

# **ELECTRONIC CIVIL REGISTRATION & VITAL STATISTICS (ECRVS)**

## **TRAINING MODALITIES (Birth Registration Module)**

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**Document  
2023**



**NATIONAL POPULATION  
COMMISSION**



## Purpose of the Document

The Training Modalities for the Electronic Civil Registration and Vital Statistics (ECRVS) looks at the best methods and techniques to build the right human capacity to support the deployment and RESULT-DRIVEN use of the ECRVS. The Birth Registration Module on the ECRVS will be supported with this training to build the capacity needed for the digital Birth Registration Drive. The training will provide State independent support to manage and provide a continuous sustainability approach beyond using the system for the Birth Registration Drive.

This document will provide a Training Action to Stakeholders and Facilitators on

- The Training Needs
- The Requirement for Trainee/ECRVS Technical Support
- The Training Tools
- The Training Materials/Curriculum
- The Training Dates/Moderators
- The Different Training Sessions for Civil Registration Functionaries.
- The Must Agenda for Training the Adhoc Temporary Registrars.

What should be contained in the in-person/virtual training would be provided by the Solution Provider of the ECRVS and could be an addendum to this document or a Standalone Document that should include the User Guide to support the most practical process for best practice.

### **THE TRAINING NEEDS**

- Facilitators need extensive knowledge of the “Compulsory Births and Deaths Registration Act” to provide the proper guidelines for registering births and collecting the right information.
- Facilitators need to understand all the modules on the ECRVS to facilitate an effective and easy-to-understand technique to deliver the training.
- Facilitators should understand English to provide a unified understanding of the system.

### **THE REQUIREMENT FOR TRAINING TRAINEE/ECRVS TECHNICAL SUPPORT**

- Intermediate/ Advanced knowledge of the use of any computer system

- The use of Microsoft Word, Excel, and PowerPoint
- Knowledge of setting up a printer to support the printing of Birth certificates as applicable.
- The ability to easily understand and can independently work with less supervision.

## **THE TRAINING TOOLS**

- Computer
- Tablets
- PDA
- Smart Phones
- Data for Internet connection.

## **THE TRAINING MATERIAL AND CURRICULUM**

The training will be conducted by the ECRVS Solution Provider supported by the Focal person from the National Population Commission, who is knowledgeable about collecting birth registration information.

- The Solution Provider will provide the training materials and the curriculum on the first day of the National level training of all States' ICT in Nasarawa.
- The Solution Provider will work with the focal person from the National Population Commission to put the presentation together to support further the training and provision of ongoing learning outcomes.
- The training environment will provide a hands-on experience for all the trainees and a test to establish their knowledge about the ECRVS system and other information applicable to the success of this digitization process.
- The Solution provider will provide a Certificate of Completion to all Trainees to certify their understanding of the ECRVS.

## **AGENDA FOR TRAINING OF ADHOC MUST INCLUDE THE FOLLOWING:**

### **Day 1**

- Overview of the Birth Registration Drive
- Scope of Work including the tools required (The use of their smartphone or

device/Provision of their Data). Please verify all Applicant has the right device.

- Understanding Payment and transparency with the exercise.
- Introduction of Respective NYSC to the Adhoc
- Introduction to respective Registrars/DCRs
- The rules that apply to collecting information on Birth Registration
- Training on the B1 manual form, including the use of the Notification Card

## Day 2

- Technical training on the real application (Summary)
- Hands-on training on the application itself
- Issue guide and how to escalate issues.
- Distribution of the birth certificate.

### TRAINING DATES AND TRAINING MODERATORS

#### Training at the National Level

(Implementation Team, HQ).

Training Dates	Time	Location	Traners	Satus
June 5	10.00 am - 4.00 pm	FCT (UN Building)	Barnksforte Technologies & NPC	Completed

#### Training of the State ICT

Training of the state ICT will be conducted at the assigned focal state within the represented geo-political zone and by the assigned Representative from Barnksforte and Supported by the HQ ICT respectively.

State	Number of State ICT	Number of HQ ICT	Date of Training	Time	Training Location.	Status
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	(4/state)					
FCT	24	5	June 7th-8th	8.00 am - 4.00 pm	Nasarawa	completed
Niger						
Kogi						
Nasarawa						
Plateau						
Benue						
Gombe	20	3	June 7th-8th	8.00 am – 4.00 pm	Gombe	completed
Bauchi						
Taraba						
Yobe						
Borno						
Kano	26	4	June 7th-8th	8.00 am – 4.00 pm	Kano	completed
Kaduna						
Jigawa						
Sokoto						
Zamfara						
Kebbi						
Lagos	24	5	June 7th-8th	8.00 am – 4.00 pm	Lagos	completed
Ogun						
Bayelsa						
Cross- River						
Delta						
Enugu						

**TRAINING AT THE STATE LEVEL FOR FIRST PHASE STATES. TRAINING CONDUCTED AT INDIVIDUAL STATES.**

(Training the HOD, DCR, NYSC, and Registrars)

State	Training Dates (2 Day/Class)	Time	Trainers
Bauchi	July17th-18 <sup>th</sup>	8.00am - 4.00pm	Bauchi State ICT/HQ Team
Benue	July17th-18 <sup>th</sup>	8.00 am - 4.00 pm	Benue State ICT/HQ Team
Gombe	July17th-18 <sup>th</sup>	8.00am - 4.00pm	Gombe State ICT/HQ Team
Lagos	July17th-18 <sup>th</sup>	8.00 am - 4.00 pm	Lagos State ICT/HQ Team
Kebbi	July17th-18 <sup>th</sup>	8.00 am - 4.00 pm	Kebbi State ICT/HQ Team
Kano	July17th-18 <sup>th</sup>	8.00 am - 4.00 pm	Kano State ICT/HQ Team
Taraba	July17th-18 <sup>th</sup>	8.00am - 4.00pm	Taraba State ICT/HQ Team
Zamfara	July17th-18 <sup>th</sup>	8.00 am - 4.00 pm	Zamfara State ICT/HQ Team

Training should be provided concurrently because of time. Trainers should be split between 2 Classes **ONLY** if there is a need for **TWO** classes. Classes should be grouped as one except in cases of large numbers, which might not support effective training facilitation.

**Training at the LGA Level for the Adhoc Temporary Registrars at Assigned Locations.**

State	Location of Training	No. LGA/Cluster	Training Dates	Time	Trainers	Deployment date
<b>BAUCHI</b>	Misau	3	July 17th-18 <sup>th</sup>	8.30 am – 3.00 pm	Bauchi State ICT/DCRs/ Assigned NYSC	19 <sup>th</sup> July
	Gamawa	2				
	Jama'are	2				
	Ganjuma	3				
	Dass	3	Jul 20th-21st			
	Bauchi	2				
	Katagum	3				
	Alkaleri	2				
<b>KANO</b>	Tarauni	3	July 17th-18th	8.30 am – 3.00 pm	Kano State ICT/DCRs/ Assigned NYSC	July 28 <sup>th</sup>
	Sumaila	3				
	Nassarawa	4				
	Bichi	3	Jul 20th-21st			
	Dambatta	3				
	Tundun Wanda	3				
	Kura	3				
	Kano-Municipal	3	July 24th-25th			
	Karaye	3				
	Gabasawa	3				
	Rano	3				
	Wudil	4	July 26th - 27th			
Rimin-Gado	3					

	Gwarzo	3				
<b>LAGOS</b>	Alimosho	1	July17th-18th	8.30 am – 3.00 pm	Lagos State ICT/DCR s/ Assigned NYSC	July 22 <sup>nd</sup>
	Badagry	1				
	Mushin	2				
	Kosofe	2				
	Ajeromi Ifelodun	2				
	Agege	2				
	Ibeju Lekki	2	Jul 20th-21st			
	Epe	1				
	Ikeja	2				
	Ikorodu	1				
	Lagos Mainland	2				
	Ojo	2				
<b>ZAMFARA</b>	Gusau	4	July17th-18th	8.30 am – 3.00 pm	Zamfara ICT/DCR s/ Assigned NYSC	July 22 <sup>nd</sup>
	Talata Mafara	3				
	Anka	3	Jul 20th-21st			
	Kaura Namoda	4				
<b>KEBBI</b>	Birnin Kebbi	3	July17th-18th	8.30 am – 3.00 pm	Kebbi ICT/DCR s/ Assigned NYSC	July 22 <sup>nd</sup>
	Argungu	3				
	Bunza	3				
	Zuru	3				
	Jega	3	Jul 20th-			



	Yauri	3	21st			
	Zuru	3				
	Koko Besse	3				
<b>BENUE</b>	Otukpo	4	July17th-18th	8.30 am - 3.00 pm	Benue State ICT/DCR s/ Assigned NYSC	July 22 <sup>nd</sup>
	Gboko	3				
	Makurdi	4				
	Katsina-Ala		Jul 20th-21st			
	Oju					
	Okpokwu					
	Vandeikya					
<b>GOMBE</b>	Kaltungo	4	July17th-18th	8.30 am - 3.00 pm	Gombe State ICT/DCR s/ Assigned NYSC	July 19 <sup>th</sup>
<b>TARABA</b>	Lau	3	July17th-18th	8.30 am - 3.00 pm.	Taraba State ICT/DCR s/ Assigned NYSC	July 22 <sup>nd</sup>
	Jalingo	5				
	Bali	3				
	Takum	3	Jul 20th-21st			
	Wukari	3				

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**TRAINING AT THE STATE LEVEL FOR SECOND PHASE STATES. TRAINING  
CONDUCTED AT INDIVIDUAL STATES.**

(Training the HOD, DCR, NYSC, and Registrars)

<b>State</b>	<b>Training Dates (2 Day/Class)</b>	<b>Time</b>	<b>Trainers</b>
Bayelsa	July 24th – 25th	8.00am - 4.00pm	Bayelsa State ICT/HQ Team
Borno	July 24th – 25th	8.00 am - 4.00 pm	Borno State ICT/HQ Team
Delta	July 24th – 25th	8.00 am - 4.00 pm	Delta State ICT/HQ Team
Kogi	July 24th – 25th	8.00 am - 4.00 pm	Kogi State ICT/HQ Team
Ondo	July 24th – 25th	8.00am - 4.00pm	Ondo State ICT/HQ Team
Plateau	July 24th – 25th	8.00am - 4.00pm	Plateau State ICT/HQ Team
Nasarawa	July 24th – 25th	8.00am - 4.00pm	Nasarawa State ICT/HQ Team
Yobe	July 24th – 25th	8.00 am - 4.00 pm	Yobe State ICT/HQ Team

Training should be provided concurrently because of time. Trainers should be split between 2 Classes **ONLY** if there is a need for **TWO** classes. Classes should be grouped as one except in cases of large numbers, which might not support effective training facilitation.

**Training at the LGA Level for the Adhoc Temporary Registrars at Assigned Locations.**

State	Location of Training	No. LGA/Cluster	Training Dates	Time	Trainers	Deployment date
<b>Borno</b>	Askira	4	July 24th – 25th	8.30 am – 3.00 pm.	Borno State ICT/DCRs/ Assigned NYSC	July 31 <sup>st</sup>
	Biu	5				
	Dikwa	3	July 27th – 28th			
	MMC	1				
	Mongono	10				
<b>Yobe</b>	Potiskum	4	July 24th – 25th	8.30 am – 3.00 pm	Yobe State ICT/DCRs/ Assigned NYSC	July 26 <sup>th</sup>
	Damaturu	4				
	Nguru	3				
	Bade	3				
	Geidam	3				
<b>Delta</b>	Oshimili-South	6	July 24th – 25th	8.30 am – 3.00 pm	Delta State ICT/DCRs/ Assigned NYSC	Aug 3 <sup>rd</sup>
	Bomadi	3				
	Ndokwa-West	5	July 27th – 28th			
	Ughelli North	4				
	Warri South	7	1st – 2nd Aug			
<b>Plateau</b>	Jos North	3	July 24th – 25th	8.30 am – 3.00 pm.	Plateau State ICT/DCRs/ Assigned NYSC	July 31 <sup>st</sup>
	Jos South	3				
	Pankshin	3				

	Langtang North	3	July 27th – 28th			
	Shendam	3				
	Mangu	2				
<b>Bayelsa</b>	Yenagoa	3	July 24th – 25th	8.30 am – 3.00 pm.	Bayelsa State ICT/DCRs/ Assigned NYSC	July 26 <sup>th</sup>
	Nembe-Ogbia	2				
	Ekeremor	1				
	Brass	1				
	Southern Ijaw	1				
<b>Nasarawa</b>	Obi	3	July 24th – 25th	8.30 am – 3.00 pm.	Nasarawa State ICT/DCRs/ Assigned NYSC	July 31 <sup>st</sup>
	Lafia	3				
	Akwanga	3	July 27th – 28th			
	Karu	3				
<b>Ondo</b>	Akoko North East	2	July 24th – 25th	8.30 am – 3.00 pm.	Ondo State ICT/DCRs/ Assigned NYSC	Aug 2 <sup>nd</sup>
	Akoko South West	2				
	Owo	2				
	Akure North	2	July 27th – 28th			
	Akure South	2				
	Ondo West	3				
	Okotipupa	3	July 31 <sup>st</sup> – Aug 1st			
	Ilaje	1				
Ese odo	1					
<b>Kogi</b>	Okene	4	July 24th –	8.30 am –	Kogi State	July 31 <sup>st</sup>

	Dekina	2	25th	3.00 pm.	ICT/DCRs/ Assigned NYSC	
	Idah	4				
	Lokoja	3	July 27th – 28th			
	Yagba East	3				
	Ankpa	3				
	Kabba Bunu	3				

**TRAINING AT THE STATE LEVEL FOR THIRD PHASE STATES. TRAINING  
CONDUCTED AT INDIVIDUAL STATES.**

(Training the HOD, DCR, NYSC, and Registrars)

<b>State</b>	<b>Training Dates (2 Day/Class)</b>	<b>Time</b>	<b>Trainers</b>
Cross-River	Aug 7th – 8th	8.00 am - 4.00 pm	Cross-River State ICT/HQ Team
Enugu	Aug 7th – 8th	8.00am - 4.00pm	Enugu State ICT/HQ Team
FCT	Aug 7th – 8th	8.00 am - 4.00 pm	FCT State ICT/HQ Team
Jigawa	Aug 7th – 8th	8.00am - 4.00pm	Jigawa State ICT/HQ Team
Kaduna	Aug 7th – 8th	8.00 am - 4.00 pm	Kaduna State ICT/HQ Team
Katsina	Aug 7th – 8th	8.00 am - 4.00 pm	Katsina State ICT/HQ Team
Niger	Aug 7th – 8th	8.00am - 4.00pm	Niger State ICT/HQ Team

Ogun	Aug 7th – 8th	8.00 am - 4.00 pm	Ogun State ICT/HQ Team
Sokoto	Aug 7th – 8th	8.00 am - 4.00 pm	Sokoto State ICT/HQ Team

**Training at the LGA Level for the Adhoc Temporary Registrars at Assigned Locations.**

State	Location of Training	No. LGA/Cluster	Training Dates	Time	Trainers	Deployment date
<b>Enugu</b>	Enugu North	3	Aug 7th – 8th	8.30 am – 3.00 pm	Enugu State ICT/DCRs/ Assigned NYSC	Aug 9 <sup>th</sup>
	Nsukka	3				
	Udenu	3				
	Nkanu West	3	Aug 7th – 8th			
	Udi	3				
	Enugu East	2				
<b>Ogun</b>	Ijebu Ode	6	Aug 7th – 8th	8.30 am – 3.00 pm.	Ogun State ICT/DCRs/ Assigned NYSC	Aug 9 <sup>th</sup>
	Sagamu	3				
	Ado Odo/Ota	1				
	Abeokuta South	4	Aug 7th – 8th			
	Yewa South	5				
	Ifo	1				
<b>Cross- River</b>	Calabar South	3	Aug 7th – 8th	8.30 am – 3.00 pm.	Cross-River State ICT/DCRs/ Assigned NYSC	Aug 9 <sup>th</sup>
	Calabar Municipal	3				
	Yakurr	3				

	Ikom	3	Aug 7th - 8th			
	Obudu	3				
	Ogoja	3				
<b>FCT</b>	AMAC	3	Jul 31- Aug 1	8.30 am – 3.00 pm.	Bayelsa State ICT/DCRs/ Assigned NYSC	Aug 2nd
	Gwagwalada	2				
		1				
<b>KADUNA</b>	B/Gwari	1	July17- 18	8.30 am – 3.00 pm	Kaduna State ICT/DCRs/ Assigned NYSC	
	Sabon Gari	3				
	Soba	2				
	Makarfi	2				
	Chikun	3				
	Jema'a	4	Jul 31- Aug 1			
	Kachia	3				
	Kaduna North	2				
	Kauru	2				
<b>JIGAWA</b>	Birnin Kudu	3	July17th- 18th	8.30 am – 3.00 pm	Jigawa State ICT/DCRs/ Assigned NYSC	
	Kiyawa	3				
	Auyo	3				
	Ringim	3	Jul 31- Aug 1			
	KiriKasamma	3				
	Malam Madori	2				
	Gumel	3	Aug 14 <sup>th</sup> - 15th			
	Kazure	3				

	Babura	3				
<b>NIGER</b>	Mokwa	3	July 17th-18th	8.30 am – 3.00 pm	Niger ICT/DCRs/ Assigned NYSC	
	Agwara	2				
	Chanchaga	3				
	Suleja	3	Jul 31-Aug 1			
	Agai	3				
	Rijau	2				
<b>SOKOTO</b>	Tangaza	3	Jul 31-Aug 1	8.30 am – 3.00 pm	Sokoto State ICT/DCRs/ Assigned NYSC	
	Gwadabawa	3				
	Goronyo	3				
	Sokoto North	2				
	Wurno	3	Aug 14 <sup>th</sup> -15 <sup>th</sup>			
	Bodinga	3				
	Tambuwal	3				
	Sokoto South	3				
<b>KATSINA</b>			Jul 31-Aug 1	8.30 am – 3.00 pm.	Katsina State ICT/DCRs/ Assigned NYSC	
			Aug 14 <sup>th</sup> -15 <sup>th</sup>			
			Aug 28 <sup>th</sup> -29 <sup>th</sup>			



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