

MICS SURVEY DESIGN WORKSHOP
King Fahd Palace Hotel, Dakar, Senegal
27 March – 3 April, 2013

AGENDA

Workshop expected results:

- Strengthened skills of UNICEF officers, government counterparts and survey coordinators for planning, organization, management and coordination of MICS.
- Improved understanding of the indicators and the recommended survey methodology for collecting data on the situation of children and women through MICS.
- Draft survey plans produced for countries committed to conducting MICS.

UNICEF Workshop Facilitators

Attila Hancioglu	(AH)	Senior Adviser/Global MICS Coordinator, SMS/DPS, HQ
Bo Pedersen	(BP)	Statistics Specialist (Household Surveys), SMS/DPS, HQ
Ivana Bjelic	(IB)	Statistics Specialist (Data Processing), SMS/DPS, HQ
Mamadou Thiam	(MT)	Statistics and Monitoring Specialist (ESARO MICS Coordinator)
Michele Seroussi	(MS)	Monitoring and Evaluation Specialist (WCARO MICS Coordinator)
Turgay Unalan	(TU)	Statistics Specialist (Household Surveys), SMS/DPS, HQ
Yadigar Coskun	(YC)	Statistics and Monitoring Specialist (Data Processing), SMS/DPS, HQ
Pierre Martel	(PM)	Consultant, Household Survey Expert
David Megill	(DM)	Consultant, Sampling Expert


March 27, Wednesday

Day 1

Time	Topic	Objectives	By	Methodology
08:30-09:00	Workshop Registration			
09:00-09:20	Opening Session – Welcome Speeches		Manuel Fontaine, Acting RD, WCARO Inoussa Kabore, Chief PME, WCARO Attila Hancioglu, Global MICS Coordinator, UNICEF	
09:20-09:45	Introduction of Resource Persons and Participants		AH/MS	
09:45-09:50	Objectives of the Workshop	To review themes to be covered in the workshop	MS	Presentation
09:50-10:00	Administration and Logistics of the Workshop	To discuss workshop administration and logistics	MS	
10:00-10:20	Security Briefing		Pierre Pinchart, UNICEF	
10:20-10:45	Coffee Break			
10:45-11:45	MICS: Past, Present, and Future	To understand: 1) the importance of monitoring progress towards MDG and other goals, and the contribution of MICS in this area 2) the importance and place of MICS in generating data on children’s and women’s well-being, and 3) reporting needs at regional and country level To discuss: 1) deadlines for events and reports and 2) potential uses of MICS data at global, regional and country level	AH	Presentation and Q&A
11:45-12:30	Country Group Discussions	To discuss the pre-workshop survey plans and country data availability		Country group discussion
12:30-13:30	Lunch			
13:30-14:30	Overview of MICS Tools, Templates, Resources, Technical Assistance	To be introduced of all standard MICS tools, templates, and resources made available through the Global MICS Programme Overview of the MICS Technical Assistance Framework	BP	Presentation and Q&A
14:30-15:15	Overview of the MICS Process	To understand the survey cycle and key decisions to be taken before data collection, including governance structure, human resources, survey scope, timetable, budgeting To explain and discuss the contents of the Country Survey Plan and Budget to be presented by each country at the end of the workshop To understand typical timetable for a national survey, common survey budget items, calculation of the survey budget	BP	Presentation and Q&A
15:15-15:30	Coffee Break			
15:30-17:00	Overview of the MICS Process (continued)	As above	BP	Presentation and Q&A

March 28, Thursday

Day 2

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-9.30	Some Features of MICS Questionnaires and Modules	To understand the structure and formatting features of the MICS questionnaires and modules To understand the basic rules to be followed during the customization of questionnaires	TU	Presentation and Q&A
9.30-10.30	<u>Household Questionnaire</u> Household Information Panel List of Household Members	The overall structure of the household questionnaire To explain the flow of modules and eligibility issues To understand, for each module: The flow of the module, eligibility, indicators produced and associated goals, targets and uses, preparatory work for customizing the module	AH/IB	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-12.00	<u>Household Questionnaire</u> Education Child Labour Child Discipline	As above	AH/IB	Presentation and Q&A
12-00-12.30	Country Group Discussions	To discuss Household Questionnaire modules including customization, relevance and application within country context, Q&A		Group discussion
12.30-13.30	Lunch			
13.30-15.30	<u>Household Questionnaire</u> Household Characteristics Insecticide Treated Nets Indoor Residual Spraying Water and Sanitation Handwashing Salt Iodization	As above	AH/IB	Presentation and Q&A
15.30-15.45	Coffee Break	Group Photo 		
15.45-17.00	Country Group Discussions	To discuss Household Questionnaire modules including customization, relevance and application within country context, Q&A		Group discussion
SESSION FOR UNICEF PARTICIPANTS				
17.30-18.30	Managing Support to MICS	How to coordinate and manage support to MICS in a country office	MS/MT	Group discussion
19.00-20.30	MARKET PLACE AND RECEPTION (FOR ALL)			

March 29, Friday

Day 3

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-10.30	<u>Questionnaires For Individual Women and Men</u> Woman's Information Panel Woman's Background Access To Mass Media And Use of Information and Communication Technology Fertility/Birth History Desire For Last Birth Unmet Need	To understand, for each module: The flow of the module, eligibility, indicators produced and associated goals, targets and uses, preparatory work for customizing the module	BP/TU	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-11.45	<u>Questionnaires For Individual Women and Men</u> Maternal And Newborn Health Post-Natal Health Checks Illness Symptoms Contraception Female Genital Mutilation/Cutting Attitudes Toward Domestic Violence Marriage/Union	As above	BP/TU	Presentation and Q&A
12.15-13.00	Country Group Discussions	To discuss Individual Women/Men Questionnaire modules including customization, relevance and application within country context, Q&A		Group discussion
13.00-14.30	Lunch			
14.30-15.15	<u>Questionnaires For Individual Women and Men</u> Sexual Behaviour HIV/AIDS <i>Circumcision</i> Maternal Mortality Tobacco And Alcohol Use Life Satisfaction	As above	BP/TU	Presentation and Q&A
15.15-15.30	Coffee Break			
15.30-17.00	Country Group Discussions	To discuss Individual Women/Men Questionnaire modules including customization, relevance and application within country context, Q&A		Group discussion

March 30, Saturday

Day 4

Off-Day - Social Activity

March 31, Sunday

Day 5

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-10.45	Sampling - Part I	1) To explain: the importance of correct sampling procedures, key concepts in proper sampling the relationship of sampling with other factors, such as cost, time, fieldwork organization, and factors that determine sample size, how to calculate sample size, number of PSUs and cluster size 2) To discuss sampling options, use of sample frames, and sub-national estimates 3) To introduce sampling errors, survey weighting 4) Group activity: Selection of Indicators and Calculation of Sample Size	MT/DM	Presentation and Q&A
10.45-11.00	Coffee Break			
11.00-11.45	Sampling Overview (continued)	Group activity (continued)		Group practice
11.45-12.30	<u>Questionnaire For Children Under Five</u> Under-5s Information Panel Age Birth Registration	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module	TU/BP	Presentation and Q&A
12.30-13.30	Lunch			
13.30-15.00	<u>Questionnaire For Children Under Five</u> Early Childhood Development Breastfeeding and Dietary Intake Immunization Care of Illness	As above	TU/BP	Presentation and Q&A
15.00-15.15	Coffee Break			
15.15-16.00	<u>Questionnaire For Children Under Five</u> Anthropometry	To understand equipment, training and field work requirements of anthropometry in MICS	MS/PM	Presentation and Q&A
16.00-17.00	Country Group Discussions	To discuss Questionnaire for Children Under Five modules including customization, relevance and application within country context, Q&A		Group discussion
SESSION FOR SURVEY MANAGERS AND SAMPLING EXPERTS (OPTIONAL FOR OTHER PARTICIPANTS)				
17.30-19.00	Sampling – Part II	To discuss frame issues, stratification, household listing and selection, weighting and associated templates and techniques to minimize bias	MT/DM	Presentation and group discussion

April 1, Monday

Day 6

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-09.45	Preparing for Fieldwork	To discuss recruitment and structure of fieldwork teams and roles and responsibilities of fieldwork team members. To understand MICS recommendations for pre-test and field-work training.	MS/MT/PM	Presentation and Q&A
09.45-10.30	Fieldwork: Survey Logistics and Arrangements	To understand the key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc.) To develop a complete list of logistics to be managed To develop the supply list for UNICEF procured items	MS/MT	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-11.30	Country Group Practice	To discuss fieldwork preparations, logistics, and training		Group discussion
11:30-12:30	Fieldwork: Survey Quality Control	To understand: 1) The types of errors that can influence survey validity and reliability, 2) how to prevent, identify, and correct errors and low-quality work, and 3) the key role of adequate supervision and team interaction in the field To understand the use of field check tables	MS/MT/PM/IB	Presentation and Q&A
12.30-13.30	Lunch			
13:30-15:00	Country Group Practice: Interpreting Field Check Tables	Exercise to interpret field check tables and find solutions to improve data quality		Group discussion
15.00-15.15	Coffee Break			
OPTIONAL SESSION				
15.15-16.00	Adding Modules from/to Other Surveys	To understand: 1) How a MICS can adopt modules from other surveys, e.g. DHS, and how other surveys can adopt MICS modules, and 2) why truly “combined” surveys are generally not recommended	MS/MT	Group discussion
15.00-17.00	Completion of Presentations / Report on Survey Plans	Country teams work on survey plans		Group discussion

April 2, Tuesday				Day 7
Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-10.30	Data Entry and Processing	To understand: 1) the role of data entry in MICS, 2) methods to accomplish data entry, and 3) software for data entry. To preview the agenda of the second MICS workshop To demonstrate and provide a brief overview of data archiving toolkit (IHSN)	IB/YC	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-12.30	Data Analysis and Reporting	To understand the MICS process in analyzing data and the report writing activities, incl. focus on data quality and sampling error tables	BP/TU	Presentation and Q&A
12.30-13.30	Lunch			
OPTIONAL SESSION				
13:30-15:00	Data Collection Using PDAs/Tablets	To further understand data collection using PDAs/tablets and provide answers to all questions in plenary	IB	Q&A
15.00-17.00	Completion of Presentations / Report on Survey Plans	Country teams work on survey plans		Group discussion

April 3, Wednesday

Day 8

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-09.15	Dissemination	To explain how to 1) use MICS results at the maximum extent possible 2) organize public presentations, and 3) draft a dissemination plan	TU	Presentation and Q&A
09.15-10.00	Lessons Learned from MICS4	Excerpts from independent evaluation of MICS4. Data quality analysis of MICS4 data.	AH	Presentation and Q&A
10.00-10.15	Coffee Break			
10:15-11:00	Lessons Learned from MICS4 (continued)	As above	AH	Presentation and Q&A
11.00-12.30	MICS Technical Assistance Framework	To go through the MICS steps and understand the technical assistance that will be provided at each critical survey stage To describe the details of the technical support that will be provided by RO and HQ	MS/BP	Presentation and Q&A
12.30-13.30	Lunch			
13.30-15.15	Country Presentations on MICS Survey Plans (10 min. for each survey team)	To address: Implementing Agency and MICS Team Envisaged Content Sampling Fieldwork Survey Instruments Needed Technical Support Needs Budget Timetable To offer suggestions on resolving problems To discuss major challenges in the implementation of MICS	MS/MT	Survey Team Presentations
15.15-15.30	Coffee Break			
15.30-16.00	Workshop Evaluation	To understand the adequacy of the knowledge gained and skills developed to train and implement MICS To present the results of information collected in participant evaluation forms To revisit critical aspects of the workshop To discuss the main outcomes of the workshop	BP	Presentation and Q&A
16.00-17.00	Closing Session – Closing Speeches	Speeches Distribution of certificates	Manuel Fontaine, Acting RD, WCARO Inoussa Kabore, Chief PME, WCARO Attila Hancioglu, Global MICS Coordinator, UNICEF	