

# BAHÁ'Í WORLD CENTRE

DEPARTMENT OF STATISTICS

5 June 2011

Transmitted by email

To National Spiritual Assemblies

Dear Bahá'í Friends,

In an attempt to help training institutes everywhere follow progress at the cluster level, we are, at the request of the Universal House of Justice, in the process of developing a computer program called the *Statistical Report Program for the Training Institute (SRP Institute)*. In recent months it has been successfully tested in a number of clusters in various countries around the world, and it has now reached a stage where it can be shared more widely.

The program allows for the recording of basic information on children's classes, junior youth groups, and study circles, as well as on individuals participating in these activities, whether registered as Bahá'ís or not. It also allows for the generation of several reports that can support the institute in its work and inform the planning process at the cluster level. It is available for download through the link <https://bahai.bwc.org/srpi>, which may be freely shared among those serving as coordinators of the institute. Anyone accessing the website will be prompted for a username and password, and the following generic entries, which will remain valid for at least the next three months, can be used for this purpose:

- Username: srpinstitute
- Password: 1nur168

The program is currently available in three languages: English, French, and Spanish. One of these can be selected during the installation process; this choice can later be changed by repeating the installation process. If you would like to receive a copy on a disc through regular mail, please inform our Department accordingly.

It is hoped that training institutes everywhere, particularly in those clusters with an intensive programme of growth, will be able to benefit from the use of the program. It includes a reference guide with detailed information about the various functions and how they can be used, and forms designed to assist with the collection of data. It is suggested that the friends refer to this guide to become familiar with the way the program operates.

The program does not yet support the exchange of information among those institute coordinators serving a particular cluster or group of clusters and, as such, it is currently best used by installing it on only one computer at that level. It also does not yet support the transfer

of information to the regional, national, or international levels. As these and other improvements are made, and more functionality is developed, updated versions will periodically be made available. At the same time, attention will turn to the further improvement of the *Statistical Report Program (SRP)*, which is already being implemented by National Spiritual Assemblies worldwide. It is envisioned that as both these instruments become fully operational at the cluster level, it would be possible to generate reports such as the Cluster Growth Profile directly from one of them. For the time being, however, it is suggested that the profile continue to be completed manually on the basis of data recorded in both programs, toward the end of every cycle of activities.

We would like to keep in touch with a person at the national level designated by your training institute board or your National Assembly to assist with the implementation of the program in your country. The name and contact details of this individual can be sent by email to [srpi@bwc.org](mailto:srpi@bwc.org). This address can subsequently be used by the contact person for any formal or informal communications regarding the working of the program, including any questions he or she may have.

With loving Bahá'í greetings,

Department of Statistics

cc: International Teaching Centre  
Boards of Counsellors  
Counsellors