

DAY 1: Fundamentals and Preparation for Digitization

January 4, 2024



Objectives:

- Gain a basic understanding of the project.
- Gain better understanding of digitization and benefits.
- Gain a better understanding of the document types.
- Gain a better understanding of the functions and purpose of the Civil Registry

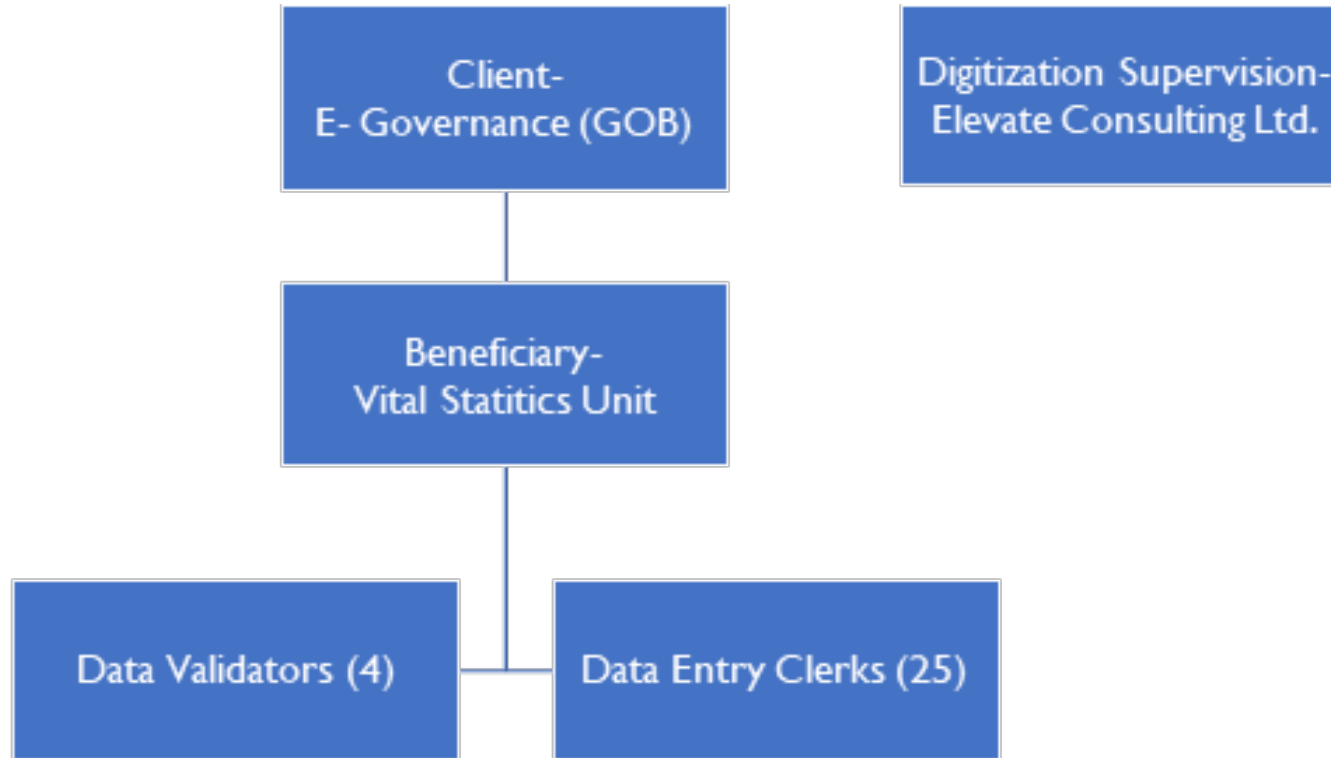
Outcomes

- ✓ Ability to identify and explain the function and purpose of the Civil Registry
- ✓ Ability to explain role and responsibility.
- ✓ Ability to identify and explain the type of documents.
- ✓ Ability to explain the process of digitization for the project.

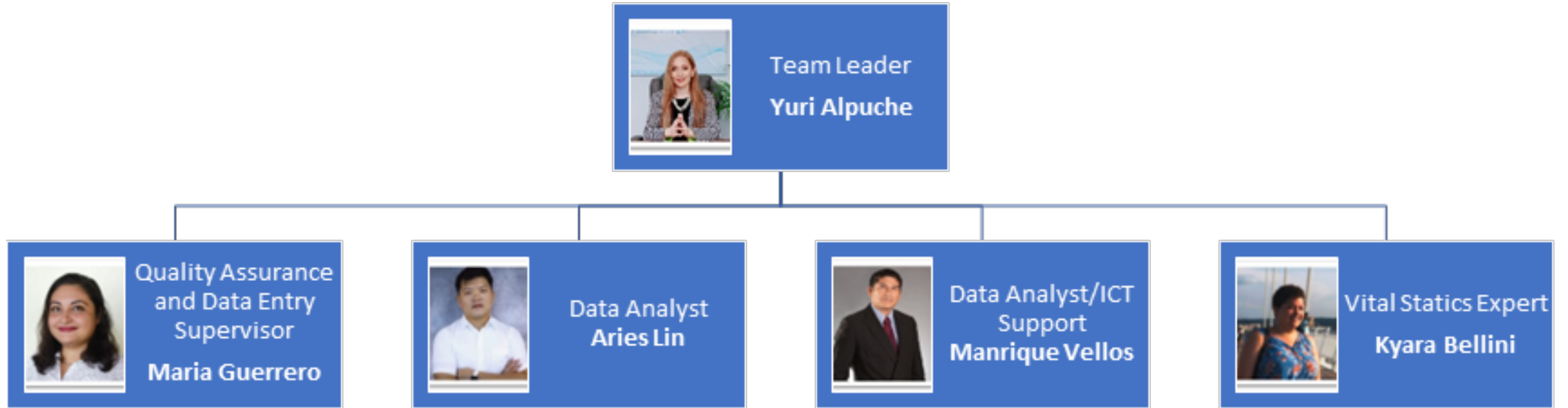
Project Scope

- Digitize (scan and data entry) VSU historical files in the Document Management System- DocuWare.
- There are an estimated- 1.2 million entries covering the 5 events and recorded in the 6 districts.
- Records will be digitized from the date digitization starts moving backward. Eg- Dec 21, 2023 – 1940.

Digitization Project Team



Digitization Supervision Team



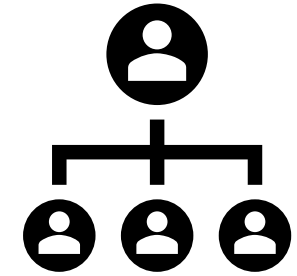
Introduction of Job Role and Responsibilities



- Digitization Supervisor
- Data Validators
- Data Entry Clerks

Digitization Supervisor

- Oversee, monitor and record quality of work of Data Entry Clerks and validators during digitization.
- Provides troubleshooting and training support as well as project management of the digitization progress.
- Update digitization plan as needed and provide recommendations to improve project.
- Do not have administrative responsibilities of Data Entry Clerks and Data Validators.



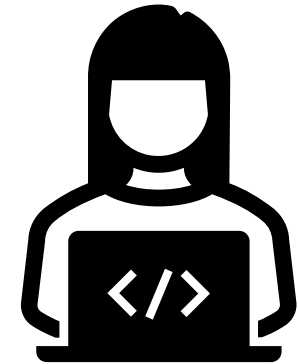
Data Validators

- Responsible for reviewing and correcting the work of the Data Entry Clerks.
- The Validators will work closely with the migration team to make corrections to the errors identified during migration.
- Required to follow the validation procedures that will be established and to keep a log of all entries they review and the errors, if any, found in each.



Data Entry Clerks

- Responsible for doing manual data entry of data including scanning records as per procedures and manuals.
- Are to conduct work with accuracy and speed. Must be able to type at least 30 words per minute with no more than two errors, this assumes 95% accuracy.
- A weekly progress report will be conducted.





What is a Registry?

- A registry is an official, systematic, and organized record-keeping system that maintains information on a specific set of entities or events.
- Registries are often established to manage and track various types of data for administrative, legal, or statistical purposes.

Various Registries in Belize



Companies Registry: Maintains records related to registered Business Entities, including their formation, ownership, and updated records.



Land Registry: Keeps records of land ownership, transactions, and property-related information.



Vital Statistics Registry: Manages and records vital events such as births, deaths, marriages, adoption and changes to name (Deed Polls).



Vehicle Registry: Maintains information on registered vehicles, including ownership details and registration history. Central and local registries.

Various Registries in Belize



Intellectual Property Registry: Records and protects intellectual property rights, including trademarks, patents, and copyrights.

Immigration Registry: Tracks information on immigrants, visas, and residency status.

National ID Registry (to be created): Manages information related to the issuance and administration of national identification cards.

Introduction of the Vital Statistics Unit

- **Function:** Maintains a registry of vital events in a country (births, adoptions, marriages, deed polls, deaths).
- **Ministry:** Falls under the Attorney General Ministry.
- **Impact:**
 - **Public Services:** Provides necessary documentation for accessing basic services like social security IDs, passports, and driver's licenses.
 - **Administrative & Healthcare Systems:** Contributes to their smooth functioning through accurate and timely data recording.
 - **Policy & Resource Allocation:** Supports evidence-based decision-making for policies impacting population well-being and resource allocation.

Key Events of a Vital Statistics Registry

- **Birth Registration:**
 - Recording the details of newborns, including their names, date and place of birth, gender, and information about the parents.
- **Adoption Registration:**
 - Recording the adoption of a child including name of child, adoption parents and court order proceedings.
- **Marriage Registration:**
 - Capturing details about couples who legally enter into marriage, including their names, date and place of marriage, and other relevant information.



Key Events of a Vital Statistics Registry

Deed Polls:

- Recording changes to an individual name.

Death Registration:

- Documenting information about deceased individuals, including the date, place, and cause of death.

Issuing Vital Records:

- Providing certified copies of birth, death, marriage, and adoption certificates to individuals, government agencies, and other authorized entities.

Other Functions of the VSU

Legal Compliance:

- Ensuring that the registration processes comply with relevant laws and regulations to uphold the accuracy and integrity of the vital records.

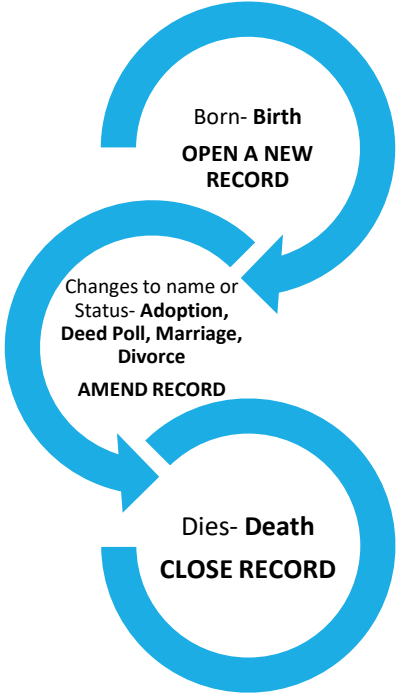
Public Health Surveillance:

- Supporting public health initiatives by monitoring and analyzing trends in birth and death rates, infectious diseases, and other health-related factors.

Access to Registration Services:

- Provides branches and mobile clinic throughout Belize to ensure access to Vital statistic registry services.

Civil Registry Cycle





Break- Activity

- **ACTIVITY: Role Play**
- Scenario- You are a data entry clerk for an E-Commerce company. Your role is to enter data from sales reports daily so management better understands the performance of the company and makes decisions based on the data they are analysing.
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- What are some challenges you envision if you do not perform your job as required?
- What are some issues you foresee to get your job done?
- What are some performance matrices you think should be in place to track your work?



Introduction to Digitization



What is Digitization?

Digitization refers to the process of converting analog information into digital format.

It involves the use of technology to transform various types of content, such as text, images, audio, and video, into a digital format that can be easily stored, processed, and transmitted by electronic devices and computer systems.



VSU

In the case of VSU, the analog information and data that is being converted includes the registry books, blotters and supporting documents.

[Eg: Digitization of BCCAR](#)

Introduction to Digitization



Digitization strategy:

Combination of:

- Manual data entry
- Scanning documents into document management system



Impact:

Improved public services:

- Increased accessibility and efficiency
- Reduced errors and processing time
- Enhanced data security and preservation
- More efficient government operations
- Better informed policy decisions
- Improved citizen experience

Benefits of Digitization



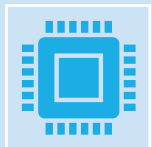
Efficiency and Accessibility:

Digitization streamlines processes, making data easily searchable and accessible. Digital documents and records can be retrieved with a few clicks, saving time and effort compared to manual searches through physical files.



Space and Cost Savings:

Storing information in digital formats reduces the need for physical storage space. This not only saves on real estate costs but also minimizes the environmental impact associated with paper production and storage.



Information Preservation:

Digital data can be easily replicated and backed up, ensuring the preservation of information even in the face of physical disasters or degradation. This enhances data security and mitigates the risk of loss.

Benefits of Digitization



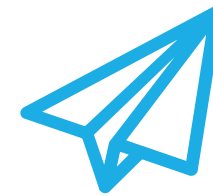
4. Remote Access and Collaboration:

Digitization facilitates remote access to information, allowing individuals to work from different locations. It promotes collaboration by enabling multiple users to access and edit documents simultaneously, fostering teamwork and flexibility.



5. Data Analysis and Insights:

Digital data is conducive to analysis and extraction of valuable insights. Advanced analytics and data mining techniques can be applied to large datasets, providing organizations with actionable information for decision-making and strategic planning.



6. Improved Communication:

Digital platforms enable faster and more efficient communication. Emails, instant messaging, and collaborative tools enhance communication within organizations and with external stakeholders.

Benefits of Digitization



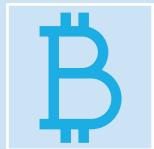
7. Automation and Workflow Enhancement:

Digitization often involves the implementation of automated processes. This leads to improved workflow efficiency, reduced errors, and increased overall productivity.



8. Enhanced Customer Experience:

Businesses can leverage digitization to enhance customer interactions. Digital platforms enable personalized communication, efficient customer service, and the development of user-friendly interfaces for products and services.



9. Innovation and Adaptability:

Digitization opens the door to innovation. Organizations that embrace digital technologies can adapt more quickly to changing market conditions, stay competitive, and explore new avenues for growth.

Benefits of Digitization



10. Environmental Impact:

Moving towards a paperless environment through digitization contributes to environmental sustainability by reducing the consumption of paper and lowering energy consumption associated with traditional record-keeping methods.



In summary, digitization empowers people through the easy access of services.



Lunch

Key Terms & Definitions

- **Registry**

- A registry is an official, systematic, and organized record-keeping system that maintains information on a specific set of entities or events. Registries are often established to manage and track various types of data for administrative, legal, or statistical purposes.

- **Vital Statistics**

- The accurate and timely data recording and registration of events: (1) Births (2) Adoption (3) Marriages (4) Deed Polls (changes to an individual's name) (5) Deaths.

- **Digitization**

- Digitization refers to the process of converting analog information into digital format. It involves the use of technology to transform various types of content, such as text, images, audio, and video, into a digital format that can be easily stored, processed, and transmitted by electronic devices and computer systems.

Key Terms & Definitions



- **Digitalization**

- Digitalization is the broader process of leveraging digital technologies to transform various aspects of business, society, or government. It involves the integration of digital technologies into existing processes, services, or functions to enhance efficiency, effectiveness, and innovation.

- **E-Government**

- E-Government refers to the use of technology, such as the internet and electronic systems, to deliver government services, exchange information, and engage with citizens. It aims to improve the efficiency and accessibility of government services.

- **E-Governance**

- E-Governance is the broader concept that encompasses the use of technology to enhance the overall governance processes, including decision-making, policy formulation, and citizen participation. E- Governance guides E- Government.

Key Terms & Definitions

- **DocuWare**

- DocuWare is a document management and workflow automation platform that allows organizations to digitize, organize, and manage their documents efficiently.

- **Electronic Files**

- Electronic files refer to digital documents and data that are stored in electronic form, typically on computers or other digital storage devices.

- **Data Privacy**

- Data privacy involves the protection of individuals' personal information and ensuring that data is handled, processed, and stored in a secure and confidential manner. Eg: personal address, Social Security ID (insurance) and biometrics (fingers prints).

Key Terms & Definitions

- **Data Security**

- Data security focuses on safeguarding data from unauthorized access, disclosure, alteration, or destruction. It involves implementing measures to protect the confidentiality, integrity, and availability of data. Eg: Two step verification when logging into a digital platform.

- **Data Entry**

- Data entry is the process of inputting data into a computer or application. It can involve manual data entry by individuals or automated processes.

- **Analogue**

- In the context of data, analogue may refer to non-digital or non-electronic formats, such as paper records- forms, hard prints and handwritten records.

Key Terms & Definitions

- **Birth blotter**

- Form used to collect birth statistics for birth registered within a year of the event.

- **Entry No**

- Record identification number. It starts at one (1) at the beginning of the year, following a consecutive order until the last entry at the end of the year.

- **Image storage**

- The image that got associated to the data and store in Digital cabinet.

Key Terms & Definitions

- **Manual Indexing**
 - Linking files to data via manual data entry.
- **OCR (Optical Character Recognition)**
 - It is a technology that recognizes text within a digital image.
- **Live birth blotter**
 - Form used to collect birth statistics for birth registered within a year of the event.
- **Scanning**
 - translating photographs into a digital form that can be recognized by a computer.

Key Terms & Definitions

- **Data**

- Data refers to raw facts, figures, or information that is collected, stored, and processed for various purposes. It can take many forms, including numbers, text, images, audio, and more. Data is the foundation of information and knowledge.

- There are two main types of data:

- **Structured Data**

- This type of data is highly organized and formatted, often residing in databases or tables. Examples include spreadsheets, relational databases, and organized lists.

- **Unstructured Data**

- This type of data lacks a predefined data model or structure and is often text-heavy. Examples include emails, social media posts, videos, and images.



Key Terms & Definitions

- Data can also be categorized based on its source, such as:
- **Primary Data:**
 - Collected firsthand for a specific purpose. This can include surveys, experiments, direct observations or registries.
- **Secondary Data**
 - Already existing data that was collected for a different purpose. This can include data from books, articles, or databases.

Break/ Activity



- Cross word puzzle - www.training.elevateconsultingltd.com.

Understanding Document Types

Understanding Document Types

- This project will focus on digitizing the records under the 5 Vital Statistics events.
- Births
- Death
- Marriage
- Adoption
- Deed Poll

Understanding Document Types

Event	Source Documents/ Documents that will be scanned
Birth	<p>Source documents- will be scanned and data entry.</p> <ul style="list-style-type: none"><input type="checkbox"/> Birth Register<input type="checkbox"/> Blotter- Forms <p>Supporting documents to be scanned (as available):</p> <ul style="list-style-type: none">• Birth Certificate• Baptism Certificate• Father ID• Mother ID• Informant ID• Medical Certificate• Birth Certificate• Baptism Certificate• Hospital Certificate• School record• Declaration

Understanding Document Types

Event	Source Documents/ Documents that will be scanned
Death	<p>Source documents- will be scanned and data entry.</p> <ul style="list-style-type: none"><input type="checkbox"/> Death Register<input type="checkbox"/> Death Blotter <p>Supporting documents to be scanned:</p> <ul style="list-style-type: none">• Medical certificate• Deceased's ID

Understanding Document Types

Event	Source Documents/ Documents that will be scanned
Marriage	<p>Source documents- will be scanned and data entry.</p> <ul style="list-style-type: none"><input type="checkbox"/> Marriage Register (forms bound) <p>Supporting documents to be scanned:</p> <ul style="list-style-type: none">• Consent form• Minister's License• Foreign birth certificates• Authorization letter to lodge registration• Declaration of witness• Declaration of marriage• Change of name in Marriage• Death Certificate (provided in special and rare cases)• Bride ID• Groom ID

Understanding Document Types



Event	Source Documents/ Documents that will be scanned
Adoption	<p>Source documents- will be scanned and data entry.</p> <ul style="list-style-type: none"><input type="checkbox"/> Adoption Register <p>Supporting documents to be scanned:</p> <ul style="list-style-type: none">• Court order

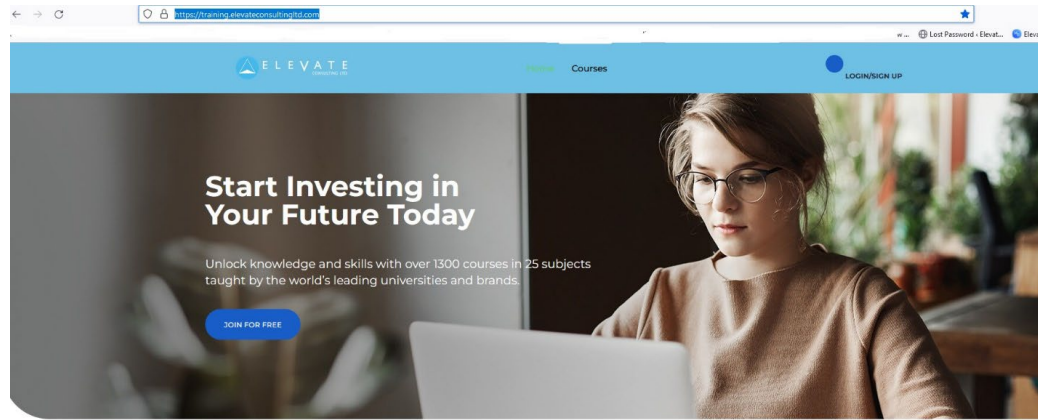
Understanding Document Types

Event	Source Documents/ Documents that will be scanned
Deed Poll	<p>Source documents- will be scanned and data entry.</p> <ul style="list-style-type: none"><input type="checkbox"/> Deed Poll Register <p>Supporting documents to be scanned:</p> <ul style="list-style-type: none">• Applicant 'ID• Witness ID• Birth Certificate• Marriage Certificate

Digitization approach



Digitization Approach



Popular Courses



Digitization

Digitization of historical records

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Free

- The data will be captured via scanning documents and manual data entry. The digitization manual contains all the procedures and guidelines as well as access to Elevate's online training platform- www.training.elevateconsultingltd.com.
- About Elevate's Training platform:
 - All training material will be accessible via the platform.
 - Access is available on demand and will be provided for 6 months.
 - Content can be downloaded.
 - Quizzes will be conducted on the platform at the end of each day of training. Quizzes can be re- taken any amount of time.
 - Certification of completion will be disseminated in the platform.

Fields for Manual Data Entry

Event	Fields (Data Entry)	Source Documents
Birth	Registration No. Registration date Registration type Registration status Type of place of occurrence Name of place of occurrence District City/Town/Village Date of occurrence Sex of child Child's name Child's middle name Child's surname Type of birth Father's ID No. Father's ID issued by (country) Father's type of identification Father's marital status Father's union status Father's name Father's middle name Father's surname Father's date of birth	Father's country of residence Father's district of residence Father's town/village of residence Father's address of residence Father's country of birth Mother's ID No. Mother's ID issued by (country) Mother's type of identification Mother's marital status Mother's union status Mother's name Mother's middle name Mother's surname Mother's date of birth Mother's country of residence Mother's district of residence Mother's town/village of residence Mother's address of residence Mother's country of birth Informant's ID No. Informant's issued by (country) Informant's type of identification Informant's applicant type Informant's name Informant's middle name Informant's surname

Source documents- will be scanned and data entry.

- Birth Register
- Blotter- blotters were introduced in 1960.
- Supporting documents to be scanned:**
- Birth Certificate
- Baptism Certificate
- Father ID
- Mother ID
- Informant ID
- Medical Certificate
- Birth Certificate
- Baptism Certificate
- Hospital Certificate
- School record
- Declaration



Fields for Manual Data Entry



Event	Fields (Data Entry)		Source Documents
Death	Registration No. Registration date Registration status Registration type Name of place of occurrence District City/Town/Village Address of occurrence Date of occurrence Cause of death No. Cause of death Antecedent cause of death 1 Antecedent cause of death 2 ID No. of deceased ID of deceased issued by (country) Type of identification of deceased Marital Status of deceased Union Status of deceased	Sex of deceased Name of deceased Middle name of deceased Surname of deceased Date of birth of deceased Country of death of deceased District of residence of deceased City/town/village of residence of deceased Address of residence of deceased Country of birth of deceased Certifier's name Certifier's middle name Certifier's surname Type of Certification Informant's ID No. Informant's ID issued by (country) Informant's type of identification Informant's applicant type Informant's name Informant's middle name Informant's surname	Source documents- will be scanned and data entry. Death Register Death Blotter Supporting documents to be scanned: Medical certificate Deceased's ID



Fields for Manual Data Entry



Event	Fields (Data Entry)		Source Documents
Death	Registration No. Registration date Registration status Registration type Name of place of occurrence District City/Town/Village Address of occurrence Date of occurrence Cause of death No. Cause of death Antecedent cause of death 1 Antecedent cause of death 2 ID No. of deceased ID of deceased issued by (country) Type of identification of deceased Marital Status of deceased Union Status of deceased	Sex of deceased Name of deceased Middle name of deceased Surname of deceased Date of birth of deceased Country of death of deceased District of residence of deceased City/town/village of residence of deceased Address of residence of deceased Country of birth of deceased Certifier's name Certifier's middle name Certifier's surname Type of Certification Informant's ID No. Informant's ID issued by (country) Informant's type of identification Informant's applicant type Informant's name Informant's middle name Informant's surname	Source documents- will be scanned and data entry. Death Register Death Blotter Supporting documents to be scanned: Medical certificate Deceased's ID



Fields for Manual Data Entry



Event	Fields (Data Entry)	Source Documents
Adoption	Registration No. Registration date Registration status Name of place of occurrence District of occurrence Date of occurrence Court order No. Adopted child's sex Adopted child's date of birth Adopted child's name Adopted child's middle name Adopted child's surname Adoptive mother's name Adoptive mother's middle name Adoptive mother's surname Adoptive mother's country of residence Adoptive mother's district of residence Adoptive mother's town/village of residence Adoptive mother's address of residence	Source documents- will be scanned and data entry. Adoption Register Supporting documents to be scanned: Court order



Fields for Manual Data Entry



Event	Fields (Data Entry)	Source Documents
Deed Poll	Registration No. Registration date Registration status District Field for change Person's/Child's ID No. Person's/Child's ID issued by (country) Person's/Child's type of identification Person's/Child's name Person's/Child's middle name Person's/Child's surname Person's/Child's date of birth Informant's representation statement Informant's type of identification Informant's ID No. Informant's ID issued by (county) Informant's name Informant's middle name Informant's surname	Source documents- will be scanned and data entry. Deed Poll Register Supporting documents to be scanned: Applicant 'ID Witness ID Birth Certificate Marriage Certificate

Review of Day 1

Scope of project

Purpose of the Civil Registry (VSU)

Key terms and definition

Importance and benefits of digitization

Roles and responsibilities

Equipment and resources used for digitization.

Type of events and records at the Civil Registry

Day 2

Topic: Document Classification and Familiarization of Equipment and resources (Theory)

- **Objectives:**

- Gain a more in depth understanding of the type of documents that will be digitized and fields requirements for data entry.
- Gain a better understanding of the equipment that will be used for digitization.
- Gain a better understanding of record management.
- Familiarization of DocuWare

- **Outcomes:**

- Ability to scan documents as per standards
- Ability to easily identify fields for data entry and data sources
- Ability to understand and explain records management procedures

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