**Post Office Box 63**

**Dormaa Ahenkro – Bono Region**

**GPS ADDRESS: BD-0009-9360**

**Tel: 054-7186-988**

*In case of reply the number and date of*

*the letter should be quoted*

**Our Ref: DCMA/S.26 /V.2**

**Your Ref:**

**Date:26TH September, 2024**

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**DORMAA CENTRAL MUNICIPAL ASSEMBLY**

**INVITATION TO A TWO-DAY TRAINING ON ADMINISTRATIVE DATA QUALITY**

The Ghana Statistical Service (GSS) following the completion of the Regional and District Officers training on Administrative Data compilation in February, 2022 and March, 2023 using a standard data template has equipped most of the MMDAs to compile data covering the 15 thematic areas over the period 2015 – 2022.

As part of the effort to access the quality of data compiled, some issues have been identify that could have been address by the Statistical Officers during the compilation of the data. To ensure that Statistical Focal Person in the District have a better understanding of the data they compiled and able to identify potential quality issues and possibly address them, the service is organizing a two-day training session from 4TH October, 2024 to 5TH October, 2024 for the attached under listed Officers from each department.

**Venue: Business Resources Centre Conference room.**

**Time: 9:00am.**

We count on your usual co-operation and support in this regard.

Thank you.

**(NAR-IRE PUOBENYERE DAVID)**

**MUNICIPAL CO-ORD. DIRECTOR *for:* MUNICIPAL CHIEF EXECUTIVE**

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**Distribution list:**

1. Municipal Coordinating Director
2. District Statistical Department
3. MIS Officer at Agric Department
4. MIS Officer at Ghana Education Services
5. MIS Officer at Ghana Health Services
6. Births and Deaths Registry
7. District Development Planning Unit
8. Social Welfare Department
9. District Feeder Roads Department/Works Department
10. Forestry Department
11. NEDCO/ECG/VRA
12. Business Advisory Centre
13. Community Water and Sanitation Agency/Ghana Water Company
14. Department of Labour