data most used relate to the district population size (61.1%) followed by the distribution of the population in the district (53.7%) (iii) Departments under the district assembly reported the highest ever use (30.1%).

The study also showed that data usage is highest in the area of general development planning, 53.2% followed by public health programmes, and 16.6%. Data usage was least in the areas of Disaster relief and Environmental programmes 1.2% each. According to the study the most reason assigned for the non-use of specific data by implementing agencies was that they were "not involved in any project that requires that data", 46.2% followed the non-availability of data, 23.7%. Non-use of data as a result of the data not being in the form required accounted for 17.5% of the reasons for non-use of data 11.8% did not where to find the data and 0.8% did not know needs to the type of data.

The 'Need Assessment Survey Data' also reported even lower data usage among the District assembly sub-committees in policy formulation and implementation. They however added that it was attributable to the situation at the time of the survey but fell short to mention what the situation was at the time.

The study at noted that data usage was highest among the development sub-committee, 28.8% followed by the Social Services sub-committee, 15.3% and least among the works Sub-committee, 10.2%. They over all usage of data usage among the sub-committees was said to be 16.3%.

CHAPTER THREE

METHODOLOGY

3.1   INTRODUCTION

This chapter concerns the procedure that was adopted to undertake the research: Utilization of Official Statistics by the District Assembly and its departments the Bolgatanga Municipality for decision making. The research design, the population, the sample size and the selection procedure, the data gathering equipment/instrument, data collection procedures and analysis plan are discussed.

3.2   STUDY AREA

The study was conducted in the Bolgatanga Municipality in the Upper East Region of Ghana. The Municipality was purposively selected so as to enable the researcher to facilitate the early completion of the study since it would afford him the opportunity to cut down the cost and inconvenience involved travelling very long distances to collect data.

The Bolgatanga Municipality is located in the centre of the Upper East Region, and is also the regional capital. It has a total land area of 729 sq km and is bordered to the North by the Bongo District, South and East by Talensi-Nabdam District and Kasena- Nankana East and West Districts to the West. It was established by LI 1797 (2004). There are about 213 communities in the Municipality with Bolgatanga being the biggest settlement (Bolgatanga Municipal Assembly, 2008).

The population of the Municipality according to the 2000 Population and Housing Census was 122,464 with 52.15 percent females and 47.85 percent been males (Ghana Statistical Service, 2006). See figure 3.1.

Fig 3.1   Map of Upper East Showing Bolgatanga Municipal in bold
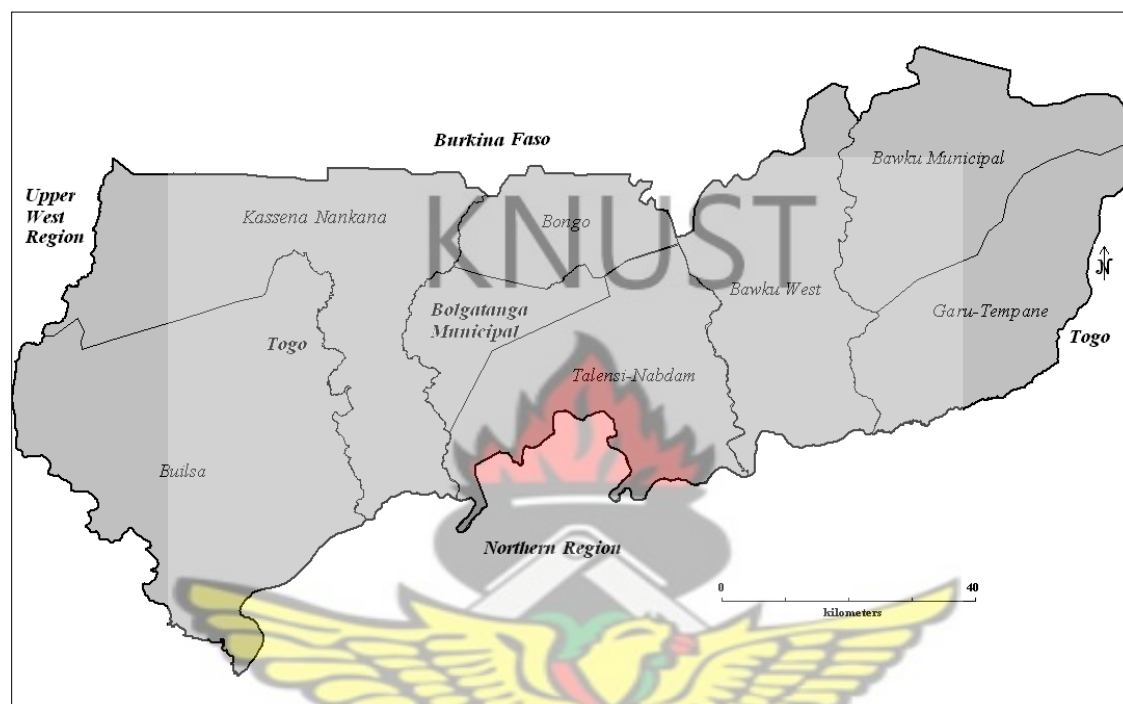
Source: Bolgatanga Municipal Assembly

3.3   RESEARCH DESIGN

In any research study, the researcher must conceptualize the research problem and then put it into a (structural) perspective that will guide him in the data collection and analysis. Such plan and structure of the research is known as the research design (Opoku, 2005). Considering the various research designs available that can be used to obtain the desire information for the success of this study, the researcher chose to use the descriptive cross-sectional survey method.

To achieve the objectives of this study data was collected on some selected indicators on population and socio-economic data which are required if any comprehensive local planning and planning is to be done. In this regard information will be sought on the

following variables; use and non-use of data, reasons for use or non-use of data, form in which data is stored, and sources of data among others.

3.4 STUDY POPULATION

A population or universe of investigation may be considered as the total number of all the units of the phenomenon to be investigated that exist in the area of investigation (Kumekpor, 2002). In this study, all decentralised departments and sub-committees of the Bolgatanga Municipal assembly constitute the population.

3.5 SAMPLING AND SAMPLE SIZE

According to Kumekpor (2002) a sample size is the number of sample units or unit of analysis that constitute a sample. This study has universe of thirty-seven (37) sampling units made up of 27 decentralized departments and 10 Municipal Assembly sub-committees. Thus using the formula:

Sample Size $(n) = N/[1 + N(e^t(2))]$ N= total population, i.e. 37 in this case; e= standard error which is chosen by the researcher to be 5%, a sample size of 34 was arrived.

Given the wide variability of the population i.e. decentralised departments and the sub-committee, stratified random sampling method was used. Thus the population was stratified into decentralised departments and Municipal assembly sub-committees and then simple random sampling used in each stratum to select the required number per stratum.

For a sample size of 34 using the proportional allocation method i.e. $n_i = n (N_i)/N$ where $n_i =$ Sample size of ith stratum, n= sample size from the population, $N_i =$ total population

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of the ith stratum and N= total population under study, a sample size of 25 decentralized departments and 9 sub-committees were arrived at.

In the next and final stage of the selection procedure, the lists obtained from the Municipal assembly were numbered in the order in which they were obtained and these numbers written on piece of papers and folded and kept in a container. These were then thoroughly shuffled and then selected randomly one after the other till the required sample size was obtained; reshuffling after every pick and before the next selection.

3.6 DATA COLLECTION PROCEDURE

There are varieties of research tools, each tool particularly appropriate to a source of data collection that leads to yielding information of a kind and in form that is beneficial to a study (Best, 1997). This study relied largely on primary qualitative data. Despite the reasons given for the choice of this method, the researcher acknowledges the limitations of qualitative data. According to the Statistics Commission, UK, qualitative research is intended to be illustrative; it cannot be used to generate statistics nor can be said to be representative of the views of any given population- instead it can be said to be reflective. It also deals in perceptions rather than facts (although it should be remembered that perceptions are facts to those that hold them (UK Statistics Commission, 2007). The instrument for data collection will be the questionnaire method. Qualitative and quantitative data was collected for analysis.

Two field staff were recruited and trained to assist the researcher to conduct the interviews. The main purpose of a training program is to bring about uniformity on the interviewing procedures of the survey. This is necessary to avoid differing interpretations of definitions, concepts and objective of the survey by interviewers, and hence to minimize interview bias (The Department of Economics and Social Affairs, 2005).

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The interviews were conducted face-to-face. Administering the questionnaire face-to-face would give the researcher and the field staff an opportunity to establish rapport with respondents. It will also afford them the chance to explain the meanings of items that may not be clear to ensure a high proportion of usable responses and also to minimize the rate of unreturned questionnaires (Sarantakos, 1998).

3.7   DATA ANALYSIS

Analysis and interpretation of data for drawing conclusions is one of the most important steps of a research process. This study used descriptive statistics in analysing the data. According to Sarandakos (1998), descriptive statistics reduce to meaningful folds for interpretation. Thus, findings of the study were presented using, tables, and graphs using the Statistical Package for Social Scientist (SPSS) and Microsoft excel (Spreadsheet). The analysis covered the main issues raised in the objectives of the study.
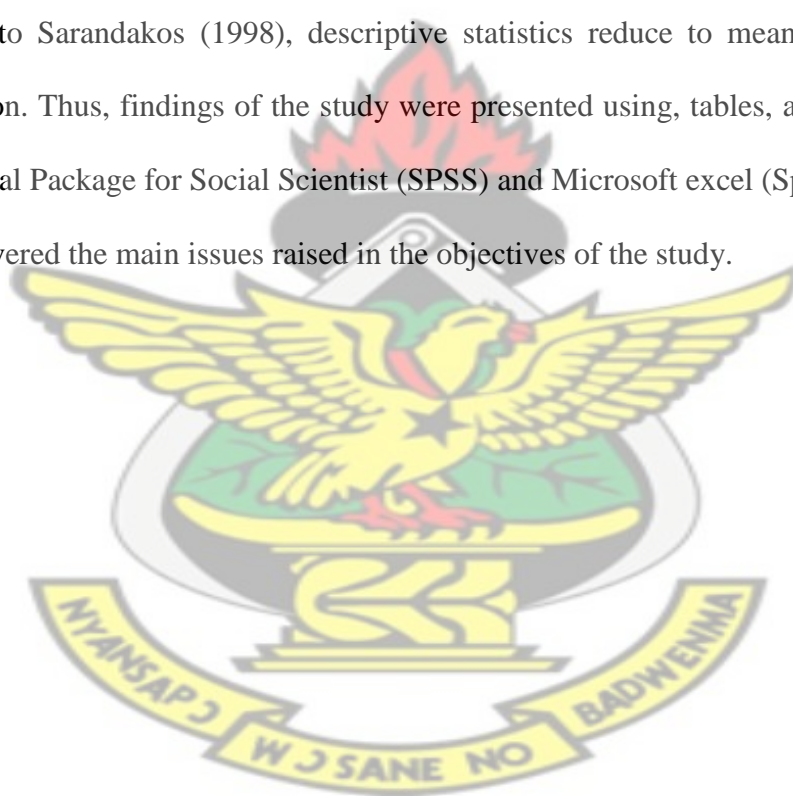
CHAPTER FOUR

DATA ANALYSIS AND DISCUSSIONS OF RESULTS

4.1   INTRODUCTION

In this chapter, the demographic characteristics of the respondents and results of the study are presented and discussed. Data was analyzed using descriptive statistics in the SPSS and the spread sheet in constructing graphs.

4.2   DEMOGRAPHIC CHARACTERISTICS OF RESPONDENTS

Since the study was interested in the usage of official statistics in decision making it was important to contact decision makers in the various departments, usually the head of department. However, due to different decision-making styles and levels of delegation at each department, the most qualified person to talk to regarding data usage was interviewed.

In total, 34 respondents were interviewed. Out of this sixteen (16) were heads of departments; six (6) Management Information System Officers (MIS), three (3) were Assistant Heads of departments' and nine (9) were Municipal Assembly sub-committee conveners as shown in Table 4.1.
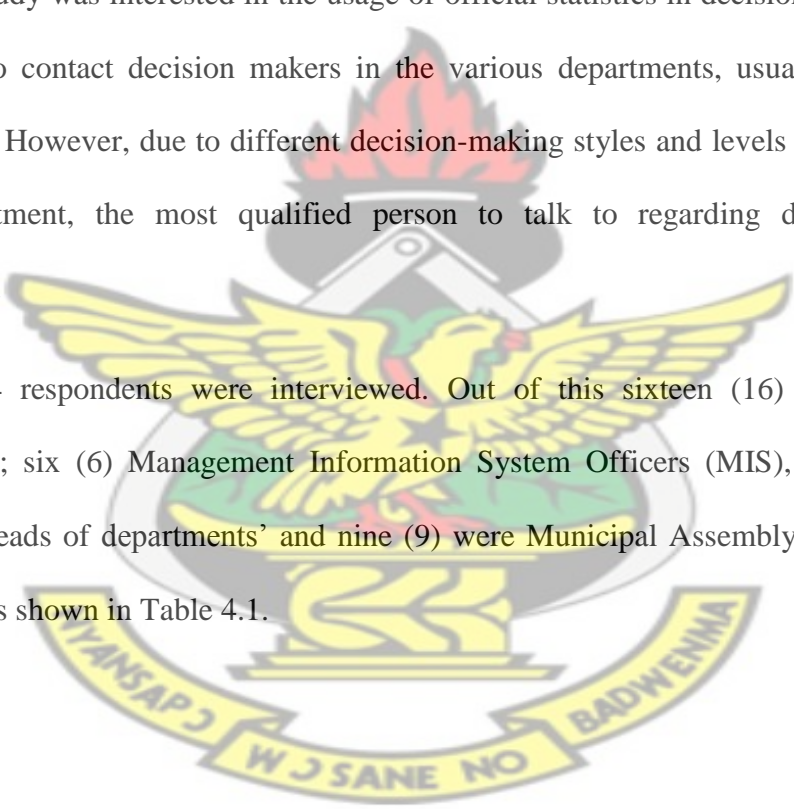
Table 4.1 Demographic Characteristics of respondents

Characteristics		Heads of Depart 47.1% N=(16)	Assistant Heads of Depart 8.8% N= (3)	MIS Officers 17.6% N= (6)	Assembly Sub-committees 26.5% N= (9)
SEX	Male	93.8	33.3	77.8	83.3
	Female	6.2	66.7	22.2	16.7
AGE	20-29 yrs	-	66.7	16.7	-
	30-39 yrs	25.0	33.3	33.3	33.3
	40-49 yrs	37.5	-	33.3	44.4
	50 +	37.5	-	16.7	22.2
EDUCATION	A' Level	6.2	-	16.7	11.1
	HND/Other	43.8	66.7	-	33.3
	Degree	43.8	33.7	83.3	55.6
	Postgraduate	6.2	-	-	-
YRS ON JOB	0-5 yrs	12.5	100.0	50.0	55.6
	6-10 yrs	18.8	-	16.7	33.8
	11-20 yrs	31.2	-	16.7	-
	21 yrs and above	37.5	-	16.7	11.1

Source: Field data (2011)

4.2   USE AND NON-USE OF OFFICIAL STATISTICS

In order to find out whether decentralised departments use official statistics in decision-making, a series of questions were asked to find out whether selected statistical indicators chosen for this study were used or not in the past five years preceding the date of the interview. The level of usage by the various departments is presented here.

4.2.1   DATA USAGE BY DECENTRALISED DEPARTMENTS

As shown in figure 4.1, 16% of the decentralised departments surveyed reported to use data on the selected indicators in the course of their work and 84% did not use. The level of usage of official statistics among decentralised departments is therefore very low in the Bolgatanga municipality.   This is in contrast with the findings of the Statistics commission of UK in their report No. 33 that official statistics are extensively use in decision making in both public and private sector (UK Statistics Commission, 2007)..

The low level of usage however is line with the findings of the "Needs assessment

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survey" report by the National Population Council which gave Population data usage among departments as 25.2%.

Figure 4.1 Data Usage in the Bolgatanga Municipality
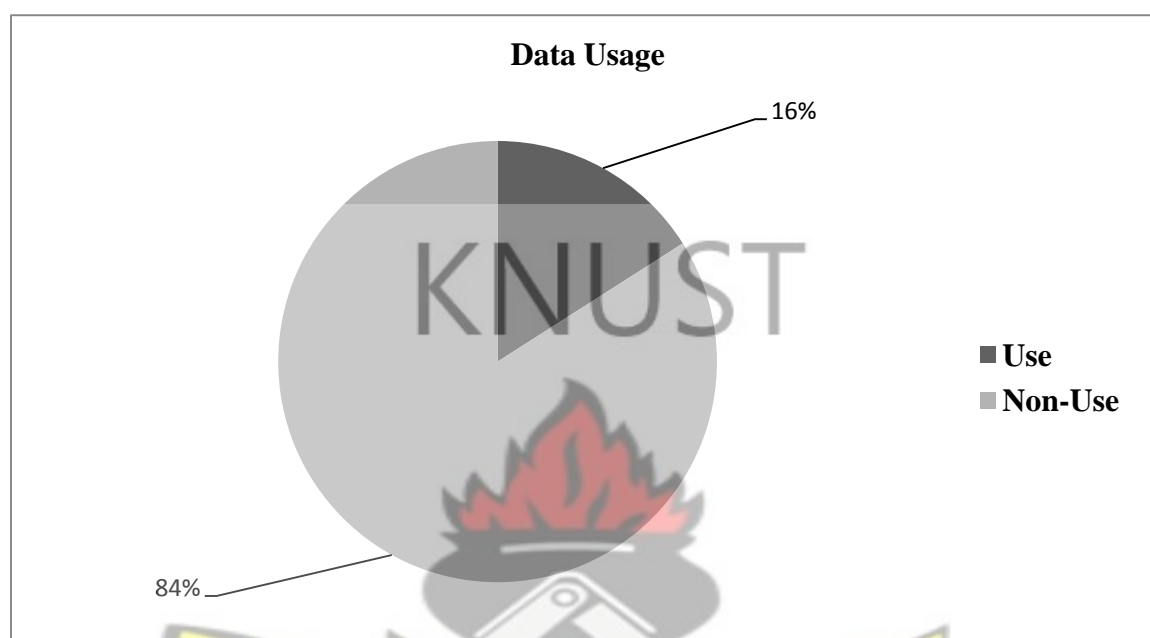
Source: Field data, 2011

4.2.3   DATA USAGE AMONG DEPARTMENTS:

Data usage varied from department to department. This is however not surprising as different departments have different mandates and differed in work activities. The Ghana Health Service (GHS) reported highest usage of 16.7 percent followed by the Municipal Assembly secretariat of 15.3 percent. Departments such as Centre for National Culture, Departments of Cooperatives, Ghana Fire Service, Labour Office, Valuation Office, NADMO and Parks & Gardens did not report to have used any of the selected indicators in the past five years preceding the interview. This seem to lend further credence to worry express by the National Development Planning Commission (NDPC) that though the Ghana Statistical Service do not produce enough statistics to meet the wide range of needs, the limited data available through censuses and surveys are underutilised (National

Development Planning Commission, 2005). Data usage among the various decentralised

departments in the Bolgatanga Municipality is presented in Table 4.2.

KNUST

Table 4.2 Data usage among Departments

Department	Usage (%)
Births & Deaths	2.8
Community Development	1.2
Centre for National Culture	0.0
Department of Cooperatives	0.0
Assembly Secretariat	15.3
Rural Housing	5.6
Social Welfare	8.3
Environmental Health	1.4
Forestry Services Division	1.4
GES	4.2
GHS	16.7
Fire Service	0.0
Labour office	0.0
Library board	4.2
MOFA	8.3
Valuation Officer	0.0
NADMO	0.0
NBSSI	4.2
NCCE	8.3
Non-formal Education	5.6
NHIS	1.4
National Service Secretariat	1.4
National Youth Authority	2.8
Parks & Gardens	0.0
Town & Country Planning	6.9
Total	100

Source: Field data, 2011

How departments approach their decision making perhaps is contained in the works of Gary Banks that "without evidence, policy makers must fall back on intuition, ideology or conventional wisdom, or at best, theory alone. Banks further noted that such policies can go seriously astray, given the complexities and interdependencies in our society and economy, and the unpredictability of people's reactions to change (Banks, 2009). Yet it is

possible that the situation is as result of the differences in the nature of the work of the various departments. According to Bowen et al, (2009) "...........decision makers at different levels are responsible for different types of decisions and may use evidence in different ways".

4.2.4   THE MOST USED STATISTICAL INDICATOR

Different indicators are used for different purposes depending on the needs of the user. Thus this study wanted to find out which indicator was used mostly by the government agencies in their work. The most used indicator is the district population size, 13.9 percent. The figure though lower than what was reported in the 'Needs Assessment Survey' it still show that the most used indicator is the district population size. However, the next most used indicator, sex structure (11.3%) is different from the population distribution indicator as the second most used indicator in the 'Needs Assessment Survey' report. No department reported to have ever used in-migration data within the past five years preceding the interview. Out-migration and population/land for food production were as low as 1.4 percent each. See Table 4.3.
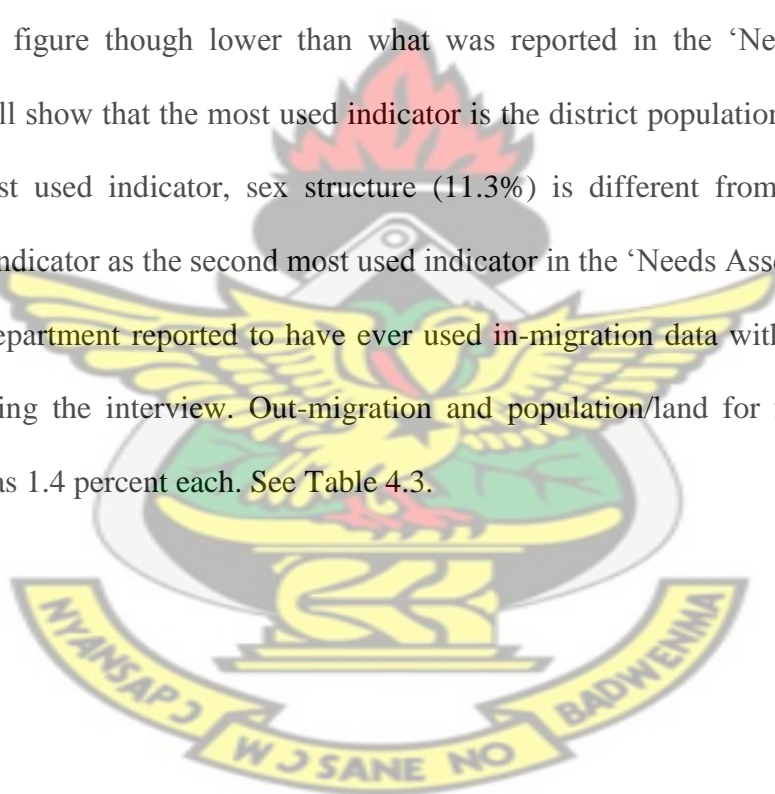
Table 4.3 Indicator usage by category

Indicator Category	% Used
District population size	13.9
District population density	9.7
Population distribution	6.9
In-migration	0.0
Out-migration	1.4
Age Structure	9.7
Sex Structure	11.1
Level of employment/unemployed	1.4
Birth rate	5.6
Death rate	4.2
Deaths among children below five years	4.2
Deaths due to pregnancy/child birth	4.2
Level of education among women	6.9
Food and Nutrition	4.2
Water and Sanitation	5.6
Environmental degradation	6.9
Population and food supply	2.8
Population/Land for food production	1.4

Source: Field data, 2011

4.3 FACTORS INFLUENCING USE OF OFFICIAL STATISTICS

Various factors influence people to behave in a certain way in other words to what they do. Official Statistics are used for different reasons by different people, institutions and groups at different times and conditions. In this section the study sought to find out what major reasons informed users of official statistics in their usage of official statistics.

4.3.1 REASONS FOR USE OF DATA

Table 4.3 showed that data was used for a variety of reasons. Data usage was reported highest in general development planning of 27.8%. Usage for Public health programmes and Educational programmes were 26.4% and 25.0% respectively. It was lowest, 1.4% for population programmes and Training/Workshops.

Table 4.4   Reasons for using data

Reason	Percent
General development planning	27.8
Population programmes	1.4
Training/Workshop	1.4
Public Health programmes	26.4
Educational Programmes	25.0
Disaster relief programmes	5.6
Agricultural programmes	8.3
Environmental programme	4.2
Total	**100.0**

Source: Field data 2011

4.3.2   REASON FOR NON-USE OF DATA

Different reasons for non-use of data by decentralised departments were given. The most cited reason for not using data was department not involved in a project that requires data, 38.3% followed by 33.9% reporting that it was not necessary. About 18 percent cited unavailability of data as the reason why it was not used.

Table 4.5   Reason for non-use of data

Reason for non-use	Percent
Not involved in a project that requires data	38.3
Data not in the form required	1.3
Do not know where to find data	5.8
Not useful because it was too old	1.6
It was not necessary	33.9
Data was not available	18.8
Data not accessible	0.3
Total	**100.0**

Source: Field data, 2011

Close to 6 percent reported that they did not use data because they did not know where to find it. This raised significant questions about dissemination of available data. Though the figure appeared to be low it is important to step up dissemination of available official

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statistics to enable more users to have access to data for planning and decision making purposes. This is noted by Brackstone in his article 'managing data quality in a statistical agency' that statistical information that users do not know about, can locate it or having located cannot access or afford it is of no great value to them ((Brackstone, 1999).

About 1.6 percent did not use data because the data was too old and 1.3% said they did not use data because the data was not in the required form. Access to data did not seem to be much of problem because only 0.3% cited accessibility as a barrier to data usage.

4.4 MAIN SOURCES DATA FOR DECISION-MAKING

The study showed that the Ghana Statistical Service is the major source from which decentralised departments in the Bolgatanga Municipality obtained data for decision making, refer to figure 4.2

Figure 4.2 Percentage distribution as sources of data by Departments
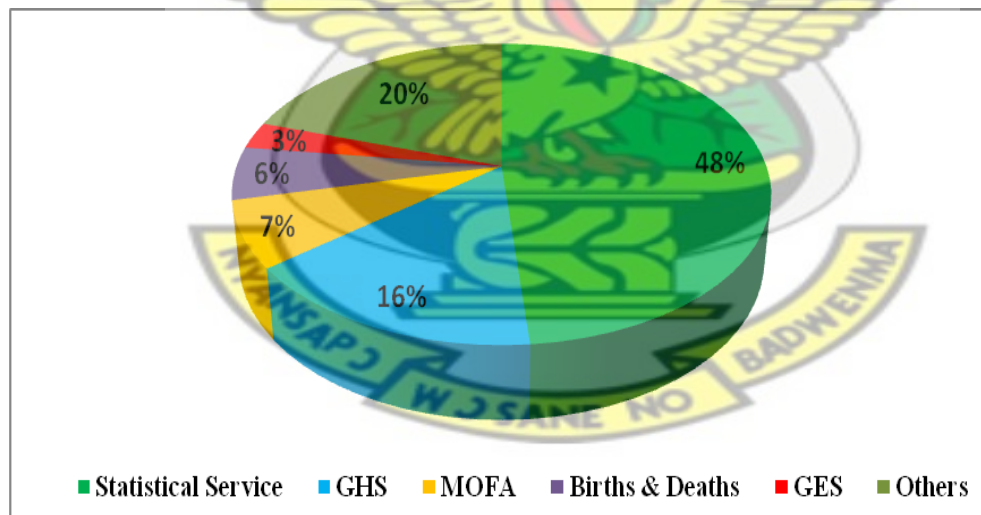
Source: Field data 2011

The figure 48 percent suggest that the Ghana Statistical Service provides almost half of the data needs of decentralised departments in the Bolgatanga Municipality. The Ghana Health Service (GHS) provided about 16 percent and the Ghana Education Service

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provided about 3%. The figure 20 percent represents data obtained from other sources including own generated data.

4.5   DATA STORAGE AMONG DEPARTMENTS:

The study touched on the various storage systems used by decentralised departments to store data that they acquired or obtained for decision making. This refers specifically to data that they reported to have obtained for decision making purposes during the past five years preceding the interview. The results of the Utilization of Official Statistics by District Assembly and its departments for decision making survey are presented in Table 4.5.

Table 4.6 Current storage place of data

Department	*where data is currently stored*			
	Paper file	**computers**	**Publications**	**Others**
Births & Deaths	100.0%	-	-	-
Community Development	-	-	-	100.0%
Centre for National Culture	-	-	-	-
Department of Cooperatives	-	-	-	-
Assembly Secretariat	-	81.8%	18.2%	-
Rural Housing	100.0%	-	-	-
Social Welfare	100.0%	-	-	-
Environmental Health	100.0%	-	-	-
Forestry Services Division	100.0%	-	-	-
GES	-	100.0%	-	-
GHS	-	100.0%	-	-
Fire Service	-	-	-	-
Labour office	-	-	-	-
Library board	100.0%	-	-	-
MOFA	-	-	50.0%	50.0%
Valuation Officer	-	-	-	-
NADMO	-	-	-	-
NBSSI	33.3%	66.7%	-	-
NCCE	50.0%	-	50.0%	-
Non-formal Education	-	-	100.0%	-
NHIS	-	-	100.0%	-
National Service Secretariat	100.0%	-	-	-
National Youth Authority	50.0%	50.0%	-	-
Parks & Gardens	-	-	-	-
Town & Country Planning	-	20.0%	80.0%	-

Source: Field data, 2011

The results showed that the Ghana Health Service and the Ghana Education Service had 100 percent of their data stored on computers. The Municipal Assembly secretariat had 81.8 percent stored on computers and 18.2 percent on publications. The departments of Births & Deaths Rural Housing, Social Welfare, Environmental Health & Sanitation, The National Service Secretariat (NSS), and Forestry Services Division reported that 100 percent of the data they obtained for decision making still on paper file.

4.5   DATA USAGE BY MA SUB-COMMITTEES:

From fig 4.3 above data usage for decision making among Municipal Assembly Sub-committees is 5.6 percent compared to their counterparts heads of department in the municipality. This figure is almost three times lower than the 16.0 percent reported by decentralised departments.

Fig 4.3 Usage of district indicators by MA Sub-committees
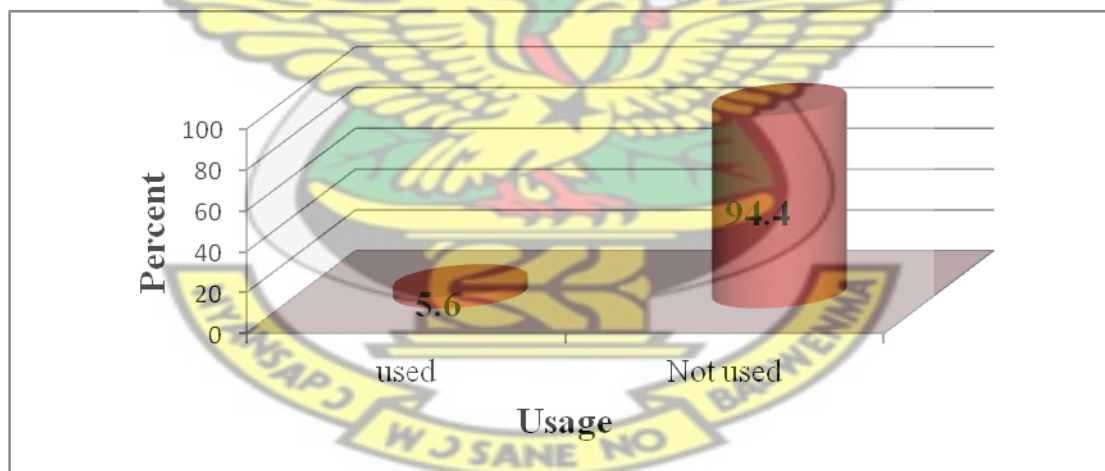
Source: Field data, 2011

4.6   REASONS FOR USE OF DATA BY MA SUB-COMMITTEES:

Unlike decentralised heads of departments MA sub-committees members used data basically in three major areas; Report/meetings/proposals, Educational programmes and environmental programmes. Table 4.6 below indicates that 66.7 percent of data usage in the area of report/meetings/proposals writing. This figure of 66.7 percent is almost more

than double the figure for Educational programmes and Environment programmes combined.

Table 4.7 Reason for use of data by sub-committees

Reason	Percent
Report/meetings/proposals	66.7
Educational Programmes	11.1
Environmental programmes	22.2

Source: Field data, 2011

4.7   REASONS FOR NON-USE OF DATA:

The most reason cited for non-use of district data in the past five years by DA sub-committees was the non- involvement in projects that required data, 53.6 percent. The results of the findings are shown as below in table 4.7.

Table 4.8 Reasons for non-use of data by Sub-committees

Reason	Percent
Not involved in a project that requires data	53.6
Do not know where to find data	0.7
It was not necessary	24.2
Data was not available	21.6

Source: Field data, 2011

The figure of 21.6 percent for non-availability of data reported by DA assembly sub-committees is slightly higher than the 18.8 percent reported by heads of decentralised departments within the municipality. Inability to locate data is under 1.0 percent and is about five times lower than the figure 5.8 percent reported by heads of decentralised departments.

4.8   DATA USAGE WITHIN MA SUB-COMMITTEES:

The Environmental Sub-committee reported the highest usage of data, 55.6 percent among the various sub-committees in the municipality. This figure is twice the figure

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22.2 percent reported by the next higher user of data, The Finance & Administration Sub-committee within the past five years preceding the date of the interview as indicated in table 4.8 below.

Table 4.9 Data usage among sub-committees

Sub-committee	Usage (%)
Development Planning Sub-committee	**11.1%**
Social Services Sub-committee	**11.1%**
Works Sub-Committee	**-**
Environmental Sub-committee	**55.6%**
Agric Sub-committee	**-**
Finance & Administration Sub-committee	**22.2%**
Justice & Security Sub-committee	**-**
Health Sub-Committee	**-**
Women & Children Sub-committee	**-**

Source: Field data, 2011

The Development Planning and the Social Services Sub-committees both reported 11.1 percent each of data usage in the five years preceding the date of interview.
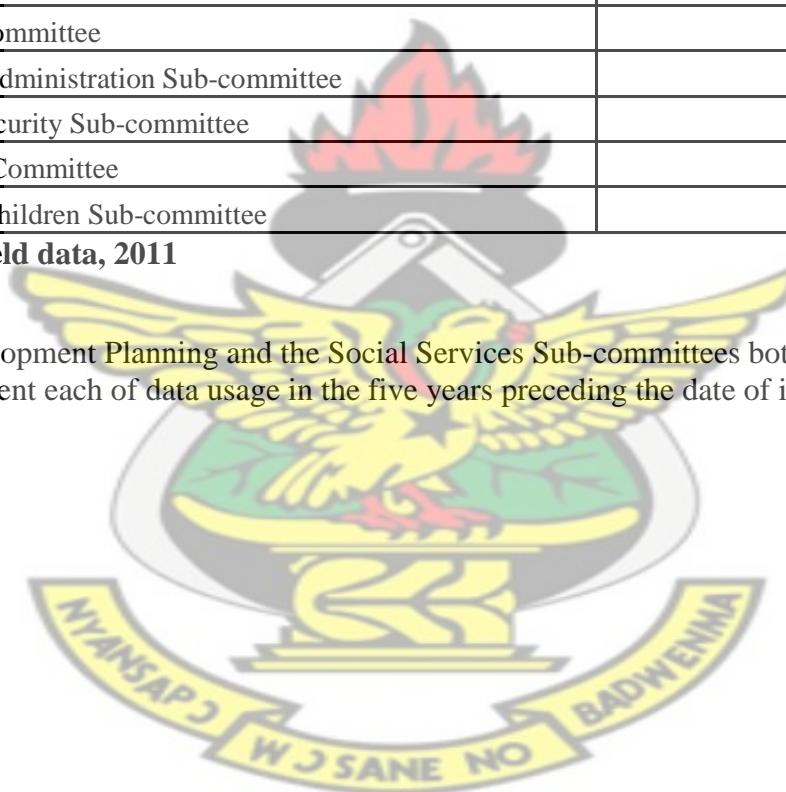
CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0   INTRODUCTION

This chapter covers the summary of findings, recommendations and conclusions of the study.

5.1   SUMMARY OF FINDINGS

The results of the Utilisation of Official Statistics by the Municipal Assembly and its departments in the Municipality in decision making indicated that 16.0 percent of decentralised departments and 5.6 percent of Municipal Assembly sub-committees used data in decision making.

The study also showed that for decentralised departments the most reason cited for use of data in decision making is the area of General development planning, 27.8 percent. This is closely followed by Public Health programmes and Educational programmes, 26.4 % and 25.0% respectively. However, report writing/meetings/proposals are the most reason cited i.e. 66.7 percent. Environmental programmes, 22.2 percent and Educational programmes 11.1 percent were also cited by MA sub-committees.

None involvement in projects requiring data is the most reason cited for non-use of data by decentralised departments, 38.4 percent and DA sub-committees, 53.6 percent. Data unavailability accounted for 18.8 percent and 21.6 percent for reasons why data was not used by decentralised departments and DA sub-committees respectively. Inability to locate data for planning and decision making is higher for decentralised departments, 5.8 percent than it is for DA sub-committees which stood under 1.0 percent.

District population size indicator is the most used indicator among the eighteen socio-demographic district specific indicators used in this survey followed by sex structure, 11.1 %. In-migration data was not reported used by any decentralised department or DA sub- committee.

The Ghana Health Service (GHS) reported the highest data usage among decentralised departments in the municipality, 16.7 percent followed by the Municipal Assembly secretariat 15.3 percent. Correspondingly, the Environmental sub-committee reported the highest data usage amongst the DA sub-committees 55.6 percent followed by Finance & Administration Sub-committee 22.2 percent. Seven of the decentralised departments contacted during the in the interview reported not to have use any of the selected indicators in the five years preceding the interview, see table 5.6 for details. The study also revealed that the Ghana Statistical Service is the largest producer or source of data in the Bolgatanga Municipality.

5.2   CONCLUSION

Utilisation of official statistics by District Assembly and its departments in the municipality is not very encouraging. The low figures of utilization reported by the study is similar to that reported in the Needs Assessment Survey conducted in 1995 by the National Population Council.

The low level of utilization of available official statistics in the Bolgatanga Municipality lend credence to the assertion by the National Development Planning Commission (NDPC) that the available limited data through censuses and surveys are underutilized.

Given the pivotal role that these bodies play in the development of their people and the municipality for that matter and furthermore they scarce resources that engulf not only the municipality but the nation as whole no stone should be left unturned to put to judicious

use these scarce resources for the benefit of the people they are supposed to be working for.

Consequently, it is important that The Municipal Assembly and its departments do everything in their power to consider data seriously in order bring to fruition their ambition of bringing development to the people. Thus, Gary Banks assertion that *without evidence, policy makers must fall back on intuition, ideology or conventional wisdom, or at best theory alone and that ,such policies can go seriously astray, given the complexities and interdependencies in our society and economy, and the unpredictability of people's reactions to change* (Banks, 2009) must be taken seriously.

5.3   RECOMMENDATIONS

(i) The importance of data in development planning cannot be overemphasized and everything possible must be made to make available the needed data for planning and decision making by the relevant authorities.

(ii) The central government and the relevant agencies must put in place capacity building measures to build the capacities of the District Assembly and its departments in statistical literacy to enable them better appreciate them and increase their usage in decision making.

(iii) The Ministry of Local Government and Rural Development (MLGRD) under whose tutelage the district assemblies come under should take it upon itself to demand evidence-based planning in order to curb planning based on intuition and the consequences that come with it.

(iv) Appropriate agencies such as The Ghana Statistical Service, Births & Deaths, GHS, MOFA and the GES must be well resourced to produce quality, timely, relevant, comparable and accessible data for decision making

(v) Lastly, I humbly and passionately appeal to individuals, NGOs, and other relevant bodies with larger capacity to replicate this study and enlarge its frontiers.

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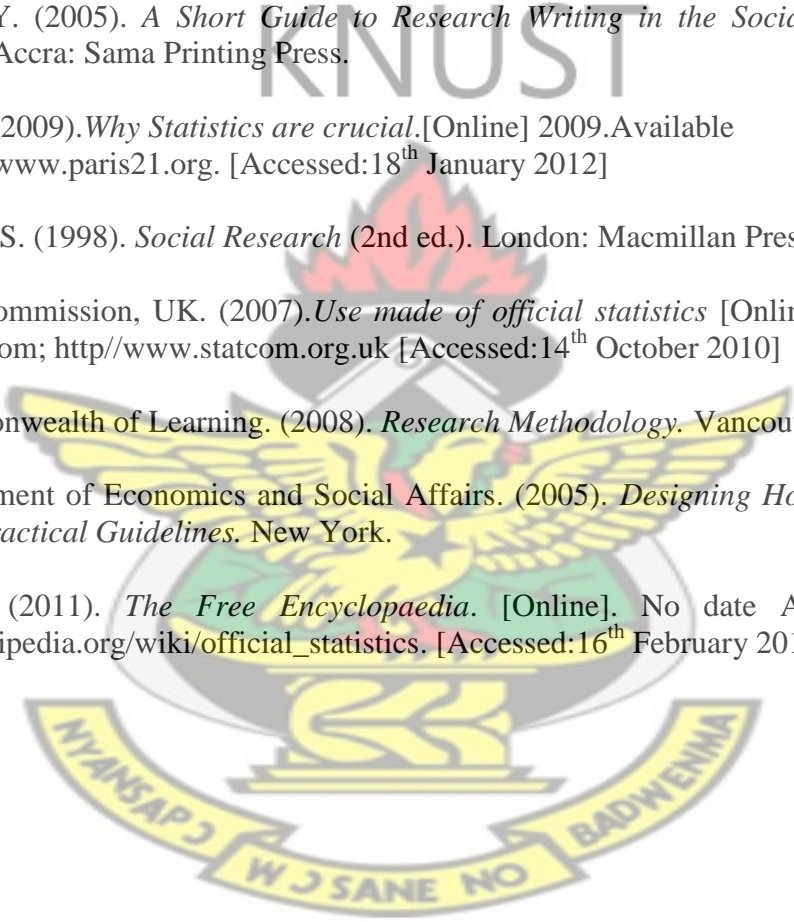
APPENDIX

DATA COLLECTION QUESTIONNAIRE

Kwame Nkrumah University of Science and Technology (KNUST)

Institute of Distance Learning

Commonwealth Executive Masters in Business Administration/Public Administration

I am a student of Kwame Nkrumah University of Science and Technology, pursuing a course in Commonwealth Executive Masters in Business Administration. I am undertaking a research on the utilization of official statistics by District Assembly and its departments in the Bolgatanga Municipality. As part of my research, I am attempting to assess the availability, accessibility and usage of official statistics in planning and decision making by decentralized departments. The study shall identify challenges faced in the use of official statistics by District Assembly and its departments and areas that require attention.

Please I would very much appreciate it if you could take a few minutes of your valuable time to answer this questionnaire. Your candid and thoughtful reply will help my evaluation. Your response and any comments will be treated with utmost confidentiality.

Thank you in advance for your time and cooperation.

Target Respondents; Decentralised departments

Name of interviewer...

Name of department/sub-committee..

Date of interview...

KNUST

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (*tick appropriately*)

Indicator	Response						
	YES	**NO**	**IF YES,** what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	**IF NO**, what was the reason for non-used
District Population Size				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify..........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify..
District Population Density				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify..........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify..

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Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (***tick appropriately***)

Indicator	Response						
	YES	NO	**IF YES,** what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	**IF NO**, what was the reason for non-used
Distribution of Population in the district				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**
In-migration				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (***tick appropriately***)

Indicator	Response						
	YES	NO	**IF YES,** what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	**IF NO**, what was the reason for non-used
Out-migration				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify..........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify..**
Age Structure				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify..........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify..**

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (*tick appropriately*)

Indicator	Response						
	YES	NO	**IF YES**, what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	**IF NO**, what was the reason for non-used
Sex Structure				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**
Level of employment/ Unemployed				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (***tick appropriately***)

Indicator	Response						
	YES	NO	IF YES, what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	IF NO, what was the reason for non-used
Birth rate				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify..
Death rate				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify..

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (*tick appropriately*)

Indicator	Response						
	Y ES	NO	**IF YES,** what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	**IF NO,** what was the reason for non-used
Deaths among children below five years				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify..........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**
Deaths due to pregnancy or child birth (maternal mortalities)				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify..........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (*tick appropriately*)

Indicator	Response						
	YES	NO	**IF YES**, what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	**IF NO,** what was the reason for non-used
Level of education among women				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**
Food and nutrition				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	**-Not involved in any project that requires the data** **-Data not in form required** **-Don't where to find data** **-Not useful because it is too old** **-It was not necessary** **-Data not available** **-Data was not accessible** **Other Specify...**

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (*tick appropriately*)

Indicator	Response						
	YES	NO	IF YES, what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	IF NO, what was the reason for non-used
Water and sanitation				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify..
Environ-mental degradation				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify..

Use and Non-use of data

Please, in the **past five years** have you ever used the following indicators in the course of your work?   (***tick appropriately***)

Indicator	Response						
	YES	NO	IF YES, what was it used for? (i.e. in connection of what?)	What was the source of the data?	Where was is it stored?	Where is it Stored now?	IF NO, what was the reason for non-used
Population and food supply				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify...
Population/ Land for Food prod-uction				Statistical Service GHS MOFA Births & Deaths GES Other Specify......	Paper file Computers Publications Other Specify...........	Paper file Computers Publications Other Specify........	-Not involved in any project that requires the data -Data not in form required -Don't where to find data -Not useful because it is too old -It was not necessary -Data not available -Data was not accessible Other Specify...

DEMOGRAPHIC DATA OF RESPONDENTS

1) What is your designation (a)Head of department (b) Assistant head of department (c) MIS Officer

(c) Sub-committee convener (e) other specify.....

2) Age in completed years (a) 20-29 (b) 30-39 (c) 40-49 (d) 50 and above

3) Sex (a) Male (b) Female

4) Educational Level

(a) SHS/O'LEVEL

(b) A'LEVEL

(c) HND

(d) DEGREE

(e) POSTGRADUATE DEGREE

(f) Other Specify

5) How long have you been on this job/sub-committee (a) 0-5yrs (b) 6-10yrs (c)11-20yrs (d) 21 and above

(6) Write below your suggestions and comments if any.