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**MEMBERSHIP QUESTIONNAIRE**

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## **Application for Full Membership**

The purpose of this questionnaire is to enable the INDEPTH Board of Trustees and the Executive Director to have sufficient information on the applicant health and demographic surveillance system (HDSS) site as they review the application for full membership into the Network. Please return the fully completed questionnaire to the INDEPTH Secretariat.

**HDSS Profile**

***Important: Your application is essentially a profile that describes your HDSS. This profile can eventually be written out and published in the International Journal of Epidemilogy (IJE), the topmost journal in its field. Please use the attached template to prepare a profile of your HDSS. We expect that you use data provided in your cohort profile to complete this questionnaire.***

**DEFINING INFORMATION REGARDING *INDEPTH Network***

**INSTITUTION**

**Please note: Responses to these questions should be with specific reference to the health and demographic surveillance system (HDSS) operated at your site, and not to the wider portfolio of research that may be based thereon.**

**1. Identifying details**

**a) Name of site/project/programme:**

**b) Geographic location:** *(be as specific as possible i.e. include country, province/region, district/sub-district as appropriate)*

**c) Base institution(s):** *(e.g. university, Ministry of Health (MOH), research council, etc or multiple of these)*

**d) Primary purpose(s) of the HDSS**

**e) Priority Research Areas**

**f) Full contact details (Mailing and email addresses, Tel. and Fax)**

**2. Key descriptive features: surveillance**

**a) Size of population under continuous surveillance:**

**b) Year when surveillance was introduced:**

**c) Has there been any interruption? If yes, when was surveillance continued?**

**d) Indicate key variables under continuous surveillance:**

 **Y/N Frequency of update (monthly,**

 **quarterly, annually)**

 **• births**

 **• deaths**

 **• migration**

 **• pregnancies and their outcomes**

 **• Other variable(s) under continuous surveillance (please list, including frequency of update)**

**e) Do you collect information on cause of death? If Yes, how?**

**f) Verbal Autopsy (VA)** is a method used in the absence of clinical autopsy to elicit information on cause of death [See for details: INDEPTH Network (2002). *Population and Health in Developing Countries. Volume 1, Population, Health and Survival at INDEPTH Sites*. IDRC, Canada. This book is available online at www.idrc.ca]

 **i) Are Verbal Autopsies conducted?**

 **ii) If yes, are the VAs on all deaths, or a sample?**

**g) Database:**

**i)** Are all individual records linked prospectively within the database? Comment if necessary:

**ii)** Give brief details on the type of database used, and whether this was

 custom-designed or is based on a system used elsewhere (e.g. HRS 1 or 2)

**iii) Comment on data entry capability** *(e.g. number of resident data typist(s), contracted out to private sector etc):*

* **in-house capability; If yes, specify:**
* **contracted out; If Yes, specify:**

**3. Key results**

*(These results may be preliminary in case the HDSS has just been established. Please attached pages if necessary)*

**a) Population pyramid** *(include as a separate page)*

**b) Mortality rates\*, by age and sex ---** (use attached Excel template)

**c) Fertility rates\* ---** (use attached Excel template)

**d) Include in- and out-migration rates by age and sex (preferably on the same graph)**

**(\*** with mortality and fertility rates include trend lines, if available, based on retrospective and prospective analyses**)**

**If some or all of the above results are not available, please state reason:**

**4. Management and human resources**

**a) Management/accountability structure: please outline**

**b) Project leader/director – *This person is considered the centre leader by INDEPTH. Some centres have more than one HDSS (field sites). The Director of the centre is the centre leader and the heads of the field sites are the site leaders.***

**c) Alternate contact person *– You are likely to receive a larger than expected email communication from the INDEPTH Secretariat. We therefore advise to have someone else who will receive this communication. Please provide full name and email address***

**c) Senior research staff** *(provide a detailed list)*

**5. Funding sources / Collaborators**

**a) Current main funders/donors** *(please list)*

**b) Future potential funders/donors** *(list)*

**c) Funding is guaranteed until? (Year…)** (*if funding is likely though not guaranteed, please clarify)*

**d) Who are your collaborators? (***Other institutions and researchers***)**

**6. Role/contribution of an international network of field sites**

*Focus first on what would be of particular benefit to your own site and its work; thereafter, if appropriate, consider some of the broader roles and contributions such a network might make.*

1. **Expected contributions of the Network to your centre**
2. **Expected contributions of your research centre to make to the Network**
3. *The INDEPTH Network now takes the lead in facilitating public access to research data from the Global South through our INDEPTH Data Management Platform. Specifically we have iSHARE2 (*[*www.indepth-ishare.org*](http://www.indepth-ishare.org)*) where we make disaggregated HDSS and other project data available and INDEPTHStats (*[*www.indepth-ishare.org/indepthstats*](http://www.indepth-ishare.org/indepthstats)*) where we make key HDSS indicators available. We continue to improve tools for data access and responsible data sharing to be possible at various levels to ensure appropriate research collaborations impact of our work. We expect all our member centres to join iSHARE2. It is an important criterion that minimum datasets are submitted yearly to be on INDEPTHStats. Should you have further questions, please contact Dr. Kobus Herbst (**kherbst@africacentre.ac.za**) or Dr. Martin Bangha (**martin.bangha@indepth-network.org**)***.**

**Will you submit the required minimum dataset? *See attached Excel sheets for Person Years, Deaths, Births, Fertility data.***

**8. Publications**

1. Please list at most five (5) key publications that have resulted from your HDSS. *(Provide full details of publications and enclose copies if possible.)*
2. Please include your latest annual report.