



Palestinian National Authority
Palestinian Central Bureau of Statistics

The Status of Cultural Institutions Survey, 2010

User Manual

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Table of Contents

Subject	Page
Introduction	3
Concepts and definitions	4
Survey's Questionnaire	5
Coverage of the Population Sample	5
Data Collection	6
Reference Date	6
Data Processing	7
Data Quality	7
File link	9

Introduction

There are two main sources for culture statistics, the first is provided by cultural institutions that provide cultural activities for the benefit of society. These institutions include radio and television stations, cinemas, theaters, exhibitions, museums, and public libraries. Collected Data collected from this source cover the number of these institutions, the percentage of individuals who benefit from the provided activities, and the extent of geographical coverage to these cultural activities, in addition to other relevant indicators.

The second source for cultural statistics is household surveys where relevant statistics is collected to identify cultural practices of society including reading, attending public lectures, listening to radio, watching TV, and participation in music and dancing bands. In addition, these activities also include the ownership of cultural dissemination media like books, libraries, radio and TV sets, tape recording, musical instruments, and other.

This survey sheds light on the cultural institutions during the year 2010. It provides data on the distribution of cultural institutions and the characteristics of their geographical coverage. In addition, the report reflects on the characteristics of workers in these institutions, affiliated members, used buildings, type of equipments, cultural materials and tools available, and the basic needs of these institutions in terms of facilities and buildings. The disseminated data covers basic geographical levels that include the West Bank, Gaza Strip and governorates.

Concepts and definitions

Museum:

a non-profit-making, permanent institution in the service of society and of its development, and open to the public, who acquires, conserves, conducts, researches, communicates, and exhibits, for purposes of study, education and entertainment topics about people and the environment.

Planning for Productive Projects:

Tarring on preparing projects documents and submitted to donors to have donation for institution project.

Cultural Institution:

An institution including goods (tools and equipment) using in art, Carlit playing and sport activity. These goods facilitate performance at cultural activities.

Productive Projects:

Availability of productive projects in culture center to be resources of the budget.

Administration Board:

Group of institution members who administrative the institution, it can be council or administration board or any other administration body, and it was selecting by election, appointment or division by factions/parties.

Morning Period:

From 12:01 am up to 11:59 am.

Evening Period:

From 12:00 pm up to 12:00 am.

Broadcasting Institutions:

Organizations legally authorized to provide broadcasting service primarily intended for general audience within the country in which they operate.

Local Broadcasting Institution:

A broadcasting institution which provides a local broadcasting service.

Government Broadcasting Institution:

A broadcasting institution operated in all respects by the government either directly or through a separate institution created by it.

Survey's questionnaire

The survey questionnaire was developed based on the identified needs and after discussion with stakeholders. A workshop in March 2010 was conducted at the Palestinian Central Bureau of Statistics as part of the user-producer dialogue program attended by representatives from all sectors related to discuss the indicators of the survey.

Identification data

This section is considered the key of the questionnaire. It contains identification data that uniquely identifies each institution. The identification data consists of the questionnaire serial number, name and code of governorate, and locality and street number.

Quality control

A set of controls was incorporated into the design of the questionnaire to efficiently control the activities and sequencing of field and office operations (beginning at data collection, field and office editing, data entry, verification of data entry, storage and documentation).

Data on main indicators

- The characteristics of employees in these institutions as well as affiliated members
- Used buildings by these institutions and their constructional requirements
- Basic needed related to programs and activities that are offered by these institutions
- Basic needs in terms of equipments and tools.

Coverage of the Population sample

The survey is a comprehensive one that covers all operating cultural institutions in the Palestinian Territory (cultural centers, theatres, museums, local radio and television stations, public libraries, and publishing and distribution). The sampling frame was based on data from the Ministry of Culture and through the surveys on the status of cultural institutions conducted by PCBS in 2005.

Data Collection

The training manual covered all aspects dealing with fieldwork and filling in questionnaires. Moreover, it dealt with the tasks assigned to fieldworker, interviewing, and questionnaires' completion. Training manuals for supervisors and editors were prepared in order to secure team training and success of project. A one day training course was held at PCBS on 03/05/2010 in cooperation with Ministry of Culture. There were 6 trainees from PCBS and 8 trainees from Ministry of Culture.

The training covered different topics such as the objectives of the survey and interviewing cultural institutions (cultural centers, public libraries, publishing and distribution houses, theaters, museums, radio and television stations). The training course was held in the West Bank and Gaza Strip separately. The training in Gaza Strip was conducted through video conference with Ramallah. Fieldwork activities had started on 09/05/2010 till 20/06/2010.

Division of Work Between PCBS and Ministry of Culture:

1. Cultural centers have been distributed equally between PCBS and the Ministry of Culture for the following governorates: Hebron, Bethlehem, Jenin, Nablus.
2. Ministry of Culture was responsible to collect data in the governorates of Tubas, Salfit, Tulkarem and Jericho; while PCBS covered the remaining governorates.

Fieldwork Procedures:

Fieldworkers visited the cultural institutions in the sampling frame as listed in the sample:

1. Fieldworkers were provided with the questionnaire and letter addressed to the cultural institutions.
2. Fieldworkers submitted weekly reports to fieldwork coordinator on the progress in the data collection, showing the completion, rejection, and incomplete questionnaires.
3. Field visits were conducted by project management and fieldwork coordinators on regular basis to ensure data collection is according to standards.

Reference Date

The year 2009.

Programming Stage

This stage included preparation of the data entry programs using ACCESS package, setting up the data entry control rules to avoid data entry errors, and validation inquiries to examine the data after its being electronically captured.

Delivery and Check-in of Questionnaires

The receipt and check-in of questionnaires was supervised by fieldwork coordinators, and documentation the receiving process according to the specific form..

Data Entry Stage

The data entry process started on 20/06/2010 and ended on 28/08/2010. The data entry was implemented using 3 data clerks.

Data Verification

This is to ensure that data was correctly captured electronically.

Computer Editing

Computer editing routines were used to ensure data files have no consistency errors.

Data tabulation

After the data is captured and cleaned, preliminary tables are produced using SPSS to ensure consistency of data. Then, data tabulation is implemented according to predefined tables specified in the dissemination plan of the survey.

Data Quality

Accuracy of the Data

- **Statistical Errors**

The report was free of statistical (sampling) errors because it is a comprehensive survey.

- **Non-Statistical Errors**

Non-statistical errors are possible to occur at all stages of preparing the report, during the data collection or processing. To avoid errors and reduce their impact extensive efforts were made during the field visits to check the data sources to ensure the quality of information they provided, in addition to examining the data entry program before starting the process of data entry.

- **Procedures to control quality:**

The impact of errors on the data quality was reduced to the minimal due to the high efficiency and outstanding selection, training, and performance of the fieldworkers.

Procedures adopted during the fieldwork of the survey were considered a necessity to ensure the collection of accurate data, notably:

- Conducting regular field visits to the institutions during fieldwork stage. The main objectives of the visits and the collected data on each visit were predetermined.
- Each questionnaire was edited to ensure completion and consistency in the data. Incomplete questionnaires were sent back to the field for completion or correction.
- Fieldwork editing rules were applied during the data collection to ensure that corrections were made before the end of fieldwork activities
- In the case that the fieldworkers failed to complete the questionnaire in the first visit, the fieldworkers were asked to re-visit the institution to complete the questionnaire
- validation rules were embedded in the data processing systems along with procedures to verify data entry and data editing.

Comparison of the Data

The results of this survey were compared with previous surveys about the status of cultural institutions, the results reveal consistency with previous survey data.

File Link

Type	Key Variables	Content	File name
Cultural Centers	ID00:Questionnaire's serial number	Identification section for center	cult_center_main1
	ID00:Questionnaire's serial number	Identification section for center	cult_center_main2
	ID00:Questionnaire's serial number	Employees of centers	cult_center_emp
Radio and Television Stations	ID00:Questionnaire's serial number	Identification section for Radio and Television Stations	rad_tv_main
	ID00:Questionnaire's serial number	Employees of Radio and Television Stations	rad_tv_emp
Public Library's	ID00:Questionnaire's serial number	Identification section for library	libr_main
	ID00:Questionnaire's serial number	Employees of library	libr_emp
Museums	ID00:Questionnaire's serial number	Identification section for Museums	museus_main
	ID00:Questionnaire's serial number	Employees of Museums	museus_emp
	ID00:Questionnaire's serial number	Exhibition in Museums	museus_exh
Publishing and Distribution	ID00:Questionnaire's serial number	Identification section for Publishing and Distribution	Publishing and Distribution_main
	ID00:Questionnaire's serial number	The Employees of Publishing and Distribution	Publishing and Distribution_emp
Theaters	ID00:Questionnaire's serial number	Identification section for Theater	theater_main
	ID00:Questionnaire's serial number	Employees of Theater Band	theater_member