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August 21, 2006

2010 CENSUS PLANNING MEMORANDA SERIES

No. 52

MEMORANDUM FOR The Distribution List

From: Preston Jay Waite *[signed]*
Associate Director for Decennial Census

Subject: Establishment of the Executive Steering Committee for the
2010 Census Program for Evaluations and Experiments

I am forming an Executive Steering Committee to provide overall direction on the planning and implementation of the 2010 Census Program for Evaluations and Experiments (CPEX). Your participation on the committee is requested. Responsibilities of the Executive Steering Committee include:

- Identifying and recommending high-level research topics and questions for the 2010 Census evaluations and experiments;
- Assessing program recommendations from stakeholders (such as the Advisory Committees and National Academy of Sciences);
- Participating in briefings on evaluation and experiment study plans and preliminary and final results.

The charter for the Executive Steering Committee is provided for your information. The committee will begin meeting in the next month or so and will remain active as needed, possibly until September 30, 2013. Meetings will be held monthly. As the program evolves, more frequent meetings will be scheduled.

I am requesting membership in the committee from the list of people below. A response by August 25, 2006 is appreciated. Please contact Debbie Bolton (301-763-3944) with this information.

Proposed committee members:

Teresa Angueira
Arnold Jackson
Marvin Raines
Frank Vitrano
David Whitford
Jennifer Reichert
Larry Cahoon

Tommy Wright
Betsy Martin
Howard Hogan
Bill Bell
Bob Fay
Deborah Bolton
Randall Neugebauer

Attachment

Charter
2010 Census Program for Evaluations and Experiments
Executive Steering Committee

Statement of Purpose

The Executive Steering Committee (ESC) for the 2010 Census Program for Evaluations and Experiments (CPEX) will provide program guidance and direction for the 2010 Census evaluations and experiments. The ESC will direct the collection of informative data to effectively evaluate the 2010 Census and provide valuable information to inform 2020 Census planning.

Mission

This committee, consisting of Census Bureau Executive and Senior Staff members, will define the scope and focus of the 2010 evaluations and experiments; identify research topics and high-level research questions and make recommendations for all proposed research for the 2010 CPEX. Committee members will support the application by all program participants of the Quality Process guidelines for report development. The committee will establish the completion timeframe for the program and direct the timely availability of research results for 2020 Census planning.

Scope

Major activities that are within the scope of the committee include:

- Identifying the high-level research topics and questions for 2010 Census evaluations and experiments.
- Recommending research.
- Prioritizing research.
- Establishing the program completion timeframe.
- Assessing program recommendations from stakeholders (such as the Advisory Committees and National Academy of Sciences).
- Reviewing preliminary and final evaluations and experiment results reports.
- Providing direction if program cuts are required.
- Directing the application of the Quality Process to all evaluations and experiments.
- Providing guidance on the Risk Management Plan.
- Establishing policy for providing data to external stakeholders.
- Participating in briefings of study plans, and preliminary and final report results.

Major Milestones

Major Milestones	Date
ESC identifies 2010 research topics and questions	10/06
Conduct broad internal review of proposed research	11/06
Brief NAS on CPEX research topics and questions; NAS reviews topics, prioritizes questions and recommends additional research	12/06 – 2/07
ESC finalizes recommendations on 2010 research topics and questions	3/07
Research Design Team reviews questions and suggests best methods	5/07
Program participants prepare overviews of research	6/07 – 7/07
NAS reviews research methods	9/07 – 10/07
ESC finalizes research topics and methods	11/07
Brief advisory groups	Spring 08

Steering Committee Members (Proposed)

Jay Waite, Teresa Angueira, Arnold Jackson, Marvin Raines or designee, Frank Vitrano, David Whitford, Jennifer Reichert, Larry Cahoon, Tommy Wright, Betsy Martin, Howard Hogan, Bill Bell, Bob Fay, Deborah Bolton, and Randall Neugebauer